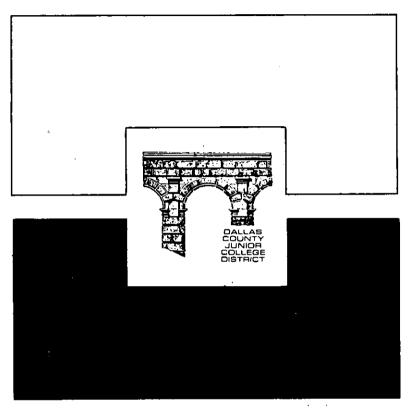


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EL CENTRO COLLEGE

BULLETIN • 1970-71

The regulations in this bulletin are based upon present conditions and are subject to change without notice. The college reserves the right to modify any statement in accordance with unforeseen conditions.

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1970-71 ACADEMIC CALENDAR

FALL SEMESTER

	· ·
Tuesday-Friday	Faculty Orientation
Monday	Labor Day Holiday
Tuesday-Friday	Registration
Monday	8:00 a.m. Classes begin
Friday	5:00 p.m. Last day to with- draw with a grade of "W"
Wednesday	10:00 p.m. Thanksgiving Holidays begin
Monday	8:00 a.m. Classes resume
Friday	5:30 p.m. Christmas Holidays begin
Monday	8:00 a.m. Classes resume
Monday	8:30 p.m. Last day to with- draw from school or drop a class
Friday-Wednesday	Final exams for 1st semester
Wednesday	First semester closes
	Monday Tuesday-Friday Monday Friday Wednesday Monday Friday Monday Monday Friday Monday Friday

SPRING SEMESTER

January 26-29	Tuesday-Friday	Registration
February 1	Monday	8:00 a.m. Classes begin
March 2	Tuesday	5:00 p.m. Last day to with- draw with a grade of "W"
April 1	Thursday	Last day for filing degree or certificate plans for May graduation
April 1	Thursday	10:00 p.m. Spring Vacation begins
April 6	Tuesday	8:00 a.m. Classes resume
May 13	Thursday	8:30 p.m. Last day to with- draw from school or drop a class
May 24-27	Monday-Thursday	Final exams for 2nd semester
May 27	Thursday	Second semester closes

May 26	Wednesday	Graduation
	SUMMER :	SESSION
June 2-3	Wednesday- Thursday	Registration
June 4	Friday	Classes begin
June 15	Tuesday	5:00 p.m. Last day to with- draw with a grade of "W"
July 5	Monday	Holiday for the 4th of July
July 8	Thursday	8:30 p.m. Last day to with- draw from school or drop a class
July 13	Tuesday	Final exams
July 13	Tuesday	Summer session closes

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Mrs. Eugene McDermott, Vice Chairman of the Board
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Vice-Chancellor	Kennet
Business Manager	Walter
Assistant to the Chancellor	David
Director of Planning and Research	H. Deo
Special Assistant to the Chancellor	Robert
Special Services Assistant	Wanda
Director of Data Processing Services	James
District Coordinator of Occupational and Technical Education	Claude
Technical Assistant for Facility Planning	Stanle
Construction Coordinator	George
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ABBOTT, RICHARD W.

Sam Houston State College, B.A. Director of Student Center

ABERNATHY, MARSHALL M.

University of Texas, B.A.; M.A. Division of Science & Math: Mathematics

ACREA, PATRICIA A.

Texas Christian University, B.S.C.; North Texas State University, M.B.E.

Division of Business: Typing and Shorthand

ALFORD, MARSHALL E.

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

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. Division of Counseling and Guidance: Counselor

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

BALDWIN, ALFRED R.

Southeastern Louisiana College, B.A. Division of Business: Data Processing

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.; North Texas State University, Ed.D. Chairman, Division of Social Science

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

Howard Payne College, B.A. Division of Humanities: Drama

BIZZELL, JOHNYCE

Oklahoma State University, B.S.; M.A. Division of Counseling and Guidance: Counselor

BLACKERBY, ROBERT A.

Hardin-Simmons 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., Samford University, M.S.
Division of Business: Law and Accounting

BOLDING, JEANNE W.

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

Division of Counseling and Guidance: Counselor

BOLDT, CHRIS E.

Texas Technological College, B.B.A.; Texas Christian University Division of Science and Math: Mathematics

BOOTH, DOROTHY J.

Texas Woman's University, B.A.; North Texas State University,

Division of Social Science: Psychology

BORGLUND, WILLIAM R.

Eastern Illinois University, B.S.; M.S.

Student Activities Advisor

BOUNDS, GLEN I.

Northwestern State College, Louisiana, B.S.; East Texas State University, M.S.

Division of Science and Math: Biology

BOYLE, ROBERT B.

Southern Methodist University, B.A.; M.A. Director of Personnel

BROCK, DOROTHY F.

North Texas State University, B.A.; M.A. Division of Communications: English

CAMP, MARGUERITE B.

Atlantic Christian College, B.A., Ohio University, M.A. Division of Counseling and Guidance: Counselor

CARLEY, W. TED

North Texas State University, B.S.; M.S. Division of Instructional Resources: Graphic Production

CARPENTER, ROBERT W.

North Texas State University, B.B.A.; M.B.A.; C.P.A. Division of Business: Accounting

CAUTHRON, LINNIE E.

Texas Woman's University, B.S.N. Division of Nursing: A.D. Nursing

CHAMBERLAIN, ENRIQUE A.
North Texas State University, B.A., East Texas State University, M.S.

Division of Instructional Resources: Librarian

CHANDLER, JOHN W.

Howard Payne College, B.A., Southwestern Theological Seminary, M.R.E., Texas Christian University, M.A. Division of Communications: English

CHENEY, BOBBY W.

Southern Methodist University, B.A.; M.A. Division of Social Science: History

CLIFTON, JOHN F.
North Texas State University, B.S.; M.Ed. Division of Guided Studies: Guided Studies Math

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

Division of Communications: English

COLLINS, MAHON D.

East Texas State University, B.S.; M.S. Division of Science and Math; Audio-Tutorial Laboratory

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

CREAMER, DON G.

East Texas State University, B.A.; M.Ed.; Indiana University, Ed.D.

Dean of Student Personnel Services

CROCKER, DARYL S.

Texas A & I, B.B.A.; M.B.A. Division of Social Science: Economics

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

Chairman, Division of Nursing

DALE, CHARLES W.

Southeastern State College, B.S.; University of Southern Illinois, M.S.
Division of Science and Math: Electronics

DEASON, KAYE J.

Kilgore Junior College, A.A.; Stephen F. Austin College. B.A.; M.A.

Division of Social Science: Social Science

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

DOBBS, VIRGINIA

University of Kentucky, B.S.

Assistant Dean and Director, Community Service Programs

DOUGHTY, GEORGE E.
Florida State University, B.S.; Florida State University,
Certificate in Law Enforcement

Division of Social Science: Director of Campus Security

DRAKE, JESSE H.

East Texas Baptist College, B.S.; Hardin-Simmons University,

Division of Communications: English

DYCUS, BARBARA C.

East Texas State University, B.S.; M.S. Division of Instructional Resources: Media Specialist

EDWARDS, ANNIE H.

Prairie View A & M College, B.S.; M.Ed.; Professional Counseling Certificate

Career Advancement Now Program: Counselor

EMMERT, OLIVE GRAY

St. Louis Jewish Hospital School of Nursing, R.N. Division of Paramedics: Central Service Technology

ENGLAND, DANIEL B.

University of Oregon, B.S., Dallas Seminary, Th.M. Division of Science and Math: Drafting

EVRIDGE, DOROTHY J.

Texas Wesleyan College, B.S., North Texas State University, M.A. Division of Communications: English

FELDER, ROBERT H.

Sam Houston State College, B.B.A.; M.A. Division of Business: Credit and Collections

FINCH, MILDRED N.

Wiley College, B.S.; Reed College, M.A.T. Division of Science and Math: Mathematics

FLEMING, WALTER LEE, III

University of Notre Dame, B.B.A., Southern Methodist University, M.B.A. Division of Business: Mid-Management

FORD, MILDRED J.

Wayland College, A.A., Mary Hardin-Baylor College, B.S.; Registered Medical Record Librarian Division of Paramedics; Medical Record Technology

FOWLER. WILTON R.

Stephen F. Austin State College, B.S.: M.A.: Baylor University, Ed.D. Division of Counseling and Guidance: Counselor

FRANK, WILLIAM S.

Colorado State University, B.A.; M.A. Division of Humanities: Philosophy

GAMMAGE, JUDIE K.

Southern Methodist University, B.A. Division of Business: Data Processing

GILBERT, JACK P.

University of Texas, B.F.A., North Texas State University, M.Ed. Chairman, Division of Communications

GILL, DONALD A.

West Texas State University, B.A.; University of Colorado, M.A. Division of Communications: English

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

GIVENS, WILLIAM R.

Southwestern Medical School, ARIT Division of Paramedics: Respiratory Therapy

GLENN, MARY L.

Southeastern State College of Oklahoma, B.S.; University of Oklahoma, M.B.E. Division of Business: Shorthand

GLOVER, PHYLLIS PAYNE

Centenary College, B.A., Southern Methodist University, M.A. Division of Communications: English

GONNET, KATHERINE A.

Texas Woman's University, B.S., Southern Methodist University, M.Ed. Division of Guided Studies: Guided Studies Reading

GONZALEZ, CARLOS

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

Chairman, Division of Science and Math

GRAUPMAN, LEE

La Crosse State College, B.S.; Western State College of Colorado, M.A.

Division of Counseling and Guidance: Counselor

GREENSTONE, JAMES L. University of Oklahoma, B.A., North Texas State University, M.S. Division of Social Science: Psychology

HAMANN, LOY W.

Washington University, B.S.N. Division of Nursing: A.D. Nursing

HAMM, ROBERT D.

East Texas State University, B.S.; M.Ed. Director, Urban Progress with Education Project

HAMMOND, JAY M.

Southwest Missouri State College, B.A.: University of Missouri,

Division of Social Science: History

HAMRICK, THOMAS S.

Medical Center School of Inhalation Therapy, University of
Kentucky, American Registry of Inhalation Therapy, A.R.I.T. Division of Paramedics: Respiratory Therapy

HANKERSON, JAMES A.

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

Division of Social Science: Government

HARES, DAVID R.

Southwestern University, B.A., East Texas State University, M.S. Division of Guided Studies: Guided Studies Math

HARKINS, CADE J. III

American Registry of Inhalation Therapy Division of Paramedics: Respiratory Therapy

HEBERT, EULA A.

Prairie View A & M College School of Nursing, B.S.

Division of Nursing: A.D. Nursing

HEGAR, ALYLENE E.

Texas Technological College, B.S.; North Texas State University.

Division of Counseling and Guidance: Counselor

HELTON, LOUISE B.

Baylor University, B.A.; M.A. Division of Guided Studies: Guided Studies Speech

HENENBERG, CAROLYN

Southern Methodist University, B.A., University of Colorado, M.A. Division of Communications: German

HENSLEE, JIMMIE J.

East Texas State University, B.S.; M.Ed. Division of Business: General Business

HERD, RUBY H.

North Texas State University, B.S.; M.Ed.; Ed.D. Chairman, Division of Guided Studies

HERRON, DAVID E. M.

University of Oregon, B.Mus.Ed.; M.M. Division of Humanities: Music

HOGARTH, BRUCE M.

University of Omaha, B.S., North Texas State University, M.B.A. Division of Business: Mid-Management

HOLMES, JERRY L.

North Texas State University, B.B.A.; B.S.; M.B.A. Division of Business: Mid-Management

HOLT, DIANE R.

University of Utah, B.S.; M.S. Division of Counseling and Guidance: Counselor

HOOVER, SIDNEY D.

University of Washington, B.A.; M.A. Division of Communications: English

HOSKINS, BETTY B.

Goucher College, B.A.; Amherst College, M.A. Division of Science and Math: Biology

HUCHINGSON, JOHN D.

New Mexico State University, B.A.; M.A. Division of Counseling and Guidance: Counselor

HUNT, ANN N.

Austin College, B.A.; Texas Christian University, M.A. Division of Communications: Spanish

JACKMAN, PHILIP H.

Nebraska Wesleyan University, B.A.; University of Texas, M.F.A. Southern Methodist University, B.D. Division of Humanities: Theatre

JAMES, JIMMIE R.

Southwestern State, B.A., Central State College, M.A. Director of Financial Aid and Placement

JOCOY, MILDRED F.

Medical and Surgical Memorial Hospital, R.N. Division of Paramedics: Vocational Nursing

JOHNSON, GENELL O.

University of Oklahoma, B.A.; M.A. Division of Communications: Speech

JOHNSTON, JENEANNE

University of Oklahoma, B.A.; M.A. Division of Communications: Journalism

KELSO, MARK

Stephen F. Austin State College, B.A.; M.A. Division of Communications: Communications

KERBEL, LARRY D.

Colorado State University, B.S., Colorado State College, M.A. Division of Science and Math: Engineering and Design

KETTLER, CLARICE M.

Baptist Memorial Hospital, R.N.

Division of Paramedics: Vocational Nursing

KING. CAROLYN G.

Texas Woman's University, B.S. Division of Nursing: A.D. Nursing

KING, CHARLENE M.

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

Division of Counseling and Guidance: Counselor

KING, FLOYD T., JR.

Colorado College, B.S.; M.A.T.

Division of Science and Math: Chemistry

KIRKPATRICK, JAMES M.

Oklahoma City University, B.I.A., North Texas State University, M.Ed.

Division of Science and Math: Drafting

KOCH, ARTHUR R.

Rhode Island School of Design, B.F.A.; University of

Washington, M.F.A. Division of Humanities: Art

KYLE, JUDY K.

Purdue University, B.A.; University of Washington, M.A. Division of Communications: Spanish

LEFF, GLADYS R.

New York University, B.A.; M.A.

Division of Social Science: History

LIGON, JIMMIE C.

Texas Christian University, B.A., Southern Methodist

University, M.A. Career Advancement Now Program: Counselor

LITTLE, MYRA ERWIN

University of Texas, B.A.; Southern Methodist University, M.A. Division of Science and Math: Mathematics

LOKKE, DONALD H.
Wheaton College, B.S.; Texas Technological College, M.S. Division of Science and Math: Geology and Geography

LONG, JAMES S.

East Texas State University, B.B.A. Division of Business: Data Processing

LOONEY, CYANN

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

LOPEZ: FRANK

Southwest Texas State College, B.S.; University of Texas, M.A. Division of Science and Math: Mathematics

LUKE, PAUL J.

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

LUTTRELL, LYDIA

University of Tennessee, B.S., University of Tennessee College of Nursing, B.S. Division of Nursing: A.D. Nursing

MACA, SUANNE

North Texas State University, B.A.; M.A. Division of Guided Studies: Writing

MAYS, BENITA

Parkland School of Medical Technology, M.T., University of Texas at Arlington, B.S., University of Texas Southwestern Medical School, M.A. Division of Paramedics: Paramedics

McCLUNG, RAY O.

Texas A & M University, B.S.; University of Illinois, M.S. Division of Counseling and Guidance: Counselor

McCULLOUGH, MARION W.

Success Business College, Board of the American Dental Assistant Association, C.D.A. Division of Paramedics: Dental Assistant

McELVEEN, JERRY D.

Southeastern Louisiana College, B.A., Louisiana State University, M.A. Division of Communications: English

McGOWN, CAROLINE

Texas Christian University, B.A.; Texas Woman's University, Division of Communications: English

McGREW, THOMAS G.

Methodist Hospital of Dallas, R.T.; East Texas State University,

Division of Paramedics: Radiologic Technology

McMAHON, JERRY D.

Texas Technological College, B.S.; Princeton University, M.A. Division of Science and Math: Manufacturing Processes

McNUTT, LUTHER E., JR.

Texas Institute of Technology, A.S. Director of Building and Grounds

McPEEK, MAURICE

East Texas State University, B.A.; M.Ed. Associate Director, Instructional Resources

MENCHACA, RICHARD V.

North Texas State University, B.S.; M.Ed. Director of Career Advancement Now Program

MILLER, ELDON L.

Manchester College, B.S.; Miami University, M.A.T.; New Mexico University, Ed.S.; Ed.D. Assistant Dean of Instruction

MOE. JACQUELYN

University of Texas, B.A., Kansas State University, M.S. Consultant in Student Activities

MOORE, H. PAXTON, II

University of Texas, B.A.; Texas Christian University, M.A. Division of Communications: English

MORAN, BETTY WYLIE

North Texas State University, B.S., Texas Technological University, M.Ed. Division of Science and Math: Home Economics

NELSON, EILEEN

University of Dallas, B.A., Tulane University, M.A. Division of Communications: French

NUNLEY, JOHN P.

University of Texas at Austin, B.A.; M.A., Southern Methodist University, M.A. Division of Social Science: Social Science

O'BRIEN, RICHARD E.
Southern Methodist University, B.S.; M.S. Division of Science and Math: Chemistry

OLESEN, SPENCER L.

Stephen F. Austin State College, B.A. Division of Guided Studies: Guided Studies Reading

PALMER, CHRISTINE

Hartford Hospital School of Nursing, R.N., New England Conservatory of Music Division of Humanities: Music and Artist in Residence

17

PASSMORE, BILL B.

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

Dean of Adult Education and Community Services

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

PAYNE, JAMES T.

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

Division of Science and Math: Radio and Television Repair

PEARCE, SCOTT C.

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

PEARSON, ELIZABETH M.

University of Texas. B.A.

Assistant to the Director of Admissions

PELTIER, ARLIN G.

Louisiana State University, B.Mu.Ed.; M.Mu.Ed.: Fulbright Scholar, Hamburg, Germany Chairman, Division of Humanities

PENNER, GARY R.

Nebraska State Teachers College, B.Sc.Ed.; University of Illinois, M.A.
Division of Science and Math: Mathematics

PERMENTER, KENNETH L.

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

PHILLIPS, ARBRA M.

Paul Quinn College, B.S., East Texas State University, M.Ed. Division of Guided Studies: Guided Studies Math

PIERSON, WILLIE L.
Bishop College, B.S.
Urban Progress with Education Project: Counselor

PLOCEK, PAT

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

Division of Business: Business

PLOG, CLAUDIA E.

Texas A & I, B.Mu.; M.S., Certificate of Data Processing, E.C.P.I. Division of Business: Data Processing

PRANGE, EDNA L.

Texas Technological College, B.A.; Texas Woman's University,

Division of Communications: Communications

PRESTON. DAVID E.

East Texas State University, B.S.; M.S. Division of Social Science: Sociology

RECTOR, THOMAS J.

Baylor University, B.A., University of Nebraska College **Business Management Institute** Business Assistant to the President

REDING, DIANA L.

Hartwick College, B.S.

Division of Nursing: A.D. Nursing

RICE, NINA D.

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

RUSHING, DOROTHY BEAL

Sam Houston State Teachers College, B.A.; M.A.; University of Illinois, Ph.D.

Assistant 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

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.

East Texas State College, B.S.; M.A. Division of Communications: English

SILVERMAN, PINCUS

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

SMITH, BARBARA JEAN

Florida State University, B.S. Division of Nursing: A.D. Nursing

SMITH, DANA F.

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. Director of Student Activities

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., North Texas State University, Ph.D. Assistant Division Chairman, Counseling and Guidance

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

STARLING, SUSANNE

Baylor University, B.A.; North Texas State University, M.A. Division of Social Science: American History

STEWART, JOHN D.

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

STEWART, KATHERINE R.

University of Texas, B.A.; Stanford University, M.A. Division of Social Science: Government

STIMMEL, F. GENE

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

STIRMAN. NAN E.

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

STOVER, JAMES W.

Baylor University, B.F.A.; Columbia University, M.A. Division of Humanities: Art

SWANSON, PEGGY E.

North Texas State University, B.B.A.; M.B.E.; Southern Methodist University, M.A. Chairman, Division of Business

THOMAS, CHARLES E.
West Texas State University, B.S., M.A. 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.

Pratt Institute, B.S.

Division of Business: Pattern Design

TODES, JAY L.

University of Texas, B.A.; M.A.; University of Houston, Ed.D. Division of Business: Mid-Management

TONN, JAMES W.

East Texas State University, B.S.; M.Ed. Division of Science and Math: Electronics

TROTTER, ROBERT S.

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

Division of Social Science: Government

TROY, ROBERT D.

Texas Technological University, B. of Arch., Columbia University, M.S.Arch., National Council of Architectural Registration Boards, N.C.A.R.B., Registered Architect, Texas Division of Science and Math: Architecture

TUCKER, BILL F.

Arkansas State University, B.A., Memphis State University, M.Ed.

Chairman, Division of Instructional Resources

TUNNELL, WILLIAM K.

University of Texas, B.A.; M.A., Ph.D. Division of Social Science: History

VAN SELM, ARIE WILLY

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

VERETT, GARY D.

Abilene Christian College, B.Ed.; M.Ed. Division of Guided Studies: Guided Studies

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

WARE, ROBERT L.

Oklahoma State University, B.S. Assistant Dean of Business Affairs

WATSON, BILLY W.

Bob Jones University, B.A.; M.A. Division of Communications: Speech

WATTS, MARY GRACE

Spohn Hospital of Corpus Christi, R.T. Division of Paramedics: Radiologic Technology

WEAVER, GAYLE M.

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

Science

WEHRLE, BETTY

Baylor University, B.A., North Texas State University, M.Ed. Division of Guided Studies: Guided Studies

WHITE, GERRY

The Johns Hopkins Hospital, R.N., Western Reserve University, B.S.N., University of Washington, M.N.Ed. Director, Institute of Allied Health Careers

WHITFIELD, E. RAY

Machinist, Journeyman Rating;

Southwestern Baptist Theological Seminary, Diploma in Theology Division of Science and Math: Manufacturing Processes

WILKINSON, TOM
Southern Methodist University, B.A.; University of Texas, M.A.; M.L.S. Associate Director, Division of Instructional Resources

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.

Division of Guided Studies: Guided Studies Reading

WILLIAMSON, JOHN W.

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

Director of Admissions and Registrar

WILMETH, WILLIAM W.

Southwestern State College, B.S., Central State College, M.A. Assistant Director, Division of Financial Aid and Placement

WITHERSPOON, JOSEPH RAY North Texas State University, B.B.A. Assistant Director, Community Service Programs

WYCKOFF, JEAN B.

Riverside General, Toledo, Ohio, R.N.; University of Pittsburgh, B.S.N.Ed.; M.L., Royal Institute Public Health and Hygiene, M.R.I.P.H.H. Director, Health Center

YATES, KATHRYN DELL

Midwestern University, B.A.; M.A. Division of Social Science: Government

ZAMORANO, ELIUD HECTOR

Texas Christian University, B.A.; M.A. Urban Progress with Education Project: Counselor

ZARKOWSKI, FRANK E.

Oregon State University, B.E.; M.Ed.; Purdue University, M.S., East Texas State University, Ph.D. 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 fourth 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, will open in September, 1970 with a third additional institution, Richland College, to open in September, 1972. 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 make 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 noncredit 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:

- 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

The deadline for submitting applications for admission to El-Centro College are as follows:

 SEMESTER
 DEADLINE

 Fall, 1970
 August 24, 1970

 Spring, 1971
 January 7, 1971

 Summer, 1971
 May 27, 1971

All applications received by the Director of Admissions after the deadline date will be considered as applications to the following semester. The Director of Admissions may make an exception when a class has available space.

In addition to the application, all admission required data must be in the Admissions Office within one week after the deadline for applications.

It is the responsibility of each applicant to complete his admission file. Only those who have fulfilled all admission requirements will be considered for admission.

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. may be considered by the Committee on Admission and Retention.
- 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 an 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 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. (The high school transcript is not required of transfer students who have earned a minimum of 6 semester hours.)

3. College Transcripts.

Official transcripts are required from each college or university previously attended.

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.

All students must present current proof of a negative tuberculin skin test or chest x-ray. The medical form is to be initialled on the health history side by the physician who signs the completed physical examination of the applicant. This form is then mailed *directly* to the College Health Center.

Part-Time Students

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

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. (The high school transcript is not required of transfer students who have earned a minimum of 6 semester hours.)

3. College Transcripts.

Official transcripts are required from each college or university previously attended.

4. Medical Form.

All students must present current proof of a negative tuberculin skin test or chest x-ray.

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

The health history side of the examination form must be completed by all students. This form is then mailed *directly* to the College Health Center.

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:

 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 previously enrolled in college who are placed on scholastic probation are expected to enroll in HD 106. Under special circumstances a counselor may waive this course for probationary students.

A student on probation who earns 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 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 readmission. Teh 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 improvements 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 preregistration advisement session.

Counseling and Guidance

Students and prospective students who have provided all necessary admissions information to the college will find a staff of professional counselors available to help them resolve questions of career choice, college transfer requirements, study skills, self-understanding and other kinds of personal problems. Group and individual techniques are employed by the counselors to meet students' needs. A partial review of additional materials and services available through the counseling center is listed for students' information:

- psychological tests of personality, vocational interests and aptitudes,
- 2) occupational and vocational information,
- 3) catalogues from a wide selection of college and universities,
- 4) registration information,
- information about the general services offered in other divisions of the college,
- 6) tutoring services,
- 7) referral for students requiring therapy for psychological problems,
- educational planning of courses to meet specific degree requirements.

All students are assigned a counselor by the Admissions Office. Those who desire services of a counselor should contact their assigned counselor for an appointment. Students are encouraged to express any desire for change in their assigned counselor.

Advisement

For students who have been admitted to the college, educational planning and advisement is provided. 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 defining 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	\$6.00 per semester credit hour to a maximum of \$60.00
Residents of Other Texas Counties	\$9.00 per semester credit hour to a maximum of \$90.00
Non-Texas Residents*	\$21.00 per semester credit hour to a maximum of \$210.00

Summer Term

Residents of Dallas County	\$10.00 per semester credit hour to a maximum of \$60.00
Residents of Other Texas Counties	\$15.00 per semester credit hour to a maximum of \$90.00
Non-Texas Residents*	\$30.00 per semester credit hour to a maximum of \$180.00

[•] 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

^{**}Tuition fees (Credit Courses)—To be paid at college of residence will be defined as college in which student will take the majority of his credit hours.

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
*Available only to students e	nrolled for 12 hours or more.
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 plus tuition at the part-time rate per semester hour.

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. However, under present conditions, no foreign students are admitted without the special permission of the president of the college.

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.

Repetition of Courses

Repeated courses will be computed in hours and earned credits only for the last course attempted. Courses taken at another institution but repeated at El Centro College will be handled in the manner described above only if a written request is submitted to the Registrar.

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, whether part time or full time, will pay an examination fee of \$5.00 per examination plus tuition at the part time rate per semester hour. There is no refund of this fee 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:

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

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 (No substitutions allowed)	12	hours
Humanities: To be selected from Theatre 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 ¼ of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for 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 minimum total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester hour total is over 60. These requirements are listed in this catalogue under the specific program beginning on page 154.

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.
- 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.
- January and August graduates may attend the next commencement if they 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 33 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 or Withdrawal from College

A student must drop a class or withdraw from college in the following manner:

- Obtain a drop or withdrawal form from his counselor and follow the procedure outlined by the counselor.
- Should circumstances prevent a student from appearing in person to withdraw from college, he may withdraw by mail by writing to the Director of Admissions. No drop or withdrawal requests are accepted by telephone.

Students who drop or withdraw prior to or on Friday of the fourth full week after the beginning date of a semester will receive a grade of "W" regardless of work accomplished. After this date, the student will receive a "WP" or "WF" to be determined by the instructor, based upon the quality of the student's work. A student may not drop a class or withdraw from college during the last two weeks of a semester. Refer to the college catalog calendar for specific dates.

If a student leaves without officially withdrawing, he will receive "F" in all subjects.

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
С	Average	2 points
D	Poor	1 point
P	Progress	Not computed
F	Failing	0 points
I	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

The Health Center, located on the second floor, is maintained on campus to provide health counseling and education as well as emergency and first aid care. The Health Center is open from 8:00 a.m. until 10:00 p.m. daily Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday.

Confidentiality of all findings is maintained, and no information is ever released without written permission from the student. A major function of the Health Center is the referral of students to the appropriate outside source for the correction of defects. Each student is responsible for his own transportation to referred sources. If the illness/injury is of such nature to necessitate an ambulance call, it will be provided at the students' personal expense.

Health education material can be secured from the Health Center. A small library is maintained containing health related materials not available in the library.

A blood bank for use by the student and his family is maintained in cooperation with the Wadley Blood Bank Research Center.

All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs.

FINANCIAL AID AND PLACEMENT

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

Where to Apply

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

Veteran's Benefits. The Veteran's Benefits program for eligible students is coordinated by the Office of Admissions and Records.

Veterans of the Korean War and Cold War who are interested in more details should contact the person in charge of Veteran's Benefits in the Admissions Office.

Social Security Administration. Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. The Office of Admissions and Records acts as liaison between El Centro students and the Social Security Administration.

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.

Law Enforcement Education Program. The LEEP Program is designed to aid students who are presently employed or working towards becoming employed in certain local or state law enforcement and correctional agencies. LEEP funds are of two types, as follows:

- 1. Loans. Loans are available to full-time students only, but either in-service or pre-service law-enforcement students can qualify. The amount of a loan is determined by a discussion of need between the student and Director of Financial Aid and Placement. The maximum loan is \$1,800 per academic year. A LEEP loan may be cancelled at the rate of 25% for each year of full time law enforcement service.
- 2. Grants. Non-repayable grants are available only to students who are employed by a public law-enforcement agency and attending school part-time. Grants are awarded in amounts up to \$300 per academic year to cover the cost of books, tuition, and fees.

For further information or LEEP Applications, contact the office of Financial Aid and Placement.

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.

Sears-Roebuck Foundation Loan. This is a short-term loan available to mid-management students who are recommended by their instructors. It is a 90-day loan for \$100, bearing no interest.

Smith-Murray Memorial Loan. This is a flexible short-term loan available to deserving students in financial need. It is ordinarily a \$50 loan, or for payment of tuition, fees, and books. It bears no interest.

Press Club of Dallas Loan. This loan is available to Journalism majors in the amount of \$100 per semester. It carries a nominal 1% interest rate, and repayment of the loan may be postponed until after graduation. Interested students should first contact the head of the Journalism Department and then work through the Director of Financial Aid and Placement.

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 Coilege. Many of these scholarships are awarded on the basis of the student's anticipated professional career, economic need, potential, and scholastic achievement. Examples of the various scholarships at El Centro are as follows:

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 Dallas Charity Horseshow Association provides scholarship funds for needy and deserving students. The amount of the award is determined after consideration of student references and a discussion between the student and the Director of Financial Aid and Placement. The cash award made will be based upon financial need, academic potential, and extenuating circumstances.

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 University Park Methodist Foundation annually awards two \$250.00 scholarships to students with 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 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 baccalaureate 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.

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

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 Minnie L. Moffet 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.

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

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

terested 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.

The Order of Eastern Star awards a scholarship of \$200.00 per semester to a deserving student whom it selects.

The Epsilon Sigma Alpha Scholarship of \$150.00 or more is awarded to a deserving student in the nursing program. Selections are based on recommendations received from the Division of Nursing.

The West Dallas Community Center makes scholarships of \$200.00 per academic year available to deserving students.

The Lone Star Gas Scholarship Fund provides up to \$150.00 each semester for students in the Culinary Arts Program. The head of the Culinary Arts Department works with the Director of Financial Aid and Placement in selecting recipients.

The North Dallas Chamber of Commerce Scholarship is awarded to qualified students in Mid-Management. Each award is for \$250.00 to assist the student with his tuition, books, and fees during his two-year program of studies. Interested students should first contact the Mid-Management Department, which will work with the Director of Financial Aid and Placement.

The North Texas State University Scholarship program is sponsored primarily by the Alumni Association at NTSU. It includes awards made on the basis of merit and financial need to junior college graduates, ranging from \$100.00 terminal awards to \$250.00 annual awards.

The City Council of Mesquite Parent Teacher Scholarship is awarded to a deserving graduate of Mesquite High School.

The Civic League of Farmer's Branch Scholarship is an award of \$300.00 per academic year made to a deserving student.

The Clara Stewart Watson Scholarship-Loan Fund is available to worthy high school graduates of Dallas and Tarrant Counties to help defray the costs of necessary college expenses.

The Dallas County Dental Assistants Society awards \$250.00 scholarships selected from local high school applicants planning to pursue dental assisting in their college studies.

The Delta Sigma Theta Sorority, Inc. awards two \$120.00 scholarships annually to deserving students fulfilling certain basic requirements, such as academic achievement and involvement in community or civic activities.

The Dallas Textile Club Scholarship is a \$150.00 award made annually to a deserving student in Pattern Drafting and Draping.

The Desk and Derrick Club Scholarship is awarded in the amount of \$150.00 per semester to students of Dallas County who fulfill certain stipulated requirements. Recipients are selected from applicants who are pursuing studies in Secretarial Science or a related field, and who are planning careers as professional secretaries.

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 Association

All registered students of El Centro College are members of the Student Association and are entitled to participate in all activities sponsored by the Student Activities Program.

The Association Council

The Association Council is the coordinating body for the Student Association. Its membership consists of the officers of the Association and representatives of the agencies of the Association.

The Student Senate

The Student Senate is the legislative agency of the Student Association. Its responsibilities include the allocation of student funds and the maintenance of a line of communication between the students and the faculty and administration. Elections are held each semester to fill vacancies in the Senate.

Center Activities Board

The Center Activities Board assumes the responsibility for acting as an advisory agency 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. Membership in this organization is open to all students.

The Interorganization Board

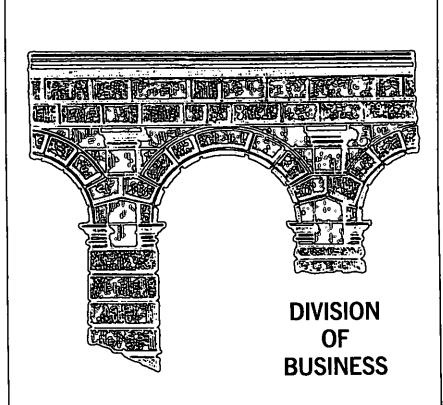
A number of student organizations are available to each El Centro College student. These include professional, honorary, interest, service, departmental and religious organizations. Students who wish to start or join an organization are urged to contact the Director of Student Activities. The Interorganization Board, composed of delegates from all organizations, serves as a coordinating agency for the activities of these groups.

Student Center

The El Centro College Student Center complex occupies a major portion of two floors in the El Centro building. The student may

choose to make use of the facilities and services which are provided for his comfort and recreation or he may participate fully in the program of the Student Center.

The Student Center Office on the lower floor is the focal point for activities in the Student Center. The lower level also contains the Student Association Offices, conference rooms, recreational facilities, television rooms, and a snack bar. The ground level floor houses the cafeteria and bookstore, as well as the central lobby. The office of the Director of Student Activities is 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 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) 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.

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(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 Electronics Program.

(1) Business 137 — Cost Accounting

(3)

The theory and practice of accounting for a manufacturing concern. Detailed study of the measurement and control of material, labor and factory overhead for the job order and process cost systems. Budgets, variance analysis, standard costs, joint and by-product costing will be discussed. Prerequisite: Business 102.

(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) Bysiness 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.

INSTITUTE OF COMPUTING SCIENCES

(1, 2) Computer Science 101—Introduction to Computing Science

(3)

Provides a basic understanding of the computer and how it is used in a variety of applications. Covers the history of computer development, vocabulary and broad concepts of design and function. Intended for non-programmers who need a familiarization with computers and its effect on their career. Lecture 3 hours a week.

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(1, 2) Computer Science 102—FORTRAN Programming (3)

Designed to provide programming skills for those students who need to use the computer as a tool in solution of problems in their curriculum. FORTRAN is especially suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines. Lecture 2 hours a week; Laboratory 2 hours a week, Prerequisite: Math 101 or equivalent.

(1, 2) Computer Science 131—RPG Programming (3)

An elective course to provide programming skills using the Report Program Generator. Emphasis will be on the language techniques and not on operation and functioning of the equipment. Program problems will emphasize card processing and will include Basic Listing, Multicard records and multi-file processing. Designed for programmers and programmer trainees who require RPG in their job environment. Lecture 2 hours a week; Laboratory 2 hours a week.

(1, 2) Data Processing 133—Beginning Programming (4)

An introductory course to acquaint the student with the elements of programming computers using the COBOL language. Skills in problem formulation, flow charting, coding, check out, and documentation are developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing cards, tape, and disk in a sequential processing mode. Lecture 3 hours a week; Laboratory 4 hours a week.

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

Further development of skills and proficiency using COBOL in a more complex programming environment. Special emphasis is given to random processing techniques, multiple input-output files, and the development of advanced program concepts of the language. Lecture 3 hours a week; Laboratory 4 hours a week. Prerequisite: DP 133.

(1, 2) Data Processing 137—Data Processing Mathematics (3)

This course is designed as an introductory course stressing ideas and understanding of principles of computer computation. Areas to be covered include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures. Lecture 3 hours a week.

(1, 2) Data Processing 138—Data Processing Logic (3)

This course is designed to develop and explore the basic logic necessary for problem solving utilizing the computer. Areas to be covered include flowcharting techniques, decision tables, truth tables and table search techniques. Lecture 3 hours a week.

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

Provides additional language capabilities and third-generation hardware concepts using 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 136 or consent of instructor.

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

Introduces and develops skills required to analyze existing systems and to design new systems. Each student is required to complete a case study which involves all facets of system design from the original source of data to final reports including flowcharts and documentation. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: DP 136, 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 maintenance of the system. A study is made of the basic principles involved in the transmission of data over various media of communications. Students will continue to develop programming techniques using the language of their choice in more sophisticated systems. 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 20 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.

DESIGN INSTITUTE

The Design Institute offers programs for two major areas: the apparel industry and interior design.

APPAREL DESIGN

(1) Apparel Design 232 — Design Development

(3)

The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered in each assignment. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Pattern Design 131, Design Institute 136; concurrent enrollment in Apparel Design 237 and Pattern Design 230.

(1) Apparel Design 237 — Style Trends and Research (2)

A study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior petite, junior, active sportswear, misses and suits. Lecture 2 hours a week. Prerequisite: Pattern Design 131, Design Institute 136; concurrent enrollment in Apparel Design 232 and Pattern Design 230.

(2) Apparel Design 233 — Design Development (3)

A continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Apparel Design 232; concurrent enrollment in Apparel Design 238 and Pattern Design 231.

(2) Apparel Design 238 — Style Trends and Research (2)

A continuation of the current trends in apparel industry. Student develops sketches of designs for half sizes, dressy dresses and lingerie. The student selects one size range for a complete research report. Lecture 2 hours a week. Prerequisite: Apparel Design 237; concurrent enrollment in Apparel Design 233 and Pattern Design 231.

(1) Design Institute 134 — Industrial Garment Construction (3)

Analysis of the mass production process in the apparel industry. The study of equipment, techniques and skills involved in the construction of apparel. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Enrollment in Design Institute or Mid-Management.

(1, 2) Design Institute 135—Textiles (3)

A study of fibers, fabrics and finishing processes, including identification and analysis of all types of weaves and their application in industry. Graphic history of textiles of the traditional styles and comparative analysis with contemporary developments. Lecture 3 hours a week. Prerequisite: Enrollment in Design Institute or Mid-Management.

(2) Design Institute 136—Fashion Sketching (3)

A study of structure of the fashion figure. The student learns simple methods for making quick sketches in order to retain ideas and communicate style information. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Enrollment in Design Institute.

(1) Design Institute 234—History of Costume (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. Lecture 3 hours a week. Prerequisite: Design Institute 135.

(2) Design Institute 235—History of Costume (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: Design Institute 234. į

INTERIOR DESIGN

(1) Interior Design 130—Basic Planning

(3)

The student learns to use drawing instruments in drawing twodimensional forms, drafting basic architectural plans and symbols and use of architectural lettering. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Enrollment in Design Institute.

(1) Interior Design 131—Basic Watercolor and Guache (2)

The study of the "color wheel" and mixing techniques of transparent and opaque pigments. The practice of using values, tints and intensities. Application of techniques are in basic natural and geometric forms. Laboratory 6 hours a week. Prerequisite: Enrollment in Design Institute.

(2) Interior Design 132—Advanced Watercolor and Guache

(2)

The application of pigments on wet and dry paper. Emphasis will be given to specific majors in selection of subject matter in sketch of pertinent forms to be painted. Laboratory 6 hours a week. Prerequisite: Interior Design 131.

(1) Interior Design 230—History of Interior Arts (4)

A study of the evolution of the interior arts and related architectural development from Egyptian through the Rococo. The student compiles a notebook of supplementary material. Lectures, slides, reports and field trips provide research information. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Interior Design 132.

(2) Interior Design 231—History of Interior Arts (4)

Continuation of study of evolution of interior arts from Neo-Classic through Victorian with related architectural development. The student compiles a notebook of supplementary material. Lectures, slides, reports and field trips provide research information. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Interior Design 230.

(1) Interior Design 232—Advanced Architectural Planning (2)

The student learns drawing of floor plans and interior elevations and basic furniture plan layout. One-point perspective with beginning interior illustration in color. Laboratory 6 hours a week. Prerequisite: Interior Design 130.

(1) Interior Design 233—Fabrications

(3)

The study of furniture upholstery, wood refinishing, frame construction, drapery making and wall covering techniques. The course is geared for general understanding of technical methods rather than for teaching of craftsmanship. Lecture 2 hours; Laboratory 3 hours a week. Prerequisite: Enrollment in Design Institute.

(2) Interior Design 234—Interior Graphics and Illustration (2)

The study of two-point perspective of interior space in color. Floor plan and furniture layout. Color interior elevations. Laboratory 6 hours a week. Prerequisite: Interior Design 232, 132.

(2) Interior Design 235—Inner Space Composition and Illustration

(2)

The organization of all elementary principles of interior design for problem-solving assignments and formal presentation. Laboratory 6 hours a week. Prerequisite: Interior Design 230, 232.

PATTERN DESIGN

(1) Pattern Design 130—Pattern Drafting and Draping (5)

Student learns to draft and drape the basic patterns by using the latest apparel industry equipment. Through lecture, discussions and demonstrations the student develops fundamental techniques in making patterns. Lecture 3 hours; Laboratory 9 hours a week. Prerequisite: Enrollment in Design Institute.

(2) Pattern Design 131—Pattern Drafting and Draping (5)

Student learns to draft and drape basic patterns in collars, skirts, sleeves and dresses in misses sizes. The basic techniques are developed in pattern grading. Lecture 3 hours; Laboratory 9 hours a week. Prerequisite: Pattern Design 130.

(1) Pattern Design 230—Creative Pattern Design (5)

Student learns techniques to develop patterns for children, junior petite, junior, active sportswear, misses and suits. Special assignments

for Apparel Design Students. Lecture 3 hours; Laboratory 9 hours a week. Prerequisite: Pattern Design 131.

(2) Pattern Design 231—Creative Pattern Design (5)

Student learns to develop patterns for half sizes, dressy dresses and lingerie. Speed techniques are developed in creating patterns. Special assignments for Apparel Design Students. Lecture 3 hours; Laboratory 9 hours a week. Prerequisite: Pattern Design 230.

PATTERN GRADING

(1) Pattern Grading 138— Fundamentals of Pattern Grading

(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; laboratory 9 hours a week. This course is designed for students in 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 children's, 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 in the Pattern Grading Curriculum only.

MID-MANAGEMENT

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

(4) (4)

Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Prerequisite: Concurrent enrollment in approved Mid-Management Program and consent of 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 classroom 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

(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)

Fundamental techniques in 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)

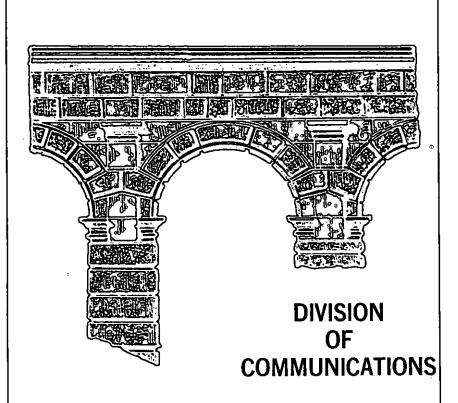
A study of the principles and procedures of food purchasing and cost controlling. Includes preparing quality specifications; taking inventories; determining quantities to buy; reviewing comparative bids; and the actual ordering, receiving, storing, and distribution of the raw food products. Also covers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

(2) Restaurant Management 233—Dining Room Service and Labor Cost Control (3)

Provides knowledge and training in all phases of waiter, waitress, and counter service in dining rooms, coffee shops, and cafeterias. Also teaches how to control labor costs through money scheduling and sound personnel practices.

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

Supervised on-the-job training in a food service operation whether an independent restaurant, hotel, club or related business. Student receives instruction and practical experience in all phases of the restaurant's operation, preparing him to eventually attain an assistant managerial position. Prerequisite: Sophomore standing and concurrently enrolled in approved Restaurant Management program. RM 234 offered first semester, and RM 235 second semester. No lecture hours, 20-30 hours per week at training station.



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. Exploratory 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

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

(3)

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

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

Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story. Lecture 3 hours; Laboratory 4 hours a week. Journalism 101 is not a prerequisite for Journalism 102. Required for all journalism majors. Prerequisite: Typing ability.

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

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

(1, 2) Journalism 104, 105 (Freshman) 202, 203 (Sophomore) (1)

Individual staff assignments on the *Conquistador*, student newspaper, in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one hour per semester. MAY BE REPEATED FOR A TOTAL OF THREE HOURS CREDIT. Prerequisite: Permission of instructor.

(1, 2) Journalism 201—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

(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

(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

(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 Articulation

(3)

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

(1, 2) Speech 201—Forensic Workshop

(1)

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

(1, 2) Speech 205—Discussion and Debate

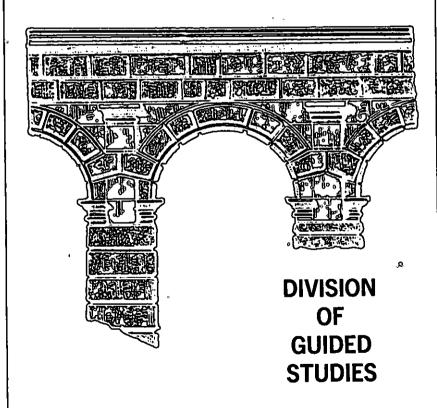
(3)

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

(1, 2) Speech 206—Oral Interpretation

(3)

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



DIVISION OF GUIDED STUDIES

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

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

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.

Guided Studies Mathematics 090—Basic Mathematics (3)

Guided Studies Mathematics 090 if functional and directly related to the needs and experiences of the students. It begins with an emphasis on the understanding of what mathematics is, particularly in its application to daily living and includes a survey of fundamental operations with whole numbers, fractions and decimals. It also includes a study of per cents, computation with denominate numbers, ratio and proportion, interest, savings and checking accounts, consumer credit, automobile and home ownership and maintenance. The course is flexible, so that those students who need a more formal approach to the study of mathematics will be given an introduction to elementary algebra.

Guided Studies Mathematics 091—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.

Guided Studies Reading 090-091—Basic Reading (3)

Guided Studies Reading is concerned with the improvement of reading comprehension, vocabulary, and reading rate. One of its major objectives is helping students develop an interest in reading for pleasure as well as for information. Learning experiences are developed in the areas of use of the dictionary, building vocabulary, techniques of note-taking, exam-taking and studying, reading for

specialized areas, and reading for enjoyment. Guided Studies Reading is offered in a laboratory setting.

Guided Studies Writing 090-091—Basic Writing (3)

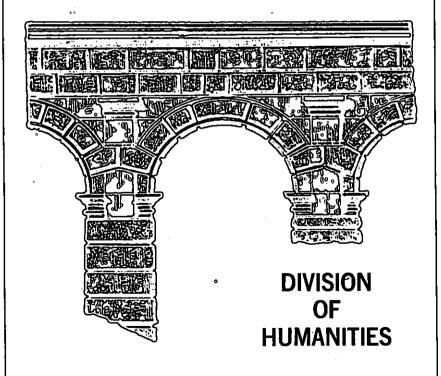
Guided Studies Writing is a laboratory course which involves intensive diagnosis and the delineation of specific individual writing deficiencies and strengths. Learning experiences are planned in the areas of spelling, grammar, punctuation, organization of ideas and fluency as they facilitate and enhance the actual writing experiences of the students. Guided Studies Writing is offered in a laboratory setting.

Human Development 104—Educational and Career Planning (3)

A course in Human Development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving in relation to educational and career decisions through the process of group counseling. Activities are planned to promote mature interpersonal involvement within the group, the college, and the community through an understanding of the causes and effects of one's own behavior in relation to himself and others.

Human Development 106—Personal and Social Growth (3)

A course in Human Development dealing with the process of personal and social growth emphasizing the human dynamics of relating to influences largely outside one's own sphere of control. Class activities will focus on developing a realistic and accepting understanding of self, developing an adequate understanding of the societal influences which have developed the self, and developing an attitude necessary for proper adjustment in family, school, and society. Open to freshmen and sophomores.



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.

(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.

It is highly recommended that an art major who intends to transfer art courses to a senior institution complete two semesters each of basic design and basic drawing before any sophomore courses are taken.

(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 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. Relevant 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 113-114—Foundations in Music

(3)

Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading). Courses designed specifically for the non-music major.

(1, 2) Music 117—Piano Class

(1)

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with limited knowledge in the reading of music or playing the piano. Open to all students. Laboratory two hours a week.

(1, 2) Music 119—Guitar Class

(1)

Class instruction covering the basics of guitar skills, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. Laboratory two hours a week.

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

Private instruction in the student's secondary area of performance. 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 (3)

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)

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.

(2) Music 152—Voice Class (1)

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, part-singing, stage deportment, personality development. Open to all non-voice majors. 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, including a study of other seventh chords, altered chords and modulation with advanced sight-singing, keyboard harmony, part-writing 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 partwriting 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.

PHILOSOPHY

(1, 2) Philosophy 102—Introduction to Philosophy

(3)

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

(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 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. The course is designed to vivify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life. Prerequisite: Three hours of philosophy or consent of instructor. Three lecture hours a week.

(1, 2) Philosophy 205—Directed Studies (1)

An instructional seminar limited to 15 students. This course offers advanced concentration in some specialized area of philosophy. At the beginning of the semester, the group selects some philosopher or specialized area in philosophy. Philosophical psychology, Nietzsche, and Jean-Paul Sartre have been topics in the past. 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 betweening 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 103 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

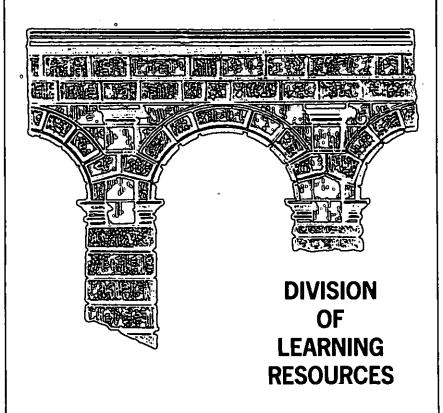
(3)

Continuation of Theatre 106 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.

(1, 2) Theatre 109—Voice and Articulation

(3)

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



(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 verfication 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.

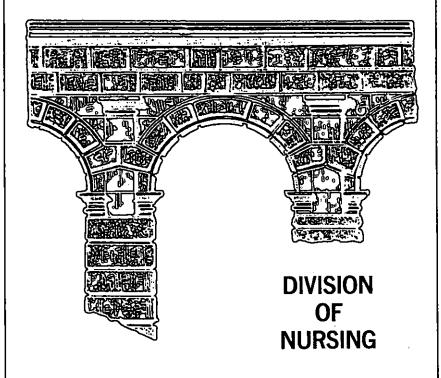
(1, 2) Library Technology 232—Public Services in Libraries (3)

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 student'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. Laboratory 6 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 136-137—Nursing-Biology Correlation Seminar

(1, 1)

A one-hour seminar designed to assist the student in making practical application of the principles of anatomy and physiology to the area of nursing practice. Lecture 1 hour. Prerequisite: Concurrent enrollment in Biology 121-122.

(1) 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.

(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 3 hours; Laboratory 15 hours a week. Prerequisite: Nursing 132.

(1) 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. Prerequisite: Nursing 133.

(5)

(1) Nursing 232—Medical-Surgical Nursing 1

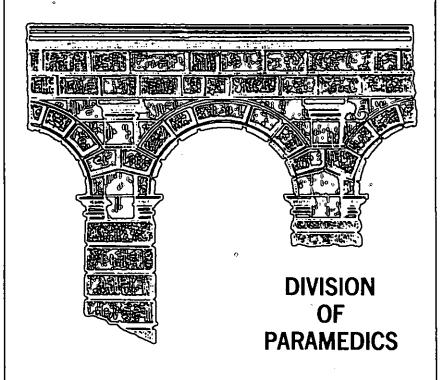
A study of the response of the body to illness and injury and an increased understanding of the mental and physical impact of illness upon the patient and his society. A study of the nursing care of the patient with hypersensitivity responses and with neoplastic, endocrine and neurological disorders. Laboratory experience with selected patients to meet the learning needs of the student. Lecture 2 hours; Laboratory 9 hours a week. Prerequisite: Nursing 133.

(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 cardio-vascular, 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 231, 232.

(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 6½ hours; Laboratory 22 hours per week. Prerequisite: Nursing 233.



(4)

DENTAL ASSISTING ASSOCIATE DEGREE PROGRAM

(1) Dental Assisting 130—Dental Science

A study of the role of the dental assistant in modern practice, history of dentistry and the professional organizations, ethics and jurisprudence for the profession, biological science, with greater emphasis on the head, face and neck, terminology, histology, growth and development of the teeth, oral pathology and microbiology. Lecture 3 hours per week, laboratory 3 hours a week. Prerequisite: admission to the Dental Assistant Program.

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

The study of gross anatomy of the human teeth, their relationship to each other in the dental arches, terminology with drawings and wax carvings so the student becomes familiar with each tooth, its place and function in the dental arch. Lecture 2 hours a week, laboratory 2 hours a week. Prerequisite: admission to Dental Assistant Program.

(1) (2) Dental Assisting 134, 135—Seminar Applied Anatomy & Physiology (1) (1)

A course to coordinate the Biology 120, 121 Anatomy & Physiology with the Dental Assistant course so it may be expanded to the area of most interest to dental assisting.

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

A study of general chemical and physical properties of all dental materials; methods and techniques in preparing materials for use, bacteriology, sterilization, classification of drugs used in dentistry. Lecture 3 hours a week, laboratory 3 hours a week. Prerequisite: Dental Assisting 130, 131.

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

A study of general office routine, dental health team responsibilities, receptionist and secretarial duties, general bookkeeping, pegboard, insurance forms, tax forms, prepaid and postpaid dental plans, filing, clinical records, inventory control, and charting. Lecture

2 hours a week, laboratory 2 hours a week. Prerequisites: Dental Assisting 130, 131.

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

A study of the dental assistant's duties in the dental laboratory procedures, care and safety measures of equipment, construction of fixed and removable dental appliances, acrylic trays, study models, bite blocks, temporary jackets and prosthesis. Lecture 1 hour a week, laboratory 2 hours a week. Prerequisites: Dental Assisting 132 and 133.

(1) (2) Dental Assisting 231, 237—Dental Roentgenology

(2) (2)

A study of the history, the theory of the roentgen ray, care and safety measures of x-ray equipment, techniques of making periapical and bite-wing x-rays, processing procedures and mounting full mouth for diagnosis.

Advanced techniques in intra-oral roentgenology including edentulous mouths and extra-oral and panagraphic procedures. Lecture 1 hour a week, laboratory 2 hours a week. Prerequisites: Dental Assisting 132, 133, and 230.

(1) Dental Assisting 232—Dental Operatory Procedures and Clinic (9)

A study of and practice in the operation and care of dental equipment and instruments, patient care, chairside assisting, first aid, class study of typical problems encountered in clinical experiences. Lecture 3 hours a week, laboratory 18 hours a week. Prerequisites: Dental Assisting 132, 133.

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

A study of the responsibilities of the dental health team to the patient and office staff, psychology, collection management and nutrition. Prerequisites: Dental Assisting 230, 231 and 232.

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

A study of the theories, techniques and instrumentation for chairside assisting in specialized dental practices, four and six handed dentistry, oral hygience, rubber dam techniques and general practice for proficiency. Lecture 2 hours a week, laboratory 1 hour a week. Prerequisites: Dental Assisting 230, 231 and 232.

(2) Dental Assisting 236—Dental Clinical Practice (6)

Practical experience under supervision of dentists in clinical areas. Laboratory 18 hours a week. Prerequisites: Dental Assisting 230, 231 and 232.

DENTAL ASSISTING CERTIFICATE Night Program

First Semester

(2) Dental Assisting Certificate 130—Basic Sciences for Dental Assisting

(4)

This course is designed to give the assistant a broader knowledge on history of the profession, ethics and jurisprudence, professional organizations, general anatomy with emphasis on the head, face and neck, histology, microbiology, pathology, bacteriology and sterilization. Lecture 3 hours a week, laboratory 3 hours a week. Prerequisite: Employed assistants only and admission to the Dental Assistant Program.

Second Semester

(1) Dental Assisting Certificate 131—Physical Science (4)

This course is designed to give the assistant a broader knowledge in chemistry and physical properties of all dental materials used in the dental office, a refresher course in bookkeeping, a study of nutrition and pharmacology. Lecture 3 hours a week, laboratory 3 hours a week. Prerequisites: Employed assistants only and admission to the Dental Assistant Program.

Second Year First Semester

(2) Dental Assisting Certificate 230—Clinical Procedures (4)

This course is designed to broaden the knowledge of the assistant into specialty fields with emphasis on chairside procedures, instrument care, oral hygiene, roentgenology and first aid. Lectures 2 hours a week, laboratory 5 hours a week. Prerequisite: Employed assistants only and admission to the Dental Assistants Program.

Second Semester

(1) Dental Assisting Certificate 231—Clinical Science (4)

This course is designed to give the assistant a broader knowledge of dental morphology, psychology, charting and rubber dam application. Lecture 3 hours a week, laboratory 3 hours a week. Prerequisite: Employed assistants only and admission to the Dental Assistants Program.

(1) (2) Dental Assisting Certificate 232-233— Clinical Experience (6) (6)

The assistant will clinic in the office in which she is employed. The clinic will be the two semesters of the last year for 18 hours a week. Laboratory 18 hours a week.

CENTRAL SERVICE TECHNICIAN

(1, 2) GPM 130—Central Service Technician Certificate-Theory

(9)

A study in the principles and practices relative to prevention of hospital cross-infections and methods of sterilization and aseptic techniques to develop an appreciative understanding necessary to function conscientiously, knowledgeably, and safely in this area of the hospital. Basic concepts of microbiology relative to sanitation, disinfection, sterilization and aseptic techniques and practices are taught. Emphasis is also placed on hospital terminology and interpersonal relationships, packaging methods, product evaluation, distribution, storage and control of disposable and reusable medical and surgical supplies and equipment. Prerequisite: Admission to the program.

(1, 2) GPM 131—Introduction to Clinical Practice (Elective for those with more than three months of employment in the field) (4)

Supervised employment in an approved hospital central service department for at least 16 hours a week throughout the semester. Experience in a second hospital can be arranged under certain circumstances. Laboratory 16 hours. Prerequisite: Admission to the program and concurrent enrollment in GPM 132.

MEDICAL LABORATORY TECHNOLOGY

(1) Medical Laboratory Technology 130—Introduction (4)

This course serves as an introduction to the medical laboratory. It is divided into two sections: orientation and blood. The student will learn theory and routine laboratory techniques used in Hematology. Lecture 3 hours; laboratory 3 hours a week. Prerequisite: acceptance into the Medical Laboratory Technology Program.

(2) Medical Laboratory Technology 131—Urine, Blood, and Blood Serum (4)

A continuance of MLT 130, this course deals with the theory and laboratory techniques used in urinalysis, immunology, serology and blood banking. Lecture 3 hours; laboratory 3 hours a week. Frerequisite: MLT 130.

(Summer) Medical Laboratory Technology 132— Clinical Practice I (12 weeks) (6)

The student will be assigned to a hospital laboratory for supervised clinical practice in the areas covered in MLT 130 and 131. Clinical Conference 2 hours; laboratory 28 hours a week.

(1) Medical Laboratory Technology 230— Diagnostic Microbiology (4)

This course deals with diagnostic microbiology. Bacteriology, mycology, and parasitology will be considered in lectures and laboratory assignments. Lecture 3 hours; laboratory 3 hours a week. Prerequisite: MLT 131.

(2) Medical Laboratory Technology 231— Clinical Chemistry (4)

A semester course concerned with Clinical Chemistry in which the student will be responsible for theory and laboratory procedures. Lecture 3 hours; laboratory 3 hours a week. Prerequisites: MLT 230, Chemistry 203.

(2) Medical Laboratory Technology 232—Seminar (2)

A conference course dealing with selected topics and special laboratory procedures. Correlation of laboratory procedures with the

disease state will be discussed. Prerequisites: MLT 230 and concurrent enrollment in MLT 231.

(Summer) Medical Laboratory Technology 233— Clinical Practice II (12 weeks) (8)

The student will go into the hospital laboratory for supervised experience in diagnostic microbiology and clinical chemistry. Clinical conference 2 hours; laboratory 34 hours a week. Prerequisite: MLT 231 and 232.

MEDICAL OFFICE ASSISTANT

(1) Medical Office Assistant 131—Medical Terminology (4)

A study of the basic structure of medical words including prefixes, suffixes, roots, combining forms and plurals; pronunciation, spelling, and definition of medical terms; emphasis on building a professional vocabulary required for working in the medical field. Prerequisite: Admission to Medical Office Assistant, Medical Record Technology, Medical Transcriptionist programs, or consent of instructor.

(2) Medical Office Assistant 132—Clinical Procedures (4)

Lectures and laboratory experiences in which the student is introduced to the role of the medical office assistant in examining room techniques; practice and technique of sterilization procedures; care of equipment and supplies; a basic knowledge of the purpose and technique of the most frequent laboratory procedures performed in the physician's office. Lecture 3 hours, laboratory 3 hours a week. Prerequisite: MA 131 and MA 133.

(1) Medical Office Assistant 133—Medical Law, Ethics and Economics (3)

An introduction to medical law including the legal relationship of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, and Medical Practice Acts. A knowledge of professional attitudes and behavior and fundamentals of meeting the special needs of patients. A general knowledge of the types of medical practice, types of medical care, prepaid health insurance plans. An introduction to the

history of medicine; great men of medicine and their discoveries. Prerequisite: Admission to Medical Office Assistant curriculum.

(1, 2) Medical Office Assistant 134, 135—Seminar Applied Anatomy and Physiology (1) (1)

This course is designed to relate Bio 120-121 to the specific needs of students enrolled in Medical Office Assistant or Medical Transcriptionist programs. Prerequisite: Concurrent enrollment in Bio 120-121.

(2) Medical Office Assistant 230—Medical Transcription (3)

This course is designed to develop speed and accuracy in typing, skill in the use of transcribing equipment and the expansion of medical terminology. Practice transcribing medical reports and correspondence is emphasized. Lecture 1 hour, laboratory 6 hours a week. Prerequisite: MA 131; Typing 131 or equivalent, or consent of instructor.

(1) Medical Office Assistant 231—Administrative Procedures (4)

Lectures and laboratory experiences in patient reception, appointment scheduling, proper telephone techniques; handling mail, medical records, business correspondence, insurance forms; office management practices; record keeping and financial records; practices given in entering daily transactions, using standard accounting records, and preparing financial statement. Lecture 3 hours, laboratory 3 hours a week. Prerequisite: MA 132.

(2) Medical Office Assistant 232—Practicum (4)

Practical experience in offices of selected physicians and hospitals to give the student insight, understanding and skill in medical office assisting. Laboratory 16 hours a week. Prerequisite: MA 230-231 and consent of instructor.

(2) Medical Office Assistant 233—Seminar and Journal Club (3)

Problem solving and correlation of classroom theory and practice with work experience in a conference course. Presentation and in-

terpretation of articles in current professional journals. Prerequisite: Concurrent enrollment in MA 232.

MEDICAL RECORD TECHNOLOGY

(1, 2) Medical Record Science 130, 131—Orientation to Medical Record Science I, II (3) (3)

Lectures and laboratory experiences in which the student is introduced to the history of medicine, hospitals and medical records; medical record personnel; securing, evaluating and using the medical record; filing and preserving the medical record; statistical reporting; nomenclature and classification systems; indexes and registers; medical reference library. Lecture 2 hours, laboratory 3 hours a week. Prerequisite: Admission to Medical Record Technology curriculum.

(1, 2) Medical Record Science 132, 133—Seminar Applied Anatomy and Physiology (1) (1)

This course is designed to relate Biology 120-121 to the specific needs of students enrolled in Medical Record Technology. Prerequisite: Concurrent enrollment in Biology 120-121.

(1) Medical Record Science 230—Medical Law, Ethics and Economics (3)

A lecture course introducing medicolegal aspects of medical records; medical staff organization; accrediting agencies; organization and management of a medical record department. Prerequisite: Medical Record Science 131.

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

Practice in selected hospital medical record departments under the supervision of a Registered Record Librarian. This experience gives the student insight, understanding and skill in medical record procedures. Assignments will be so rotated that experience is obtained in all types of medical record procedures previously studied through classroom presentation and initial laboratory practice. Laboratory 16 hours a week. Prerequisite: Satisfactory completion of Medical Record Science 131 and consent of instructor.

(2) Medical Record Science 232—Hospital Seminar and Journal Club

(3)

Problem analysis and correlation of medical record theory with actual work experience in a conference course. Presentation and interpretation of articles in current professional journals. Prerequisite: Concurrent enrollment in Medical Record Science 233.

OPERATING ROOM TECHNOLOGY

(1) Operating Room Technology 130—Introduction and Orientation

(1)

This course covers the 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: Admission to the program.

(1) Operating Room Technology 131—Microbiology (3)

This course covers the basic science 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

(6)

This course covers an introduction to the surgery unit; abdominal incisions; wound closures; general; thyroid; oral; OB-Gyn and ophthalmic surgery; diagnostic procedures; treatment of burns; plastic and reconstruction; pediatric and geriatric; neurosurgery; cardiovascular surgery; radiation therapy. Lecture 4 hours, laboratory 6 hours. Prerequisite: admission to the program.

(3) Operating Room Technology 134— Coordinated Hospital Activities

(6)

This course covers related nursing procedures; special instruments; equipment; emergency room care; delivery and caesarean section of the newborn infant. This course is a supervised hospital experience in the care of patients in these areas. Lecture 2 hours, laboratory 12 hours. Prerequisite: ORT 130, 131, 132.

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

(8)

This course is supervised hospital experience in the care of patients in the operating room. Lecture 1 hour, laboratory 25 hours. Prerequisite: ORT 130, 131, 132.

RADIOLOGIC TECHNOLOGY

(1) Radiologic Technology 130—Orientation, Fundamentals and Physics

(4)

An introduction to Radiologic Technology through a study of darkroom chemistry, physics, principles of radiographic exposure, radiographic positioning, related anatomy and physiology, and nursing procedures pertinent to radiography. Lecture 3 hours a week; laboratory 3 hours a week. Prerequisites: Consent of instructor and concurrent enrollment in Bio. 120 or equivalency.

(1) Radiologic Technology 135—Radiologic Practicum I

(2)

Students will be assigned to a Dallas area hospital for supervised practice in a radiology department in which an adequate variety and number of experiences are available. Students will work closely with experienced technologists, where they will observe and assist in the handling of patients as they undergo radiologic examination. Laboratory 8 hours a week. Prerequisite: R.T. 130.

(2) Radiologic Technology 131—Exposure, Positioning and Physics

(4)

Continuing study of Radiologic Technology. The principle objectives in this course are a better understanding of principles of radiographic exposure, physics, routine radiographic procedures, use of contrast media, and film critique. Lecture 3 hours a week; laboratory 3 hours a week. Prerequisite; "C" average in R.T. 130 and R.T. 135 and concurrent enrollment in Bio. 121 or equivalency.

(2) Radiologic Technology 136—Radiologic Practicum II

(6)

Students receive practical experience in a hospital radiology department laboratory 24 hours a week. Prerequisite: "C" average in R.T. 130 and R.T. 135.

(Summer) Radiologic Technology 133—Physics, Portables, Surgery (13 weeks)

(2)

Continuing study of Radiologic Technology with emphasis on radiologic physics, surgical techniques as applied to radiology and the use and maintenance of portable x-ray machine are also covered. Prerequisite: "C" average in R.T. 131 and R.T. 136.

(Summer) Radiologic Technology 137—Radiologic Practicum III (13 weeks)

(9)

Students receive practical experience in a hospital radiology department laboratory 36 hours a week. Prerequisite: "C" average in R.T. 131 and R.T. 136.

(1) Radiologic Technology 230—Advanced Principles of Radiology (4)

Continuing study of radiologic technology. This course is a study of: Principles of Radiographic Exposure II, Radiographic Positioning II, Pediatric Radiography; Osteology, Topographic Anatomy, Special Procedures, Protection, Equipment Maintenance, Journal Club and Film Critique. Lecture 3 hours a week; laboratory 3 hours a week. Prerequisite: "C" average in R.T. 133 and R.T. 137.

(1) Radiologic Technology 237—Radiologic Practicum IV

(6)

Students receive practical experience in a hospital radiology department laboratory 24 hours a week. Prerequisite: "C" average in R.T. 133 and R.T. 137.

(2) Radiologic Technology 232—Advanced Techniques of Radiology

(3)

This course is concerned with a study of: A survey of medical and surgical diseases, radiation therapy and medical use of isotopes,

journal club, and film critique. Prerequisite: "C" average in R.T. 230 and R.T. 237.

(2) Radiologic Technology 238—Radiologic Practicum V (7)

Students receive practical experience in a hospital radiology department laboratory 28 hours a week. Prerequisite: "C" average in R.T. 230 and R.T. 237.

(2) Radiologic Technology 235—General Review (3)

This course is designed to review all subjects in Radiologic Technology in order to fully prepare the student for the American Registry of Radiologic Technologists. Prerequisite: "C" average in R.T. 230 and R.T. 237.

(2) Radiologic Technology 236—Departmental Administration (3)

This course is designed to acquaint the students with the organization, function, supervision, and financial arrangements relative to departments of radiology. Correct departmental intra- and interdepartmental relationships such as attitudes and policies relative to personnel management will be presented. Prerequisite: "C" average in R.T. 230 and R.T. 237.

(Summer) Radiologic Technology 239—Radiologic Practicum VI (13 weeks) (10)

Students receive practical experience in a hospital radiology department 40 hours a week. Prerequisite: "C" average in R.T. 232, R.T. 235, R.T. 236 and R.T. 238.

RESPIRATORY THERAPY TECHNOLOGY

(1) (2) Respiratory Therapy 120, 121—Biology Correlation Seminar (1) (1)

A one hour seminar designed to assist the student in making practical application of the principles of anatomy and physiology to the area of Respiratory Therapy. Prerequisite: Concurrent enrollment in Biology 120-121.

(1) Respiratory Therapy 130—Orientation

(3)

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. Prerequisite: admission to the program.

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

Supervised practice in a respiratory therapy department of selected Dallas area hospitals. Designed to introduce the student without respiratory therapy experience to the hospital atmosphere. Laboratory 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 I (10 weeks) (3)

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

(Summer) Respiratory Therapy 134—Related to Disease (10 weeks) (4)

Lecture series given by physicians, therapists, and technologists on general techniques, physiology, and pathophysiology of cardiorespiratory failure, and respiratory care in pediatrics, infectious diseases, obstructive airway diseases, and pre- and post-operative problems. 7 hours a week. Prerequisites: RS 132, 133, and 134.

(1) Respiratory Therapy 230—Technical Correlation (3)

The student is given ample opportunity to correlate previous instruction with experience in clinical practice. Prerequisites: RS 132, 133, and 134.

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

The student will perform or observe spirometry, diffusion tests and blood-gas analysis. Laboratory 12 hours a week. Prerequisites: RS 132, 133, and 134. Admission to the second year program.

(2) Respiratory Therapy 232—Seminar

(3)

Under the supervision of physicians the student will present selected cardio-pulmonary cases once a week. Prerequisites: RS 230 and 231.

(2) Respiratory Therapy 233—Advanced Technology (3)

The student will review and evaluate recently written literature on Respiratory Therapy. Prerequisites: RS 230 and 231.

(2) Respiratory Therapy 234—Clinical Lab II (1)

The student performs as an assistant clinical instructor. Laboratory 4 hours a week. Prerequisites: RS 230, 231.

(2) Respiratory Therapy 235—Clinical Practice III (5)

Advanced training under the direct training of a physician in relationship to medical application of respiratory therapy technology. Laboratory 20 hours a week. Prerequisites: RS 134, 230, and 231.

(Summer) Respiratory Therapy 236—Clinical Practice IV (10 weeks) (3)

This course is designed to give clinical training in a supervisory capacity. Laboratory 20 hours a week. Prerequisite: RS 235.

VOCATIONAL NURSING

(1) Vocational Nursing 130—Physical Foundations in Vocational Nursing (3)

A study of body structure, function, nutrition and normal health as a foundation for understanding the needs of the ill. Prerequisite: admission to the program.

(1) Vocational Nursing 120—Human Relations in Vocational Nursing (3)

A study of the personal and vocational demands on the vocational nurse and the patient with emphasis upon knowing self, mental health and illness are related to growth, developmental and geriatric needs. Prerequisite: admission to the program.

(1) Vocational Nursing 121—Orientation to Patient Care

(3)

A study of the principles of control and prevention of disease including medical and surgical asepsis and understanding necessary to the safe administration of medications. Prerequisite: admission to the program.

(1) Vocational Nursing 122—Basic Skills ! (8)

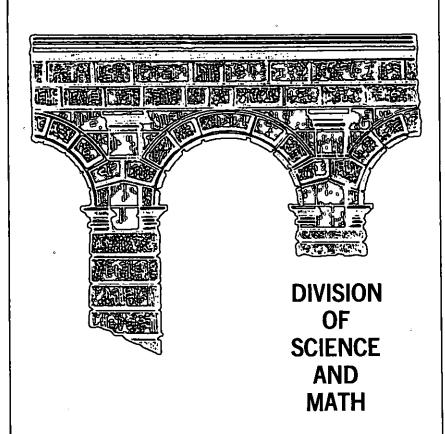
The basic principles and practices necessary to the practitioner of vocational nursing. Theory and practice are afforded the student. After the first six weeks, the campus laboratory practice terminates and the following laboratory experience is in selected hospitals in the Dallas area. Lecture 5 hours a week, laboratory 9 hours a week. Prerequisite: admission to the program.

(2 and Summer) Vocational Nursing 137—Basic Skills II Medical-Surgical Nursing (17)

The theory and hospital practice of Medical and Surgical Nursing including dietary and drugs as related to specific conditions. Lecture 6 hours a week, laboratory 34 hours a week. Prerequisite: V.N. 120, 121, 122, and 130.

(2 and Summer) Vocational Nursing 138—Basic Skills III Maternal and Child Nursing (17)

The theory and hospital practice of the mother, newborn and child including emphasis on the nutrition, drugs and growth and developmental needs as they apply to the individual patient. Lecture 5 hours a week, laboratory 35 hours a week. Prerequisite: V.N. 120, 121, 122, and 130.



ARCHITECTURE

(2) Architecture 131—Construction Materials (3)

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

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

Involves interpretation of working drawings for a project; preparation of materials and labor quantity surveys from plans and specifications; approximate and 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-architericontractor 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.

CULINARY ARTS

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

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, salad 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 I (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 laboratory 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 must be taken concurrently with CA 231 in the Fall and CA 232 in the Spring. Prerequisite: CA 132.

DRAFTING

(1, 2) 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 hours; 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 the 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 materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components: Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 132 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.

(1) Drafting 236—Piping and Pressure Vessel Design (3)

Presents the methods of piping of fluids (gases and liquids) for refineries, petrochemical plants, and industrial facilities. Consists of the application of ASME codes to the design of pressure vessels, pipe fittings, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic and isometric projections. Prerequisite: Drafting 132 and Math 131 or equivalent.

(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) 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; Laboratory 3 hours a week. Prerequisite: Electronics Technology 130.

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

Electron tube and transistors will be studied under static and dynamic conditions. Laboratory experiments will include work with diodes, triodes, characteristic curves, amplification factors, 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: Completion of Electronics Technology 131 or presently enrolled in Electronics Technology 131.

(1) Electronics Technology 230—Electronics Instruments Measurements

(3)

A study of electrical measurement and instrumentation devices, and how they apply to work situations. Specific devices and measuring instruments or classes of measuring devices including basic AC and DC measurement meters, impedance bridge, oscilloscopes, signal generators, signal tracers, tube and transistor testers; concluded with a study of audio frequency and radio frequency test methods and equipment. Lecture 2 hours: Laboratory 3 hours a week. Prerequisite: Electronic Technology 130.

(1) Electronics Technology 231—Special Circuits

(4)

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 ELECTRONICS

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

(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 IN-CLUDES THE BASIC MATH REQUIRED IN TV AND RADIO ELECTRONICS. Lecture 6 hours; Laboratory 12 hours a week.

(2) Television and Radio Electronics 131 —Television and Radio Electronics (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.

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. Prerequisite: may be taken concurrently with either Dft 132 or Engr 105.

(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, Math 102, and Engineering 106.

(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, Drafting 133, and Engineering 230.

HOME ECONOMICS

(1) Home Economics 101—Basic Design

(3)

A study of the fundamental principles of art, design, and color as a basic 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.

(1, 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)

Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic, and systems of linear equations, coordinate systems, and graphing. Prerequisite: 1 year high school algebra or GSM 091.

(1, 2) Mathematics 101—College Algebra

(3)

Introduction to set operations, the real numbers, quadratic and radical equations, inequalities, absolute value, and complex numbers. A study of relations and functions, including exponential, logarithmic and inverse functions. Also includes systems of equations, Cramer's rule, determinants, the binomial theorem, progressions, and some elementary aspects of the theory of equations. Prerequisite: 2 years of high school algebra or Math 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 103—Algebra and Trigonometry (3)

This course is designed to provide a sufficient mathematical background for engineering and science majors to undertake analytic

geometry and a standard calculus sequence. Includes sets; the real numbers; real relations, functions, and their graphs; polynomial functions; the trigonometric functions; exponential and logarithmic functions; the binomial theorem; complex numbers. Prerequisite: high school geometry and trigonometry. Credit for precludes credit for either Math 101 or Math 102.

(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: Math 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: Math 103 or Mathematics 102.

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

Simple and compound interest, bank discount, payrolls, taxes, insurance, mark-up 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: Math 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 artihmetic, 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 quivalent.

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

An inreduction 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)

Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives, and indeterminate forms. Prerequisite: Mathematics 121.

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

The indefinite integral, definite integral, and applications, 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.

(3)

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 (3)

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

(1, 2) Physical Education 235—The Coaching of Football, 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	(1)
*Physical Education 122M	Gymnastics	(1)
*Physical Education 122W	Gymnastics	(1)
*Physical Education 123W	Beginner's Swimming	(1)
*Physical Education 123M	Beginner's Swimming	(1)
*Physical Education 124	Ballroom Dance	(1)
*Physical Education 125W	Figure Training	(1)
*Physical Education 125M	Weight Training	(1)
*Physical Education 126W	Body Mechanics (Nurses)	(1)
*Physical Education 127W	Basketball and Volleyball	(1)
*Physical Education 127M	Basketball and Volleyball	(1)
*Physical Education 223W		(1)
**Physical Education 223N	Intermediate and Advanced 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, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An introductory survey of the plant and animal kingdoms is included which emphasizes the classification and basic structure and function of

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

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, 2) Biology 120-121—Human Anatomy and Physiology (4) (4)

A two semester course in anatomy and physiology, introducing the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. This course serves as a foundation for present and future specialization for students of A.D. Nursing and Paramedical disciplines. Other students interested in the study of themselves should consult a counselor.

No science background is presupposed. Thorough grounding in the basic chemistry of life processes, cell theory, genetics, embryology and anatomy and physiology will be provided. Coordination of body systems for integral functioning will be stressed. Lecture 3 hours; Laboratory 3 hours a week.

Within each discipline a weekly hour of pertinent clinical correlation will be provided. Must be taken in sequence.

(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: 2 semesters of Biological Science.

(Summer) Biology 214—Field Biology

(6)

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. 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 programs. 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: 2 semesters of Biological Science.

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

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)

(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 quantitive 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 course is designed primarily for Chemical Technology students and emphasizes the role of modern electronic instrumentation in analysis. Laboratory work includes infrared and ultraviolet spectroscopy, gas chromatography, potentionmetric 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 nonscience 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, including a one hour problem session. 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, including a one hour problem session. Prerequisite: Physics 201 and credit or current registration in Math 223.

(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

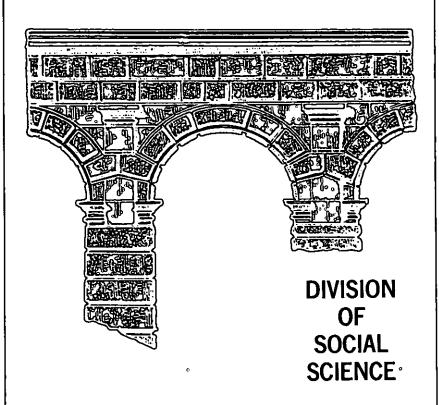
3 hours a week. Prerequisite: Physics 201 and concurrent registration in Physics 202.

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.



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. Prerequisite: Sophomore standing or consent of instructor.

(3)

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 labormanagement 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.

(1, 2) Economics 203—Consumer Economics (3)

Explores the relationships between the consumer and the economy. Special emphasis will be placed on the practical aspects of consumption such as personal income utilization and purchasing.

FIRE PROTECTION TECHNOLOGY (FPT)

(1) FPT 131—Introduction to Fire Protection

A course in the nistory and development of fire protection; the role of the fire service in the development of civilization; personnel in fire protection; introduction to general fire hazards; and a discussion of the problems and possible solutions for current and future fire protection.

(2) FPT 132—Fire Prevention Theory and Application (3)

The development of fire prevention laws and ordinances for elimination of fire hazards; inspection organization, practices and procedures; theory and application of laws and ordinances in modern concepts of fire prevention. Prerequisite: FPT 131.

(1, 2) FPT 133—Fire Operations Strategy (3)

The aspects of tactics and strategy in extinguishing fires; prefire plans; organization of the fire ground, including techniques of using available equipment and manpower; a study of conflagrations and techniques of predicting fire severity. Emphasis will be placed on the development of thinking skills in relation to crisis.

(1, 2) FPT 135—Introduction to Fire Administration (3)

A course in the practical application of records, reports and training; the municipal fire problem; organization for fire protection to include manpower, equipment and facilities, principles of organization; methods of supervision and discipline; relations with the public and other city departments; the budget and purchasing practices; a study of rating systems and their application to the fire service; 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 investigation; 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 the 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)

A study of the three branches of the national government; public policy; foreign relations and national defense; governmental services and functions in Texas and metropolitan areas. Prerequisite: Government 201.

(1) Government 231—Municipal and County Government (3)

A study of the government structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare and other public services. Presenations 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) History 103—Afro- American History (3)

A study of the role of the Negro in American history; overview of the early Negro states of Africa with an analysis of the participation of European nations in the slave trade; slavery institutions in the United States; focus on contributions and role of the Negro in United States history from colonial times through 1900.

(2) History 104— Afro- American History (3)

Continuation of examination of historical data since 1900 with emphasis on contemporary political, economic, sociological, and cultural factors.

(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 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)

(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

A study of trial and courtroom procedure; parties in the case; the rules of evidence; decision and punishment; due process reemphasized. Prerequisite: POL 132.

(1, 2) POL 136—Patrol and Traffic Functions (3)

Abroad 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.

(1, 2) Psychology 131—Human Relations (3)

A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

(2) Psychology 201—Human Growth and Development (3)

A study of human growth, development and behavior, emphasizing the physiological and phychological 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 204—Applied Psychology

(3)

A continuation of Psychology 105. Consideration is given the individual both as a social and biological organism. Prerequisite: Psychology 105. (Formerly Psychology 231).

(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.

(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 105 or 131 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 101—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. (Formerly Soc 201)

(1, 2) Sociology 102—Social Problems (3)

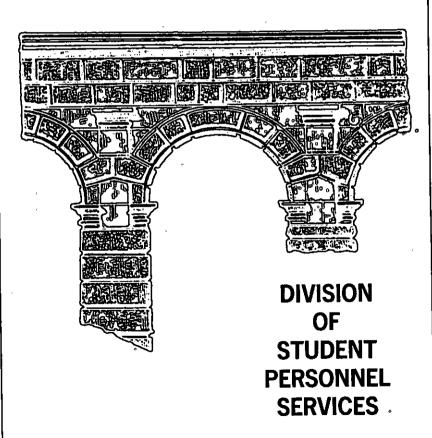
A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment. Prerequisite: Sociology 101. (Formerly Soc 202)

(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.



This is a special instructional division of student personnel services designed to offer courses in human development. The class activities of the division are offered in an attempt to help students seek answers to many of the important human questions which they bring to college.

The human development courses of this division are separate from courses in psychology and sociology and are not intended as a substitute for any course in the psychology or sociology sequence at El Centro College. It is suggested that these courses be taken as elective credits for transfer purposes.

(1. 2)Human Development 105—Basic Processes of Interpersonal Relationships (3)

A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities are planned, partly by each class, designed to meet certain specific human needs of the students in the class. Open to freshmen and sophomores.

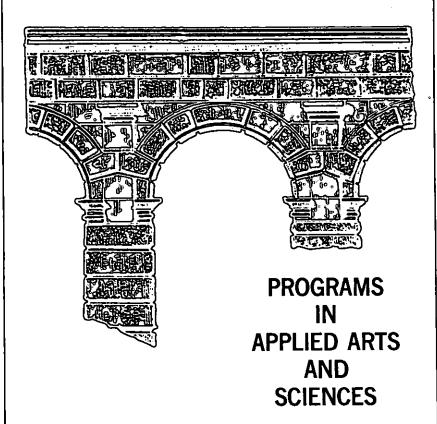
Human Development 106—Personal and Social Growth (3)

A course in human development dealing with the process of personal and social growth emphasizing the human dynamics of relating to influences largely outside one's own sphere of control. Class activities will focus on developing a realistic and accepting understanding of self, developing an adequate understanding of the societal influences which have developed the self, and developing an attitude necessary for proper adjustment in family, school, and society. Open to freshmen and sophomores.

Human Development 107—Developing (1, 2)Leadership Behavior (3)

A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of

activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized. Permission of the instructor required.



Apparel Design

This program acquaints the student with skills, knowledge, attitudes and experience as an assistant in the design department of the apparel industry. Course work includes experience in laboratories and classrooms.

Curriculum Pattern

Fail Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
PDD 130—Pattern Drafting and Draping	3	9	5
Des 134—Industrial Garment Construction	2	4	3
Des 135—Textiles	3	0	3
*Elective	3	0	3
	_	*****	_
	14	13	17
Spring Semester			
Psy 131—Human Relations	3	0	3
Com 132—Applied Composition and Speech	3	0	3
PDD 131—Pattern Drafting and Draping	3	9	5
Des 136—Fashion Sketching	2	4	3
	<u></u>	<u> </u>	14
Fall Semester			
Bus 105—Introduction to Business	3	0	3
PDD 230—Creative Pattern Design	3	9	5
Des 234—History of Costume	3	0	3
App 232—Design Development	2	4	3
App 237—Style Trends and Research	2	0	2
		_	
	13	13	16
Spring Semester			
Hum 101—Introduction to Humanities	3	0	3
PDD 231—Creative Pattern Design	3	9	5
Des 235—History of Costume	3	0	3
App 233—Design Development	2	4	3
App 238—Style Trends and Research	2	0	2
•	13	<u> </u>	<u> </u>

Suggested Electives: Bus 231, Art 101, Art 108, SS 131, SS 132, Soc 101, Spe 105

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—Manufacturing Processes	3	ō	3
Mth 131—Technical Mathematics	3	Ö	3
Psc 131—Applied Physics	3	2	3
rsc 131—Applied Thysics	_		_
	12	10	15
Spring Semester			
Dft 138—Architectural Drafting	2	6	4
Arc 131—Construction Materials	2	4	3
Dft 135—Reproduction Processes	1	3	2
Com 132—Applied Composition	3	0	3
Mth 132—Technical Mathematics	3	0 -	_
Psc 132—Applied Physics	3	2	3
	_	—	_
	14	15	18
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
Egr 106—Descriptive Geometry	2	4	3
SS 131—American Civilization	3	0	3
	_	_	
	11	14	15
Spring Semester			
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	ò	3
GG EGS THICHGOIN ON THE COUNTY	_	_	<u> </u>
	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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Nur 136—Nursing—Biology Correlation Seminar	1	0	1
Nur 132—Fundamentals of Nursing	3	9	6
Psy 105—Introduction to Psychology	3	0	3
Bio 120—Anatomy and Physiology	3	3	4
PEH 126—Body Mechanics	0	2	1
	10	14	15
Spring Semester			
Nur 137—Nursing—Biology Correlation Seminar	1	0	1
Nur 133-Maternal-Child Health	3	15	8
Bio 121—Anatomy and Physiology	3	3	4
Psy 201—Human Growth and Development	3	0	3
•	_	_	_
	10	18	16
Summer Semester			
Eng 101—Composition and Expository Writing	71/2	0	3
Soc 101—Introduction to Sociology	71/2	0	3
		_	
	15	0	0
Fall Semester			
Nur 231—Psychiatric Nursing	2	9	5
Nur 232-Med-Surg Nursing I	2	9	5
Bio 216—General Microbiology	3	3	4
	_	_	
	7	21	14
Spring Semester			
Nur 233Med-Surg Nursing II	4	15	· 9
Eng 102—Composition and Literature	3	0	3
Elective	3	O	3
		_	_
	10	15	15
Summer Semester			
Nur 234Med-Surg Nursing II	61/3	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	0	3
Mth 130—Business Mathematics	3	0	3
Bus 105—Introduction to Business	3	0	3
OM 131—Office Machines	1	2	2
	_	_	
	13	2	14
Spring Semester	-		
Com 132—Applied Composition and Speech	3	0	3
Bus 132—Bookkeeping	3	Ō	3
CS 101—Introduction to Computing Science	3	0	3
Typ 130—Beginning Typing or	1	2	2
Typ 131—Intermediate Typing			
*Elective	3	0	3
	_		
	13	2	14

^{*}Suggested electives: Bus 231, Bus 234, ST 131, Psy 131.

Central Service Technlogy

A one semester course designed to prepare persons as technicians in the central medical and surgical supply departments of hospitals. This is a new field and the course is offered to attract new persons from ages 18-55 to the field and to permit those experienced on the job to upgrade their skills. On successful completion, a certificate of achievement will be awarded.

	Lec. Hrs.		Credit Hrs.
GPM 131—Introduction to Clinical Practice (Elective)	0	16	4
GPM 132—Central Service Theory	9	0	9
	9	16	13

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 Chm 101—General Chemistry Com 131—Applied Composition and Speech Mth 131—Technical Mathematics SS 131—American Civilization *Elective	Lec. Hrs. 3 3 3 3 3	Lab. Hrs. 3 0 0 0 0	Credit Hrs. 4 3 3 3 3
Spring Semester			
Chm 131—Production Chemistry Com 132—Applied Composition and Speech Mth 132—Technical Mathematics SS 132—American Civilization *Elective	3 3 3 3 —	3 0 0 0 0	4 3 3 3 3 —
Fall Semester		•	
Chm 231—Organic Chemistry Chm 233—Analytical Chemistry Psc 131—Applied Physics Hum 101—Introduction to Humanities	3 2 3 3	4 6 2 0	4 4 3 3
	11	12	14
Spring Semester			
Chm 232—Organic Chemistry Chm 234—Instrumental Analysis Psc 132—Applied Physics Psy 131—Human Relations	3 2 3 3 —	4 6 2 0 —	4 4 3 3 —

^{*}Of the hours of electives, the student should select from basic electronics, instrumentation electronics, or any other physical science.

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 CA 131—Elementary Food Preparation RM 133—Introduction to Restaurant Operation Bus 105—Introduction to Business Com 131—Applied Composition and Speech SS 131—American Civilization	Lec. Hrs. 3 3 3 3 15	Lab. Hrs. 9 0 0 0 -	Credit Hrs. 5 3 3 3 17
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	Ō	16	3
Hum 101—Introduction to Humanities	3	0	3
RM 231—Purchasing and Food Cost Controlling	3	0	3
• • • • • • • • • • • • • • • • • • •	_	_	
	9	22	14
Spring Semester			
. •	3	6	5
CA 232—Advanced Food Preparation II	0	16	3
CA 234—Field-Cooperative Training	3	10	3
Psy 131—Human Relations *Elective	3	0	3
Elective	3	U	3
	9	22	14
	7	~~	74

^{*}Suggested Electives: Art 114, Art 115, Math 130.

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 necessary to develop the knowledge and basic skills needed to function as chefs in high quality restaurants, dinner clubs and hotels.

Fall Semester CA 131—Elementary Food Preparation RM 133—Introduction to Restaurant Operation	Lec. Hrs. 3 3 —	Lab. Hrs. 9 0 —	Credit Hrs. 5 3 —
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
	-	-	_
	6	22	11
Spring Semester			
CA 232—Advanced Food Preparation II	3	6	5
CA 234—Field Cooperative Training	0	16	3
•		—	_
	3	22	8

Data Processing Programmer

This two year degree program is designed to develop programming and related skills to provide the student with competencies necessary for job entry in a commercial data processing environment.

Fall Semester DP 133—Beginning Programming DP 137—Data Processing Mathematics Bus 105—Introduction to Business Bus 101—Principles of Accounting Com 131—Applied Composition and Speech	Lec. Hrs. 3 3 3 3 	Lab. Hrs. 4 0 0 0 0 0	Credit Hrs. 4 3 3 3 3 3 16
Spring Semester			
DP 136—Intermediate Programming	3	4	4
DP 138—Data Processing Logic	3	0	3
Bus 102—Principles of Accounting	3	0	3
Com 132—Applied Composition and Speech or			
Bus 231—Business Communications	3	0	3
*Elective	3	0	3
		_	
	15	4	16
Fall Semester			
DP 231—Advanced Programming	3	4	4
DP 232—Applied Systems	3	3	4
Mth 202—Statistics	3	0	3
Bus 137—Cost Accounting	3	0	3
	_		_
	12	7	14
Spring Semester			
DP 233—Operating Systems and Communications	s 3	4	4
DP 235—Field Experience	0	20	3
DP 236—Seminar	0	2	1
Eco 201—Principles of Electronics	3	0	3
*Elective	3	0	3
	-	_	_
	9	26	14

^{*}Suggested Electives: CS 102, CS 131, Gvt 231, Psy 131, Spe 105.

Dental Assisting Associate Degree Program

This program prepares the student for area employment in private dental offices, dental clinics, with skills and understanding to enable the student to adapt quickly to the employer. Upon successful completion of the program the student is eligible for the National Examination by the Certifying Board of the American Dental Assistants Association. In addition to classroom work students receive clinical experience in dental clinics, dental school and other health agencies in the community. Applicants should contact the divisional office for a personal interview with a program instructor. Admission to the Dental Assisting programs requires the consent of the faculty.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DA 130—Dental Science	3	3	4
DA 131—Dental Anatomy	2	2	3
Bio 120—Anatomy and Physiology	3	3	4
Com 131—Applied Composition and Speech	3	0	3
PEH 257—First Aid	2	0	2
DA 134—Seminar—Applied Anatomy			
and Physiology	1	0	1
-	_		_
	14	8	17
Spring Semester			
DA 132—Dental Materials	3	3	4
DA 133—Dental Office Practice and Bookkeeping	2	2	3
Bio 121—Anatomy and Physiology	3	3	4
Bio 132—Microbiology	3	3	4
Com 132—Applied Composition and Speech	3	0	3
DA 135—Seminar—Applied Anatomy			
and Physiology	1	0	1
	_	_	_
	15	11	19
Fall Semester			
DA 230—Dental Prosthetics	1	2	2
DA 231—Dental Roentgenology	1	2	2
DA 232—Dental Operatory Practice and Clinic	3	18	9
Psy 131—Human Relations	3	0	3
Typ 130 or 131—Beginning or Intermed. Typing	1	2	2
	9	<u></u> 24	18
(Cont'd. on p. 164)			

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Dental Assisting Associate Degree Program

(Cont'd. from p. 163)

Spring Semester

DA 233—Dental Office Management	3	0	3
DA 235Dental Operatory Practice	2	1	2
DA 236—Dental Clinical Practice	0	18	6
DA 237—Dental Roentgenology	1	2	2
Typ 131—Intermediate Typing	1	2	2
	_	_	
	7	23	15

Dental Assisting Certificate

This program is offered to the currently employed dental assistant who has been successfully employed by an ethical dentist at least one calendar year. It is a certificate program, enabling the student to take the national examination by the Certifying Board of the American Dental Assistants Association to become a Certified Dental Assistant. The assistant may enter at any semester upon the consent of the instructor.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DAC 131—Physical Science	3	3	4
•		_	
	3	3	4
Spring Semester			
DAC 130—Basic Sciences for Dental Assisting	3	3	4
	_		_
	3	3	4
Fall Semester			
DAC 231—Clinical Science	3	3	4
DAC 233—Clinical Experience	0	18	6
	3	21	10
Spring Semester			
DAC 230—Clinical Procedures	2	5	4
DAC 232—Clinical Experience	0	18	6
· · ·			
	2	23	10

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.

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—Technical Mathematics	3	Õ	3
SS 131—American Civilization	3	Ö	3
35 131—American Civilization	3	U	3
	12	8	15
Spring Semester			
Dft 133—Intermediate Drafting	2	4	3
Com 132—Applied Composition	3	0	3
SS 132—American Civilization	3	0	3
Egr 106—Descriptive Geometry	2	4	3
Mth 132—Technical Mathematics	3	0	3
		_	
	13	8	15
Fall Semester			
Egr 230—Statics	2	3	3
*Dft 231—Electronic Drafting	2	4	3
Dft 232—Technical Illustration	2	4	3
Psc 131—Applied Physics	3	2	3
Dft 135—Reproduction Processes	1	3	2
	_	_	
`	10	16	14
Spring Semester			
*Dft 230—Structural Drafting	2	4	3
Dft 233—Machine Design	2	6	4
Egr 231—Characteristics of Materials	3	0	3
Psc 132—Applied Physics	3	2	3
Psy 131—Human Relations	3	0	3
,	13	12	16

^{*}The following courses may be substituted if there is sufficient demand for them: Dft 136—Geological and Land Drafting; Dft 235—Building Equipment (Mechanical and Electrical); Dft 234—Advanced Technical Illustration; Dft 236—Piping and Pressure Vessel Design.

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.

Egr 131—Manufacturing Processes	1 2	2 6	2 4
Dft 132—Basic Drafting	2	4	3
Egr 106—Descriptive Geometry Com 131—Applied Composition	2	Ö	3
Mth 131—Technical Mathematics	3 3	Ö	3
Mth 151—Technical Mathematics		_	_
	11	12	15
Spring Semester			
, -	^		
Dft 137—Drafting Training	0 2	15	4 2
Dft 139—Drafting Seminar	2	0	~
		<u> </u>	6
Summer Semester	2	13	0
	9	•	•
Psc 131—Applied Physics Mth 132—Technical Mathematics	3 3	2 0	3 3
Mul 132—recimical wathematics	3	U	3
	6	2	-6
Fall Semester	U	_	·
••••	2	4	3
*Dft 231—Electronics Drafting *Egr 231—Characteristics of Materials	3	0	3
Psc 132—Applied Physics	3	2	3
Com 132—Applied Composition	3	ō	3
SS 131—American Civilization	3	ŏ	3
33 131—American Civilization	_		
	14	6	15
Spring Semester		_	
Dft 238—Drafting Training	0	15	4
Dit 239—Drafting Training Dit 239—Drafting Seminar	2	0	2
Dit 235—Draiting Seminar			_
	2	15	6
Summer Semester	_		•
Dft 230—Structural Drafting	2	4	3
SS 132—American Civilization	3	0	3
33 132 - American Civilization	_	_	_
	5	4	6
(Cont'd. on p. 168)	-	-	~

Drafting and Design Technology (Co-op Training Program) (Cont'd. from p. 167)

Fall Semester

Dft 135—Reproduction Processes	1	3	2
Dft 232—Technical Illustration	2	4	3
*Dft 233Machine and Tool Design	2	6	4
Egr 230—Statics	2	3	3
	7	16	12

^{*}Selected drafting courses may be substituted for these upon approval.

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 Com 131—Applied Composition and Speech Mth 131—Technical Mathematics Psc 131—Applied Physics Oft 130—Technical Drafting ET 130—Electronics Lab., D.C. Circuits	Lec. Hrs. 3 3 1	Lab. Hrs. 0 0 2 3	Credit Hrs. 3 3 2 4
	13	8	15
Spring Semester			
Com 132—Applied Composition and Speech Mth 132—Technical Mathematics Psc 132—Applied Physics ET 131—Electronics lab., A.C. Circuits ET 132—Electron Tubes, Transistor Theory	3 3 3	0 0 2 3	3 3 4
and Application	3	3	4
••	_		_
	15	8	17
Fall Semester			
ET 230—Electronic Instruments & Measurements ET 231—Special Circuits Hum 101—Introduction to Humanities Egr 131—Manufacturing Processes SS 131—American Civilization	3 1 3	3 0 3 0	3 4 3 2 3
	12	9	15
Spring Semester			
ET 233—Industrial and Microwave Technology ET 232—Network Analysis & Transmission Lines Psy 131—Human Relations SS 132—American Civilization ET 234—Electronic Circuits & Systems	3 3 3 0	3 0 0 6	4 4 3 3 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 Semester	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	3	0	3
FPT 135-Introduction to Fire Administration	3	0	3
Mth 139—Applied Mathematics	3	0	3
	15	0	15
Spring Semester			
*Com 132—Applied Composition and Speech	3	0	3
*SS 132—American Civilization	3	0	3
FPT 132—Fire Prevention Theory & Application	3 3	0	3
FPT 133—Fire Operations Stretegy	3	0	3
FPT 136—Fire Investigation and Arson	3	0	3
	_	_	
	15	0	15
Fall Semester			
FPT 231—Fire Protection Through Building Const	t. 3	0	3
*Psy 131—Human Relations	3	0	3
Spe 105—Fundamentals of Speech	3	0	3
*Gvt 231—Municipal and County Government	3	0	3
Elective	3	0	3
•	15	0	15
Spring Semester			
FPT 232—Protection Systems in Industry	3	0	3
*Soc 231—Urban Social Problems	3	0	3
Bus 235—Advanced Administration Procedures	3	0	3
Chm 135—Chémistry of Flammable Materials	3	0	3
*Hum 101—Introduction to Humanities	3	0	3
	15	0	15

^{*}Substitution will be accepted upon the advice of the fire protection technology program liaison counselor.

Interior Design

The program acquaints the student with the skills, knowledge, attitudes and experience as an assistant in interior design.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Art 101—Basic Design	2	4	3
Art 105—Survey of Art History	3	0	3
Int 130—Basic Planning	2	4	3
Int 131—Basic Watercolor and Guache	0	6	2
			_
	10	14	14
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Art 108—3-D Basic Design	2	4	3
Art 106—Survey of Art History	3	0	3
Int 132—Advanced Watercolor and Guache	0	6	2
Des 135—Textiles	3	Ō	3
			
	11	10	14
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Int 230—History of Interior Arts	3	3	4
Int 232—Advanced Architectural Planning	0	6	2
Int 233—Fabrications	2	3	3
*Elective	3	0	. 3
	—		
	11	12	15
Spring Semester			
Psy 131—Human Relations	3	0	3
Hum 101—Introduction to Humanities	3	0	3
Int 231—History of Interior Arts	3	3	4
Int 234—Interior Graphics and Illustration	0 .	6	2
Int 235-Inner Space Composition & Illustration	0	6	2
*Elective	3	Ò	3
	<u> </u>	<u> </u>	17

Suggested Electives: Bus 231, Speech 105, SS 131, SS 132, Soc 101.

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*Com 131—Applied Composition and Speech	3	0	3
*SS 131—American Civilization	3	0	3
Sci 131—Survey of Science	3	0	3
LT 131—Introduction to Libraries	3	0	3
†Typ 131—Intermediate Typing	1	2	2
DP 135—Introduction to Data Processing	3	0	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
ST 131—Secretarial Training	3	0	3
Psy 131—Human Relations	3	0	3
LT 231—Technical Services in Libraries	2	2	3
LT 232—Public Services in Libraries	2	2	3
		_	
	13	4	15
Sprng Semester			
English Elective	3	0	3
Hum 101—Introduction to the Humanities	.3	0	3 3
LT 233—Cooperative Field Service in Libraries	0	6	
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 Laboratory Technician

This two year program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. Upon successful completion of the program the student is granted an Associate in Applied Science Degree and is eligible to take the National Registry Examination for Medical Laboratory Technicians as required by the American Society of Clinical Pathologists.

Curriculum Pattern

Fail Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Eng 101—Composition and Expository Writing	3	0	3
Bio 101—General Biology	3	3	4
Chm 101—General Chemistry	3	3	4
*Mth 093—Intermediate Algebra			
or			
*Mth 101—College Algebra	3	0	3
MLT 130—Introduction	3	3	4
	_	_	_
	15	, 9	18
Spring Semester		;	
Eng 102—Composition and Expository Writing	3	0	3
Bio 102—General Biology	3	3	4
Chm 102—General Chemistry	3	3	4
Mth 101 or Elective**	3	0	3
MLT 131—Urine, Blood and Blood Serum	3	3	4
1	_	_	
	15	9	18
Summer (12 weeks)			
MLT 132—Clinical Practice I	2	28	6

^{*}Student placement is made by scholastic ability.

(Cont'd. on p. 174)

^{**}Suggested electives: Mth 102, Mth 202, Gvt 201, Hist 101-102, Soc 101, Typ 130, 131.

Medical Laboratory Technician

(Cont'd. from p. 173)

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Bio 215—Anatomy & Physiology	3	3	4
Chm 203—Quantitative Analysis	2	6	4
Psy 131—Human Relations	3	0	3
MLT 230—Diagnostic Microbiology	3	3	4
		_	_
	11	12	15
Spring Semester			
Bio 216—Microbiology	3	4	4
Chm 234—Instrumental Analysis	2	6	4
MLT 231—Clinical Chemistry	3	3	4
MLT 232—Seminar	2	0	2
Elective**	3	0	3
		_	_
	13	13	17
Summer (12 weeks)			
MLT 233—Clinical Practice II	0	0	8

Medical Office Assistant

A 2-year program in which the student develops basic skills and knowledge necessary to function as a medical office assistant in the physician's office and related fields. This specialized training combines physician's office management with office laboratory procedures. Upon completion of the program the Associate Degree in Applied Science is awarded. Graduates are eligible for registration by the American Association of Medical Assistants. Applicants should contact divisional office for personal interview with program instructor. Admission to the Medical Office Assistant program requires the consent of the faculty.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Typ 131—Intermediate Typing	1	2	2
MA 131—Medical Terminology	4	0	4
Bio 120—Human Anatomy and Physiology	3	3	4
MA 133-Medical Law, Ethics and Economics	3	0	3
MA 134—Seminar - Applied Anatomy & Physiological	gy 1	0	1
,,	_		_
	15	5	17
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
ST 131—Secretarial Training	3	0	3
MA 230—Medical Transcription	1	6	3
Bio 121—Human Anatomy and Physiology	3	3	4
MA 132—Clinical Procedures	3	3	4
MA 135-Seminar - Applied Anatomy & Physiolo	gy 1	0	1
	-	_	
•	14	12	18

(Cont'd. on p. 176)

Medical Office Assistant

(Cont'd. from p. 175)

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Bus 131—Bookkeeping	3	0	3
OM 131—Office Machines	1	2	2
Bus 231—Business Communications	3	0	3
MA 231—Administrative Procedures	3	3	4
*Elective	3	Ŏ	3
	_	_	_
	13	5	15
Spring Semester			
Hum 101—Introduction to the Humanities	3	0	3
Psy 131—Human Relations	3	Ō	3
MA 232—Practicum	0	16	4
MA 233—Seminar and Journal Club	3	0	3
*Elective	3	0	3
	_	_	_
	12	16	16

^{*}Suggested electives: Speech 105, Sociology 101, Psychology 105, Philosophy 102,

Medical Record Technology

A 2-year program that prepares students as Medical Record Technicians 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 patient, by the hospital and by the public. Upon completion of the program the Associate Degree in Applied Science is awarded. Graduates are eligible for registration by the American Medical Record Association. Applicants should contact divisional office for personal interview with program instructor. Admission to the Medical Record Technology program requires the consent of the faculty.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Typ 131—Intermediate Typing	1	2	2
MA 131—Medical Terminology	4	0	4
Bio 120—Human Anatomy and Physiology	3	3	4
MRS 130—Orientation I	2	3	3
MRS 132—Seminar - Applied Anatomy			
and Physiology	1	0	1
	_	_	_
	14	8	17
Spring Semester			
Com 132Applied Composition and Speech	3	0	3
ST 131—Secretarial Training	3	0	3
MA 230—Medical Transcription	1	6	3
Bio 121—Human Anatomy and Physiology	3	3	4
MRS 131—Orientation II	2	3	3
MRS 133—Seminar - Applied Anatomy			
and Physiology	1	0	1
	—	_	_
	13	12	17

(Cont'd. on p. 178)

Medical Record Technology

(Cont'd. from p. 177)

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Hum 101—Introduction to the Humanities	3	0	3
CS 101—Introduction to Computer Science	3	0	3
MRS 230—Medical Law, Ethics and Economics	3	0	3
MRS 231—Hospital Practicum I	0	16	4
*Elective	3	0	3
	_	_	_
	12	16	16
Spring Semester			
Psy 131—Human Relations	3	0	3
MRS 233—Hospital Practicum II	0	16	4
MRS 232—Hospital Seminar and Journal Club	3	0	3
*Elective	3	0	3
	_	_	
	9	16	13

^{*}Suggested electives: Speech 105, Sociology 101, Psychology 105, Philosophy 102, Business 231.

Medical Transcriptionist

This 1-year certificate program prepares the student to function as a transcriptionist in hospitals, clinics, health insurance offices and medical research centers. Applicants should contact divisional office for personal interview with program instructor. Admission to the Medical Transcriptionist program requires the consent of the faculty.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
Typ 131Intermediate Typing	1	2	2
MA 131—Medical Terminology	4	0	4
Bio 120—Human Anatomy and Physiology	3	3	4
MA 134—Seminar - Applied Anatomy			
and Physiology	1	0	1
		_	_
	12	5	14
Spring Semester			
Com 132Applied Composition and Speech	3	0	3
ST 131—Secretarial Training	3	0	3
MA 230—Medical Transcription	1	6	3
Bio 121—Human Anatomy and Physiology	3	3	4
MA 135—Seminar - Applied Anatomy			
and Physiology	1	0	1
	_	_	
	11	9	14

Mid-Management

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
MM 130—Management Training	0	15	4
MM 132-Mid-Management Seminar	2	0	2
Com 131—Applied Composition and Speech	3	0	3
Bus 101—Principles of Accounting or	3	0	3
Bus 131—Bookkeeping			
*Elective	3	0	3
	_	_	_
	11	15	15
Spring Semester			
MM 131Management Training	Ö	15	4
MM 133—Mid-Management Seminar	2	0	2
Com 132—Applied Composition and Speech	3	Ö	3
Bus 105—Introduction to Business	3	0	3
*Elective	3	0	3
	_	_	_
	11	15	15
Fall Semester			
MM 230—Management Training	0	15	4
MM 232—Mid-Management Seminar	2	0	2
SS 131—American Civilization	3	0	3
Eco 201—Principles of Economics	3	0	3
*Elective	3	0	3
	_		_
	11	15	15
Spring Semester			
MM 231—Management Training	0	15	4
MM 233—Mid-Management Seminar	2	0	2
SS 132—American Civilization	3	Ō	3
Hum 101—Introduction to Humanities	3	Ō	3
*Elective	3	0	3
	_	_	_
	11.	15	15

Suggested Electives: Bus 231, Bus 232, Bus 233, Bus 234, Bus 235, Bus 236, CS 101, Mth 130, OM 131, Bio 115, Bio 116, Phy Sc 115, Psy 131, Eco 202, Spe 105.

Operating Room Technology

This program prepares selected students to effectively function as beginner practitioners as assistants to the surgeon in hospital and clinic surgeries. Applicants should call the division office for a personal interview with a member of the program faculty. Admission to the program is granted by the Operating Room Technology faculty.

Curriculum

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
ORT 130—Introduction and Orientation	1	0	1
VN 130—Physical Foundations	3	1	4
ORT 131—Basic Sciences—Microbiology ORT 132—Principles of Operating Room	3	0	3
Techniques	4	6	6
•	_	_	_
	11	7	14
Spring Semester			
ORT 134—Coordinated Hospital Activities ORT 135—Applied Principles and Practices	2	12	6
of Surgical Procedures	1	25	8
	,—	_	
	3	37	14

Pattern Design

This program acquaints the student with the equipment and procedures of the apparel industry in the pattern department. Course work includes experience in laboratories and the classrooms.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
PDD 130—Pattern Drafting and Draping	3	9	5
Des 134—Industrial Garment Construction	2	4	3
Des 135—Textiles	3	0	3
*Elective	3	0	3
		_	_
	14	13	17
Spring Semester			
Psy 131—Human Relations	3	0	3
Com 132—Applied Composition and Speech	3	Ō	3
PDD 131—Pattern Drafting and Draping	3	9	5
Des 136—Fashion Sketching	2	4	3
		_	_
	11	13	14
Fall Semester			
SS 131—American Civilization	3	0	3
PDD 230—Creative Pattern Design	3	9	5
Des 234—History of Costume	3	0	3
*Elective	4	0	4
	_	_	
	13	9	15
Spring Semester			
SS 132—American Civilization	3	0	3
Hum 101—Introduction to Humanities	3	Ō	3
Des 235—History of Costume	3	0	3
PDD 231—Creative Pattern Design	3	9	5
	<u> </u>	9	14

Suggested Electives: Bus 105, Bus 231, Art 101, Art 108, Art 114-115, Soc 101, Speech 105.

Pattern Grading

This one year program acquaints 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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PGR 138—Fundamentals of Pattern Grading	3	9	5
GSR 090—Guided Studies Reading	3	0	3
GSM 090—Guided Studies Math	3	0	3
GSW 090—Guided Studies Writing	3	0	3
		_	_
	12	9	14
Spring Semester			
PGR 139—Advanced Pattern Grading	3	9	5
GSR 091—Guided Studies Reading	3	0	3
GSM 091—Guided Studies Math	3	0	3
GSW 091—Guided Studies Writing	3	0	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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PM 130—Petroleum Marketing Training	0	15	4
PM 132—Petroleum Marketing Seminar	2	ō	ż
Com 131—Applied Composition and Speech	3	Ď	3
Bus 230—Salesmanship	- 3	ō	3
Bus 101—Principles of Accounting or Bus 131—Bookkeeping	3	Ō	3
	_	_	_
Continue Co	11	15	15
Spring Semester			
PM 131—Petroleum Marketing Training	٥	15	4
PM 133—Petroleum Marketing Seminar	2	0	2
Com 132—Applied Composition and Speech	3	0	3
Psy 131—Human Relations	3	0	3
Bus 105—Introduction to Business	3	0	3
		_	_
Fall Semester	11	15	15
PM 230—Petroleum Marketing Training	0	15	4
PM 232—Petroleum Marketing Seminar	2	0	2
SS 131—American Civilization	3	ŏ	3
Eco 201—Principles of Economics	3	ŏ	3
*Elective	3	ŏ	3
	_		_
	11	15	15
Spring Semester			
PM 231—Petroleum Marketing Training	0	15	4
PM 233—Petroleum Marketing Seminar	2	Ō	2
SS 132—American Civilization	3	Ō	3
Hum 101—Introduction to Humanities	3	Ö	3
*Electives	3	Ŏ	3
	_	_	_
	11	15	15

^{*}Suggested Electives: Bus 231, Bus 233, Mth 130, CS 101, Spe 105 Bio 101, Bio 102, Phy Sc 115.

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	Lec. 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	0	3
POL 131—Police Administration	3	0	3
Elective	3	0	3
	_	_	_
	15	0	15
Spring Semester			
*COM 132Applied 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
*Psv 131—Human Relations	3	0	3
*Soc 231—Urban Social Problems	3	0	3
POL 132—Criminal Law	3	0	3
POL 231—Criminal Investigation	3	0	3
- 1 1	15	0	15
Spring Semester	_	_	_
*Psy 236—Group Psychology	3	0	3
*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
	_	_	
	15	0	15

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

Radiologic Technology

This program is designed to prepare technologists with understanding and skills in the field of x-ray. The student is assigned to a Dallas area hospital for practicum. Upon successful completion of the program, the student is granted an Associate in Applied Science Degree and is prepared to write the American Registry of Radiologic Technologists certifying examination.

Students desiring entry to Radiologic Technology, leading to eligibility for registration as an R.T. (ARRT) should contact the divisional office for a personal interview with an R.T. instructor. Admission into the program is granted by the faculty of the Radiologic Technology program.

Students must maintain at least a "C" average in all R.T. courses to remain in Radiologic Technology.

Courses

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*Eng 101—Composition and Expository Writing			
or			
*Com 131—Applied Composition and Speech	3	0	3
*GSM 091—Basic Math	3	0	3
RT 130—Orientation Fundamentals, Physics	3	3	4
RT 135—Radiologic Practicum !	0	10	2
Bio 120—Anatomy and Physiology	3	3	4
	_	-	
	12	16	16
Spring Semester			
*Eng 102—Composition and Literature			
or			
*Com 132—Applied Composition and Speech	3	0	3
Bio 121—Anatomy and Physiology	3	3	4
RT 131—Exposure, Positioning, Physics	3	3	4
RT 136—Radiologic Practicum II	0	24	6
	_	_	
	9	30	17
Summer Semester			
RT 133—Physics, Portables and			
Surgery (13 weeks)	2	0	2
RT 137—Radiologic Practicum III (13 weeks)	Ō	36	9
•		_	_
	2	36	11

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

Radiologic Technology

Second Year

Courses

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Psy 131—Human Relations	3	0	3
Soc 101—Introduction to Sociology	3	0	3
RT 230—Advanced Principles of Radiology	3	3	4
RT 237—Radiologic Practicum IV	0	24	6
	9	27	16
Spring Semester			
RT 232—Advanced Techniques of Radiology	3	0	3
RT 238—Radiologic Practicum V	0	28	7
RT 235—General Review	3	0	3
RT 236—Departmental Administration	3	0	3
	_	_	_
	9	28	16
Summer Semester			
RT 239—Radiologic Practicum VI (13 weeks)	0	40	10
		_	_
	0	40	10

Respiratory Therapy Technician

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

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Communication and Speech	3	0	- 3
GSM 090—Basic Mathematics	3	0	3
Bio 120—Human Anatomy and Physiology	3	3	4
RS 130—Respiratory Therapy Orientation	3	0	3
RS 120—Applied Anatomy and Physiology	1	0	1
	_	_	
	13	3	14
Spring Semester			
Com 132—Applied Communication and Speech	3	0	3
Phy Sc 115—Physical Science	3	2	3
Bio 121—Human Anatomy and Physiology	3	3	4
RS 131—Clinical Lab !	0	4	1
RS 132—Basic Technology	3	3	4
RS 121—Applied Anatomy and Physiology	1	0	1
•	_	_	-
	13	12	16
Summer			
RS 133—Clinical Practice ! (10 weeks)	0	20	5
RS 134—Therapy Related to Disease (10 weeks)	7	0	4 .
	_	_	
	7	20	9

Respiratory Therapy Technology

Upon completion of the program of Respiratory Therapy Technician selected students may enter the Respiratory Therapy Technology Program.

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 will be granted, with eligibility to take national registry examination.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Bio 132—Microbiology	3	3	4
Psy 131—Human Relations	3	0	3
Bus 236—Supervisory Management	3	0	3
RS 230—Technical Correlation	3	0	3
RS 231—Clinical Practice II	0	12	3
	_	_	-
	12	15	16
Spring Semester			
RS 232—Seminar	3	0	3
RS 233—Advanced Technology	3	0	3
RS 234—Clinical Lab II	0	4	1
RS 235—Clinical Practice III	0	20	5
			_
	6	24	12
Summer			
RS 236—Clinical Practice IV (10 weeks)	0	20	5

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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
CA 131—Basic Cooking, Baking, Salad and		,	
Sandwich Preparation	3	9	5
RM 133—Introduction to Restaurant Operations	3	ō	3
Bus 105—Introduction to Business	3	ō	3
Com 131—Applied Composition and Speech	3	ō	3
SS 131—American Civilization	3	ō	3
		_	_
Spring Semester	15	9	17
CA 132—Quantity and Convenience Food			
Production	_	_	_
RM 134—Advanced Restaurant Management	3 3	9	5
Com 132—Applied Composition and Speech	3	0	3
SS 132—American Civilization	3	0	3
- Company of the Comp	3	0	3
•	12	9	_
Fall Semester	12	9	· 14
RM 231-Purchasing and Food Cost Control	3	0	•
RM 234—Field Cooperative Training	0	16	3 3
Bus 236—Supervisory Management	3	0	3
Bus 131—Bookkeeping	3	ŏ	3 3
*Elective	3	ŏ	3
	_		_
•	12	16	<u> </u>
Spring Semester			
RM 233—Dining Room Service and Labor			
Cost Control	3	0	3
RM 235—Field Cooperative Training	Õ	16	3
Psy 131—Human Relations	3	Õ	3
Hum 101—Introduction to Humanities	3	ŏ	3
*Electives	2	ŏ	. 2
	_		_
	11	16	14

^{*}Suggested Elective: Bus Mth 130, CS 101, 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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
*SD 131—Beginning Shorthand	3	2	3
*Typ 130—Beginning Typing	1	2	2
OM 131—Office Machines	1	2	2
Bus 131—Bookkeeping	3	0	3
Rus 105—Introduction to Business	3	0	3
Bus 205	_		
	14	6	16
Spring Semester			
Bus 231—Business Communications	3	0	3
*SD 132—Intermediate Shorthand	3	2	3
*Typ 131—Intermediate Typing	ĭ	2	2
ST 131—Secretarial Training	3	O	3
BMT 131—Machine Transcription	3	Ō	3
BMI 131—Machine Transcription		_	_
	13	4	14

^{*}Students with previous training will be placed according to ability. †Suggested Electives: Bus 105, Bus 130, CS 101, SD 231, Typ 132, Mth 130.

A student is required to have his last semester of typewriting and shorthand at El Centro to complete this program.

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.

Fall Semester *SD 131—Beginning Shorthand *Typ 131—Intermediate Typing OM 131—Office Machines Bus 131—Bookkeeping Com 131—Applied Composition and Speech Bus 105—Introduction to Business	Lec. Hrs. 3 1 1 3 3 3	Lab. Hrs. 2 2 2 0 0	Credit Hrs. 3 2 2 3 3 3 —
Spring Semester		·	
SD 132—Intermediate Shorthand Typ 132—Advanced Typing ST 131—Secretarial Training BMT—Machine Transcription Bus 231—Business Communications Fall Semester SD 231—Advanced Shorthand Com 132—Applied Composition and Speech CS 101—Introduction to Computing Science SS 131—American Civilization *Elective	3 1 3 3 3 	2 2 0 0 0 0 4 2 0 0 0 0	3 2 3 3 3
Carina Comments	15	2	15
Spring Semester SD 232—Transcription	2	_	_
Psy 131—Human Relations	3 3	2 0	3 3
Hum 101—Introduction to Humanities	3	Ö	3
SS 132—American Civilization	3	Ö	3
†Elective	3	0	3
	 15	2	15

^{*}Students with previous training will be placed according to ability. †Suggested Electives: Bus 230, Bus 233, Bus 234, Mth 130.

Television and Radio Electronics

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.	Credit Hrs.
TRE 130—Fundamentals of Television & Radio	6	12	10
GSW 090—Basic Writing	3	0	3
Bus 135—Customer Relations	3	0	3
	_		_
	12	12	16
Spring Semester			
TRE 131—Television and Radio Electronics	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.

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
VN 120—Human Relations in			
Vocational Nursing	3	0	3
VN 130—Physical Foundations in			
Vocational Nursing	3	0	3
VN 121—Orientation to Patient Care	3	0	3
VN 122—Basic Skills I	5	9	8
	_	_	_
	14	9	17
Spring Semester			
VN 137-Basic Skills II Med. Surg. Nursing	6	34	17
Summer Semester			
VN 138—Basic Skills III Maternal			
and Child Nursing	5	35	17

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Brenda Lewis