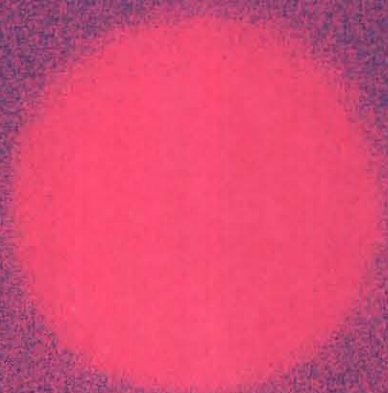


# THE EIGHTH 1973-74





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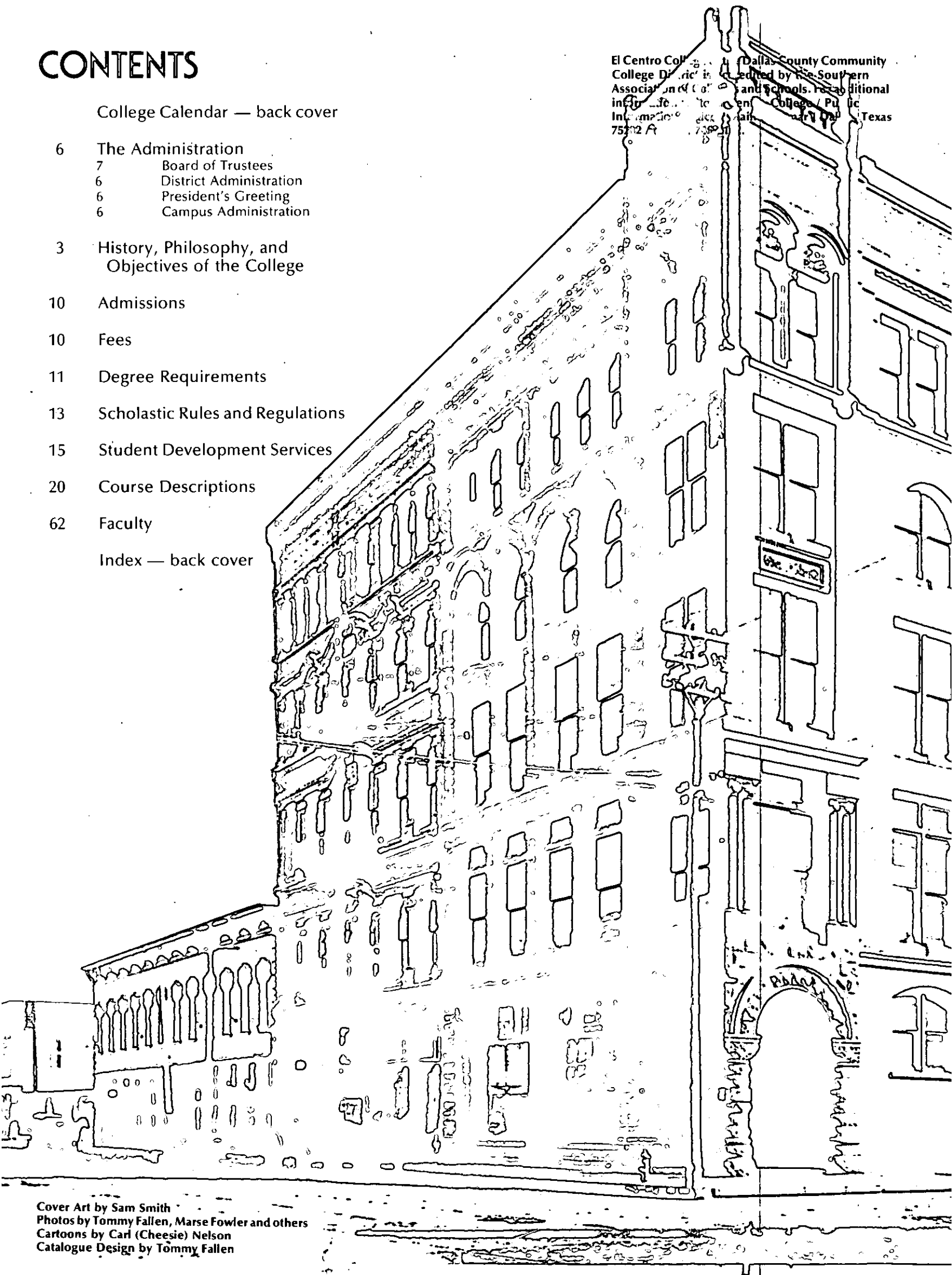
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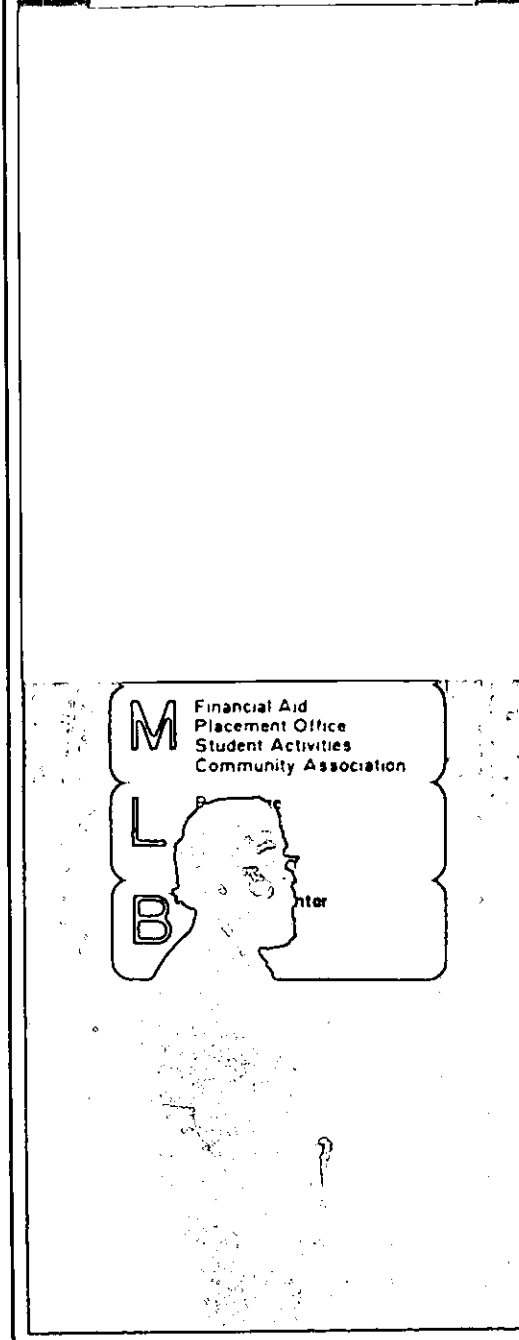
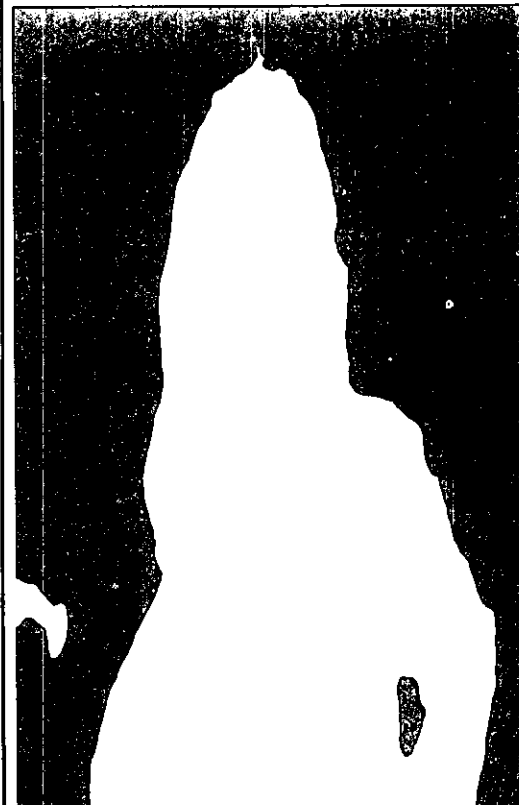
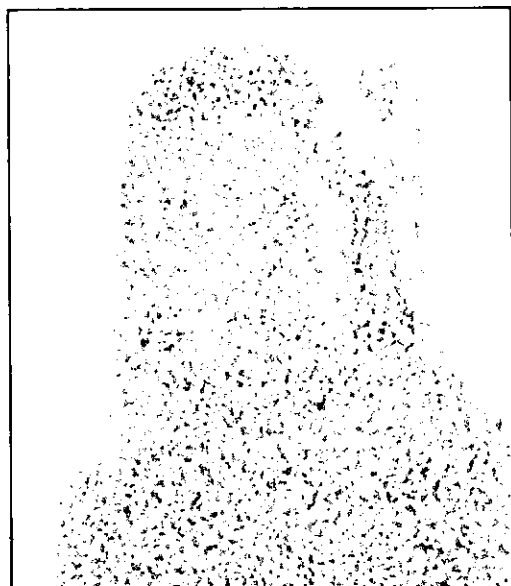
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El Centro College District in Dallas County Community College District is edited by the Southern Association of Colleges and Schools. Additional information is available from the College / Public Information Office, 75712 A, Dallas, Texas.





EL CENTRO COLLEGE



# EXCELLENCE INNOVATION OPPORTUNITY DIVERSITY FLEXIBILITY UNDERSTANDING

Can you think of better reasons  
to pick El Centro College?

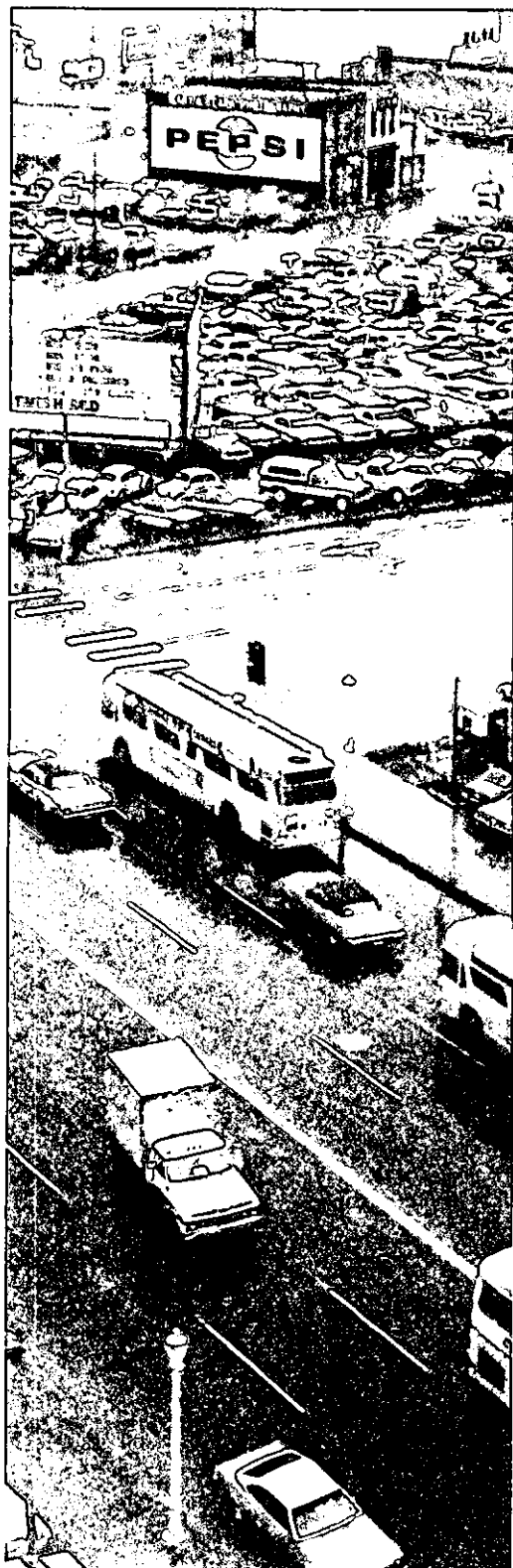
The school that has earned a national reputation as well as the respect of the community offers new and exciting approaches toward degrees in a myriad of fields. Majors from traditional fields with courses fully transferable as well as majors from technical-occupational fields designed to give a student a degree and a job in one or two years make the curriculum at El Centro one of the broadest ranging in the country. □ The proof of the El Centro philosophy is in the classroom. For instruction is our business, though instruction isn't always or often in the traditional mold. Teaching at El Centro is based on the premise that we teach students, not subject matter. Learning is a personal thing at El Centro—an exchange of ideas and not an indoctrination, a forum for discussion and reasoning. El Centro is the result of a well planned effort to provide the best college, the best education, available anywhere—bar none. And its teachers are a select group from a nationwide search. They are the basis of an earned reputation of El Centro excellence and also the roots of the innovative approach to learning which has



become the trademark of the college. □ Simply, what all this means is that you would find at El Centro not only academic excellence but also an educational atmosphere you might not have experienced anywhere before.

# EL CENTRO...

Office doors are open. Instructors are willing and eager to help. Counselors concentrate on being a good friend as well as a guiding influence and source of help on any problem and not on forcing you into some program or course outside your interest. □ And students do not "sit at the feet of the master" as has long been the philosophy at the traditional "University." □ For El Centro College holds a unique, even radical view about education—that it is best accomplished when teacher and student "come together" on an interpersonal level, that it is an individual matter and always a unique experience rather than the assembly line learning



often dictated by numbers. □ So what kind of student attends El Centro College? We can best answer with a question. What kind of people live in Metropolitan Dallas? All types. Joe College, the promising student fresh out of high school looking for an education and some fun is enrolled here. But the student mix at El Centro does not stop with "student-type" which might be considered "typical." Some of Dallas' finest students are here. And so are some who have never been considered "college material" making good on a second chance provided by El Centro's innovative programs. Some sixteen students last year were sixteen or under. Thirty-one were sixty or over. Fifty students were forty-one years old. Ninety-three were thirty-four years old. About 3500 were eighteen to twenty-five. Some had long hair. Some had short hair. Some were businessmen trying to further their

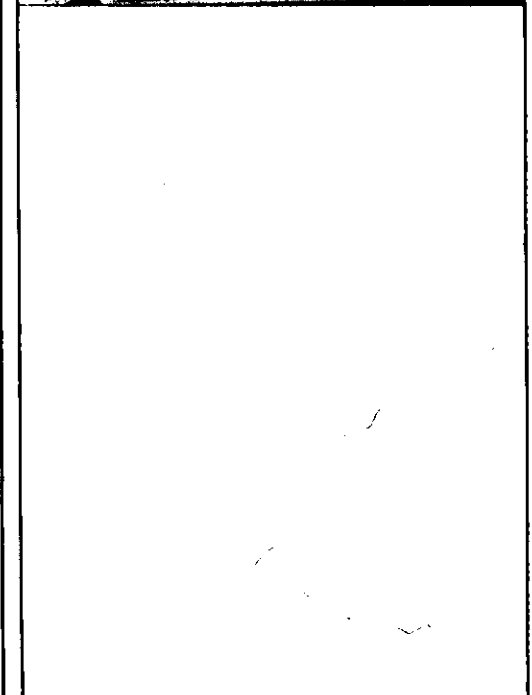
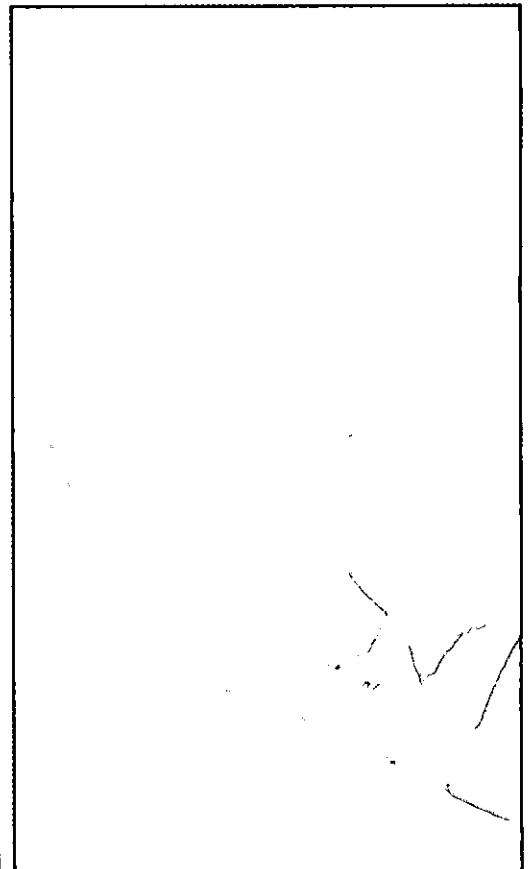
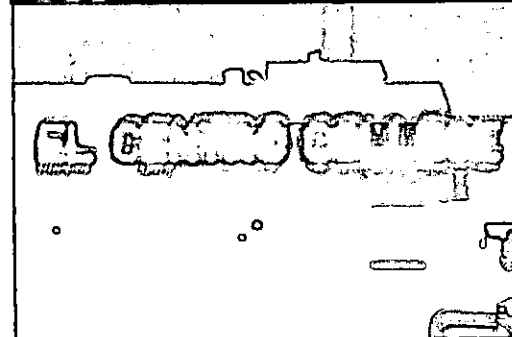
education, finish a degree, or learn a new job entirely. Some majored in English and studied the poetry of Keats who said that beauty was truth and truth, beauty, that that was all we knew on earth and all we needed to know. Some studied the philosophy of Descartes who said that all man knows is that he exists: "I think, therefore I am." And some students studied mid-management and earned part of their credits on their jobs. And some students studied to be chefs, and some to be architects, and some to be computer operators, and some to be . . . the list goes on. And so the atmosphere within El Centro is unique, but its students are not much different from people



# EL CENTRO...

continued

on the other side of its doors who live and work and do all the things people do in a metropolis. For El Centro's students are as diverse and as exciting as Dallas. □ And what kind of people would you find as administrators and teachers at El Centro? Well, first of all, you would probably find them. (Which isn't the case everywhere.) El Centro's teachers have left the ivory tower. We have said that learning is our business. And our teachers get down to business with students, both inside the classroom and out. (First in their approach). They hold the view that students are the only reason they are here and not the other way around. (Secondly with their ability.) They are the cream of the crop, the finest teachers that could be hired, for they have an important job to do. □ El Centro believes that we are here for one reason—to serve our students and in so doing serve our community. That's the important difference. And El Centro's philosophy doesn't end when you turn the page. It is reflected in people. Our personnel, whether instructors or counselors or office staff, and even our students, reflect the concept of "community" which is more than a name at this community college. For at El Centro College, a close relationship exists among all those who make up the college and a very real feeling of community is achieved. □ El Centro, then, is a school with much to offer. Maybe more than any other college, it's a school that can offer you what you always thought a college should. □





# COLLEGE ADMINISTRATION

## Administrative Staff

<input type="checkbox"/> President	<b>Donald T. Rippey</b> 746-2179
<input type="checkbox"/> Dean of Instruction	<b>Chester H. Palmer</b> 746-2182
<input type="checkbox"/> Dean of Students	<b>Don G. Creamer</b> 746-2177
<input type="checkbox"/> Associate Dean of Instruction and Research	<b>Carl M. Nelson</b> 746-2252
<input type="checkbox"/> Associate Dean of Instruction	<b>Ruby H. Herd</b> 746-2186
<input type="checkbox"/> Associate Dean of Instruction, Evening Administration	<b>Kenneth L. Permenter</b> 746-2184
<input type="checkbox"/> Associate Dean for Business Services	<b>Robert L. Ware</b> 746-2193
<input type="checkbox"/> Assistant Dean for Counseling and Guidance	<b>Gwen L. Hall</b> 746-2172
<input type="checkbox"/> Director of Community Service	<b>Ray Witherspoon</b> 746-2191
<input type="checkbox"/> Assistant Dean for Student Activities	<b>Ric Abbott</b> 746-2195
<input type="checkbox"/> Director of Admissions and Registrar	<b>John Williamson</b> 746-2311
<input type="checkbox"/> Director of Financial Aid	<b>William W. Wilmeth</b> 746-2199
<input type="checkbox"/> Director of Health Center	<b>Jean B. Wycoff</b> 746-2268
<input type="checkbox"/> Assistant Director of Community Service	<b>Sue Pfaffinger</b> 746-2189
<input type="checkbox"/> Director of Placement and Research	<b>Bill Coy</b> 746-2404
<input type="checkbox"/> Public Information Assistant	<b>Tommy Fallen</b> 746-2152

## Instructional Division Chairmen

<input type="checkbox"/> Business	<b>Carey Rector</b> 746-2344
<input type="checkbox"/> Communications	<b>Jack Gilbert</b> 746-2328
<input type="checkbox"/> Guided Studies	<b>Gary Verett</b> 746-2401
<input type="checkbox"/> Human Development	<b>Jerry Wesson</b> 746-2323
<input type="checkbox"/> Humanities	<b>Arlin Peltier</b> 746-2354
<input type="checkbox"/> Instructional Resources	<b>Ted Carley</b> 746-2292
<input type="checkbox"/> Mathematics and Engineering	<b>Larry Kerbel</b> 746-2377
<input type="checkbox"/> Associate Degree Nursing	<b>Gerry White</b> 746-2369
<input type="checkbox"/> Paramedics	<b>Mary Watts</b> 746-2392
<input type="checkbox"/> Science	<b>Carlos Gonzalez</b> 746-2376
<input type="checkbox"/> Social Science	<b>Alvin Bean</b> 746-2360

# PRESIDENT'S GREETING



Hello!

If you read this page while looking for the proper enrollment procedure, let me welcome you to El Centro College. If this isn't your first enrollment, then I am especially happy to welcome you back! ☐ Please think of this catalog as you do a dictionary: not very exciting reading, but essential for certain kinds of information. ☐ The kinds of information you will find in this catalog include general information, such as how to enroll; how to graduate; how much it costs, etc.—all located in the first section. Following the general information, the specific courses are listed and described. Remember—if all else fails, try the index! ☐ All of the staff and faculty of El Centro are here to help you; if you succeed, we succeed. ☐

Sincerely,

Donald T. Rippey  
President

# DISTRICT STAFF

## Dallas County Community College District Administrative Staff

<input type="checkbox"/> Chancellor	<b>Bill J. Priest</b>
<input type="checkbox"/> Vice-Chancellor of Academic Affairs	<b>R. Jan LeCroy</b>
<input type="checkbox"/> Vice-Chancellor of Business Affairs	<b>Walter L. Pike</b>
<input type="checkbox"/> Director of Planning and Research	<b>Gary A. James</b>
<input type="checkbox"/> Director of Data Processing	<b>James R. Hill</b>
<input type="checkbox"/> Director of Special Services	<b>Robert J. Leo</b>
<input type="checkbox"/> Director of Program Development	<b>Dexter L. Betts</b>
<input type="checkbox"/> District Coordinator of Technical Occupational Education	<b>Claude C. Owens</b>
<input type="checkbox"/> District Director of Public Information	<b>Sibyl Hamilton</b>
<input type="checkbox"/> Public Information Assistant	<b>Ben F. Stevens</b>
<input type="checkbox"/> Coordinator of Research	<b>Douglas Hamilton</b>
<input type="checkbox"/> Technical Assistant for Faculty Planning	<b>Stanley E. Pritchard</b>
<input type="checkbox"/> Construction Coordinator and District Coordinator of Maintenance and Operations	<b>George L. Robinson</b>
<input type="checkbox"/> Administrative Assistant to the Chancellor	<b>Paul Meacham</b>

# HISTORY/ PHILOSOPHY

The Dallas County Community College District's four innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community. □ Each of the district colleges—Eastfield, El Centro, Mountain View and Richland—are therefore committed to providing every person in Dallas County a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby. □ There is a place for a student who wishes to spend a year



**Bill J. Priest,  
Chancellor**

or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field. □ There is a place for the very bright high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the high school drop-out who has changed his mind about the necessity of education in today's complex, demanding society. □ There is, simply stated, a place for everyone. □ This approach to education brings together into a single college setting a multitude of personalities with divergent interests, ambitions and backgrounds, creating an educational community not unlike the "real" community in which people live, work and play and further enhancing the district's desire for total education. □



**Mildren M.  
Montgomery,  
Trustee**

Of primary importance to the district's goal is making certain that a student's educational program is tailored to his needs, abilities and ambitions. The philosophy of the district is to create an educational program for an individual rather than to try to squeeze or stretch an individual to fit an "educational mold." □ Therefore competent, intensive initial and continuing counseling and guidance is offered every student to discover his goals and special abilities and to update his



**R. L. Thornton, Jr.  
Chairman-  
of-the-board**

educational program if those goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district colleges. □ The traditional "junior college" label therefore, doesn't fit. True enough the district's colleges are two year colleges which provide the freshman and sophomore years of a conventional baccalaureate program. However, their function, philosophy and breadth make the label inadequate. Therefore, on the first day of 1972, the district became the Dallas County Community College District to more accurately reflect the mission of its colleges, that of meeting the varied educational needs of the entire metropolitan family. □ How do the district's colleges serve the educational requirements of such a complex family? The answer can be found in educational offerings in four broad categories: —For the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a long list of courses which are transferable to senior colleges and



**Loncy L. Leake,  
Trustee**

universities. □ —For the student wishing to train for a technical or vocational occupation, career education programs of one and two years are designed to enable a student to enter his chosen field as a skilled employee trained as a professional, and also to enter the community as a well-rounded citizen. □ —For the employed person wishing to improve his knowledge of his field —or train for a move into a new occupational field—the colleges offer a broad range of Community Service courses. □ —For the person who simply wants to make life a little more interesting there are Community Service courses offering a myriad of subjects on cultural,



**Carie E. Welch,  
Trustee**

civic and avocational topics. □ Dallas County voters created the district in May,



**Mrs. Eugene  
McDermott,  
Vice-Chairman**

1965, and approved a 41.5 million bond issue. The county's voters reaffirmed their confidence in September, 1972, by approving an \$85 million bond election to expand El Centro College, build three new colleges and provide for district-wide expansion as needed. □ The following year the district's first college, El Centro, opened its doors for the Fall Semester in the heart of downtown Dallas. In August, 1970, Eastfield College and



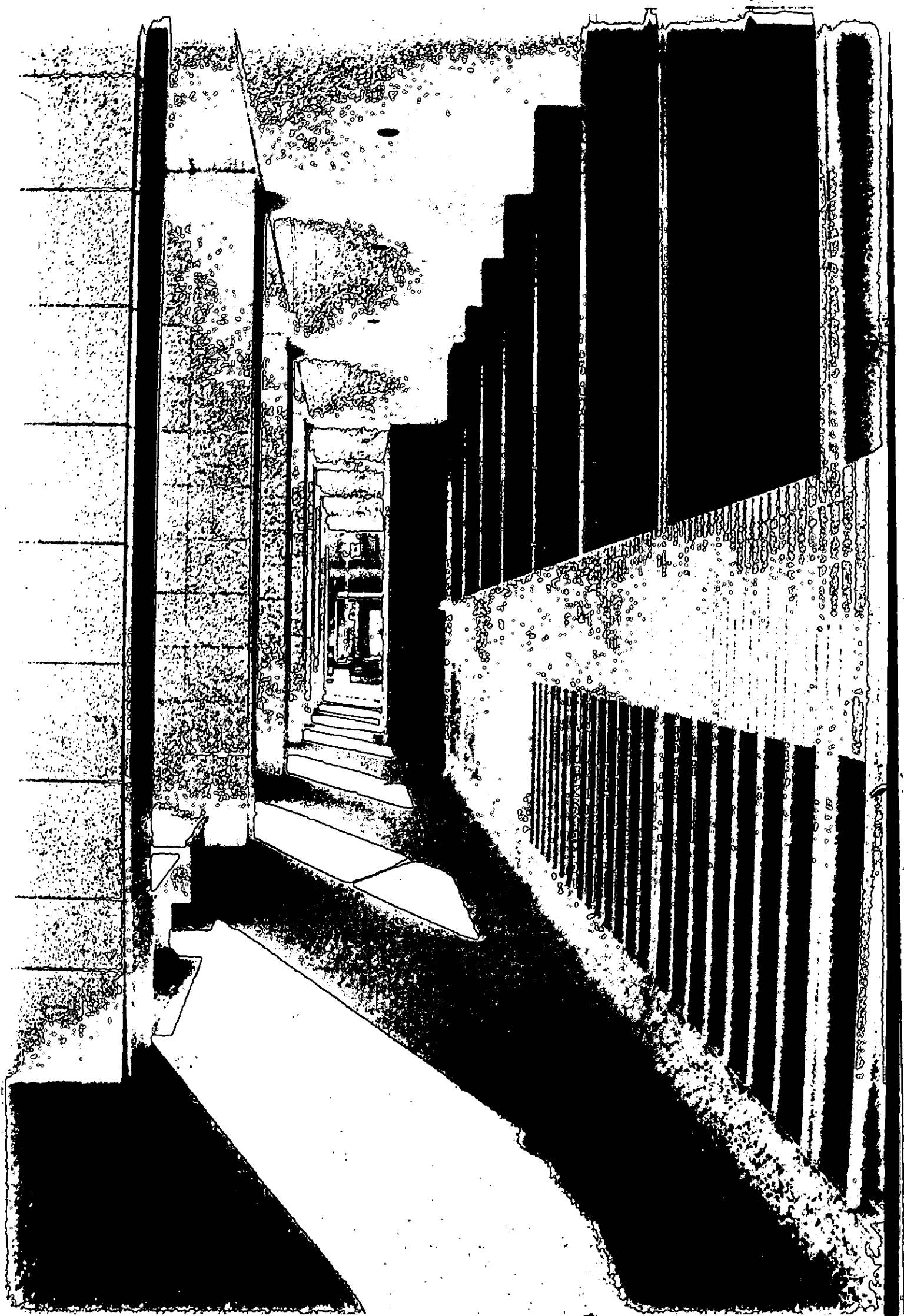
**Durwood A. Sutton,  
Trustee**

Mountain View College enrolled their first students and the multi-campus district envisioned by the district planners became a reality. Richland College became the district's fourth college with the start of the 1972-1973 school year. □ In addition to these four colleges, sites have been purchased for three future colleges, Brookhaven College, Cedar Valley College and North Lake College. □ These remarkable facilities and excellent faculties combine with the district's unique but effective philosophy and the strong support of the people and institutions of



**Jim Scoggins,  
Trustee**

Dallas County to create four outstanding educational communities within the bustling metropolitan county. □





# HISTORY/ PHILOSOPHY

## League for Innovation

The Dallas County Community College District is a charter member of The League of Innovation in the Community College. A national organization, the League links 16 community college districts composed of 41 colleges and more than 300,000 students. □ Membership in the League constitutes a significant recognition of the Dallas County Community College District as a district committed to: (1) a program of experimentation and improvement; (2) a willingness to share the fruits of experimentation; (3) a cooperative program with other districts in the solution of common problems; (4) an evaluation of experimentation and the application of the results of experimentation in the orderly operation of the district's programs. □ The League consists of sixteen outstanding districts throughout the nation: Brookdale Community College, Central Piedmont Community College, Chicago City College, Cuyahoga Community College, Dallas County Community College District, Delta College, District of St. Louis and St. Louis County, Foothill Junior College District, Kern Junior College District, Los Angeles City Junior College District, Los Rios Junior College District, Moraine Valley Community College, Orange Coast Junior College District, Peralta Junior College District, Santa Fe Junior College, Tulsa Community College. □

Computerized registration at El Centro gathers, sorts, and double-checks thousands of items of data for registration in a matter of minutes. But then why have these students been standing in line so long?



Electronic multi-media is a part of almost every curriculum at El Centro College. A trained staff of media professionals assists instructors with planning courses supplemented by or even built around media. Often media-oriented presentations take the place of a lecture or lab, allowing the student to work at his convenience and giving the instructor an opportunity to provide additional help on a one-to-one basis.

# ADMISSIONS

## General Admission Policy

Applications will be accepted any time prior to registration. Since registration priorities are assigned according to the date an application is received, applicants should plan to submit applications at least three weeks before registration. Applications received after this date will receive a lower priority. All applicants are limited in their selection of classes to those available when they register. □

## Admission Requirements

**1. Beginning Freshmen:** Students enrolling in college for the first time may apply if they are: a. a graduate from an accredited high school. b. A graduate from an unaccredited high school who is eighteen years of age. c. A non-high school graduate who is eighteen years of age and whose high school class has graduated. d. A high school student recommended by the high school principal. In this case, a limited number of high school seniors may be concurrently enrolled for special study. □ **2. Transfer Students:** a. College transfer applicants will be considered for admission on the basis of their previous college record. Academic standing will be determined by the standards established by El Centro College. b. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admission and Retention for special approval. □ **3. Former Students:** Former Dallas County Community College District students will be required to submit an application for readmission to any one of the District colleges. □ A student will not be readmitted to any college within the District if he or she has unsettled financial debts at any of the District campuses. □ **4. Non-credit Students:** Students seeking enrollment for non-credit courses are directed to contact the Division of Community Service Programs. □

## Admission Procedures

Full-Time Applicants (12 semester units or more):

**1. Application for Admissions:** Each applicant is required to furnish his social security number in the space provided on the application form. This number is required for student identification and to insure the accuracy of student records. □ **2. Official Transcript from Last School Attended (High School or College):** College transfer students are required to submit transcripts of all previous college work if they intend to receive a degree. □ **3. Results of the American College Testing Program (ACT):** The results of the ACT are used for counseling and placement. College transfer applicants who have earned at least 6 units of college credit with a grade of "C" are exempt from this requirement. District colleges may substitute other standard testing scores for placement purposes. □ Each applicant who has not earned at least 6 semester units 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. □ All students entering with ACT scores of 11 or below are advised to enroll in the Guided Studies Program. Exceptions may be made only upon the recommendation of a counselor. □ Information about the ACT testing program may be obtained from your high school counselor or the office of the Director of Counseling. The ACT code for El Centro is 4079. □ **4. Health History Form:** All students are required to complete the Health History Form. This form is included in the admissions packet and should be returned directly to the Health Center. Proof of inoculation is required on the following: a. A negative tuberculin skin test or chest x-ray. b. Polio immunization if applicant is under nineteen years of age. c. Diphtheria/Tetanus injection within ten years. □ **Part-Time Applicants (Less than 12 semester units):** **1. Application for Admission:** Each applicant is required to furnish his social security number in the space provided on



## Admissions

the application form. This number is required for student identification and to insure the accuracy of student records. □ **2. Official Transcript from Last School Attended (High School or College):** College transfer students are required to submit transcripts of all previous college work if they intend to graduate. Students never having attended college will supply a high school transcript. □ **3. Health History Form:** All students are required to complete the Health History Form. This form is included in the admissions packet and should be returned directly to the Health Center. Proof of inoculation is required on the following: a. A negative tuberculin skin test or chest x-ray. b. Polio immunization if applicant is under nineteen years of age. c. Diphtheria/Tetanus injection within ten years. □

## Student Diversity

El Centro College encourages the attendance of mature students of all ages from all ethnic backgrounds and fully complies with the provisions of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). □

## Foreign Students

El Centro College is authorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, foreign students are not admitted until all admission requirements are complete. A personal interview with the foreign student advisor and special permission from the President of the College is required before admission can be finalized. □

## Concurrent Enrollment

The colleges in the Dallas County Community College District have no geographical boundary restrictions for enrollment at any of the campuses. Admission requirements for all of the colleges are established by the DCCCD Board of Trustees and are the same for all District colleges. Students may enroll in more than one college at the same time. □

## Community Service

Short-term, non-credit Community Service courses are the district's answer to the community's challenge to provide educational opportunity for everyone. □ These courses reflect the

# FEES

interests and needs of the community and cover a wide variety of subjects, ranging from occupational training to personal entertainment and cultural enrichment. □ Instructors are leading professional men and women, college faculty members and experts in the course subject. There are no entrance requirements and class schedules are set for the convenience of the students. □

## Name or Address Change

Students are reminded to inform the Office of the Registrar of any changes which occur in their name or address. □

## Servicemen's Opportunity College

El Centro College, along with the other colleges of the DCCCD and in cooperation with other community colleges in the United States, participates in the Servicemen's Opportunity College. This program enables the institution to plan with the serviceman an educational experience regardless of his mobility pattern. For further information contact the Registrar of El Centro College. □

# Fees

## Tuition and Fees\*

Tuition fees will be charged according to the LEGAL RESIDENCE of the student. (see definition below)

## Fall or Spring Term

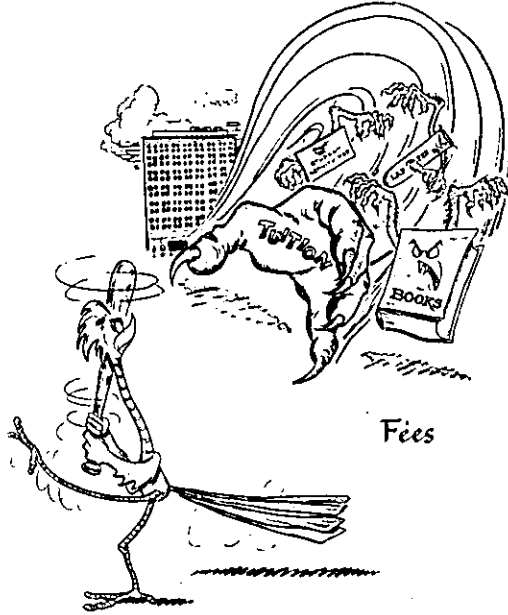
**In-District**—\$6.00 per credit unit through ten credit units and \$4.00 per credit unit in excess of ten credit units; Minimum of \$25.00 □ **Out-of-District**—\$20.00 per credit unit through ten credit units and \$4.00 per credit unit in excess of ten credit units; Minimum of \$25.00 □ **Out-of-State\*\***—\$40.00 per credit unit □ **Out-of-Country**—\$40.00 per credit unit; Minimum of \$200.00 □ **A.D. Nursing Program\***—\$4.00 per semester credit unit within the minimum and maximum amounts; Minimum of \$20.00 and Maximum of \$50.00 □

## Summer Term

**In-District**—1-6 Credit Units \$10.00 per semester credit unit with a minimum of \$25.00 □ 7- Credit Units \$4.00 per semester credit unit □

## FEES

continued



- Out-of-District**—1-6 Credit Units \$30.00 per semester credit unit □ 7- Credit Units \$4.00 per semester credit unit □
- Out-of-State**—1-6 Credit Units \$45.00 per semester credit unit □ 7- Credit Units \$40.00 per semester credit unit □
- Out-of-Country**—1-6 Credit Units \$45.00 per semester credit unit with a minimum of \$100.00 □ 7- Credit Units \$40.00 per semester credit unit □
- A.D. Nursing Program**—\$10.00 per semester unit with a minimum of \$25.00 and maximum of \$50.00 □

\*Tuition fees (Credit Courses)—to be paid at college of residence which is defined as the college in which the student will take the majority of his credit units.

\*\*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 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 Services Fee**—(12 or more semester credit units) \$7.00 a semester □
- Student Services Fee**—(6-11 semester credit units) \$4.00 a semester □
- Laboratory Fees**—(a semester, per lab) \$2.00 to \$8.00 □
- Music Fees**—\*(private lessons, a semester) \$35.00 for 1 hour per week (maximum charge for one course) \$20.00 for ½ hour per week □

\*Available only to students enrolled for 12 units 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 \$15.00 per examination.

### ACT

(American College Testing Program)  
National Test Dates  
Local Test Dates

\$6.00  
\$8.00

### Additional Fees

Additional 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

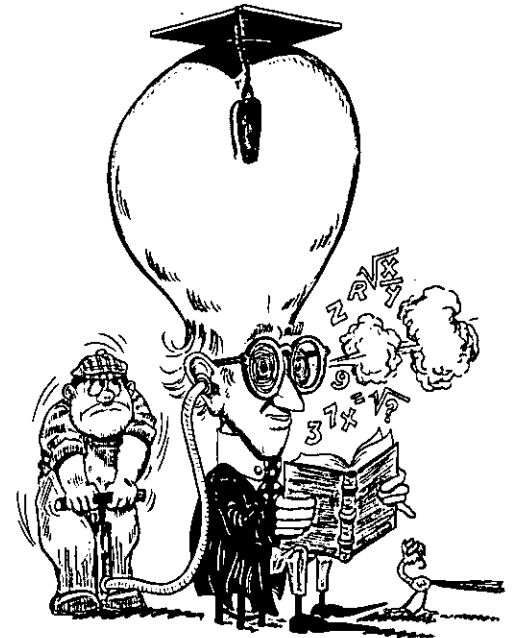
fee is not assessed students receiving a degree; however, each student will pay for cap and gown rental. □

### 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. □
2. 80% refund of tuition and fees if the class is dropped during the first week of classes for each semester. No refund for less than \$4.00 will be made. □
3. Tuition refunds may be obtained through the fifth day of classes (see calendar). An exception may be made for students inducted into the armed services if a copy of the induction notice is filed with the Registrar's Office. □
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. □

## DEGREE REQUIREMENTS



### Degree Requirements

#### Associate in Arts and Science Degree Requirements

A total of 60 units exclusive of physical education activity courses must be presented with an average of at least "C" (2.0). Courses numbered 99 and below may not be counted toward the 60 units minimum. □ These 60 units may be earned at any Dallas County Community College District college and must include:

- English 101-102, plus an additional 6 units of English 12 units
- A minimum of 6 semester units of a laboratory science. 6 units
- (Music Majors are exempt from this requirement. Check listings under subject field).
- History 101-102 and Government 201-202 (No substitutions allowed) 12 units
- Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101 3 units

In addition to the course requirements, each degree candidate must earn the last 15 units as a resident student in the district colleges or accrue 45 units in residence. The degree will be granted by the college in which the student took the last 15 units or where the majority of units were accrued. 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. □ All students who expect to transfer to a four-year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years. □ The student is urged to consult the catalog of the institution to which he may transfer for its 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 Science Degrees

A minimum total of 60 units 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 unit total is over 60. □





# DEGREE REQUIREMENTS

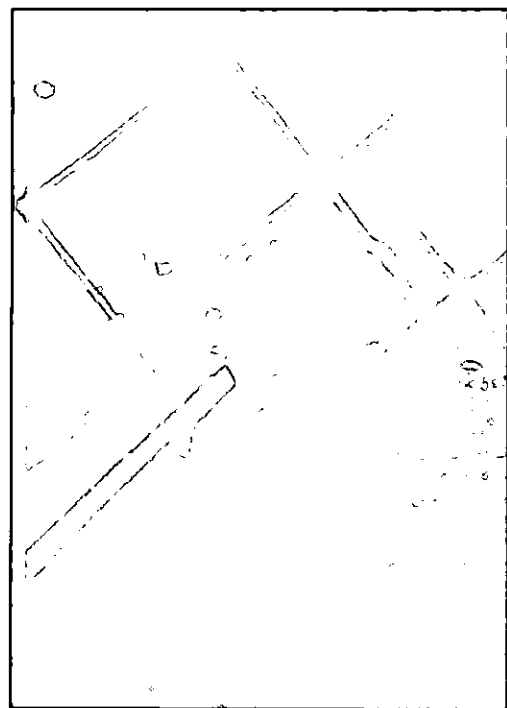
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## Associate Degree and Certificate Programs

Technical vocational programs are one-year and two-year courses of study designed to enable a student to enter his chosen occupational field as a skilled employee and his community as a culturally aware citizen. □ These programs are offered only after studies prove employment opportunities will exist at the time the student completes his program, matching the industrial community's requirements to the ambitions and goals of the student. □ This realistic approach to vocational education is made possible by the excellent cooperation of local industry, business and institutions who more and more are looking to the district's colleges for skilled personnel. □ In addition to training in a specific occupational field, the student's program includes courses in the humanities, English, history and other academic subjects to enable the student to better understand and participate in his community. □ Technical vocational courses are college credit courses and some are transferable in the event a student wishes to continue his studies at a four-year institution. □ The following Associate Degree and Certificate Programs are offered at Dallas County Community Colleges:

El Centro—EC  
Eastfield—E  
Mt. View—MV  
Richland—R

Accounting Technician	EC	MV	R	E
Air Conditioning and Refrigeration (Certificate)				E
Air Conditioning and Refrigeration Technology				E
Apparel Design	EC			
Architectural Technology	EC			
Auto Body				E
Automotive Technology				E
Aviation Administration		MV		
Avionics Technology		MV		
Child Development Associate				E
Child Development Assistant				E
Construction Management and Technology			R	
Data Processing Operator	EC			
Data Processing Programmer	EC	MV		E
Dental Assisting Technology	EC			
Dental Assisting Certificate	EC			
Diesel Mechanic				E
Digital Electronics				E
Drafting and Design Technology	EC	MV		E
Drafting and Design Technology (Co-op)				E
Educational Secretaries	EC	MV	R	E
Electro-Mechanical Technology			R	
Electronics Technology		MV		
Environmental Technology	EC			
Fire Protection Technology	EC			
Fluid Power Technology			R	
Food Service—Operations	EC			
Food Service—Dietetic Technician	EC			
Graphic Arts				E
Horology		MV		
Horticulture—Landscape				
Nurseryman			R	
Interior Design	EC			
Library Technical Assistant	EC			
Machine Shop		MV		
Medical Assisting Technology	EC			
Medical Laboratory Technician	EC			
Medical Transcriptionist	EC			
Mid-Management	EC	MV	R	E
Nursing—Associate Degree	EC			
Nursing—Licensed Vocational	EC			
Office Skills and Systems	EC			
Operating Room Technology	EC			
Pattern Design (Drafting and Draping)	EC			
Plastics Management and Technology		MV		
Plastics Technology		MV		
Police Science	EC			
Quality Control Technology			R	
Radiologic Technology	EC			
Recreational Leadership				E
Respiratory Therapy—1 year certificate	EC			
Respiratory Therapy Technology	EC			
Secretarial Science (1 year)	EC	MV	R	E
Secretarial Science (2 year)	EC	MV	R	E
Services for the Deaf (1 year)				E
Services for the Deaf (2 year)				E
Teacher Aide	EC	MV	R	E
Television and Radio Electronics	EC			
Transportation Technology				E
Welding, Industrial			R	



Dallas County residents may enroll in the below-listed programs at the appropriate Tarrant County Junior College at the Tarrant County Resident's tuition rate. This reciprocal arrangement does not apply to programs of instruction which are filled to capacity with Tarrant County students.

Programs	Campus
Aviation Technology (aircraft mechanic)	South Campus
Appliance Service	South Campus
Broadcast Communications Technology	South Campus
Civil Technology	Northeast Campus
Dental Hygiene	Northeast Campus
Fashion Merchandising	Northeast Campus
Food Marketing	Northeast Campus
General Clerical (one year)	Both campuses
General Office Occupations	Both campuses
Instructional Media	Northeast Campus
Legal Secretarial	Both campuses
Medical Secretarial	South Campus
Technical Illustration	Northeast Campus

# DEGREE REQUIREMENTS

continued

## Procedure for Filing Degree and Certificate Plans

1. The student should request a degree plan from the Admissions Office upon completion of 30 semester hours. Transcripts of all previous college work must be on file at the time of the request for a degree plan. □ 2. A student following a 1-year certificate program should request an official plan during his first semester. □ 3. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the college catalog calendar deadline. □ 4. A candidate for graduation in May is requested to attend the commencement program unless granted prior permission by the Dean of Students to graduate in absentia. □ 5. January and August graduates may attend the next commencement if they desire, but are not required to do so. Should the graduating student wish to attend, the Registrar's Office should be notified of his intention. □ 6. For information concerning graduation fee, see page 10 under "Additional 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. □

# RULES AND REGULATIONS



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 hours or an accumulation of 6 hours. 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 "W" in the class from which they are dropped. □

## 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: 1. Obtain a drop or withdrawal form from his counselor and follow the procedure outlined by the counselor. □ 2. 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 a class or withdraw from college before the deadline will receive a "W" in each class from which they have withdrawn. The deadline for receiving a "W" is two weeks prior to the end of the semester. After that time a student will receive a performance grade in the course. □ 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. □

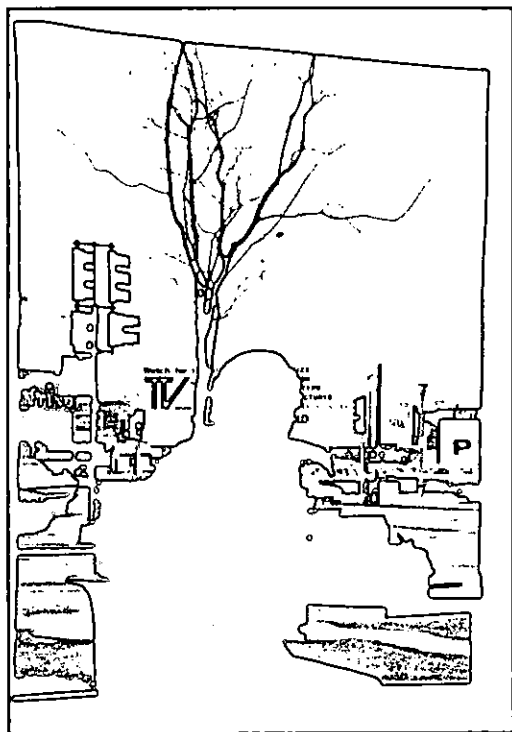
# Scholastic Rules and Regulations

## Regulations Policy

The regulations in this catalog 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. If in the event the application of these rules, regulations and procedures in this catalog causes a hardship on an individual, the case may be reviewed by a committee for action. The procedure is initiated in the counseling center. □

## 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. □

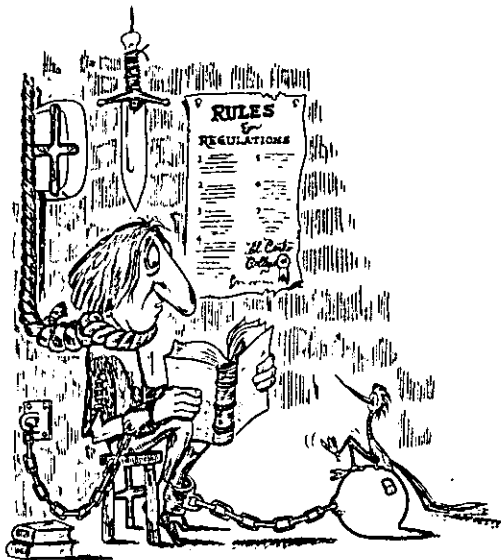


# RULES AND REGULATIONS

continued

## 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 units in credit courses and audit shall not exceed eighteen. □



## Rules and Regulations

### Recommended Academic Load

No student will be permitted to carry more than 18 semester units of course work or more than 5 classes plus physical education without permission of the Director of Counseling. 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 units or more), he should not work more than 20 hours per week. If he must work more hours, his credit unit load in college should be reduced proportionately. □ The recommended load limit for day or evening students who are employed full-time is 6 semester units of course work. □ The recommended load limit in a 6-week summer session is 6 semester units of credit. A total of 14 semester units of credit is the maximum that may be earned in any 12-week summer period. □

### Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester units or more) and to part-time students when they have attempted a total of 12 semester units. These policies are based on a 4.0 grade point scale (see page 14 "Scholastic Standards"). □ The following criteria will be used to determine academic standing: 1. Students who have completed one or more semesters in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade point average. □ 2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average. □ 3. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above may continue on scholastic probation. □ 4. Students on probation who do not meet the requirements of paragraph

3 will be placed on scholastic suspension. □

The periods of scholastic suspension are:

1) suspension for the first time—one regular semester and 2) subsequent suspension—two regular semesters. □ Students previously enrolled in college who are placed on scholastic probation are expected to enroll in Human Development 106. Under special circumstances a counselor may waive this course for probationary students. □ Students who have been suspended must file a petition for readmission. The conditions for readmission 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 a technical-occupational program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C" as long as the student follows the technical-occupational program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in a technical-occupational program. A change to an academic transfer program places the student under the original conditions of the academic transfer program including the calculation of a cumulative grade point average of all college credits earned. This procedure will apply both to El Centro College students and to students transferring from other institutions. The student who wishes to avail himself of this opportunity should state his intentions in writing to the Director of Admissions prior to pre-registration and should assume the responsibility of informing his counselor during the pre-registration advisement session. □

### 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 not be graduated from El Centro College until this deficiency has been cleared. □ Credits earned in military service-connected schools or through the U.S. Armed Forces Institute will be reviewed by the Director of Admissions and credit granted if applicable. □

### 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. □

### Settlement of Debts and Grade Reports

Grade reports are issued to each student at the end of each semester. Transcripts will be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial obligations to the college have not been paid. □

### Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the Library may lead to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities. □ All books and other library materials must be

returned before the end of each semester. No grades will be sent to students who have not returned all such materials or who have unpaid library fines. No transcripts of grades may be sent until the library record is cleared. □

### Scholastic Standards: Grades and Grade Point Averages

Final grades are reported for each student for every course undertaken according to the following grading system:

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
P	Progress	Not Computed
F	Failing	0 points
I	Incomplete	Not Computed
W	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 units 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 units 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





# RULES AND REGULATIONS

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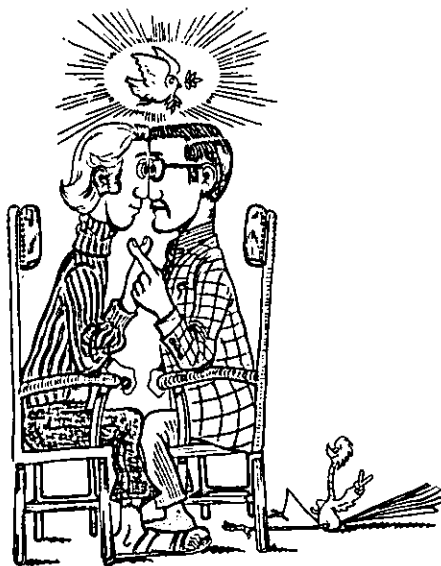
converted to grade point bearing grades within 90 days after the first day of classes in the subsequent regular semester. After 90 days, the "I" grade will be converted to a "W" grade if the student has failed to complete the course requirements. □

## Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon the course, the examination may be a section of the College Level Examination Program or a teacher-made test. □ Students will be allowed to earn as many credits through the credit-by-examination procedure as their needs require and ability permits. The last fifteen 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. □ Credit by examination may be attempted only one time in any given course and a grade of "C" or better on the examination is required in order to receive credit. Only currently enrolled students will have the semester hours earned through examination become part of their permanent record. □ Request 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 \$15.00 per examination. There is no refund of this fee. Though great effort has been made to interrelate our credit-by-examination program with transferring four-year institutions, final acceptance of credit by examination achieved for specific degree purposes is determined by that institution. □ For further information concerning graduation requirements, consult the Degree Requirement section in this catalog. □



# STUDENT SERVICES



## Student Development Services

### 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 student needs. A partial review of additional materials and services available through the counseling center is listed for student information: 1. Psychological tests of personality, vocational interests and aptitudes, 2. Technical and occupational information, 3. Catalogs from a wide selection of colleges and universities, 4. Registration information, 5. Information about the general services offered in other divisions of the college, 6. Tutoring services, 7. Referral for students requiring therapy for psychological problems, 8. Educational planning of courses to meet specific degree requirements. □ All students are assigned a counselor by the Counseling Center. 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. □

### Division of Human Development

The instructional activities in the Human Development courses provide chances for students to explore the relationship between meaningful education and some of the dilemmas or questions commonly brought to college. "Why learn" and "how to learn" is put in a perspective of "who is to learn." These courses are taught by counselors and student advisors and by instructors in Guided Studies. □ This new series of courses in student development enhances the total curriculum and blends in with the total concept of the community college, and at the same time, offers academic credit which is transferrable to most surrounding four-year institutions. □

### Advisement

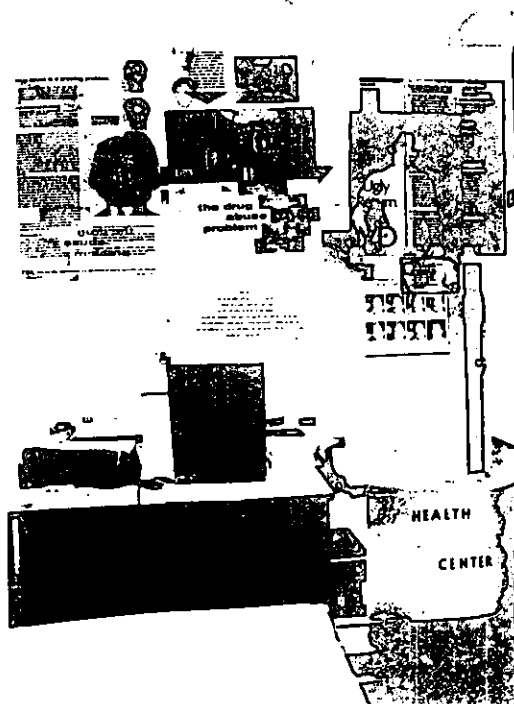
For students who have been admitted to the college, educational planning and advisement is provided. A staff of full-time counselors is available to the students of El Centro College. Faculty members also serve as program advisors to aid students in defining their educational goals. □

## Urban Progress with Education—A Mobile Counseling Project

The Mobile Counseling Service is sponsored by the Dallas County Community College District and the Talent Search and Special Services Branch of the U.S. Office of Education. The project is designed to offer extensive counseling services to persons from economically disadvantaged groups who may profit from further secondary or post-secondary education through the use of a Mobile Counseling Center. The project staff attempts to achieve this objective through activities such as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the counseling service to the target communities and assisting in the placement of youth either in schools or on-the-job training programs. For further information, contact Mobile Counseling Center, El Centro College. □

## 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 student's personal expense. □ Health education material may be secured from the Health Center. A small library is maintained containing health-related materials not available in the library. □ All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs. □



# STUDENT SERVICES

## continued Financial Aid

The Financial Aid Program at El Centro College is designed to function as a multi-purpose financial assistance service for students. A major 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, El Centro College, Main and 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. ☐ Previous to a Fall semester, the deadline for completing application and interview is 4 weeks prior to the first day of registration. Previous to a Spring semester, the deadline is 6 weeks prior to the first day of registration. ☐

## Campus Employment

**Part-Time Employment.** Typically, 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 programs. ☐ Efforts are made by the Office of Financial Aid and Placement for students to gain employment in clerical work, library work, laboratories, custodial work, selling, etc. ☐

## Federal and State Programs

**Veteran's Benefits.** The Veteran's Benefits program for eligible students is coordinated by the Office of Admissions and Records located on the second floor and by the Veterans Service Office located on the Mezzanine. Veterans who are interested in more details should contact the person in charge of Veteran's Benefits in the Admissions Office or the Director of the Veterans Service Program. ☐ **Bureau of Indian Affairs.** For information on educational benefits, an Indian student should contact the nearest BIA 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, 433 N. Central Expressway, Dallas, Texas. ☐ **Hazlewood Act.** Certain veterans who have no remaining V.A. educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible. Contact the Financial Aid Office for details. ☐ **Law Enforcement Educational Program.** The LEEP Program is designed to aid students who are presently employed or working toward becoming employed in certain law enforcement and correctional agencies. LEEP funds provide aid for direct educational expenses, and 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 may qualify. A LEEP loan to in-service students may be canceled at the rate of 25% for each year of full-time public law enforcement service. In the case of pre-service students, the same cancellation benefit is available if the student is employed in an acceptable law enforcement agency following graduation. ☐ 2. **Grants.** Potential non-repayable grants are available only to students who are employed full-time by a public law enforcement agency. Students enrolled either part-time or full-time may be eligible. Grants cannot cover more than amount of tuition, fees, and estimated cost of required books. ☐ LEEP awards may be limited by funds made available to the college. For further information and applications, contact the Office of Financial Aid. ☐ **National Nursing Scholarship.** Students who have been officially accepted and are in at least half-time attendance in the Associate Degree Nursing Program may apply to the Financial Aid Office. National Nursing Scholarships are awarded on the basis of exceptional financial need and are limited by funds made available to the college. ☐ **Educational Opportunity Grant.** This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with exceptional financial need. To be eligible a student must prove such financial need and make satisfactory progress toward the completion of his educational goal. The amount of an EOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. EOG amounts vary from \$200.00 to \$800.00 per academic year depending on need, total number of applicants, and funds available. Students must apply each academic year to be reinstated. ☐

## 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. ☐ **Hinson-Hazelwood Loan.** A resident student of the state of Texas who meets the necessary requirements of the state and college may be eligible. Repayment must begin nine months following the termination of enrollment on at least a half-time basis. Minimum payments are \$30 per month and up, depending on total loan. Interest is charged at the rate of 6.25%, beginning on date of first required payment. A new application is required previous to each academic year, and a separate application is necessary for summer term loans. ☐ Students who wish may apply for a Federally Insured Student Loan from a commercial lender, such as his family bank or credit union. ☐ **El Centro College Loan.** A short-term institutional loan for emergency purposes. Repayment is to be made within 60 days or less, with interest at the rate of 6%. ☐

# STUDENT SERVICES

continued

**Dye Foundation Loan.** A short-term loan designed to assist students with tuition, fees, books, and educational supplies. Repayment is to be made within 60 days or less, with no interest charge. □

**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 and business students who are recommended by their instructors. It is a 60-day loan for up to \$100.00, 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 \$50.00 loan, for payment of tuition, fees, and books. It bears no interest. □

**Food Services Loan.** This is a short-term loan available to Food Services students who are recommended by the Director of the Food Services Program. It is a 60-day loan for emergency purposes and bears no interest. □

## Scholarships

Scholarships at El Centro include three major categories: *External, designated for specific students.* Many scholarships are awarded by individuals, civic organizations, and schools to high school seniors planning to attend El Centro. Where such awards are concerned, the Financial Aid Office acts merely as the disbursing agent to serve students and donors. □

*Designated for specific fields of study.* Professional organizations, and others with specific interests, sometimes provide scholarships which are available only to students majoring in that specific field of study. Applications should be submitted through the appropriate division chairman to the Office of Financial Aid. □

*Internal, based on financial need.* Several scholarships at El Centro are available only to students who demonstrate a definite financial need related to their educational expenses. □

For further information concerning scholarships and other types of financial aid, students should contact the Office of Financial Aid and Placement. Financial Aid programs are highly dependent upon the state of the economy, and upon changes in state and federal legislation, and funding levels. Because of this, changes in programs and guidelines occur frequently. □

## Placement Office

The Placement Office maintains a listing of current job openings for the benefit of current and former students of El Centro College. Part-time and full-time jobs are posted on the illuminated bulletin board in the main floor lobby. In addition, the Business Division maintains a job board on the fourth floor, while the Division of Math and Engineering posts related jobs on the sixth floor board. Many of the jobs are located in the downtown area, and are convenient for El Centro students; but some jobs require transportation. □

The Placement Office also provides a personal resume service for former students. We encourage all graduating students to complete our resume form during their last semester in college. Copies of the resume may be forwarded to prospective employers upon request. The terminal placement program for graduates is a cooperative effort utilizing the resources of the Counseling Center, the Faculty, and the Placement Office. □

## Student Activities

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

educational activities. Its goal is to offer a wide variety of co-curricular experiences which will assist the student in developing a rich concept of his life's potential. A varied program of activities open to all members of the Community Association is implemented through the coordinated programs of a number of organizations, each of which offers opportunities for the student to explore his interests. Members of the Activities staff assist in administering these activities. □

## Community Association

The Community Association includes all segments of El Centro College—students, faculty, classified, staff, and administrators. All have a vested interest in the school and are therefore entitled, and urged to, participate in the operation of the college and the activities sponsored by the Student Activities Division. □

The Community



Reflected in a classroom door, a student and instructor hold a hallway conference, while inside the classroom the business of learning goes on at El Centro.

Association allows the total college population to share in the decision-making process and is composed of the following elements: Town Meeting, Community Council, Ad-Hoc Committees, and Permanent Organizations. □

## Student Organizations

Information about participating in any organization may be obtained through the Student Activities Office located on the mezzanine. Most recognized organizations at El Centro College fall within one of the following classifications:

1. **Co-Curricular Organizations**—These co-curricular organizations are integral to the educational goals and purposes of the College. Certain procedures affecting student life are designated as the responsibility of such organizations and monies from the Student Activities funds are set aside to be used by these organizations in pursuing their responsibilities. Among the agencies are the Community Council, the Center Activities Board, and the Lyceum Committee. □

2. **Social Organizations**—Such organizations exist for the purpose of providing fellowship, developing social relationships and promoting a sense of community among students who wish to be involved in group social activities. □

3. **Service Organizations**—Service organizations have as their primary function the pursuit of activities which will contribute positively to the school and to the community. □

4. **Professional Organizations**—Pre-professional and academic organizations are joined by students wishing to pursue interests which will contribute to the development of career fields. □

5. **Scholastic Honorary Organizations**—Scholastic honorary organizations offer membership to students on the basis of academic excellence and performance. □

6. **Special Interest Organizations**—Such organizations are organized by students who are intent upon developing or broadening an interest in some particular aspect of their lives as human beings or students. □

## Student Center

The El Centro College Student Center complex occupies a major portion of two floors in the El Centro building. The lower level, housing the Student Center Office, is the focal point for activities. It contains conference rooms, recreational facilities, lounge areas, a television area, and a snack bar. The student may choose to use these facilities and services, which are provided for his comfort and recreation, as his leisure time and interests dictate. Those students desiring to become more fully involved in the programming aspects of the Student Center are encouraged to do so. □

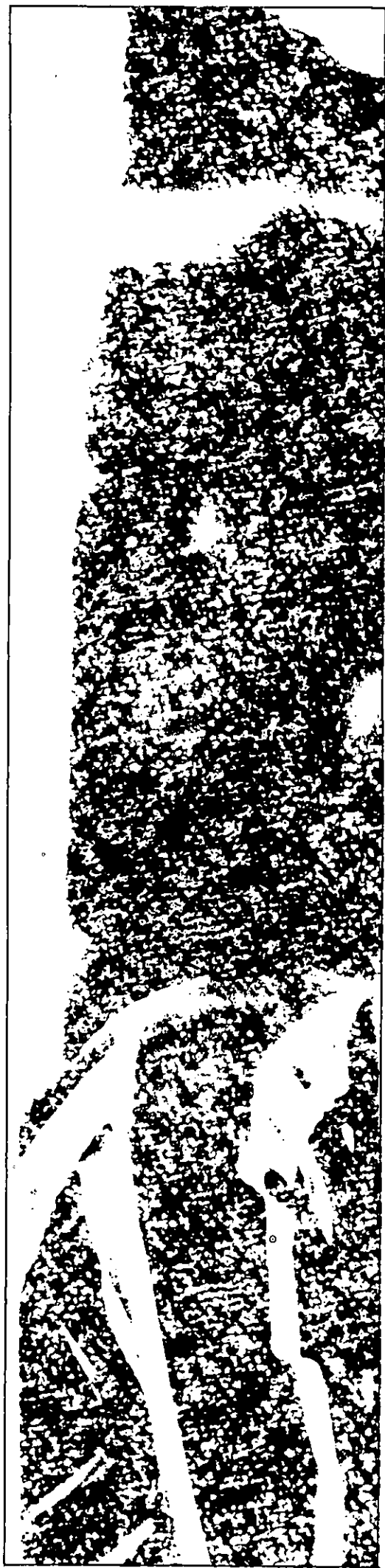
The main level of the complex houses the cafeteria and bookstore, as well as the central lobby. The office of the Assistant Dean of Student Activities is on the mezzanine. □

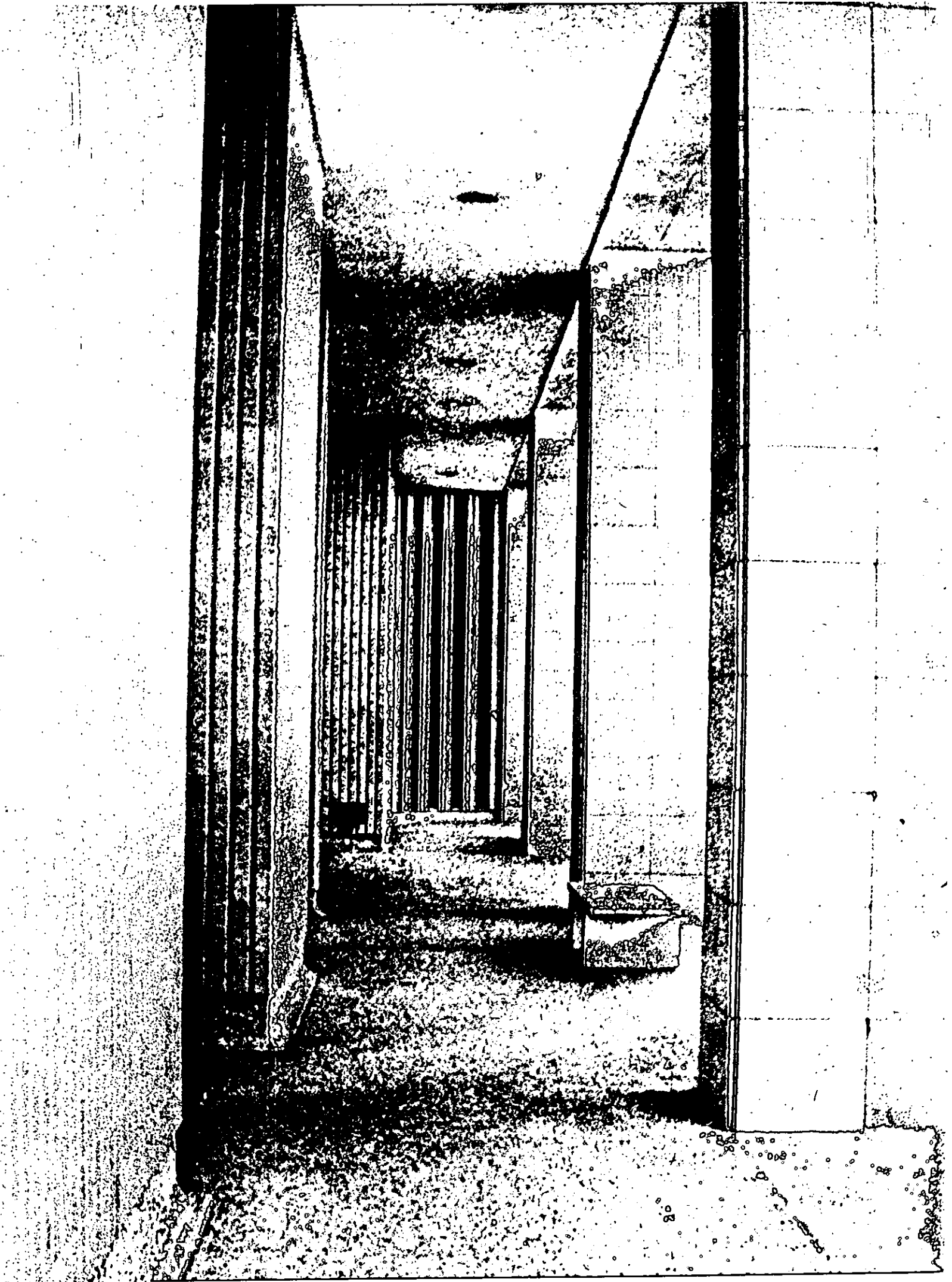
## Security Division

The department of Campus Security is required by state law to "protect and police buildings and grounds of state institutions of higher learning." Since all of the general and criminal laws of the state are in full force and effect within the campus community, specially trained and educated personnel are commissioned to protect not only the physical property of the campus community but also to protect the person and the property of campus citizens. The security officers are responsible for enforcing rules, regulations, and Board policies of the college, including a Code of Conduct for students. The department seeks to operate a student-oriented program which encourages face-to-face contact between students and security officers to facilitate the open exchange of ideas and to develop a tolerance for individual points of view. □

The Campus Security Office is located in the Student Activities area. A security officer may be reached any time the campus is open for educational activities by calling the campus operator: "O." □







In the following list of courses, the credit value of each course in semester units is indicated. The number in parentheses after the title gives the unit value for that course. The second parenthesis indicates the number of hours devoted to lecture and laboratory, respectively.

☐ To make it possible for a greater number of courses to be offered at

A building which celebrated its fiftieth birthday as a downtown department store now serves as a portion of the nine story campus of El Centro. The ultra-modern structure, renewed in a project that won architectural awards and gained national publicity, will soon be joined by a \$10.2 million addition, situated across the street and inter-connected to present structure. Completion is set for September of 1975.

-come Monday—come every day

# ANTHROPOLOGY

## Anthropology

- 100. Introduction to Anthropology**  
(3), (3). A survey of the origin of mankind involving the processes of physical and cultural evolution; ancient man; pre-literate man today. Attention is centered on fossil evidence, physiology and family/group roles and status. □
- 101. Cultural Anthropology**  
(3), (3). A survey of the cultures of the world with emphasis on those of North America. The concept of culture; social and political organization; language, religion and magic; elementary anthropological theory. Consent of instructor recommended. □



# APPAREL DESIGN

## Apparel Design

- 232. Design Development**  
(3), (2,4). *Prerequisite:* PDD 131, DES 136; *concurrent enrollment in APP 237 and PDD 230.* The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered each assignment. Lab Fee \$2.00. □
- 233. Design Development**  
(3), (2,4). *Prerequisite:* APP 232; *concurrent enrollment in APP 238 and PDD 231.* A continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Lab Fee \$2.00. □
- 237. Style Trends and Research**  
(2), (2). *Prerequisite:* PDD 131, DES 136; *concurrent enrollment in APP 232 and PDD 230.* 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. □
- 238. Style Trends and Research**  
(2), (2). *Prerequisite:* APP 237; *concurrent enrollment in APP 233 and PDD 231.* 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. □

## Architecture

- 125. Freehand Drawing I**  
(2), (6). Representational drawing in pencil, with emphasis upon graphic communication as used for form, space, volume, and proportion. □
- 132. Architectural Graphics**  
(3), (1,6). The study of orthographic projection, three-dimensional isometric and perspective drawing, and shade and shadows. □
- 138. Introduction to Architecture I**  
(3), (1,6). The study of man and his awareness to his environment as translated into Architecture through basic design principles. □
- 139. Introduction to Architecture & Programming II**  
(3), (1,6). *Prerequisite:* ARC 138. Continuation of ARC 138 with emphasis upon methods by which information is assembled and basis or decision making for the formulation of architectural objectives. Laboratory projects to include an application of programming research and analysis. □
- 224. Freehand Drawing II**  
(2), (6). *Prerequisite:* ARC 125 (*Freehand Drawing I*). Continuation of ARC 125 with drawing in ink. Work primarily involves perspective analysis. □

# ARCHITECTURE

## continued

- 225. Freehand Drawing III**  
(2), (6). *Prerequisite:* ARC 224 (*Freehand Drawing II*). Exploration of the student's abilities in freehand communication. Mixed media with emphasis upon observation and architectural presentation. □
- 228. Technical Communications I**  
(2), (6). *Prerequisite:* ARC 132. An introduction to construction drawings and their interrelationship with design and specifications. Emphasis upon total concept of construction documents and detailing. □
- 229. Technical Communications II**  
(2), (6). *Prerequisite:* ARC 228 or one year of architectural drafting experience. Continuation of ARC 228 with concentration upon more complex structure. □
- 230. History of Modern Architecture**  
(3), (3). *Prerequisite:* Sophomore standing. Influences upon, and architectural expressions of man, from the industrial revolution to the present day. □
- 232. Basic Architectural Photography**  
(3), (2,4). *Prerequisite:* ARC 139 and sophomore standing. A study of the basic theories of film, exposure, development, flash, filters and printing. Practical applications and uses in Architectural illustrations to be investigated with emphasis upon good composition, negative and print qualities. □
- 234. Building Technology-Materials and Methods**  
(3), (3). *Prerequisite:* ARC 228; ARC 234 may be taken concurrently with ARC 228. An analysis of architectural materials and their uses. Introduction to specifications and codes. Investigation of structural systems. □
- 235. Building Technology-Mechanical Equipment**  
(3), (2,4). *Prerequisite:* ARC 228; ARC 235 to be taken concurrently with ARC 229. A study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. □
- 238. Architectural Design, Grade II**  
(3), (9). *Prerequisite:* ARC 125, 132, 139. Research into design theory for the solution of Architectural problems. Emphasis upon functional and aesthetic values through three-dimensional problem-solving studies. □
- 239. Architectural Design, Grade II**  
(3), (9). *Prerequisite:* ARC 238. Continuation of ARC 238. □

## Art

- 104. Art Appreciation**  
(3), (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. □
- 105. Survey of Art History**  
(3), (3). This course covers the chronological sequence of art from the prehistoric through the Renaissance. Explores the cultural, geophysical, and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works. □
- 106. Survey of Art History**  
(3), (3). This course covers the chronological sequence of art from the Baroque through the present. Explores the cultural, geophysical, and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works. □
- 110. Basic Design I**  
(3), (2,4). A study of basic concepts of design, using two-dimensional materials. Use of line, color, illusion of area or mass and texture, and shape in composition. Required of all art majors. Open to all interested students. □
- 111. Basic Design II**  
(3), (2,4). A study of basic concepts of design with three-dimensional materials, using mass, space, movement and texture. Required of all art majors. Open to all interested students. □
- 114-115. Basic Drawing I, II**  
(3), (3), (2,4). *Prerequisite:* ART 114 is prerequisite to ART 115. 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 concentrates on materials; ART 115 concentrates on concepts. □**
- 201. Life Drawing I**  
(3), (2,4). *Prerequisites:* ART 110, 114, sophomore standing and/or permission of the Humanities Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. □
- 202. Life Drawing II**  
(3), (2,4). *Prerequisites:* ART 110, 114, 201, sophomore standing and/or permission of Humanities Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. □

# ART continued

## 205. Painting I

(3), (2,4). Prerequisites: ART 110, 114, or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models and the imagination. □

## 206. Painting II

(3), (2,4). Prerequisites: ART 110, 114, 205 or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models and imagination. □

## 208. Sculpture I

(3), (2,4). Prerequisites: ART 110, 111, 114 or permission of the instructor. A studio course designed as a means of original expression in three-dimensional media. □

## 209. Sculpture II

(3), (2,4). Prerequisites: ART 110, 111, 114, 208 or permission of the instructor. A studio course designed as a means of original expression in three-dimensional media. □

## 210. Commercial Art I

(3), (2,4). Prerequisites: ART 110, 111, 115. 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. □

## 211. Commercial Art II

(3), (2,4). Prerequisite: ART 210. 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. □

## 212. Advertising Illustration

(3), (2,4). Prerequisite: ART 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solutions to contemporary illustration are developed. □

## 101. Astronomy

(3), (3). A descriptive course consisting of a survey of fundamentals of astronomy. Emphasis on the solar system, including a study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. □

## 102. Astronomy

(3), (3). A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way galaxy, and external galaxies. □

# BIOLOGY

## Biology

### 101-102. General Biology

(4), (4), (3,3). 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 the more important groups. Recommended for science majors. \$5.00 Laboratory fee payable during registration. □

### 115. Biological Science

(4), (3,3). A presentation of selected topics in biological science for the non-science major including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis, and plant and animal reproduction. \$5.00 Laboratory fee payable during registration. □

### 116. Biological Science

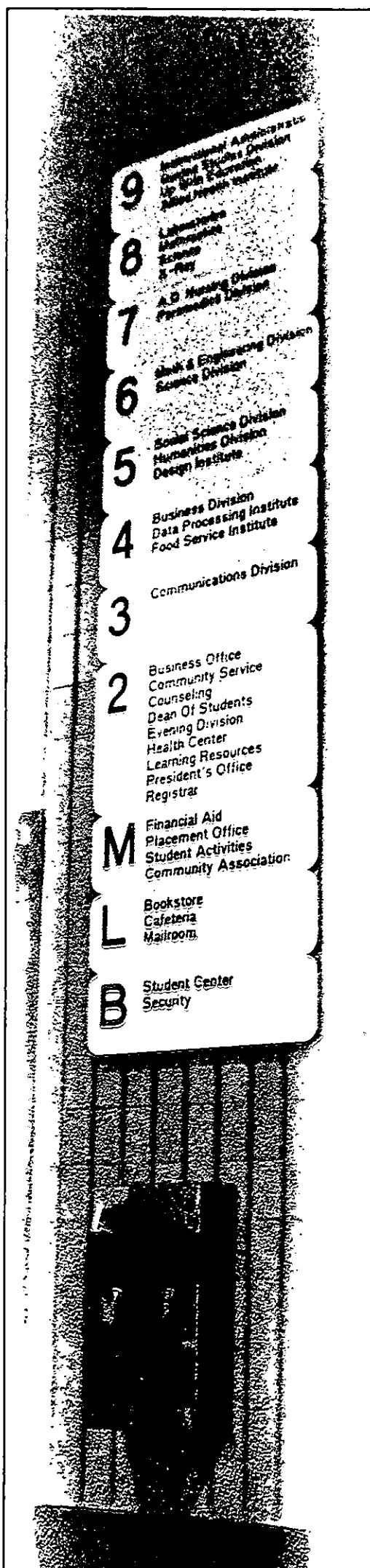
(4), (3,3). A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. \$5.00 Laboratory fee payable during registration. □

### 120-121. Introduction to Human Anatomy and Physiology

(4), (4), (3,2). 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 the functioning of the human body 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. \$5.00 Laboratory fee payable during registration. □

### 203. Intermediate Botany

(4), (3,3). Prerequisite: BIO 101 and 102 or equivalent preparation. A survey of the major plant groups with emphasis placed on morphology, physiology, classification,





# BIOLOGY

## continued

life cycles, evolutionary relationships, and economic importance to man. Recommended for science majors. \$5.00 Laboratory fee payable during registration. □

### 211. Invertebrate Zoology

(4), (3,3). *Prerequisite:* Two semesters of Biological Science. 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. \$5.00 Laboratory fee payable during registration. □

### 214. Field Biology (Summer Only)

(6), (3,5). *Prerequisite:* Six hours of Biological Sciences. 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. Special travel fee required. □

### 216. General Microbiology

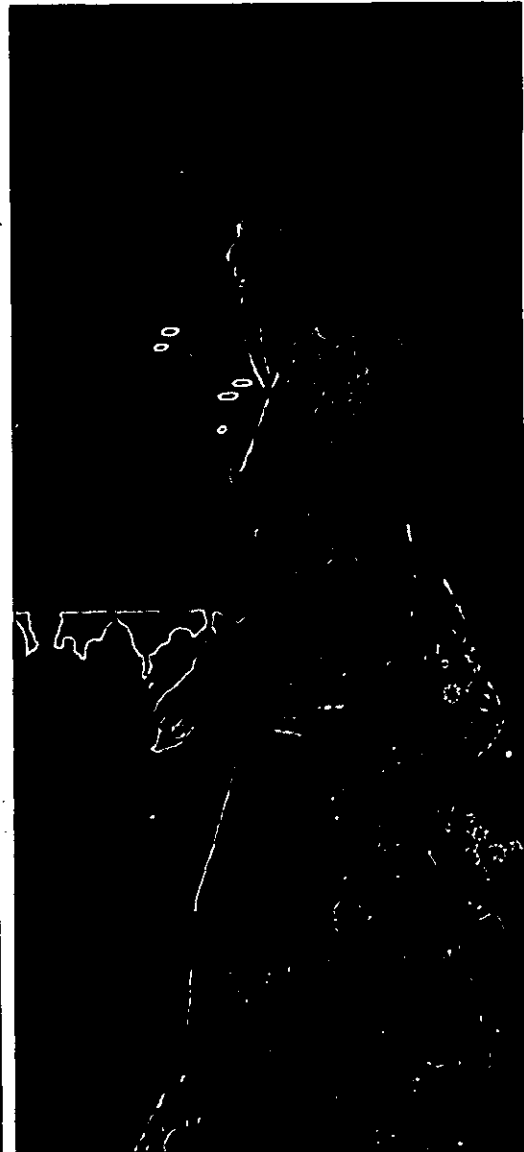
(4), (3,4). *Prerequisite:* BIO 101-102 or BIO 120-121. A study of microbes with emphasis on classification, growth, nutrition, metabolism, reproduction, and the genetics of micro organisms. Recommended for science majors and science-related programs. \$5.00 Laboratory fee payable during registration. □

### 221-222. Anatomy and Physiology

(4), (4), (3,3). *Prerequisite:* BIO 102. Structure and function as related to the human skeletal, muscular, nervous, cardiovascular, digestive, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships between these systems as well as basic principles of disease transmission and detection. \$5.00 Laboratory fee payable during registration. □



# BUSINESS



## Business

### 105. Introduction to Business

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

### 130. Key Punch

(2), (1,3). *Prerequisite:* One year typing in high school or satisfactory completion of BUS 173. A course designed to train students in the proper operation of keypunch machines. Keypunch procedures and the role of the keypunch operator in modern data processing are stressed. □

### 131. Bookkeeping

(3), (3). The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. □

### 132. Bookkeeping

(3), (3). *Prerequisite:* BUS 131. Attention will be given to Data Processing systems, receivables, inventories, current liabilities and depreciation. A practice set covering the entire business cycle will be completed. □

### 135. Customer Relations

(3), (3). *Prerequisite:* Enrollment in the Television and Radio Electronics Program. 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. □

### 136. Principles of Management

(3), (3). A study of the process of management including the functions of planning, organizing, leading, and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory, and motivation techniques. □

### 140. Educational Processes

(3), (3). An overview of the educational processes (public and private) from pre-school through college. Emphasis is placed on the contribution and influence made by education on our culture and our economy. □

# BUSINESS

continued

## 141. Current Practical Problems

(3), (3). Orientation to school organization, procedures, and staff utilization via the problem solving approach. □

## 143. Personal Finance

(3), (3). A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment, and tax problems. □

## 150. Management Training

(4), (20). *Prerequisite:* Concurrent enrollment in approved Mid-Management Program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. □

## 151. Management Training

(4), (20). *Prerequisite:* Concurrent enrollment in approved Mid-Management Program. A continuation of Business 150. Offered during the second semester. □

## 154. Management Seminar—The Role of Supervision

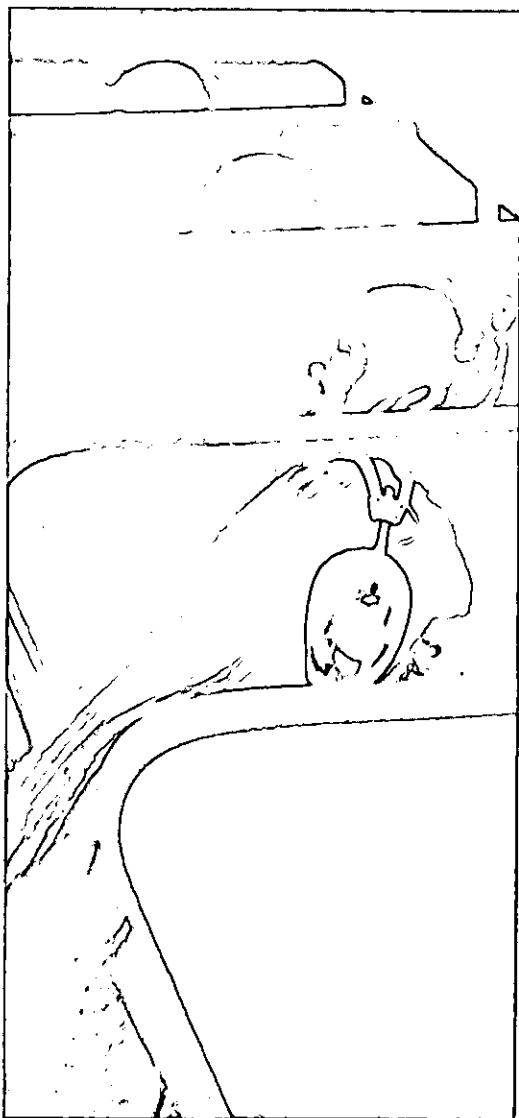
(2), (2). *Prerequisite:* Concurrent enrollment in BUS 150 and preliminary interview by Mid-Management faculty. Problem analysis and project development for students majoring in Mid-Management. Special emphasis is placed upon the development of management, goal setting and planning, leadership, communication and motivation as applied to the student's work experiences. □

## 155. Management Seminar—Personnel Management

(2), (2). *Prerequisite:* BUS 150, 154 and concurrent enrollment in BUS 151. A study of principles, policies, and practices relating to the personnel functions of business. □

## 160. Machine Transcription

(3), (3). *Prerequisite:* Satisfactory completion of BUS 173 or one year of typing in high school. Intensive course in transcribing from recording machines using predicted 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. Goal is development of employable skill. Familiarization with typewriter related equipment. □



## 161. Office Machines

(2), (1,2). Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators. □

## 162. Secretarial Training

(3), (3). *Prerequisite:* Satisfactory completion of BUS 173 or one year of typing in high school. 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. □

## 163. Beginning Shorthand

(3), (2,3). *Prerequisite:* Satisfactory completion of or concurrent enrollment in BUS 173 or one year of typing in high school. 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. □

## 164. Intermediate Shorthand

(3), (2,3). *Prerequisite:* Satisfactory completion of BUS 163 or one year of shorthand in high school; satisfactory completion of BUS 173 or one year of typing in high school. Application of principles of Gregg shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading and shorthand outlines, speed building dictation and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills. □

## 173. Beginning Typing

(2), (1,2). 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. □

## 174. Intermediate Typing

(2), (1,2). *Prerequisite:* Satisfactory completion of BUS 173 or one year of typing in high school. Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence and manuscripts. □

## 190. Vocational—Work Experience

(2), (1,10). *Prerequisite:* Concurrent enrollment in a minimum of 8 units. Supervised employment in student's chosen field of vocational interest. □

## 191. Vocational—Work Experience

(4), (1,20). *Prerequisite:* Concurrent enrollment in a minimum of 8 units. Supervised employment in student's chosen field of vocational interest. □

## 201. Principles of Accounting

(3), (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. □

## 202. Principles of Accounting

(3), (3). *Prerequisite:* BUS 201. Accounting procedures and practices applicable to partnerships and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors, and management. □

## 203. Intermediate Accounting

(3), (3). *Prerequisite:* BUS 202. An intensive study of the concepts, principles, and practice of modern financial accounting. Included is a complete study of the purposes and procedures underlying the financial statements. □

## 206. Principles of Marketing

(3), (3). A study of the scope and structure of marketing institutions in the marketplace today. Analysis of the marketing functions, consumer behavior, market research, sales forecasting and relevant state and federal laws. □

## 230. Salesmanship

(3), (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. □

## 231. Business Correspondence

(3), (3). A practical course that includes a study of letter forms, the mechanics of writing, and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made. □

## 233. Advertising and Sales Promotion

(3), (3). Introduces the fundamental principles, practices and common media used in persuasive communications. 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. □

## 234. Business Law

(3), (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. □

## 238. Cost Accounting

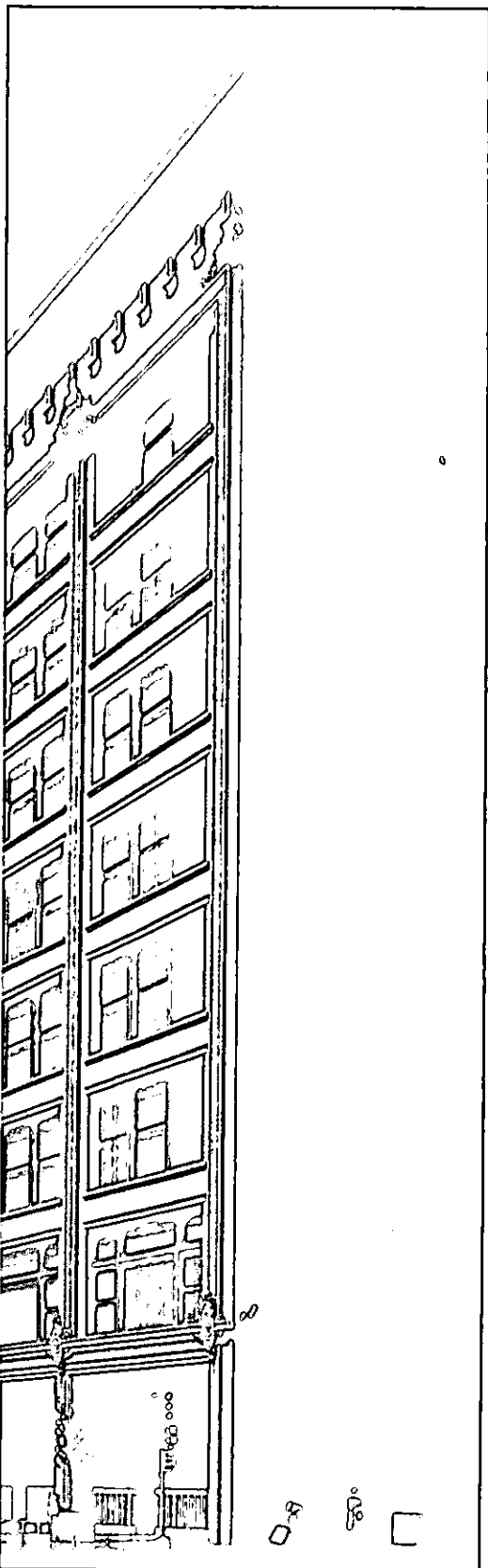
(3), (3). *Prerequisite:* BUS 202. The theory and practice of accounting for a manufacturing concern. Detailed study of the measurement and control of material, labor and factory overhead for the job order and process cost system. Budgets, variance analysis, standard costs, joint and byproducts costing will be discussed. □

## 250. Management Training

(4), (20). *Prerequisite:* BUS 150-151; concurrent enrollment in BUS 254. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. □

## 251. Management Training

(4), (20). *Prerequisite:* BUS 150-151. Concurrent enrollment in BUS 255. A continuation of BUS 250. □



# BUSINESS

## continued

**254. Management Seminar—Organizational Development** (2), (2). *Prerequisite:* BUS 151, BUS 155 and concurrent enrollment in BUS 250. A study of the organizational objectives and management of human resources including the various approaches to organizational theory. □

**255. Management Seminar—Business Strategy, the Decision Process and Problem Solving** (2), (2). *Prerequisite:* BUS 250, BUS 254 and concurrent enrollment in BUS 251. Business strategy and the decision making process applied to the first line supervisor and middle-management positions. Special emphasis is placed on application of the student's knowledge as related to his work experience. □

**263. Advanced Shorthand** (3), (2,3). *Prerequisite:* Satisfactory completion of BUS 164 or two years of shorthand in high school; satisfactory completion of BUS 174 or two years of typing in high school. 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. □

**264. Shorthand Transcription** (3), (2,3). *Prerequisite:* Satisfactory completion of BUS 263; satisfactory completion of BUS 273. Emphasis upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work meeting office standards. □

**273. Advanced Typing** (2), (1,2). *Prerequisite:* Satisfactory completion of BUS 174 or two years of typing in high school. 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. □

**275. Secretarial Procedures** (3), (3). *Prerequisite:* BUS 263 and BUS 273. This course is designed primarily to make the student think in terms of initiative, creative thinking, and follow-through within these units of work: in-basket exercises, decision-making problems, utilization of the shorthand/transcription skills, units on public and personal relations, supervisory principles, business ethics, and organizing time and work. □

# Chemistry

## 101. General Chemistry

(4), (3,3). *Prerequisite:* MTH 093 or equivalent. 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. \$5.00 Laboratory fee payable during registration. □

## 102. General Chemistry

(4), (3,3). *Prerequisite:* CHM 101. Designed for science and science-related majors, this course is a continuation of CHM 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. \$5.00 Laboratory fee payable during registration. □

## 115. General Chemistry

(4), (3,3). *Prerequisite:* GSM 091 or equivalent. Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of

# CHEMISTRY

## continued

these concepts in explaining various observations and laws relating to chemical bonding, reactions, states of matter, solutions, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. \$5.00 Laboratory fee payable during registration. □

## 116. General Chemistry

(4), (3,3). *Prerequisite:* CHM 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy and plant biochemistry. \$5.00 Laboratory fee payable during registration. □

## 170. Chemistry of Flammable Materials

(3), (3). *Enrollment is restricted to Fire Technology students.* A survey of the chemical nature of matter with particular emphasis on volatile substances, pyrophoric materials, heat transfer reactions, spontaneous combustion, basic thermodynamics and related subjects. No laboratory fee. □

## 201. Organic Chemistry

(4), (3,4). *Prerequisite:* CHM 101 and 102. Designed for science and science-related majors. 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. \$5.00 Laboratory fee payable during registration. □

## 202. Organic Chemistry

(4), (3,4). *Prerequisite:* CHM 201. Designed for science and science-related majors, this course is a continuation of CHM 201. Emphasis will be given to the further development of aliphatic and aromatic systems, poly-functional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify organic compounds. \$5.00 Laboratory fee payable during registration. □

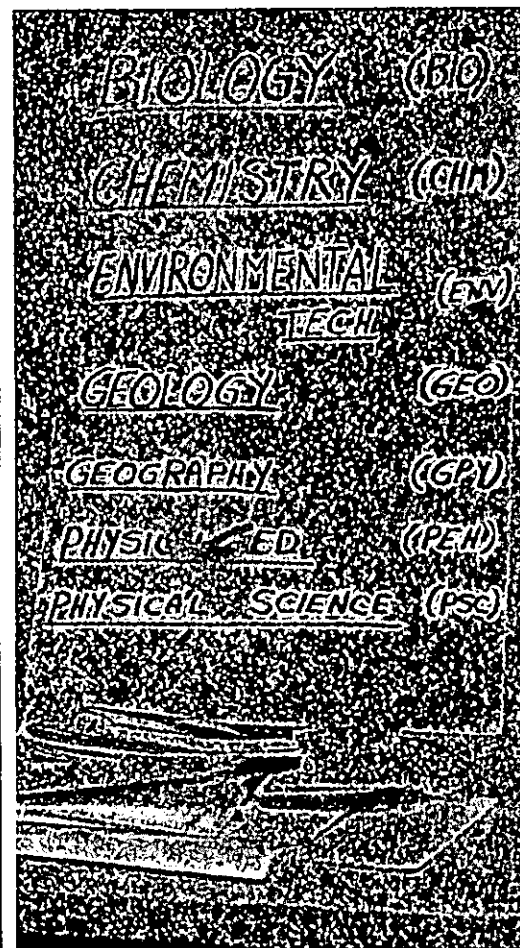
## 203. Quantitative Analysis

(4) (2,6). *Prerequisite:* CHM 101, 102, and MTH 101. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. \$5.00 Laboratory fee payable during registration. □

## 234. Instrumental Analysis

(4), (2,6). *Prerequisite:* CHM 203. This course emphasizes the role of modern electronic instrumentation in analysis. Laboratory work includes infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, and electrochemistry as analytical tools. \$5.00 Laboratory fee payable during registration. □

# COMMUNICATIONS



# Communications

## 131. Applied Composition and Speech

(3), (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 materials for the composition of letters, applications, resumes, and short reports. Practice in oral expression. □

## 132. Applied Composition and Speech

(3), (3). *Prerequisite:* COM 131. Enrichment of communication process through the practice of oral and written persuasion directly related to vocational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading required. □

# COMPUTING SCIENCES

## Computing Sciences

### 101. Introduction to Computing Science

(3), (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. □

### 102. Fortran Programming

(3), (2,2). *Prerequisite:* MTH 101 or DP 137. 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. Lab fee \$4.00. □

### 131. RPG Programming

(3), (2,2). *Prerequisite:* DP 133. 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. Lab fee \$4.00. □

### 230. Advanced Assembly Language Coding

(4), (3,3). *Prerequisite:* DP 231. Further development of programming skills using the Assembly Language instruction set of the System/360. Topics of study will include Indexing, Indexed Sequential File Organization, Table Search Methods, Data and Bit Manipulations Techniques, Code Translation, advanced problem analysis, and debugging techniques. Floating point operations will be introduced. \$7.00 Laboratory fee payable during registration. □

### 240. Telecommunications I

(4), (3,2). Introduction to telecommunications concepts including systems configuration of a teleprocessing network on a third generation computer, telecommunication vocabulary, MODEMS, basic line control programs, terminal configuration, polling simulation. Laboratory fee \$4.00 payable during registration. □

### 241. Telecommunications II

(4), (3,3). *Prerequisite:* CS 240. Continuation of CS 240. Included concepts: basic telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission and polling techniques at the central unit. \$7.00 Laboratory fee payable during registration. □

# DATA PROCESSING

## Data Processing

### 133. Beginning Programming

(4), (3,4). *Prerequisite:* Successful completion of, or concurrent enrollment in DP 137 or MTH 101. 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. Lab fee \$7.00. □

### 136. Intermediate Programming

(4), (3,4). *Prerequisite:* DP 133, DP 137 or MTH 101. 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. Advise concurrent enrollment in DP 138. Lab fee \$7.00. □

### 137. Data Processing Mathematics

(3), (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. □

### 138. Data Processing Logic

(3), (3). *Prerequisite:* DP 133. This course is designed to develop and explore the basic logic necessary for problem solving utilizing the computer. Areas to be covered: flowcharting techniques, decision tables, truth tables and table search techniques. □

### 139. Technician

(3), (2,4). *Prerequisite:* Completion of, or concurrent enrollment in DP 137. Training in physical data handling techniques. Concepts that will include: integrity of data, organization of a data processing department, system data flow, and job data flow. Machines to be used: sorter, reproducer, interpreter, burster, decollator, and computer input/output devices. Lab fee \$7.00. □

### 140. Operations—Console

(4), (3,3). *Prerequisite:* DP 137 and DP 139. Computer operation from a console in a batched mode on a multi-programming third generation computer. Concepts to be included: third generation system concepts, librarian techniques, spooling techniques, use of peripheral equipment and its specific data organization, scheduling, system starts, system communications, and JCL. Lab fee \$4.00. □

### 231. Advanced Programming

(4), (3,4). *Prerequisite:* DP 136. 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. Lab fee \$7.00. □

### 232. Applied Systems

(4), (3,3). *Prerequisite:* DP 136, satisfactory completion of, or concurrent enrollment in BUS 238. 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. Lab fee \$3.00. □

### 233. Operating Systems and Communications

(4), (3,4). *Prerequisite:* DP 231. 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. Students will continue to develop programming techniques using the language of their choice in more sophisticated systems. Lab fee \$7.00. □

# DENTAL ASSISTING

## Dental Assisting Technology

### 130. Dental Science

(4), (3,3). A study of dentistry as it has evolved to a profession. The growth and development of the dental association and the auxiliary association and the education backgrounds of each. An introduction to dental terminology, ethics and jurisprudence governing the profession, life science with complete study of the skull and neck, histology of dental tissue, eruption of the teeth and oral pathology. \$2.00 material fee, payable during registration. □

### 131. Dental Materials

(4), (3,3). A study of general chemistry and its relationship to the physical properties of all dental materials. Methods and techniques in preparing gypsum products, pouring, trimming and finishing study casts, all types of impression materials, (rigid, plastic, and elastic) custom trays, denture bases, bite rims, dental cements, cavity liners, thermal bases, restorative materials, dental waxes, abrasives and polishing agents. A study of sterilization and its application in the dental office. \$7.00 materials fee payable during registration. □

### 134. Dental Roentgenology

(3), (3,1). *Prerequisite:* "C" average in DAT 130, 131, 136. A study of the history, terminology, theory of the roentgen ray, care and safety measures of x-ray equipment, radiation hazards and safety precautions of patient and operator. Use of open and closed cone techniques, types of dental film, exposing, processing and mounting x-rays. How to prevent faulty roentgenograms. \$7.00 material fee payable during registration. □

### 135. Dental Seminar

(1), (1). *Prerequisite:* "C" average in DAT 130, 131, 136. A study of dental plaque smears using the phase microscope, learning and being able to teach the control program on oral hygiene, the proper use of hand instruments for the removal of cement from dental restorations and appliances. □

### 136. Dental Seminar

(3), (3). The study of living organisms that are individually too small to be seen by the naked eye. It will include the study of bacteria, viruses, yeasts, molds, protozoa, and other forms of life that do not fit into one of these categories and their relationship to the dental office and sterilization of instruments. □

### 137. Dental Operatory Procedures

(2), (2,1). *Prerequisite:* "C" average in DAT 130, 131, 136. A study of patient care in the dental operatory, how to take patient histories, blood pressure, pulse, temperature, and respiration. A study of general and local anesthetics and the application of topical anesthetics. Preliminary inspection of the oral cavity and teeth and charting these findings. Learning the names of dental instruments, their purpose, when they are used and how they are cared for in dental operatory nursing. First aid as it applies to the dental office. \$2.00 material fee, payable during registration. □

### 230. Dental Office Practice & Bookkeeping

(3), (3). *Prerequisites:* "C" average in DAT 135, 137, 138. A study in detail of general office routine, dental health team responsibilities, receptionist and secretarial duties, bookkeeping, pegboard, insurance, bank plan, income tax forms, prepaid and postpaid dental plans, filing, clinical records, appointment control, inventory and supplies, office policies, laboratory prescriptions, and letter writing. \$2.00 material fee payable during registration. □

### 231. Advanced Dental Roentgenology

(2), (1,2). *Prerequisite:* "C" average in DAT 135, 137, 138. An in depth study of physics as it applies to roentgenology, advanced techniques in intra-oral films, edentulous mouths, extra-oral films and panoramic procedures. \$7.00 material fee payable during registration. □

### 232. Dental Odontology

(2), (2,1). *Prerequisite:* "C" average in DAT 135, 137, 138. A study of gross anatomy of the human teeth, terminology, the use of full dentition plaster casts, larger plaster teeth, drawings and wax block carvings so the student becomes familiar with each tooth, the relationship to each other, their function and place in the dental arch. The development, time of eruption of the deciduous and secondary dentition. Advanced charting and case presentation. \$2.00 material fee payable during registration. □

### 233. Dental Internship

(6), (18). *Prerequisite:* "C" average in DAT 135, 137, 138. Students receive practical experience in dental clinics, dental school, and other health agencies in the community. Students rotate in clinics to give as much work experience as possible. □

### 234. Dental Prosthetics

(2), (1,2). *Prerequisite:* "C" average in DAT 230, 231, 232, 233. A study of the duties in dental laboratory procedures,

# DENTAL ASSISTING

## continued

care and safety measures of all laboratory equipment. Properties and manipulation of die stone, waxes, investment and rubber base materials, spruing inlays, investing inlays, use of the burn out oven and blow torch and casting machine. Construction of a gold MOD inlay, temporary acrylic jackets and dentures, cleaning and repairing prosthesis, removal of cement from dental restorations and appliances. \$7.00 material fee payable during registration. □

### 235. Dental Office Management

(3), (3). *Prerequisite:* "C" average in DAT 230, 231, 232, 233. A study of the responsibilities of the dental health team, the patient and office staff, building a practice, telephone techniques, collection and delinquent management, psychology of patient relationship, nutrition and pharmacology and how drugs relate to dentistry. □

### 236. Dental Operatory Practice

(2), (2,1). *Prerequisite:* "C" average in DAT 230, 231, 232, 233. A study of specialized dental practices, terminology and instrumentation, removal of ligature ties, sutures, socket dressings, periodontal packs, temporary medicinal fillings, placing and removal of celluloid or plastic strips, rubber dam removal, instrumentation for general dentistry, sit down dentistry, four and six handed dentistry, and practice and proficiency on instrument identification and passing. \$2.00 material fee payable during registration. □

### 237. Dental Internship

(6), (18). *Prerequisite:* "C" average in DAT 230, 231, 232, 233. Students receive practical experience in dental clinics, dental school, and other health agencies in the community. Students rotate in clinics to give as much work experience as possible. □

# DESIGN

## Design

### 134. Industrial Garment Construction

(3), (2,4). Analysis of the mass production in the apparel industry. The study of equipment, techniques and skills involved in the construction of apparel. Lab Fee \$2.00. □

### 135. Textiles

(3), (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. □

### 136. Fashion Sketching

(3), (2,4). 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. □

### 234. History of Costume

(3), (3). *Prerequisite:* DES 135. 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. □

### 235. History of Costume

(3), (3). *Prerequisite:* DES 234. 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. □

# DIRECTED STUDIES

## Directed Studies

### 901. Directed Studies

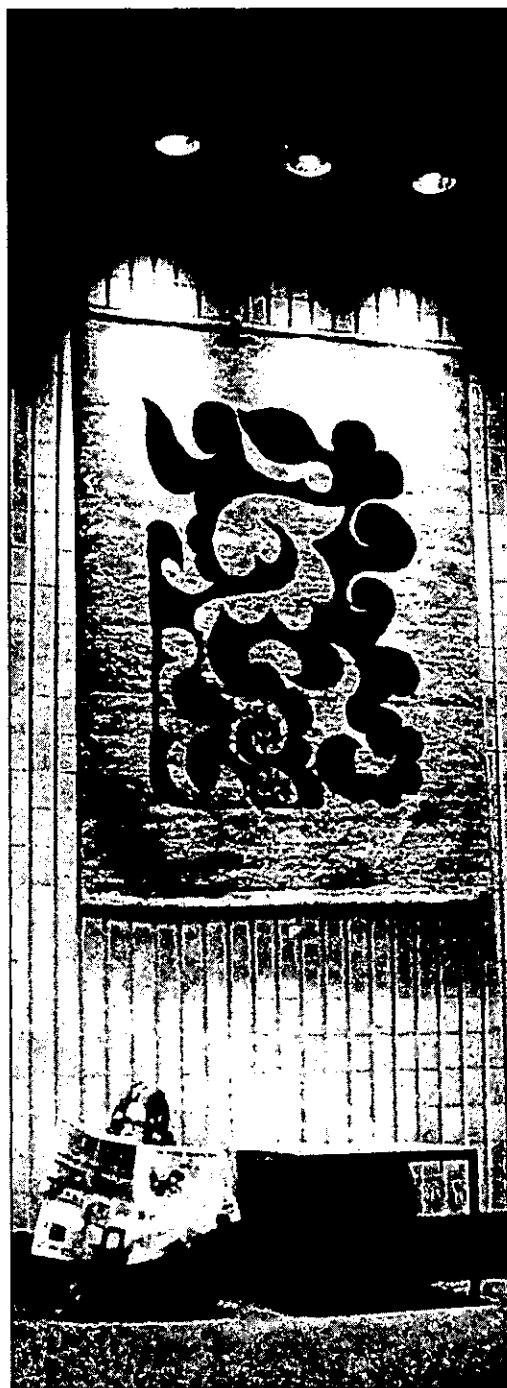
(1), (1). *Prerequisite:* Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit. □

### 902. Directed Studies

(2), (2). *Prerequisite:* Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit. □

### 903. Directed Studies

(3), (3). *Prerequisite:* Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit. □





# DRAFTING

## Drafting

### 130. Technician Drafting

(2), (1,3). A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards. □

### 132. Basic Drafting

(4), (2,6). A beginning course for students who have had little or no previous experience in drafting. The principle objectives are basic understanding of orthographic projection; skill in orthographic, axonometric, and oblique sketching and drawing; lettering fundamentals; applied geometry; fasteners; sectioning; tolerancing; auxiliaries; experience in using handbooks and other resource materials; and development of design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is placed on both mechanical skills and graphic theory. □

### 133. Intermediate Drafting

(3), (2,4). *Prerequisite:* DFT 132. The instructional units provide additional understanding of drafting problems, places emphasis on the design function and introduces several specialized drafting areas. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. □

### 135. Reproduction Processes

(2), (1,3). A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, diazo reproduction, blue-printing, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engraving, and others. A special section of the course is a study of the rapidly expanding field of computergraphics. Laboratory work includes the preparation of flats for the printing of a brochure. □

### 136. Geological and Land Drafting

(3), (2,4). *Prerequisite:* DFT 133 and MTH 132. Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, petroleum 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. □

### 230. Structural Drafting

(3), (2,4). *Prerequisite:* DFT 132 and MTH 132. 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. □

### 231. Electronic Drafting

(3), (2,4). *Prerequisite:* DFT 132. Develop skill in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed wiring boards, integrated circuits, component packaging, chassis design and current practices. □

### 232. Technical Illustration

(3), (2,4). *Prerequisite:* DFT 132. Instruction and experience in the rendering of three-dimensional drawings. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipments and their environments. Mechanical lettering, air brush retouching of photographs, use of commercially prepared pressure sensitive materials and layout of electronics schematics are included in the course. □

### 234. Advanced Technical Illustration

(4), (2,6). *Prerequisite:* DFT 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays, and art for slide presentations. □

# ECONOMICS

## Economics

### 201. Principles of Economics

(3), (3). The fundamental principles of macro-economics. Economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore standing recommended. □

### 202. Principles of Economics

(3), (3). *Prerequisite:* ECO 201. The fundamental principles of microeconomics. Theory of demand, supply, and price of factors; income distribution; theory of the firm. Emphasis also on international economics and contemporary economic problems. □



# ELECTRONICS

## Electronics

### 120. D.C. Circuits and Electrical Measurements

(4), (3,3). *Prerequisite:* Credit or concurrent enrollment in MTH 131 or equivalent. Combines mathematical theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electrical concepts and units, diagrams, resistance, series of parallel circuits, simple meter circuits, conductors and insulators will be emphasized. □

### 131. A.C. Circuit

(4), (3,3). *Prerequisite:* ET 120. This course is directed 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. \$3.00 Laboratory fee payable during registration. □

### 133. Active Devices

(4), (3,4). *Prerequisite:* ET 120. This is a course in semiconductor "Active Devices." This course will cover such topics as physical make up, parameters, linear and non-linear characteristics in circuit action; amplifier, rectifiers, and electronic switching. \$3.00 Laboratory fee payable during registration. □

### 134. Instrumentation

(3), (2,3). *Prerequisite:* ET 120. 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. \$3.00 Laboratory fee payable during registration. □

### 234. Electronic Circuits and Systems

(3), (6). *Prerequisite:* ET 241 and ET 243. 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. Students should take ET 245 and ET 249 before or concurrently with ET 234. \$3.00 Laboratory fee payable during registration. □

### 241. Basic Communications Circuit

(4), (3,3). *Prerequisite:* ET 133. Basic communication devices and systems will be discussed. Such items as power supplies, voltage regulators, harmonic analysis, natural and forced responses, AF amplifiers, curve graphing, decibels, transducers, oscillators, mixers, RF amplifiers, IF amplifiers, AM demodulation, FM demodulation, AM transmitters, FM transmitters radio wave transmission, transmission lines and antennas are covered as they apply to Communications. \$3.00 Laboratory fee payable during registration. □

### 243. Industrial Circuits and Rotating Machines

(4), (3,3). *Prerequisite:* ET 133. The effect that electronics is having upon the manufacturing industry will be explained. The units to be covered are nonsinusoidal waveshape generation and analysis timing circuits, pulse modulation, time division multiplexing, multivibrators, integrators, differentiators, multipliers, operational amplifiers, limiters, pulse stretchers, television transmission, television reception, DC generators, AC generators, DC motors, AC motors, single phase power, polyphase power, Synchro control systems, Servo control systems, inverters and converters. \$3.00 Laboratory fee payable during registration. □

### 245. High Frequency Techniques

(4), (3,3). *Prerequisite:* ET 241. The microwave portion of this course includes the study of microwave transmission, oscillators, mixers, combiners, amplifiers, modulation, demodulation, noise problems, up-down converters, transmission links, and microwave multiplexing. An introduction to radar, includes a study of radar frequencies, types of radar, pulse generation, reflection, and radar reception. UHF topics includes UHF receivers and transmitters, noise problems, and construction techniques. \$3.00 Laboratory fee payable during registration. □

### 249. Logic and Digital Circuits

(4), (3,3). *Prerequisite:* ET 133. An overview of the circuits and concepts involved in digital electronics. The main topics are logic operations, types of logic flip-flops, gates, registers, displays, medium scale integration, large scale integration, computer organization, software, memory functions, arithmetic unit, control functions, remote terminals, peripheral equipment. \$3.00 Laboratory fee payable during registration. □

# ENGINEERING

## Engineering

### 101. Engineering Analysis

(2), (2). *Prerequisite:* MTH 093 or equivalent. The past, present, and future role of the engineer in society; branches and specialties in engineering; introduction to engineering analysis affording practice in analyzing and solving engineering problems; computational methods and devices, to include slide rule theory and techniques, and introduction to numerical methods and computer programming. □

### 105. Engineering Graphics

(3), (2,4). Provides the basic graphic fundamentals necessary for engineering communications and engineering design. Teaches standard engineering graphical techniques, auxiliaries, sections, graphical analysis, pictorial and working drawings in a framework which introduces the student to rational processes of creative engineering. □

### 106. Descriptive Geometry

(3), (2,4). *Prerequisite:* DFT 132 or EGR 105. Provides training in the visualization of three-dimensional structures and in accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections, developments, auxiliaries and revolutions. □

### 108. Computer Methods in Engineering

(3), (3). *Prerequisite:* MTH 126 or registration therein. A study of fundamental methods of numerical analysis with applications by computer programming. Topics taught are computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, systems of linear equations and matrix methods, probabilistic models, interpolation, determination of parameters, numerical integration and solution of ordinary differential equations. □

### 201. Engineering Mechanics

(3), (3). *Prerequisites:* Credit or concurrent registration in MTH 227. Dynamics—the study of linear and angular motions of particles and rigid bodies resulting from applied forces, time, mass, velocity, acceleration, work and energy, impulse and momentum, kinematics. □

### 202. Engineering Mechanics of Materials

(3), (3). *Prerequisite:* MTH 227 or registration therein. A study of forces, deformation, and material properties of simple structural elements. Concepts of stress, strain and elastic properties are presented. Analyses of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. □

# ENGLISH

### 203. Engineering Production Techniques

(3), (1,5). *Prerequisite:* EGR 105 or consent of instructor. Standard machining of metals, layout, turning, boring, shaping, drilling, threading, milling, and grinding. Manufacturing of interchangeable parts, fixtures and jigs with theoretical applications. □

### 204. Electrical Systems Analysis

(3), (3). *Prerequisite:* MTH 227 or registration therein. Introduction to electrical science; fundamental electrical systems and signals; basic concepts of electricity and magnetism with mathematical representation and computation. □

### 240. Statics

(3), (3). *Prerequisite:* MTH 132 or MTH 102. A study of forces and force systems, resultants and components of forces, friction, conditions of equilibrium, forces acting on members of trusses and frame structures applying both analytical and graphical methods of the solution of problems. □

### 241. Characteristics and Strengths of Materials

(3), (3). *Prerequisite:* EGR 240 and DFT 133. A study of the characteristics and strengths of materials as they relate to loads, stresses, and deformations within the elastic range. □

## English

### 101. Composition and Expository Writing

(3), (3). Writing and reading activities designed to help the student write more clearly and effectively and read more enjoyably and efficiently. □

### 102. Composition and Literature

(3), (3). *Prerequisite:* ENG 101. Writing and reading activities in poetry, drama, the short story, and the novel designed to increase the student's understanding and enjoyment of good literature. □

### English in the Sophomore Year

(ENG 201, 202, 203, 204, 205, 206, 215 and 216 are independent units of three credit units 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.) □

### 201. British Literature

(3), (3). *Prerequisite:* ENG 102. A study of significant works of British literature from the Old English period through the eighteenth century. □

### 202. British Literature

(3), (3). *Prerequisite:* ENG 102. A study of important works from the Romantic period to the present. □

### 203. World Literature

(3), (3). *Prerequisites:* ENG 102. Reading and analysis of significant Continental European works from the Greek Classical Period through the Renaissance. □

### 204. World Literature

(3), (3). *Prerequisites:* ENG 102. Study of important post-Renaissance works of continental Europe, England, and America. □

### 205. American Literature

(3), (3). *Prerequisites:* ENG 102. Study of the works of important writers before Whitman in the context of their times. □

### 206. American Literature

(3), (3). *Prerequisites:* ENG 102. Reading and analysis of representative works from Whitman to the present. □

### 209. Creative Writing

(3), (3). *Prerequisite:* ENG 102. Writing of fiction: short story, poetry and short drama. □

### 215. Studies in Literature

(3), (3). *Prerequisites:* ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. □

### 216. Studies in Literature

(3), (3). *Prerequisites:* ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. □

# ENVIRONMENTAL TECHNOLOGY

## Environmental Technology

### 101. Environment and Man

(3), (3). A one-semester course dealing with topics relating to man and his environmental role. Subjects will be treated through discussions, guest speakers, films, and field studies. Recognized authorities and specialists from many disciplines will be used as guest lecturers and resource persons. The thesis of the course will be man's responsibility to the environment and will be interdisciplinary. The course is designed for all students interested in the environmental problems of today. □

### 103. Environmental Geology

(3), (2,2). A survey of geologic materials and processes from an environmental viewpoint. Studies include man's adaptations and adjustments to the limits of the geologic environment. Environmental relationships are explored in laboratory and field studies. \$5.00 Laboratory fee payable during registration. □

### 105. Atmospheric and Water Environments

(3), (2,2). A survey of the atmosphere and hydrosphere from the environmental viewpoint. A description of normal conditions and studies of variations includes consideration of effects upon man and man's effects upon this portion of the total environment. Environmental relationships are explored in laboratory and field studies. \$5.00 Laboratory fee payable during registration. □

### 201. Seminar in Environmental Science

(1,20). *Prerequisite:* ENV 101 and 103 or 105. The course is designed to provide students with supervised field experience. Students will be placed in local industries, treatment plants, and laboratories in order to use current equipment and experience common procedures. □

## Fire Protection

### 131. Introduction to Fire Protection

(3), (3). A course in the history and development of fire protection; the role of the fire service in the development of civilization; personnel in fire protection; introduction to general fire hazards; and a discussion of the problems and possible solutions for current and future fire protection. □

### 132. Fire Prevention Theory and Application

(3), (3). *Prerequisite:* FPT 131. 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. □

### 133. Fire Operations Strategy

(3), (3). The aspects of tactics and strategy in extinguishing fires; pre-fire plans; organization of the fire ground, including techniques of using available equipment and manpower; a study of conflagrations and techniques of prediction of fire severity. Emphasis will be placed on the development of thinking skills in relation to crises. □

### 135. Introduction to Fire Administration

(3), (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 or 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. □



# FIRE PROTECTION

continued

## 136. Fire Investigation and Arson

(3), (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. □

## 138. Introduction to Fire Operations

(3), (3). An introduction to fire operations and procedures; proper use and operations of fire apparatus, equipment, and rescue procedures; communication systems and dispatch procedures; pump operations and fire service hydraulics. □

## 231. Fire Protection Through Building Construction

(3). *Prerequisite: Sophomore standing.* 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. □

## 232. Protection Systems in Industry

(3), (3). *Prerequisite: Sophomore standing.* 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. □



# FOOD SERVICE

## Food Service

### 090. First Year Orientation

(1), (1). A study of the factors which influence the organization of a food service department in various types of group care institutions. Ethical responsibilities related to food service supervision are introduced. The functions of a good food service department are studied emphasizing the need for planning and administration of meals, food purchase, storage, preparation and distribution, sanitation, and safety. □

### 130. Basic Food Preparation

(4), (2,7). A lecture laboratory course in fundamentals of quality food preparation and cookery with emphasis on the importance of the person to be served, and the provision of nutritionally adequate meals. Emphasis is on food preparation techniques, selection of equipment, and the effective utilization of time. Lab fee \$5.00. □

### 131. Advanced Food Preparation

(4), (2,7). *Prerequisite: FS 130.* Continuation of FS 130 with an introduction to large quantity procedures and basic food preparation management. Covered are basic cookery and procedure, safety and sanitation factors, selection of equipment involved in food preparation, with particular stress on high quality in relation to preparation techniques. Lab fee \$5.00. □

### 132. Food Purchasing, Handling and Storage

(3), (3). A lecture course covering the study of quantity food purchasing policies and procedures; receiving and storage requirements, procedures and controls. The market availability of food supplies and the analysis of food quality and specification writing is covered. □

### 134. Food Service Sanitation and Safety

(2), (2). A lecture demonstration course to acquaint the student with the basic principles of micro-biology and how to apply this knowledge to the need for personal cleanliness; cause, control, and investigation of illness caused by food contamination; sanitary practices in food preparation; proper dishwashing procedures; sanitation of kitchen, dining room, and all equipment; the use of cleaning materials and proper procedures in using them; garbage and refuse disposal. General safety precautions including elementary first aid. □

### 135. Nutrition and Menu Planning

(3), (3). A lecture course in the study of food nutrients, their digestive and absorptive characteristics, and the relationship of food to development and maintenance of health. Study is made of the nutritional needs of all age groups with application to the planning of satisfying and interesting meals for commercial and institutional food service operations, considering such factors as psychological needs and type of operation as well as available equipment and personnel. □

### 136. Supervisory Techniques for Food Service

(3), (3). A course designed to develop an understanding of basic principles in selecting, training, and supervising personnel in the total food service environment. It includes personnel policies, job descriptions, methods of teaching, preparation of schedules, and procedures for work improvement. □

### 138. Food Service Cost Control

(3), (3). *Prerequisite: FS 132 and MTH 130.* A course covering the essential principles and procedures of effective food cost control which will enable the student to gain a firm understanding of these principles and then adapt them to any food service operation. □

### 140. Elementary Bakery Training

(3), (2,4). This course covers the operation of the bakery. Basic doughs, breads, pies, cookies, sweet and puff doughs are analyzed and produced in quantity. The proper handling of the pastry bag is stressed. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frostings. The use of proper flours to achieve desired product is stressed. \$5.00 Laboratory fee payable during registration. □

### 232. Quantity Food Preparation and Service

(4), (2,8). *Prerequisite: FS 131.* A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Lab fee \$5.00. □

### 233. Food Marketing

(3), (3). A lecture course which introduces the student to the area of distribution of the finished product. It is geared to the consumer-oriented approach of the operation of a food service facility. Covers the activities involved in the generation of markets and customers and in the development and distribution of customer satisfying foods and services. □

### 235. Advanced Quantity Food Preparation and Service

(4), (2,8). *Prerequisite: FS 230.* Continuation of FS 230 emphasizing the fundamental principles in planning and management of quantity food production and service under field training conditions. Practice in production of entire

# FRENCH

meal, including evaluation and controls. Study of quality food standards of various cost levels. Includes equipment planning and layout as well as maintenance of all types of food preparation equipment. Lab fee \$5.00. □

### 236. Beverage Operations and Service

(2), (2). A course dealing with beverage operations service as used in the commercial sector. Covered are the elements of basic bar operations, sales control, beverage service and profits. A detailed analysis of the organization of a beverage bar, wine cellar or catered beverage service. Upon completion of this course a student may qualify for the Certificate of Achievement from the Wine Advisory Board of California. □

### 237. Organization and Management

(3), (3). A study of the organizational structure of various types of group care institutions is made. Administration and tools of management, budget and cost analysis are emphasized. □

### 238. Garde Manger Training

(3), (2,4). *Prerequisite: FS 131.* This course covers preparation of the cold buffet and includes salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats and game. This course also covers the accurate and proper set-up of the Garde Manger Station. Lab Fee \$5.00. □

### 239. Saucier Training

(3), (2,4). *Prerequisite: FS 131.* This course covers the preparation of basic soups, sauces, vegetables, garnitures, all meats, fish, poultry and game. This course also covers the accurate and proper set-up of the saucier station. Lab Fee \$5.00. □

### 242. Nutrition Care I

(4), (3,3). *Prerequisite: FS 135.* A lecture-laboratory course in the application of nutrition knowledge in providing care for people. A study of how people eat and why they eat as they do, the racial and cultural aspects of food and nutrition, the socio-economic and psychological aspects of providing nutrition throughout the life cycle and techniques of interviewing and evaluating nutrition care. \$5.00 Laboratory fee payable during registration. □

### 243. Nutrition Care II

(4), (3,3). *Prerequisite: FS 242.* A lecture-laboratory course with emphasis on the modification of nutrition care to accommodate individuals with cardiovascular disease, diabetes, weight control, malnutrition and other health problems requiring adjustments in food and nutrition intake. \$5.00 Laboratory fee payable during registration. □

### 245. Advanced Pastry Shop Training

(3), (2,4). *Prerequisite: FS 140.* This course covers the operation of the pastry shop. Covered is the analysis and production of French pastry, hot and cold desserts, pastillage, ice creams and ices, sugar fantasies, chocolate work, decorations with cornet. Stressed are advance techniques in continental pastries. \$5.00 Laboratory fee payable during registration. □

## French

### 101. Beginning French

(4), (3,2). Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lab. fee \$3.00. □

### 102. Beginning French

(4), (3,2). *Prerequisite: FR 101 or equivalent.* Continuation of FR 101 with emphasis on idiomatic language and complicated syntax. Lab fee \$3.00. □

### 201. Intermediate French

(3), (3). *Prerequisite: FR 102 or equivalent.* Reading, composition, grammar review and intense oral practice. □

### 202. Intermediate French

(3), (3). *Prerequisite: FR 201 or equivalent.* Continuation of FR 201 with reading selections drawn more directly from contemporary literary sources. Composition. □

RESIDENCY INFORMATION:

14. Marital Status: ☐ Single; ☐ Married; ☐ Divorced; ☐ Widowed

15. Are you a U. S. Citizen? ☐ Yes ☐ No If not a U. S. Citizen, fill in visa type: \_\_\_\_\_

16. Age: \_\_\_\_\_

17. Have your parents lived in Texas for the past twelve months? ☐ Yes ☐ No\*\*

18. Do your parents live in Dallas county? ☐ Yes ☐ No\*\*

19. Do you live in Dallas county? ☐ Yes ☐ No

20. Have you lived in Texas for the past twelve months? ☐ Yes ☐ No\*

\*If No, list \_\_\_\_\_ and \_\_\_\_\_ where you last resided.  
(county) (state)

\*\*Name of Parent or Guardian: (Complete if under 21)

/

(County and State of Residency)

21. If you have ever served on active duty in the military service, complete the following:

Home of record at time of induction \_\_\_\_\_

Date of induction into active duty \_\_\_\_\_ Date of release from active duty \_\_\_\_\_

I CERTIFY that the information given on this application is complete and accurate.

Applicant's signature: \_\_\_\_\_

FIRST CLASS  
Permit No.  
11454  
Dallas, Texas

Postage Will Be Paid By

EL CENTRO COLLEGE

Admissions Office

Main and Lamar

Dallas, Texas 75202

FOLD AND SEAL. POSTAGE NOT REQUIRED

DO NOT WRITE BELOW THIS LINE

County Code \_\_\_\_\_

State Code \_\_\_\_\_

Probation Code: Scholastic \_\_\_\_\_; Disciplinary \_\_\_\_\_; Special \_\_\_\_\_

How Admitted: H. S. Grad. \_\_\_\_\_; Individual Approval \_\_\_\_\_; Written Exam \_\_\_\_\_; College trans. \_\_\_\_\_

ACT \_\_\_\_\_

Ethnic Code: \_\_\_\_\_

Major Code: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Application Received:

Remarks:

**APPLICATION FOR ADMISSION**  
**PLEASE PRINT**

1. Semester you plan to attend: Fall 19\_\_\_\_ Spring 19\_\_\_\_ Summer 19\_\_\_\_
2. Attendance will be. ☐ Full-time ☐ Part-time ☐ Day ☐ Evening
3. Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (Do not submit this application without a Social Security Number. If you have never had a number assigned, contact your local Social Security Office.)
4. Print your full legal name. Do not use a nickname or an abbreviation.  
☐ Mr. \_\_\_\_\_  
☐ Ms. \_\_\_\_\_  
(Last) (First) (M. I.) (Maiden)
5. Print name, if different from above, that will appear on official transcripts from other institutions.  
\_\_\_\_\_  
(Last) (First) (M. I.)
6. Print Local Mailing Address:  
\_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code) (Telephone)
7. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Month) (Day) (Year)
8. Ethnic Background: (Mark One) ☐ Caucasian  
☐ Negro  
☐ Latin American  
☐ Oriental  
☐ American Indian
9. Have you taken the ACT (American College Test)?  
☐ Yes Where? \_\_\_\_ : When? \_\_\_\_  
☐ No Plan to take it \_\_\_\_
10. Have you taken the SCAT Test? ☐ Yes ☐ No
11. Last High School attended: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(High School) (City) (State)  
Graduation Date: \_\_\_\_ Last Grade Completed: \_\_\_\_  
If currently enrolled in high school, give anticipated date of graduation: \_\_\_\_
12. List All Previous College Attendance (including current enrollment, if applicable).
- | Name of Institution | Location | Dates of Attendance | Semester Hours |
|---------------------|----------|---------------------|----------------|
| _____               | _____    | From _____ To _____ | _____          |
| _____               | _____    | From _____ To _____ | _____          |
| _____               | _____    | From _____ To _____ | _____          |
| _____               | _____    | From _____ To _____ | _____          |
13. Indicate Major Field of Study: \_\_\_\_\_ If undecided, check here ☐



To the Student:

This information will not affect scholastic status; it will be used, if necessary, solely as an aid to provide necessary health care while you are a student.

## EL CENTRO COLLEGE

Health Center

Main & Lamar

Dallas, Texas 75202

This information is strictly for the use of the Health Services and will not be released to anyone without your knowledge and consent.

### REPORT OF MEDICAL HISTORY

This side to be completed by ALL Students

Print answers to all questions.

SOC. SEC. NO. \_\_\_\_\_

SEX: M ☐ F ☐

LAST NAME (Print) FIRST NAME MIDDLE

HOME ADDRESS (Number and Street) CITY OR TOWN STATE ZIP CODE DATE OF BIRTH

NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN

HOME TELEPHONE NUMBER

ENROLLMENT DATE:

MARITAL

STATUS: S \_\_\_\_ W \_\_\_\_  
M \_\_\_\_ D \_\_\_\_

CITIZEN: U.S. \_\_\_\_  
Other \_\_\_\_

EMERGENCY TELEPHONE NO.  
(While you are in school)

Fall Spring Summer Year

Where? \_\_\_\_\_

Fulltime (12 hours or more) ☐

Part-time (less than 12 hours) ☐

ARE YOU A VETERAN? Yes \_\_\_\_ No \_\_\_\_

#### FAMILY HISTORY

Age	State of Health	Occupation	Age of Death	Cause of Death
Father				
Mother				
Brothers				
Sisters				

Have any of your relatives ever had any of the following?

	Yes	No	Relationship
Tuberculosis			
Diabetes			
Kidney Disease			
Heart Disease			
Arthritis			
Mental Illness			
Asthma, Hay Fever			
Epilepsy, Convulsions			

#### PERSONAL HISTORY PLEASE ANSWER ALL QUESTIONS. PLEASE MARK ONLY POSITIVE COMMENTS BELOW.

HAVE YOU HAD?	Yes	Other	Yes	Allergy	Yes	Back Problems	Yes	Albumin/Sugar in Urine	Yes
Scarlet Fever						Tumor, Cancer, Cyst		Frequent Urination	
Measles		Insomnia		Foods (which)		Jaundice		Hearing Loss - SI ____ Mod ____ Sev ____	
German Measles		Depression/Anxiety		Penicillin		Stomach or Intestinal Trouble		VISUAL PROBLEMS	
Mumps		Frequent Depression		Sulfonamides		Gallbladder Trouble or Gallstones		Glasses	
Chicken Pox		Worry or Nervousness		Other		Recurrent Diarrhea		Contacts	
Malaria		Recurrent Headache		Chronic Cough		Rupture, Hernia		Blindness	
Gum or Tooth Trouble		Recurrent Colds		Palpitations (Heart)		Recent Gain or Loss of Weight		Other	
Dental Work Needed		Head Injury with Unconsciousness		High or Low Blood Pressure		Dizziness, Fainting		FEMALES ONLY	
Sinusitis		Hay Fever, Asthma		Rheumatic Fever or Heart Murmur		Weakness, Paralysis		Irregular Periods	
Eye Trouble		Paralysis		Disease or Injury of Joints		Venereal Disease		Severe Cramps	
Ear, Nose, Throat Trouble		Tuberculosis		"Trick" Knee, Shoulder, etc.				Excessive Flow	
Surgery		Shortness of Breath							
Appendectomy		Pain/Pressure in Chest							
Tonsillectomy									
Hernia Repair									

#### PERSONAL INFORMATION

	Yes
A. Has your physical activity been restricted during the past five years? (Give reasons and durations)	
B. Have you had difficulty with school, studies, or teachers? (Give details)	
C. Have you received treatment or counseling for a nervous condition, personality or character disorder, or emotional problems? (Give details)	
D. Have you had any illness or injury or been hospitalized other than already noted? (Give details)	
E. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past five years? (Other than routine checkups?)	
F. Have you been rejected for or discharged from military service because of physical, emotional, or other reasons? (If so, give reasons)	
G. Do you have any question in regard to your health, family history, or other matters, such as pre-marital counseling, which you would like to discuss now with a member of the staff of the Health Center? <input type="checkbox"/> Counseling Center <input type="checkbox"/>	

REMARKS OR ADDITIONAL INFORMATION  
(Use additional sheet if necessary)

Student's Signature \_\_\_\_\_

REQUIRED IMMUNIZATIONS FOR ALL STUDENTS

	Completed		Date of Last Injection
	Yes	No	
Diphtheria/Tetanus (within 10 years)			
Polio (if under age 19) (within 10 years)			

REQUIRED OF ALL STUDENTS INCLUDING CURRENT DATE

Chest x-ray Neg. \_\_\_\_\_ Pos. \_\_\_\_\_ Date \_\_\_\_\_  
 or  
 T.B. skin test Neg. \_\_\_\_\_ Pos. \_\_\_\_\_ Date \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRINT LAST NAME \_\_\_\_\_ DATE \_\_\_\_\_

Return all information to:  
 DIRECTOR, HEALTH CENTER  
 El Centro College  
 Dallas, Texas 75202

Treatment consent for students under age 21. Parent or guardian must sign. If student is over 21, the student must sign. In case of serious accident/illness I give the Health Center permission to select procedure of choice.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BE CERTAIN PHYSICIAN AND STUDENT, PARENT OR GUARDIAN HAVE SIGNED THIS FORM

FIRST CLASS  
 Permit No.  
 11454  
 Dallas, Texas

**EL CENTRO COLLEGE**

HEALTH CENTER  
 MAIN AT LAMAR  
 DALLAS, TX. 75202

PLEASE FOLD & SEAL. POSTAGE NOT REQUIRED

# GEOGRAPHY/ GEOLOGY



## Geography

### 101. Geography (Physical)

(3), (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. □

### 102. World Geography (Economic)

(3), (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. □

### 103. World Geography (Cultural)

(3), (3). Development of regional variations of culture, including the distribution of races, religions, languages, and aspects of material culture, with emphasis on origins and diffusion. □

## Geology

### 101. General Geology (Physical)

(4), (3,3.). Study of earth materials and processes for science and non-science majors. Includes examination of the earth's interior, magnetism, gravity, setting in space, minerals, rocks, structure and geologic processes. \$5.00 Laboratory fee payable during registration. □

### 102. General Geology (Historical)

(4), (3,3). *Prerequisite:* GEO 101. 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. \$5.00 Laboratory fee payable during registration. □

# GERMAN/ GOVERNMENT

## German

### 101. Beginning German

(4), (3,2). Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. \$3.00 lab fee. □

### 102. Beginning German

(4), (3,2). *Prerequisite:* GER 101 or equivalent. Continuation of GER 101 with emphasis on idiomatic language and complicated syntax. □

### 201. Intermediate German

(3), (3). *Prerequisite:* GER 102 or equivalent. Reading, composition, grammar review and intense oral practice. □

### 202. Intermediate German

(3), (3). *Prerequisite:* GER 201 or equivalent. Continuation of GER 201 with reading selections drawn more directly from contemporary literary sources. Composition. □

From 1890's department store to community college lobby, students now gather where salesclerks once sold the latest lines.

## Government

### 201. American Government

(3), (3). An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and inter-governmental relations; civil rights and liberties, local government; parties, politics and political behavior. Either GVT 201 or 202 satisfies requirement for Texas State Teacher Certification. □

### 202. American Government

(3), (3). *Prerequisite:* GVT 201. A study of the United States and Texas legislative process, the executive and bureau structure, the judicial process, and domestic policies. Other topics include foreign relations and national defense. Either GVT 201 or 202 satisfies requirement for Texas State Teacher Certification. □

## Guided Studies

### 092. A Group Approach to Self-Understanding

(3), (3). GSD 092 is designed to establish a relationship with the entering college student, his peers and instructors which enables him to communicate his needs, explore his feelings and to develop self direction in setting and moving toward the achievement of realistic goals. The personal and social growth of students is improved and behavioral changes effected through opportunities to react and interact with others. Activities are planned to increase the student's awareness of his own abilities, skills, limitations, personality and needs. □

### 121. Basic Foundations Survey of Content Areas

(0), (3). GSG 121 is designed for those students who need a short review in the content areas of English, History, Science, and Mathematics. Useful techniques for taking tests are also included. Successful completion of the course should prepare interested students for the G.E.D. examination. □

# GUIDED STUDIES

## continued

### 090. Guided Studies Mathematics

(3), (3). GSM 090 is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and percents and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the math sequence and includes an introduction to algebra. Programmed materials will be utilized so that students can progress at their own rate of speed. □

### 091. Guided Studies Mathematics

(3), (3). *Prerequisite:* GSM 090 or equivalent. GSM 091 is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry. Programmed materials will be utilized so that students can progress at their own rate of speed. □

### 120. Oral Communications

(3), (3). GSO 120 is designed for students with significant problems in language development. Small group sessions are supplemented with individual participation in listening, comprehension and oral expression of language using programmed materials in a language lab. Materials have been developed to enable the individual student to acquire increasing skills in the use of the sounds, structure, and meanings of standard English. Emphasis is also placed on understanding the importance of the processes of oral communication in social and vocational situations. □

### 090. Guided Studies Reading

(3), (3). GSR 090 is concerned with the improvement of comprehension skills, vocabulary building, and study skills. The course is designed for students who wish to strengthen the basic reading skills necessary for success in vocational, terminal, and transfer educational programs. The course provides instruction on an individual basis so that students may progress at their own rate of achievement. □

### 091. Guided Studies Reading

(3), (3). GSR 091 is designed to increase proficiency in reading comprehension and rate, word recognition and vocabulary development, and study skills and reading in the content areas. It also includes reading experiences which have been developed to broaden the general reading background of the student. Guided Studies Reading is offered in a laboratory setting with individualized instruction. □

### 101. Advanced Reading

(3), (3). *Prerequisite:* Successful completion of GSR 091 or reading level equivalent. GSR 101 emphasizes the development of advanced techniques in reading for pleasure as well as for information. Improved reading comprehension, vocabulary development, and flexibility of reading rate are stressed. In addition, advanced techniques for note-taking, exam-taking, studying, and reading for specialized content areas are developed. □

### 090. Guided Studies Writing

(3), (3). GSW 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Mechanics of writing include spelling, comprehension techniques, vocabulary improvement, principles of sentence and paragraph structure and various types of paragraph development. The course provides experience in finding ideas and materials for written compositions with an introduction to essay writing. It is offered in a laboratory setting with individualized instruction. □



# HISTORY

## 091. Guided Studies Writing

(3), (3). *Prerequisite: GSW 090 or equivalent.* Guided Studies Writing 091 is a course in composition and English usage for those students who need or desire a second semester of basic writing skills. It includes daily writing assignments that are based on situations that students are likely to meet in college, on the job, and in their personal lives. □

## 093. Guided Studies Writing

(3), (3). GSW 093 is a course for foreign students who speak English as a second language. It is designed to help students express ideas clearly and correctly in English writing. The basic rules of spelling, sentence structure, word order, and punctuation are included. Transformation practice in vocabulary and usage is offered as needed. □



# History

## 101. History of the United States

(3), (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 1877. □

## 102. History of the United States

(3), (3). A survey of the unfolding of the United States History from the Reconstruction Era. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. History 101 recommended. □

## 105. Western Civilization

(3), (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. □

## 106. Western Civilization

(3), (3). The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic, and political factors of recent history. □

## 110. The Heritage of Mexico

(3), (3). This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the peoples who inhabited the country before the Spanish Conquest, the course leads to modern Mexico, emphasizing the historical relations between Mexico and the United States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110. □

## 120. Afro-American History

(3), (3). A study of the role of the Negro in American history; overview of the slave trade and slavery in the United States; focus on contributions of the Negro in the U.S. from colonial times. Emphasis on political, economic and sociological factors of the 20th Century. □

# HOME ECONOMICS

## Home Economics

### 101. Basic Design

(3), (2,4). A study of the fundamental principles of art, design, and color as a basis for developing originality and art appreciation in the home and in clothing. Laboratory experiences enhance the development of creative abilities by the application of the fundamental principles. This course is for students interested in home economics. □

### 102. Food Selection and Preparation

(3), (2,4). 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. \$3.00 Laboratory fee payable during registration. □

### 110. Clothing and Home Design

(3), (2,4). *Prerequisite: HE 101 or ART 101.* The study and advanced application of color and design to the costume and in the home. Designed for students interested in home economics. □

# HUMAN DEVELOPMENT

## 106. Personal and Social Growth

(3), (3). A standard course which deals with human development from the standpoint of the interaction between a person and his society. Understanding of self, the influences of society contributing to the development of self, and the success of the individual within a society are investigated. Adjustment to family, school, and society is developed. □

## 107. Developing Leadership Behavior

(3), (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. □

## Human Services

### 131. Orientation to Human Services

(3), (3). A brief survey of historical development of social services in our society. Emphasis is on current needs, practices and projected changes. Will involve contact with community agencies and give the student the opportunity to test his interest in people-to-people occupations. □

### 134. Human Services Seminar

(3), (3). A continuation of HS 131 — Orientation to Human Services with an emphasis on class discussion, sharing of experiences. A problem-solving approach to individual, family, and community problems. □



## Human Development

### 105. Basic Processes of Interpersonal Relationships

(3), (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. □

## Humanities

### 101. Introduction to the Humanities

(3), (3). Through an examination of interrelated examples of man's creative achievements, the Humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life. □

# INTERIOR DESIGN

## Interior Design

### 130. Basic Planning

(3), (2,4). *Prerequisite:* Enrollment in Design Institute. The student learns to use drawing instruments in drawing two-dimensional forms, drafting basic architectural plans and symbols, use of architectural lettering, and electrical plan overlay. □

### 131. Basic Watercolor and Gouache

(2), (6). *Prerequisite:* Successful completion of or concurrent enrollment in INT 130. The study of color theory, color systems, and mixing techniques of transparent and opaque pigments. The practice of using values, tints and intensities. Basic color schemes and color psychology applied to INT 130 projects. □

### 132. Advanced Watercolor and Gouache

(2), (6). *Prerequisite:* INT 131, successful completion of or concurrent enrollment in INT 133. Interpretive rendering of materials and textures. Theory and technique to be applied to elevation and perspective projects from INT 133. Color scheme applied to total space concept. □

### 133. Advanced Architectural Planning

(2), (6). *Prerequisite:* INT 130. The student learns drawing of floor plans, interior elevations and furniture plan layout and space planning. One and two points perspective to be projected into advanced water color for illustration in color. Orthographic and isometric projections are made of furniture studies. □

### 230. History of Interior Arts

(4), (3,3). *Prerequisite:* INT 132. A study of the evolution of the interior arts and related architectural development from Egyptian through Rococo. The student compiles a notebook of supplementary material. Lectures, slides, field trips, and reports provide research information. □

### 231. History of Interior Arts

(4), (3,3). *Prerequisite:* INT 230. 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, field trips, slides and reports provide research information. □

### 233. Fabrications

(3), (6). *Prerequisite:* INT 133 and INT 132. The study of furniture upholstery, wood refinishing, frame construction, new materials, drapery making and wall covering techniques. The course is geared for general understanding and technical methods rather than for learning of craftsmanship. □

### 234. Interior Graphics and Illustration

(2), (6). *Prerequisite:* INT 132 and INT 133. The study of two-point perspective of interior space in color. Floor plan and furniture layout. Color interior elevations. Free hand color vignettes and interpretive rendering. □

### 235. Inner Space Composition and Presentation

(3), (2,4). *Prerequisite:* INT 230, INT 132. The organization of all elementary principles of interior design for problem-solving assignments and formal presentation. Emphasis to be on preparation of material for presentation. Traditional residential projects. □

### 236. Concepts of Contemporary Interior Design and Lighting

(4), (3,3). *Prerequisite:* INT 231 or consent of instructor and concurrent enrollment in INT 237. Concentration on 20th Century and current developments in furniture design and various materials and arts and their application to interiors of all styles. Relative project assignments are made. A study of the various methods of effective lighting of the interior and exterior for both residential and commercial, and drawing of the electrical plan is included. Field trips to decorative showrooms and area houses and business establishments. Student notebook required. □

### 237. Advanced Principles of Interior Design

(4), (3,3). *Prerequisite:* INT 235 or consent of instructor and concurrent enrollment in INT 236. Organization of all aspects of interior and related exterior space by coordination of color and design involving all materials and principles in the form of professional problem-solving and formal presentation for contemporary design. Emphasis placed on contemporary residential interior projects. Field trips and student notebook. □

### 238. Client Psychology Survey and Business Procedures

(4), (3,3). *Prerequisite:* INT 236 or consent of instructor and concurrent enrollment in INT 239. A study of designer and client relations, how to analyze and meet the client's needs by interview and survey. How to calculate the proper design and presentation to the individual client. Application of color psychology principles, guest speakers, in-the-field on-the-job projects. How to use source catalogs and showrooms and local crafts and workrooms. How to estimate costs and make contracts. How to coordinate orders, fabrications and installations. Studio organization and professional ethics. Field trips and student notebook. □

# JOURNALISM

### 239. Advanced Principles of Interior Design

(4), (3,3). *Prerequisite:* INT 237 or consent of instructor. Continuation of INT 237 with field trips to professional studios, workrooms and factories. Special emphasis placed on the study of commercial interiors. Both traditional and contemporary. Survey of the latest trends and materials with special project assignments making use of them. □

## Journalism

### 101. Introduction to Mass Communications

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

### 102. News Gathering and Writing

(3), (2,3). *Prerequisite:* Typing ability. Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story. Journalism 101 is not a prerequisite for JN 102. Required for all journalism majors. □

### 103. News Gathering and Writing

(3), (2,3). *Prerequisite:* JN 102. A continuation of JN 102. The writing of more complex types of news stories. Specialized writing in the field of sports, police news, markets, finance, society, amusement, government and news of interest to women. Additional laboratory work on the student newspaper. Required for all journalism majors. □

### 104, 105. (Freshman) 202, 203 (Sophomore)

#### Student Publications

(1), (3). Individual staff assignments on the 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 JN 102 or 103. Credit limited to one unit per semester. May be repeated for a total of three units credit. □

### 204. News Editing and Copyreading

(3), (3). *Prerequisite:* JN 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages. □

# LIBRARY TECHNOLOGY

## Library Technology

### 131. Introduction to Libraries I

(3), (3). *Prerequisite:* Open to all students. A general introduction to library activities and operations, as they relate to various types of libraries and services. □

### 132. Introduction to Media II

(3), (1,4). *Prerequisite:* Open to all students. An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment. □

### 231. Technical Services in Libraries I

(3), (2,2). *Prerequisite:* LT 131 and LT 132. Study and practice of basic skills and operations associated with the acquisition, organization, preparation and preservation of library materials. □

### 232. Public Services in Libraries I

(3), (2,2). *Prerequisite:* LT 131 and LT 132. Study and practice of basic skills and operations in areas of public assistance, including circulation and informational services. □

### 233. Co-Operative Field Service in Libraries II

(3), (6). *Prerequisite:* LT 231 and LT 232. Supervised on-the-job training in appropriate work situations related to the student's individual aptitudes and interests. To be arranged, subject to the approval of the Division Chairman. □





# MATH

## Mathematics

### 093. Intermediate Algebra

(3), (3). *Prerequisite:* GSM 091 or one year of high school algebra and satisfactory score on proficiency examination. (Students registering for MTH 093 will be counseled individually by their instructors on the basis of background and the results of a proficiency examination given at the beginning of the semester. Every effort will be made to register the student in the mathematics course commensurate with his background, ability, and educational goals.) 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. □

### 101. College Algebra

(3), (3). *Prerequisite:* MTH 093 or two years of high school algebra and satisfactory score on proficiency examination. (Students registering for MTH 101 will be counseled individually by their instructors on the basis of background and the results of a proficiency examination given at the beginning of the semester. Every effort will be made to register the student in a mathematics course commensurate with his background, ability and educational goals.) Introduction to set operations, real and complex numbers, and operations on them. A study of the functions and relations most commonly needed, especially absolute value, polynomial functions, and rational functions, together with equations obtained from these functions. Includes linear, quadratic, and higher degree equations, and systems of equations. Accompanying these will be appropriate auxiliary topics such as determinants. Cramer's rule, some elementary aspects of the theory of equations, progressions, the binomial theorem, and algebraic proof. □

### 102. Plane Trigonometry

(3), (3). *Prerequisite:* MTH 101. Angular measure, functions of angles, derivation of formulae, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers. □

### 104. Elementary Functions and Coordinate Geometry I

(5), (5). *Prerequisite:* Two years of high school algebra or MTH 093. Study of the concept of function, polynomials of one variable, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, and polynomials of more than one variable, exponential functions, logarithmic functions, trigonometric functions, functions of two variables, and analytical geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. □

### 106. Elementary Functions and Coordinate Geometry

(5), (5). *Prerequisite:* Two years of high school algebra and one semester of trigonometry. Study of the algebra of functions and coordinate geometry to include the following: polynomial and rational, exponential, logarithmic, trigonometric, functions of two variables, and analytical geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations. □

### 111. Math for Business and Economics I

(3), (3). *Prerequisite:* Two years of high school algebra or Math 093. Study of equations and inequalities; functions to include: linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and linear programming. Applications to business and economics problems are emphasized. □

### 112. Math for Business and Economics II

(3), (3). *Prerequisite:* Math 111. Study of sequences and limits, differential calculus, optimization, and appropriate applications. □

### 115. College Mathematics I

(3), (3). *Prerequisite:* MTH 093 or one year of high school algebra and one year of high school geometry or two years of high school algebra. A course designed for liberal arts students which includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements, and sets of numbers. Historical aspects of the above topics will also be emphasized. □

### 116. College Mathematics II

(3), (3). *Prerequisite:* MTH 115. A course designed for liberal arts students which includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Historical aspects of the above topics will also be emphasized. □

### 121. Analytic Geometry

(3), (3). *Prerequisite:* MTH 102. Introduction to real numbers, distance, the straight line, the circle, conics, transformation of coordinates, polar coordinates, parametric equations and three-dimensional space. The

sequence Mth 121-222-223-224 is equivalent to the sequence Mth 126-227-228. □

### 126. Introductory Calculus

(5), (5). *Prerequisite:* MTH 105 or MTH 106 or MTH 121 or equivalent. Study of limits, continuity, derivatives, slopes, tangents, chain rule, implicit differentiation, higher derivatives, differentials, integration, applications of differential and integral calculus, and trigonometric and inverse trigonometric function. □

### 130. Business Mathematics

(3), (3). *Prerequisite:* One year of high school algebra or GSM 091. Common application of percent to business problems, simple and compound interest, bank discount, payrolls, taxes, purchase discounts, periodic payment plans, depreciation, overhead, business statements, markup and markdown, various problems in retailing. □

### 131. Technical Mathematics

(3), (3). *Prerequisite:* Two years of high school algebra or MTH 093. A course designed for technical students covering a general review of arithmetic, a treatment of the basic concepts and the fundamental facts of plane geometry, computations with slide rule, units and dimensions, a treatment of the terminology and concepts of elementary algebra: functions, coordinate system and systems of equations, stated problems, determinants, progressions, and the binomial theorem. □



### 132. Technical Mathematics

(3), (3). *Prerequisite:* MTH 131. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles. □

### 139. Applied Mathematics

(3), (3). *Prerequisite:* One year of high school algebra or GSM 091. Commercial, technical and more simple scientific uses of arithmetic, algebra, geometry and trigonometry. An effort will be made to tailor the course to fit the needs of the students enrolled in each section. □

### 202. Introductory Statistics

(3), (3). *Prerequisite:* Two years of high school algebra, or MTH 101 or MTH 104 or MTH 111 or equivalent. Study of collection and tabulation of data, bar charts, graphs, sampling, averages, dispersion, correlation, index numbers, normal curve, probability, and applications to various fields. □

### 221. Linear Algebra

(3), (3). *Prerequisite:* MTH 227 or equivalent. Study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, dimensional space, and linear transformation. □

### 222. Calculus I

(3), (3). *Prerequisite:* MTH 121. Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms. □

### 223. Calculus II

(3), (3). *Prerequisite:* MTH 222. The indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series. □

### 224. Advanced Calculus

(3), (3). *Prerequisite:* MTH 223. Multiple integrals, partial differentiation, vector analysis, series, and hyperbolic functions. □

# MEDICAL ASSISTING

### 227. Mathematical Analysis I

(4), (4). *Prerequisite:* MTH 126 or equivalent. A continued study of techniques of differentiation and integration with respect to logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors. □

### 228. Mathematical Analysis II

(3), (3). *Prerequisite:* MTH 227 or equivalent. A continued study of vectors, introduction to functions of several variables, multiple integrals, indeterminate forms, and infinite series. □

### 230. Differential Equations

(3), (3). *Prerequisite:* MTH 224 or MTH 228. 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. □

## Medical Assisting Technology

### 131. Medical Terminology

(4), (4). *Prerequisite:* Admission to Medical Assisting, Medical Transcriptionist programs. 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. □

### 132. Clinical Procedures

(4), (3,3). *Prerequisite:* MA 131 and MA 133. 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. □

### 133. Medical Law, Ethics and Economics

(3), (3). *Prerequisite:* Admission to Medical Assisting program. 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. □

### 134, 135. Seminar Applied Anatomy and Physiology

(1), (1), (2). *Prerequisite:* Concurrent enrollment in BIO 120-121. This course is designed to relate BIO 120-121 to the specific needs of students enrolled in Medical Assisting or Medical Transcriptionist programs. □

### 230. Medical Transcription

(3), (1,6). *Prerequisite:* MA 131; BUS 174 or equivalent. 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. □

### 231. Administrative Procedures

(4), (3,3). *Prerequisite:* MA 132. 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. □

### 232. Directed Practice

(4), (16). *Prerequisite:* MA 230 and 231. Practical experience in offices of selected physicians and hospitals to give the student insight, understanding and skill in medical office assisting. □

### 233. Seminar and Journal Club

(3), (3). *Prerequisite:* Concurrent enrollment in MA 232. Problem solving and correlation of classroom theory and practice with work experience in a conference course. Presentation and interpretation of articles in current professional journals. □

# MEDICAL LAB TECHNOLOGY

## Medical Laboratory Technology

### 133. Hematology

(4), (3,3). *Prerequisite:* Acceptance into the Medical Laboratory Technician program with an ACT composite score of 18 and a math score of 18 and concurrent enrollment in MLT 135. The theory and basic techniques utilized in the hematological examination of blood will be presented. □

### 135. Urinalysis

(3), (2,3). *Prerequisite:* Acceptance into the Medical Laboratory Technician program with an ACT composite score of 18 and a math score of 18 and concurrent enrollment in MLT 133. This course serves to orient the student to the medical laboratory in addition to presenting the theory and laboratory procedures used in the analysis of urine. □

### 138. Immunology

(4), (3,3). *Prerequisite:* "C" average in MLT 133 and 135. The basic theory and principles of immunology will be presented. Building upon this background, the laboratory procedures utilized in the serological and immunohematological examination of blood and serum shall be considered. □

### 139. Clinical Practice I

(8), (2,33). *Prerequisite:* "C" average in MLT 134 and an overall "C" average in non-technical course work. The student will be assigned to a hospital laboratory for supervised clinical practice in the areas of hematology, serology, blood banking and urinalysis. □

### 229. Medical Microbiology I

(4), (3,4). *Prerequisite:* Satisfactory completion of the first year of the Medical Laboratory Technician program. The fundamentals of microbial life shall be presented and building upon this background the methods and procedures used in diagnostic microbiology will be covered. These shall include the principal of aseptic technique, susceptibility testing of bacteria, quantitation of bacteria in body fluids, and the isolation and identification of selected bacteria of medical importance. The normal body flora will be discussed and the association of the bacteria studied with disease in man shall be emphasized. □

### 231. Clinical Chemistry

(4), (3,3). *Prerequisite:* "C" average in MLT 229 and successful completion of CHM 203. A course devoted to the theory and procedures used in the clinical chemistry laboratory. Manual and automated methods will be presented in lectures and laboratory assignments. □

### 236. Medical Microbiology II

(4), (3,4). *Prerequisite:* MLT 229. A continuation of MLT 229 which will include the study of the isolation and identification procedures for selected bacteria of medical importance, fungi, and parasites. □

### 238. Clinical Practice II

(8), (2,33). *Prerequisite:* "C" average in MLT 229 and 231 with an overall "C" average in non-technical course work. The student will be assigned to a clinical laboratory for supervised experience in diagnostic microbiology and clinical chemistry. □

# MUSIC



## Music

### 101. Freshman Theory

(4), (3,4). Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard, and notation. □

### 102. Freshman Theory

(4), (3,4). *Prerequisite:* MUS 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. □

### 104. Music Appreciation

(3), (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. □

### 110. Music Literature

(3), (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 history. Special emphasis is given to the music of late Gothic, Renaissance, and Baroque eras. □

### 111. Music Literature

(3), (3). *Prerequisite:* MUS 110. A continuation of the studies introduced in MUS 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. □

### 113. Foundations in Music I

(3), (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). Course designed specifically for the non-music major. □

### 114. Foundations in Music II

(3), (3). *Prerequisite:* MUS 113. A continuation of MUS 113. □

### 117. Piano Class I

(1), (2). Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students. □

### 118. Piano Class II

(1), (2). *Prerequisite:* MUS 117 or equivalent. Continuation of MUS 117 including technique skills, harmonization, transposition, improvisation, accompanying, sight-reading and performing various styles of repertoire. □

### 119. Guitar Class I

(1), (2). Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. □

### 121-140. Applied Music—Minor

(1). Private instruction in the student's secondary area. One-half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. □



# MUSIC

## continued

### 221-240. Applied Music—Concentration

(2). Private instruction in the area of student's concentration. Two half-hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. □

### 251-270. Applied Music—Major

(3). Private instruction in the area of the student's major instrument. Primarily for music performance majors. Two half-hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. □

### 150. Chorus

(1), (3). Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history. □

### 151. Voice Class I

(1), (2). 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. □

### 152. Voice Class II

(1), (2). A continuation of MUS 151 with emphasis on solo singing, appearance in studio recital, stage development, personality development. Open to all non-voice majors. Two group lessons a week. □

### 155. Vocal Ensemble

(1), (3). A select group of mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director. □

### 160. Band

(1), (3). 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. May be repeated for credit. □

### 173. Percussion Ensemble

(1), (3). Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. □

### 175. String Ensemble

(1), (3). Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. □

### 177. Chamber Ensemble

(1), (3). Select groups of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. □

### 185. Stage Band

(1), (3). *Prerequisite: Consent of instructor.* The stage band studies and performs a wide variety of music with emphasis on the jazz oriented big-band styles of the 1960's. □

### 199. Recital

(1), (2). One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music students and open to all other students. □

### 201. Sophomore Theory

(4), (3,4). *Prerequisite: MUS 101-102 or by consent of instructor.* A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the Neapolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training. □

### 202. Sophomore Theory

(4), (3,3). *Prerequisite: MUS 201 or equivalent or by consent of instructor.* A continuation of MUS 201, including a study of sonata-allegro form; ninth, eleventh and thirteenth chords; exploration of new keyschemes; Impressionism; melody, harmony, tonality, and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training. □

# NURSING

## Nursing

### 120. Nursing Care in Physical and Mental Health

(6), (3,9). *Prerequisites: NUR 132 and concurrent enrollment in BIO 121 and PSY 201.* A study of the family as it is influenced by pregnancy, delivery and postpartum, as well as the growth and development of the child. □

### 121. Nursing Care of Physically and Mentally Ill

(6), (3,9). *Prerequisites: NUR 132 and concurrent enrollment in BIO 121 and PSY 201.* The study of the impact of illness both physical and mental and injury upon selected patients and their families and the role of the nurse in meeting the physical and emotional needs associated with selected disorders. □

### 132. Fundamentals of Nursing

(6), (3,9). *Prerequisite: Admission to program.* The study and practice of basic nursing skills with emphasis on safety, comfort, body mechanics, nutrition, pharmacology, and historical and current trends. Lab fee \$10.00 □

### 220. Nursing Care of Physically and Mentally Ill-II

(9), (4,15). *Prerequisites: NUR 120 and NUR 121.* A continuation of Nursing 121 with increasing implementation of supportive and therapeutic nursing care to more complex patient needs including chronic mental and physical disorders and the teaching required of these patients and their families. □

### 221. Nursing Care of the Physically and Mentally Ill-III

(4), (2½, 23½). *Prerequisites: NUR 220.* A continuation of organizing and providing total care for persons and their families with complex physical and mental health problems with emphasis on the refinement of skills as well as continued investigation of professional responsibilities and limitations. (Summer session, 1974, only) □

# PATTERN DESIGN

## Pattern Design

### 125. Pattern Drafting and Draping

(3), (2,4). Student learns the fundamental principles to draft and drape basic patterns. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. PDD 125 and 126 are equivalent to PDD 130. Lab Fee \$2.00. □

### 126. Pattern Drafting and Draping

(2), (1,3). *Prerequisite: PDD 125.* Student learns to draft and drape basic patterns in collars, skirts, sleeves and dresses. PDD 125 and 126 are equivalent to PDD 130. Lab Fee \$2.00. □

### 130. Pattern Drafting and Draping

(5), (3,9). *Prerequisite: Enrollment in Design Institute.* Student learns the fundamental principles to draft and drape basic patterns in collars, skirts, sleeves, and dresses. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Lab Fee \$4.00. □

### 131. Pattern Drafting and Draping

(5), (3,9). *Prerequisite: PDD 130.* Student learns the intermediate level of pattern work in collars, skirts, sleeves, and dresses in misses sizes. Through lecture, discussions, and demonstrations the student develops technical skills in making patterns. Lab Fee \$4.00. □

### 230. Creative Pattern Design

(5), (3,9). *Prerequisite: PDD 131.* Student learns techniques to develop patterns for children, junior petite, junior, active sportswear, misses, and suits. Special assignments for Apparel Design Students. Lab Fee \$4.00. □

### 231. Creative Pattern Design

(5), (3,9). *Prerequisite: PDD 230.* 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. Lab Fee \$4.00. □

# PHILOSOPHY/ P.E.

## Philosophy

### 102. Introduction to Philosophy

(3), (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. □

### 105. Logic

(3), (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. □

### 203. Ethics

(3), (3). *Prerequisite: Three hours of philosophy.* 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. □

### 207. History of Ancient Philosophy

(3), (3). *Prerequisite: Sophomore standing.* This course is an 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. □

### 208. History of Modern Philosophy

(3), (3). *Prerequisite: Sophomore standing.* A continuation of PHI 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationships existing between these schools of thought. □

## Physical Education

### 101. Fundamentals of Health

(3), (3). A study of personal and community health. Emphasis is placed on causative factors of various diseases, means of transmission, and prevention. For majors and non-majors. □

### 118. Beginning Golf

(1), (2). A co-educational class in beginning golf. Equipment furnished. No uniform required, \$5.00 laboratory fee required. □

### 119. Beginning Tennis

(1), (2). A course designed for the beginner. Basic tennis fundamentals will be stressed. Uniform required. \$5.00 laboratory fee required. □

### 120. Bowling

(1), (2). An activity course that will provide the student an opportunity to participate and improve skills in one of our more popular recreational activities. \$10.00 laboratory fee required. □

### 124. Social Dance

(1), (2). Students who have limited experience in dance will find this course beneficial. Ballroom and Social Dance includes fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dance steps. "Country" dancing includes reel, square dance, and other related dances. □

### 144. Introduction to Physical Education

(3), (3). Designed for professional orientation in the area of physical education: Brief history, philosophy, modern trends in physical education, teacher qualifications, vocational opportunities, expected competences and skill testing are included within scope of the course. For majors and minors and students with specific interest. □

### 218. Intermediate and Advanced Golf

(1), (2). A course designed to develop skills and techniques beyond the "beginner's" stage. \$5.00 laboratory fee required. □

### 219. Intermediate and Advanced Tennis

(1), (2). A course designed to develop skills and techniques beyond the "beginner's" stage. \$5.00 laboratory fee required. □

### 257. Standard and Advanced First Aid and Safety Education

(3), (3). Theory and practice in the standard and advanced courses of the American National Red Cross in First Aid, home and farm safety. For physical education, health and recreation majors and minors and students with specific interest. □

## PHYSICS

### 115. Physical Science

(4), (3,2). 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. \$5.00 Laboratory fee payable during registration. □

### 116. Physical Science

(4), (3,2). 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. \$5.00 Laboratory fee payable during registration. □

## Physics

### 111-112 General Physics

(4), (4), (3,3). *Prerequisite: Working knowledge of Algebra.* For pre-dental, pre-nursing, pre-aviation, pharmacy, architecture and all other students who require a two semester course in Physics but do not intend to take additional courses in Physics. The first half (PHY 111) is a study of mechanics and heat; vectors, force, momentum, energy, linear and angular motion, kinetic theory, calorimetry and change of state fluid flow. Second half (PHY 112) is a study of electricity, magnetism, light and sound. Courses must be taken in sequence. \$5.00 Laboratory fee (for each course) payable during registration. □

### 131-132 Applied Physics

(4), (4), (3,3). *Prerequisite: High School algebra and trigonometry or equivalent.* 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. \$5.00 Laboratory fee payable during registration. □

### 201. General Physics

(4), (3,3). *Prerequisite: Credit or current enrollment in MTH 126 or MTH 222.* Principles and applications of mechanics, wave motion, and sound, emphasizing fundamental concepts and problem solving. Designed primarily for physics, chemistry, mathematics, engineering, and pre-med majors. \$5.00 Laboratory fee payable during registration. □

### 202. General Physics

(4), (3,3). *Prerequisite: PHY 201 and credit or concurrent enrollment in MTH 227.* Principles and applications of heat, electricity, magnetism and optics, emphasizing fundamentals, concepts, problem solving, notation and units. \$5.00 Laboratory fee payable during registration. □

### 203. Modern Physics

(4), (3,3). *Prerequisite: PHY 202.* Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts and problems. \$5.00 laboratory fee payable during registration. □

## Police Science

### 133. Police Operations

(3), (3). *Prerequisite: POL 130.* 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. □

### 134. Criminal Evidence and Procedure

(3), (3). *Prerequisite: POL 130.* A study of trial and courtroom procedure; parties in the case; the rules of evidence; decision and punishment; due process re-emphasized. □

## POLICE SCIENCE

### 136. Patrol Administration

(3), (3). *Prerequisite: POL 140.* For the student to acquire a basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function of the patrol operation and to relate these problems to current operational activities. The course offers in-depth study into operational analyses so that students may have an overview of the role of the patrol function in today's society. Patrol administration problems are studied and an analysis of alternate solutions is made. The objectives of the course are analysis of present patrol operations, attempt to establish new rationale and increase the capabilities of the patrol function. □

### 137. Police Community Relations

(3), (3). The role of the individual officer in achieving and maintaining public support; human relations, public information; relationships with violators and complainants. □

### 140. Introduction to Law Enforcement

(3), (3). The student will acquire a basic philosophy and history of systems of justice in this nation. Included is a survey of police problems, crime trends and statistics, organizations and jurisdiction of local, state and federal enforcement agencies. Surveys of professional opportunities and personnel qualifications are studied. The course should provide the student with a basic understanding of the evolution of the American police system. Within the purview of the course is a general history of police systems which provides a frame of reference for the analysis of modern trends and thinking in the police service. The broad objectives of the course are designed to stimulate student interest and develop capabilities for law enforcement service. □

### 141. Police Organization and Administration

(3), (3). *Prerequisite: POL 140.* To present: (1) basic philosophies of organizational technology, (2) common structures of organization, (3) patterns of administrative processes and the management of general and specialized police studies in the dynamic processes of organization. The course includes an examination of traditional organizational concepts, administrative techniques, personnel policies and operating systems. □

### 142. Legal Aspects of Law Enforcement

(3), (3). *Prerequisite: POL 140.* To provide opportunity for the student to acquire a basic philosophy in criminal jurisprudence, a working knowledge of criminal statutes and a survey of case law. This course also is a basic orientation designed to provide the student with a rationale for placing criminal law in its proper perspective in the American system of justice. Within the course will be legal definitions and procedures applied to operational techniques in law enforcement. □

### 233. Introduction to Criminalistics

(3), (3). *Prerequisite: POL 140 and 240.* 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. □

### 240. Criminal Investigation

(3), (3). *Prerequisite: POL 140.* The course will present: (1) the basic theories of investigation, including criminalistics and the crime scene search, (2) common techniques of modern criminal investigation, and (3) patterns of legal, scientifically oriented methodology in criminal investigation. This is a comprehensive course designed to provide the theory and practical techniques necessary to conduct a complex investigation. The course includes an examination of investigative techniques, legal procedures, and basic scientific analysis. □

### 241. Police Role in Crime and Delinquency

(3), (3). *Prerequisite: POL 140.* This course presents basic philosophies of law enforcement in the prevention and control of delinquency, to observe trends in police services for delinquent, neglected and special-problem juveniles, and to study patterns of law enforcement organization in dealing with delinquent behavior. This is a basic course designed to provide an introduction to more advanced courses in criminology and rehabilitation. The course includes a review of social and psychological studies dealing with causal factors in delinquency cases. Sociological, psychological and biological factors are discussed as they relate to criminal activity. Legal concepts in the treatment of juvenile offenders are reviewed. □

### 242. Juvenile Procedures

(3), (3). *Prerequisite: POL 140.* The course is designed to integrate and synthesize the significant contributions resulting from recent research in the field of juvenile procedures and to present new materials in the field. An attempt is made to discuss major responsibilities of police work with children and youth in developing the student's understanding and appreciation of the intricacy of the police function and modern police philosophy in working with juveniles. □

# PSYCHOLOGY

## 243. Probation and Parole

(3), (3). *Prerequisite:* POL 140. This course is an elective course, designed as an introduction to the many faceted subject of criminal corrections. Through this survey course the student will be exposed to the historical development of this integral part of today's Criminal Justice System. □

## 244. Traffic Planning and Administration

(3), (3). *Prerequisite:* POL 140. This course is designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. On successful completion he will have a working knowledge of the methods and techniques used by the various agencies to eliminate or to control these problems. This course will enable the student to evaluate any program with which he may come in contact and will also put him in a position to offer constructive criticism and remedies. □

## 245. Traffic Law

(3), (3). *Prerequisite:* POL 140. Course is designed to provide the student an opportunity to acquire a knowledge of the basic principles of traffic control, traffic law enforcement and traffic court procedures in the context of Texas traffic laws. Emphasis is placed upon the need for a professional approach in dealing with traffic law violators, the police role in accident prevention and investigation, and the principles of education, enforcement and engineering. The objectives of the course having been met by the student, he will function as a more knowledgeable officer in the field of traffic supervision. □

## 246. Penology (Jail Operation and Management)

(3), (3). *Prerequisite:* POL 140. The purpose for this elective course is to afford the student the opportunity to acquaint himself with the basic concepts of penology as they apply to today's criminal justice official. An overview of the operation and management of a penal institution is presented along with the rationale for the existence of the penal institution. □

# Psychology

## 105. Introduction to Psychology

(3), (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. □

## 131. Human Relations

(3), (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. □

## 201. Human Growth and Development

(3), (3). *Prerequisite:* PSY 105. A study of human growth, development and behavior, emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood and treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. □

## 202. Applied Psychology

(3), (3). *Prerequisite:* PSY 105. A course designed for the application of psychological facts and principles to problems and activities of life. Special emphasis will be placed on observing, recording, and modifying human behavior. Some off-campus work will be required. □

## 205. Psychology of Personality

(3), (3). *Prerequisite:* PSY 105. 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. □

## 209. General Psychology

(3), (3). *Prerequisite:* PSY 105. An in-depth survey of behavior, including learning, motivation, perception, and emotion. An introduction to behavioral research, data collection and analyses will be included. (Recommended for psychology majors.) □



# RADIOLOGIC TECHNOLOGY

## Radiologic Technology

### 120. Applied Anatomy and Physiology

(1), (1). *Prerequisite:* Admission to program and concurrent enrollment in BIO 120 or equivalency. Osteology of the upper and lower extremities, pectoral and pelvic girdles, thorax, and vertebral column. □

### 121. Applied Anatomy and Physiology

(1), (1). *Prerequisite:* "C" average in RAD 120, 130, 131 and concurrent enrollment in BIO 121 or equivalency. Osteology of the skull, topographic anatomy of the body and location of organs in the body systems. □

### 130. Radiologic Fundamentals

(3), (1,5). *Prerequisite:* Admission to program, High School biology or biology 115 and biology 116. A study of medical terminology, radiographic positioning, radiographic exposure and physics. □

### 131. Radiologic Orientation and Practicum I

(3), (12). *Prerequisite:* Concurrent enrollment in RAD 120 and 130. The first seven weeks will consist of a study of office procedures, elementary radiation protection, history of x-ray, professional ethics, darkroom chemistry and film critique. For the remaining nine weeks, the 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 handling patients as they undergo radiologic examinations. □

### 132. Radiologic Principles

(3), (1,5). *Prerequisite:* "C" average in RAD 120, 130 and 131. Continuing study of radiologic technology. The principle objectives in this course are a better understanding of principles of radiographic exposure, routine radiographic procedures and pediatric radiography, physics, nursing procedures pertinent to radiography, common radiographic procedures using contrast media and film critique. □

### 133. Radiologic Practicum II and Film Critique

(6), (24). *Prerequisite:* "C" average in RAD 120, 130 and 131. Students receive practical experience in a hospital radiology department. □

### 134. Radiologic Principles

(1), (1,2). *Prerequisite:* "C" average in RAD 121, 132, and 133. 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 equipment. □

### 135. Radiologic Practicum III and Film Critique

(9), (36). *Prerequisite:* "C" average in RAD 121, 132, and 133. Students receive practical experience in a hospital radiology department for eleven weeks. □

### 230. Advanced Radiologic Principles

(4), (2,6). *Prerequisite:* "C" average in RAD 134 and 135. Continuing study of radiologic technology. This course is a study of principles of radiographic exposure II, radiographic positioning II, and intra-oral radiography, special procedures, journal club, and film critique. □

### 231. Radiologic Practicum IV and Film Critique

(6), (24). *Prerequisite:* "C" average in RAD 134 and 135. Students receive practical experience in a hospital radiology department. □

### 232. Advanced Radiology Techniques

(2), (1,3). *Prerequisite:* "C" average in RAD 230 and 231. This course is concerned with a study of a survey of medical and surgical diseases, radiation therapy, medical use of isotopes, radiation protection, equipment maintenance, journal club and film critique. □

### 233. Radiologic Practicum V and Film Critique

(7), (28). *Prerequisite:* "C" average in RAD 230 and 231. Students receive practical experience in a hospital radiology department. □

### 234. General Review

(1), (1,2). *Prerequisite:* "C" average in RAD 230 and 231. This course is designed to review all subjects in radiology technology in order to fully prepare the student for the American Registry of Radiologic Technologists. □

### 235. Radiologic Practicum VI and Film Critique

(9), (37). *Prerequisite:* "C" average in RAD 230 and 231. Students receive practical experience in a hospital radiology department for eleven weeks. □

# RESPIRATORY THERAPY

## Respiratory Therapy

- 120. Applied Anatomy and Physiology**  
(1), (1). *Prerequisite:* Concurrent enrollment in BIO 120. 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. □
- 121. Applied Anatomy and Physiology**  
(1), (1). *Prerequisite:* RES 120 and concurrent enrollment in BIO 121. A continuation of RES 120. □
- 130. Orientation**  
(3), (3). *Prerequisite:* Admission to the program. 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. □
- 131. Clinical Laboratory I**  
(1), (4). *Prerequisite:* RES 130. Supervised observation and practice in a respiratory therapy department. Designed to introduce the student to the hospital atmosphere. □
- 132. Basic Technology**  
(4), (3,3). *Prerequisite:* RES 130. The basic principles of respiratory therapy techniques and basic operation of equipment. \$7.00 laboratory fee payable during registration. □
- 133. Clinical Practice I**  
(3), (12). *Prerequisite:* RES 132. Students perform standard respiratory therapy procedures in a clinical setting under supervision. □
- 134. Therapy Related to Disease**  
(4), (4). *Prerequisite:* RES 132. Lecture series given by physicians and therapists on general techniques, physiology, and pathophysiology of cardiopulmonary failure, respiratory pediatric care, obstructive airways diseases and pre- and post-operative problems. □
- 230. Technical Correlation**  
(4), (3,3). *Prerequisite:* RES 132, 133, and 134. The student is given ample opportunity to correlate previous instruction with experiences in clinical practice. Discussion of intimate mechanics and its relationship to physiology. \$7.00 laboratory fee payable during registration. □
- 231. Clinical Practice II**  
(3), (12). *Prerequisite:* RES 133 and 134. Practice in the cardiopulmonary laboratory doing such procedures as Spirometry, blood-gas analysis and lung volumes. Practice in an intensive care unit. □
- 232. Seminar**  
(3), (3). *Prerequisite:* RES 230 and 231. Under the supervision of physicians the student will present selected cardiopulmonary cases once a week. □
- 233. Advanced Technology**  
(3), (3). *Prerequisite:* RES 230 and 231. The student will review and evaluate recently written literature on Respiratory Therapy. □
- 234. Clinical Laboratory II**  
(1), (4). *Prerequisite:* RES 132 and 134. The student performs as an assistant clinical instructor. □
- 235. Clinical Practice III**  
(5), (20). *Prerequisite:* RES 134, 230, and 231. Advanced training under the direction of a physician in relationship to medical application respiratory therapy technology. □
- 236. Clinical Practice IV**  
(3), (12). *Prerequisite:* RES 234 and 235. Training in supervision, teaching, and emergency situations. □
- 239. Pediatric Respiratory Therapy**  
(4), (3,3). *Prerequisite:* RES 134 or be an R.N. or an LVN. An in-depth study of advanced pediatric respiratory therapy. Emphasis will be placed upon distinguishing between adult therapy and the generally accepted pediatric approach to respiratory therapy. Respiratory care of infants in the nursery. □

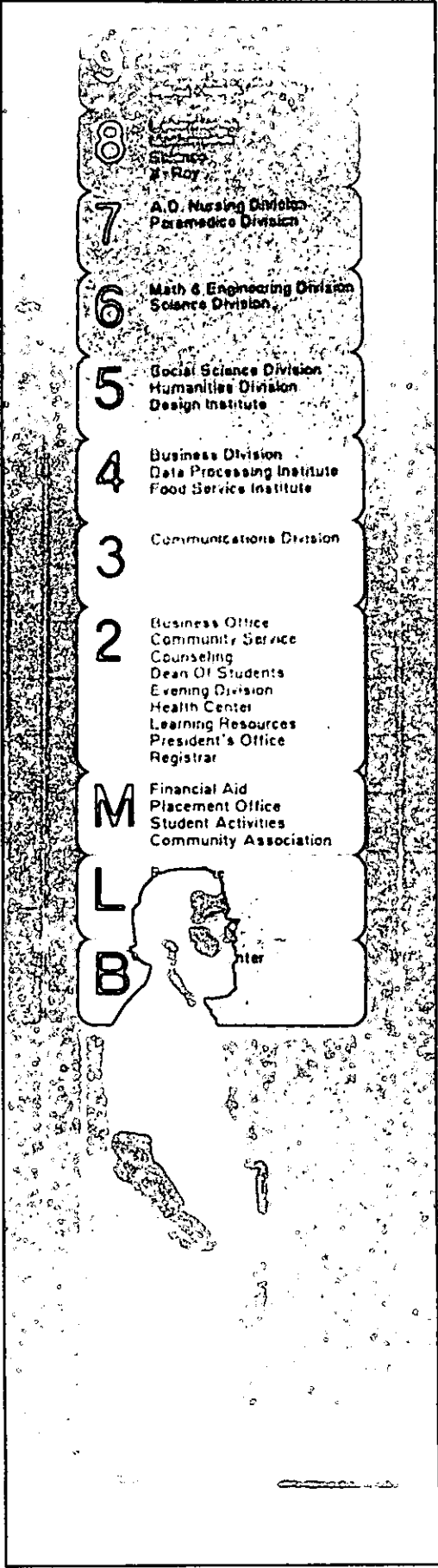
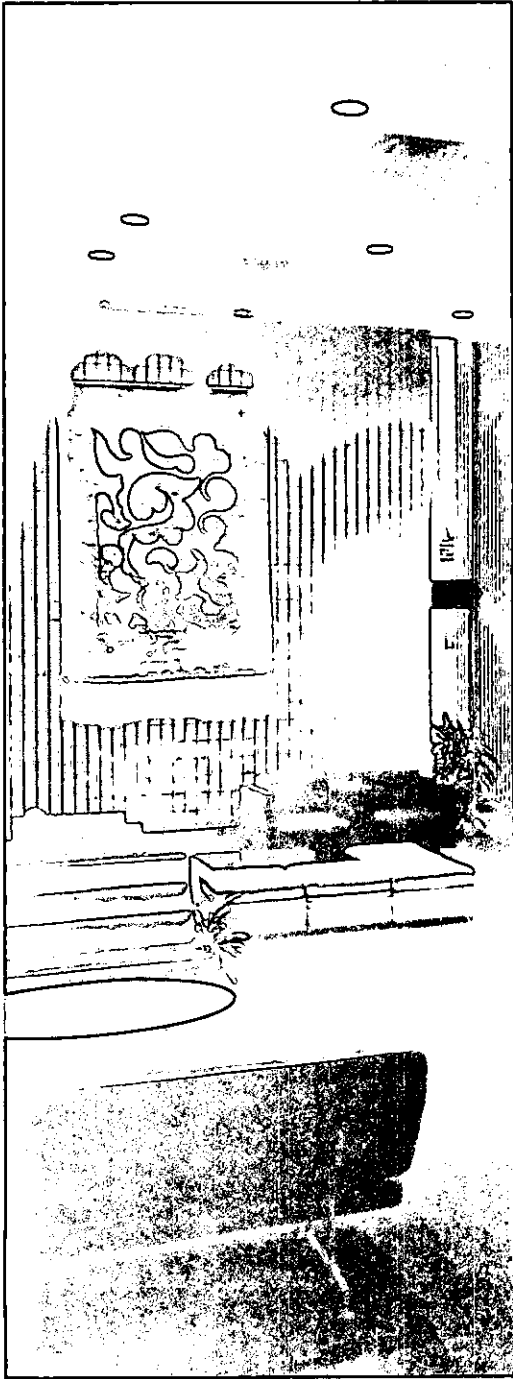
## Reading

- 101. Advanced Reading**  
(3), (3). *Prerequisite:* Successful completion of CSR 091 or reading level equivalent. Reading 101 emphasizes the development of advanced techniques in reading for pleasure as well as for information. Improved reading comprehension, vocabulary development, and flexibility of reading rate are stressed. In addition, advanced techniques for note-taking, exam-taking, studying and reading for specialized content areas are developed. □

# RELIGION

## Religion

- 101. Religion American Culture**  
(3), (3). A systematic examination of religion in American culture. Emphasis will be placed upon the interaction of religion with politics, economics, the military, education, the arts and other cultural phenomena. □
- 102. Contemporary Religious Problems**  
(3), (3). An analysis of the background and present expression of basic problems in religion, e.g., the problem of belief, the nature of religious literature, the existence of God, evil, human destiny and the relation of religion to society and the arts. Both Western and Eastern traditions will be considered. □
- 201. Major World Religions**  
(3), (3). A survey of major world faiths, 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. Sophomore standing recommended. □





# SOCIAL SCIENCE/ SOCIOLOGY/ SPANISH

## Social Science

### 131-132. American Civilization

(3), (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. □

## Sociology

### 101. An Introduction to Sociology

(3), (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. □

### 102. Social Problems

(3), (3). *Prerequisite: SOC 101.* 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. □

### 203. Marriage and Family

(3), (3). An analysis of courtship patterns, marriage and family forms; relationships, functions and socio-cultural differences in family behavior. □

### 204. American Minorities

(3), (3). The principle minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. □

### 206. Introduction to Social Work

(3), (3). *Prerequisite: Consent of instructor required.* Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for training in social work. □

### 210. Field Studies in American Minorities

(3), (3). *Prerequisite: SOC 101 or SOC 204.* Assignment on a rotating basis to Indian, Black, and Mexican-American community centers to work under professional supervision in a task-oriented setting. □

## Spanish

### 101. Beginning Spanish

(4), (3,2). Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. □

### 102. Beginning Spanish

(4), (3,2). *Prerequisite: SPA 101 or equivalent.* Continuation of SPA 101 with emphasis on idiomatic language and complicated syntax. □

### 201. Intermediate Spanish

(3), (3). *Prerequisite: SPA 102 or equivalent.* Reading, composition, grammar review and intense oral practice. □

### 202. Intermediate Spanish

(3), (3). *Prerequisite: SPA 201 or equivalent.* Continuation of SPA 201 with reading selections drawn more directly from contemporary literary sources. Composition. □

# SPEECH

## Speech

### 105. Fundamentals of Public Speaking

(3), (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. □

### 109. Voice and Articulation

(3), (3). *Prerequisite: SPE 105.* A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation. □

### 110. Reader's Theater Workshop

(1), (2). A laboratory course for the preparation and presentation of scripts, readings, and book reviews, collecting and arranging all types of literature for group interpretation and performance. May be repeated once for credit. □

### 201. Forensic Workshop

(1), (2). 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 UNIT OF CREDIT. □

### 205. Discussion and Debate

(3), (3). *Prerequisite: SPE 105.* 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. □

### 206. Oral Interpretation

(3), (3). *Prerequisite: SPE 105.* A study of fundamental techniques of analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement. □

### 207. Advanced Oral Interpretation

(3), (3). *Prerequisite: SPE 105 and 206.* Application of basic principles of interpretation to longer selections of literature; more detailed analysis and arranging of poetry and prose for various types of multiple reading situations including choral speaking and reader's theater. Investigation of all types of literature which are situated to group interpretation work. □

# TEACHER AIDE PROGRAM

## Teacher Aide Program

### 129. Communication Skills for Teacher Aides

(3), (3). This course is designed to test and enhance the teacher aide's basic communication skills in reading, writing speaking and listening. It will include also a survey of techniques and methods for encouraging the development of these language skills in students with whom the aide works. Creative writing, story telling, appreciation of literature, tutoring techniques for reading and writing, cursive and manuscript handwriting will be included in the language skills emphasized. □

### 131. Teacher Aide Techniques I

(3), (3). The primary purpose of this course is to define the role of the teacher aide within the school structure and to develop an understanding of the organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the teacher aide trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development. □

### 133. Teacher Aide Techniques II

(3), (3). This course, is designed to further develop the teacher aide trainees understandings, skills and attitudes in providing a wholesome learning environment in the classroom. The facilitation of learning with small groups of students will be emphasized through didactic and field experiences. The unique factors affecting the growth and development of inner city students will be emphasized along with a study of the teacher aide responsibilities as a member of the educational team. □

### 135. Arts and Crafts for Teacher Aides

(3), (3). The course acquaints the teacher aide with the variety of creative art materials and methods appropriate for use in programs for students as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom displays, charts, poster art, and bulletin boards will be incorporated in the course. □

### 231. Teacher Aide Seminar I

(2), (2). The first seminar section is designed to provide an opportunity for the teacher aide trainees to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills. □

### 232. Teacher Aide Practicum I

(4), (20). The practicum section will include supervised laboratory experiences in inner-city classrooms under the direct supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching-learning situation. □

### 235. Teacher Aide Seminar II

(2), (2). This section of the seminar will provide the teacher aide trainee an opportunity to continue his experiences in the classroom while obtaining professional consultation and group experiences with his classmates. Small group interaction will enable the trainee to share experiences, demonstrate specific skills and techniques, participate in simulated classroom situations and clarify hypotheses developed in the supporting educational activities. The overall objective will be to provide a means for integrating and relating the total individual and collective experiences of the curriculum into a meaningful pattern. □

### 236. Teacher Aide Practicum II

(4), (20). This section of the practicum will continue to provide the teacher aide trainee supervised laboratory experiences in classrooms under the supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching-learning situation. □

# THEATRE

## Theatre

### 100. Rehearsal and Performance

(1). *Prerequisite: Acceptance as a member of the cast or crew of a major production.* 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. May be repeated for credit. □

### 101. Introduction to the Theatre

(3), (3). A general survey designed to acquaint the students with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians. □

### 102. Contemporary Theatre

(3), (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. □

### 103. Stagecraft I

(3), (2,3). A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas. □

### 104. Stagecraft II

(3), (2,3). *Prerequisite: THE 103.* A continuation of THE 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production. □

### 106. Acting I

(3), (2,3). 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. □

### 107. Acting II

(3), (2,3). *Prerequisite: THE 106.* Continuation of THE 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays. □

### 108. Movement for the Stage

(3), (1,4). A study of movement as both a pure form as well as its relation and integration with the Theatre Arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit. □

### 109. Voice and Articulation

(3), (3). SPE 105 is recommended before taking THE 109. A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation. □

### 110. History of Theatre I

(3), (3). Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period. □

### 111. History of Theatre II

(3), (3). Development of the theatre from the seventeenth century through the twentieth century. □

### 115. Mime

(2), (1,2). *Prerequisite: Stage Movement, THE 106.* Exploration of the expressive significance and techniques of mime. □

# VOCATIONAL NURSING

## Vocational Nursing

### 120. Introduction to Nursing

(4), (4). *Prerequisite: Admission to the program.* Introduces the student to professional and vocational adjustments for becoming a nurse; to the causes of disease and the importance of maintaining cleanliness; to the significance of mental health and the effects of mental illness; related studies in normal growth and development and geriatrics. □

### 125. Fundamentals of Nursing

(7), (7). *Prerequisite: Admission to the program.* This is a study of body structure and function; the study of classification, calculation and administration of drugs with emphasis placed on their effects on the body, the study of nutrition and diet therapy; related studies of emergency and first aid care. □

### 126. Basic Skills

(7), (3), (6), (8). *Prerequisite: Admission to the program.* The basic theory and practice necessary to the vocational nurse are combined in a classroom-lab-hospital setting. After the first eight weeks the lab terminates and the student gains pre-clinical experience in selected hospitals in the Dallas area. □

### 127. Clinical Practice

(10), (37). *Prerequisite: VN 120, 125, 126.* The application of theory in relation to supportive care including the physical, emotional and spiritual needs of the patient. □

### 128. Medical and Surgical Nursing

(5), (5). *Prerequisite: VN 120, 125, 148, and 271.* A study involving specific medical and surgical conditions of the body systems, emphasis is placed on pertinent observations and nursing care necessary for the well-being of the patient. □

### 148. Maternal and Child Nursing

(5), (5). *Prerequisite: VN 120, 125, 126.* One section of the course is a study of the family with emphasis placed on pregnancy, delivery, post partum and the newborn. The other section relates to childhood health and diseases. □

### 149. Clinical Practice

(8), (32). *Prerequisite: VN 120, 125, 126, 148, and 127.* The application of theory with hospital experience in caring for patients with specific medical and surgical conditions. □

# TELEVISION AND RADIO ELECTRONICS

## Television and Radio Electronics

### 132. Television and Radio Electronics

(5), (3,6). An introduction to basic electronic circuits. Studies will cover A.C. and D.C. theory, tubes and solid state devices pertaining to Radio and Television. \$3.00 Laboratory fee payable during registration. □

### 133. Television and Radio Electronics

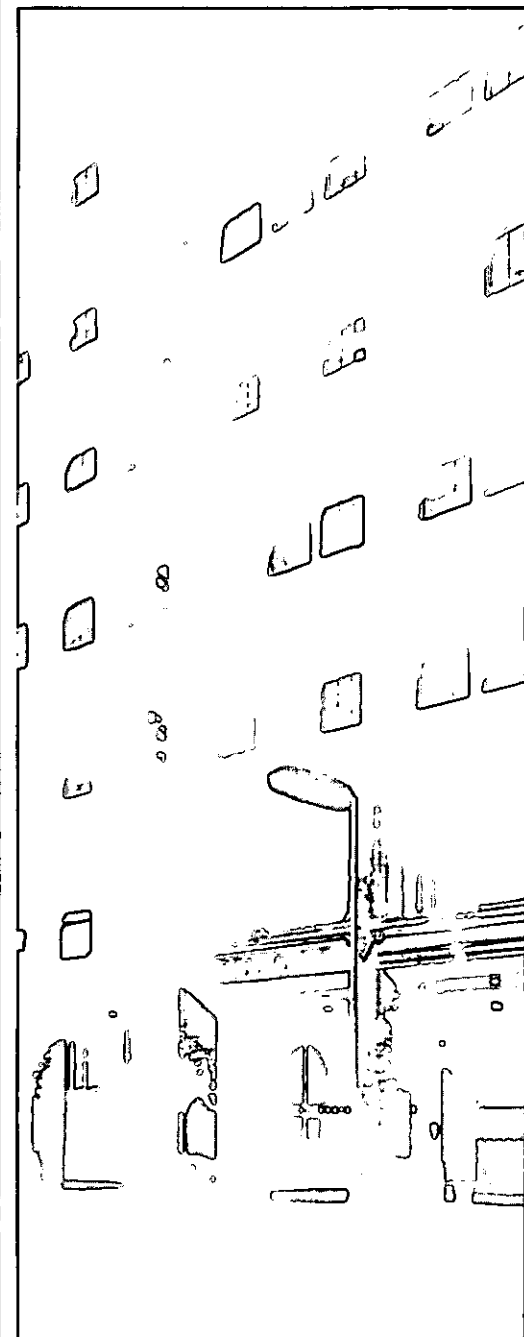
(5), (3,6). *Prerequisite: TRE 132 or concurrent enrollment in TRE 132.* Understanding and application of methods for trouble shooting; servicing of elementary problems found in Radios and Televisions; use of modern test equipment will be studied. \$3.00 Laboratory fee payable during registration. □

### 134. Television and Radio Electronics

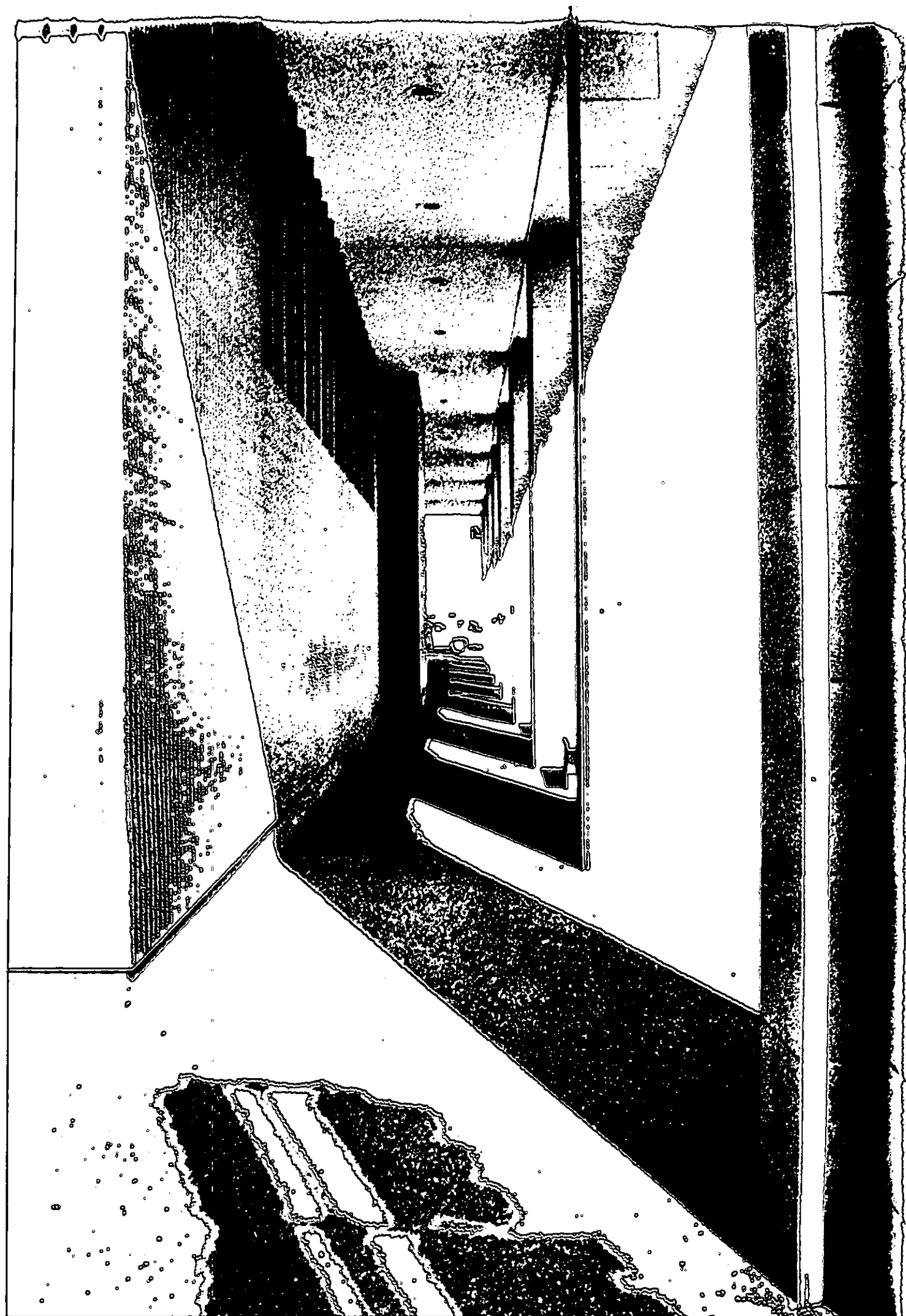
(6), (3,9). *Prerequisite: TRE 133.* Presents the methods of trouble shooting, antenna systems, CATV, MATV, home installations of antennas, color and black/white televisions. \$3.00 Laboratory fee payable during registration. □

### 136. Television and Radio Electronics

(6), (3,9). *Prerequisite: TRE 134 or concurrent enrollment in TRE 134.* The student 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. \$3.00 Laboratory fee payable during registration. □







# TECH-OCC PROGRAMS

## Technical-Occupational Programs General Information

El Centro College will offer courses during the 1973-74 school year in which students can work toward an associate degree or certificate in any of 27 technical-occupational programs. □

Included in this section are curriculum patterns of the various programs. The patterns indicate the official course requirements for earning an associate degree in applied arts or sciences and for earning a certificate. □

Additional information about the programs may be obtained by calling the counseling center (746-2173), the office of the associate dean of instruction in charge of technical-occupational programs (746-2252), or the division office for the particular program. Course descriptions of all courses are included in another section of this catalog. □

Students who are changing majors and are now entering a technical-occupational program may wish to petition the Director of Admissions to waive all previous grades below "C." Refer to Scholastic Rules and Regulations section of this catalog. □

# ACCOUNTING TECHNICIAN/ APPAREL DESIGN

## Accounting Technician

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
Communications or English	3	0	3
BUS 105—Intro. to Business	3	0	3
BUS 131—Bookkeeping	3	0	3
BUS. 161—Office Machines	1	2	2
MTH 130—Business Mathematics	3	0	3
<b>SPRING SEMESTER</b>			
Communications or English	3	0	3
BUS 132—Bookkeeping	3	0	3
BUS 173 or 174—Beginning or Intermediate Typing			2
CS 101—Introduction to Computing Science	3	0	3
Elective			3
<b>Total Credit Hours Required</b>			<b>28</b>

### General Information and Objectives

This program provides the student with a basic background for completing the accounting cycle which is the basic work of an accountant's assistant. The training a student receives is in the form of journalizing, posting, making a work sheet, preparing financial statements, adjusting and closing the books, and taking an after-closing trial balance. This program is available for both day and evening students. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

## Apparel Design

(Associate Degree in Applied Arts)

### REQUIRED APPAREL DESIGN AND RELATED COURSES

<b>FIRST YEAR</b>			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
PDD 130—Pattern Drafting & Draping	3	9	5
DES 134—Industrial Garment Construction	2	4	3
DES 135—Textiles	3	0	3
<b>SPRING SEMESTER</b>			
PDD 131—Pattern Drafting & Draping	3	9	5
DES 136—Fashion Sketching	2	4	3
<b>SECOND YEAR</b>			
<b>FALL SEMESTER</b>			
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 & Research	2	0	2
<b>SPRING SEMESTER</b>			
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 & Research	2	0	2
<b>REQUIRED SUPPORT COURSES</b>			
Communications or English			6
Psychology or HD 105			3
BUS 105—Intro. to Business			3
HUM 101—Intro. to Humanities			3
<b>Total Credit Hours Required</b>			<b>60</b>

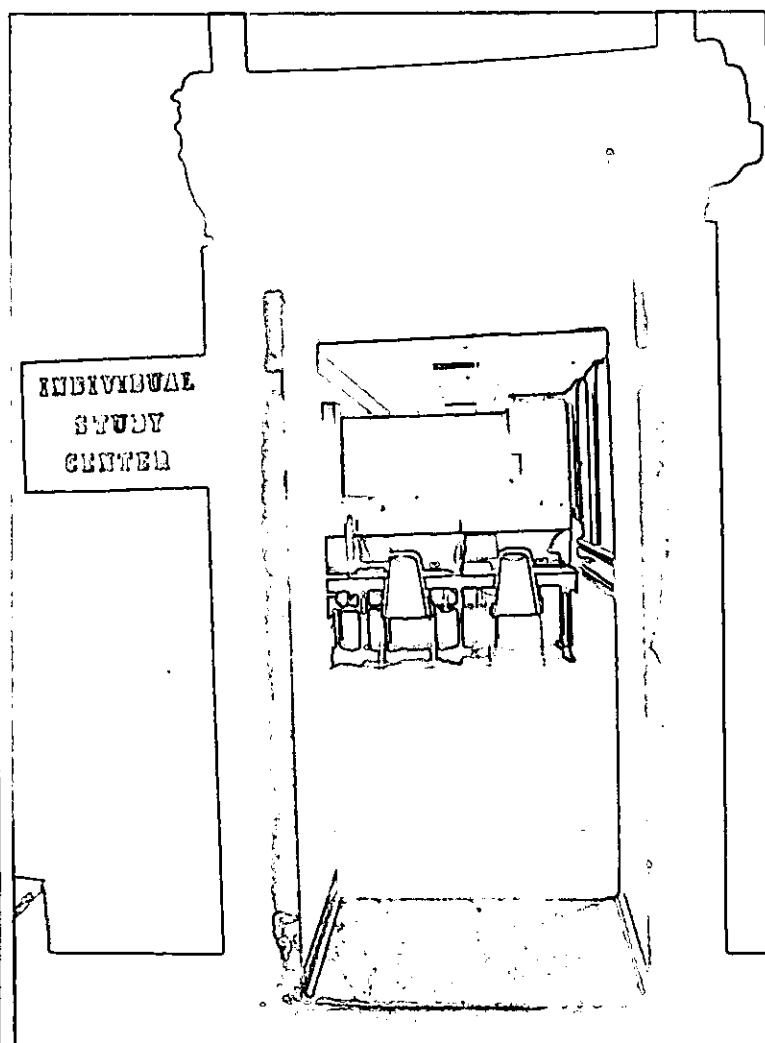
### General Information and Objectives

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop salable designs. Upon successful completion of the two-year Associate Degree Program the student enters a woman's wear or children's wear manufacturing company as an assistant in the Design Department. The following courses in the program are sometimes offered in the evening: DES 135, DES 136, PDD 125, and PDD 126. □

### Admission to the Program

1. Contact the Division of Humanities for a Design Institute Information Form and for the schedule showing when indicator tests are given.
2. Fulfill all requirements for admission to El Centro College. □

# ARCHITECTURAL TECHNOLOGY



## Architectural Technology

(Associate Degree in Applied Science)

### REQUIRED ARCHITECTURE AND RELATED COURSES

#### FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
ARC 138—Intro. to Architecture I	1	6	3
ARC 132—Architectural Graphics	1	6	3
MTH 131—Technical Mathematics	3	0	3

#### SPRING SEMESTER

ARC 139—Intro. to Architecture and Programming II	1	6	3
ARC 125—Freehand Drawing I	0	6	2
MTH 132—Technical Mathematics	3	0	3

#### SECOND YEAR

<b>FALL SEMESTER</b>			
ARC 224—Freehand Drawing II	0	6	2
ARC 228—Technical Communications I	0	6	2
ARC 231—Const. Estimating & Field Inspect.	2	4	3
ARC 234—Bldg. Technology—Materials & Methods	3	0	3
PHY 131—Applied Physics	3	3	4

#### SPRING SEMESTER

ARC 229—Technical Communications II	0	6	2
ARC 230—History of Modern Architecture	3	0	3
ARC 235—Bldg. Technology—Mechanical Equip.	2	4	3
DFT 230—Structural Drafting	2	4	3
PHY 132—Applied Physics	3	3	4

# AD NURSING

## Architecture continued

### REQUIRED SUPPORT COURSES

Communications or English	6
Amer. Civ. (Soc. Sci.) Amer. Hst., or Amer. Govt.	6
Elective	2
	<hr/>

Total Credit Hours Required 60

### General Information and Objectives

This program is designed to prepare a person to translate the architect's conceptual designs into preliminary drawings and contract documents (working drawings). The construction industry needs technicians to serve as supporting personnel in the offices of architects, engineers, land developers, contractors, and various suppliers of building components and materials. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Counsel with an adviser before entering the program and with the department chairman. □

## Associate Degree Nursing

(Associate Degree in Applied Science)

#### FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
NUR 132—Fundamentals of Nursing	3	9	6
BIO 120—Human Anatomy & Physiology	3	2	4
PSY 105—Introduction to Psychology	3	0	3

#### SPRING SEMESTER

NUR 120—Nursing Care in Physical and Mental Health	3	9	6
or			
NUR 121—Nursing Care of the Physically and Mentally III—I	3	9	6
BIO 121—Human Anatomy & Physiology	3	2	4
PSY 201—Human Growth & Development	3	0	3

#### SUMMER SEMESTER

ENG 101—Composition & Expository Reading	3	0	3
SOC 101—Introduction to Sociology	3	0	3

#### SECOND YEAR

<b>FALL SEMESTER</b>			
NUR 120—Nursing Care in Physical and Mental Health	3	9	6
or			
NUR 121—Nursing Care of the Physically and Mentally III—I	3	9	6
SCI (Elective)	3	2-4	3
ENG 102—Composition & Literature	3	0	3

#### SPRING SEMESTER

NUR 220—Nursing Care of the Physically and Mentally III—II	4	15	9
Elective	3	0	3

#### SUMMER SEMESTER

NUR 221—Nursing Care of the Physically and Mentally III—III	3	24	4
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Total Credit Hours Required 60

### General Information and Objectives

This program, open to men and women, requires two calendar years of study. Upon completion of the program, the student is awarded an Associate in Applied Science degree and is entitled to write the National Test Pool Examination to qualify as a Registered Nurse (RN). Associate Degree nursing graduates qualify for beginning level staff positions as bedside technical nurses. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 16 or higher. □
3. Conference with counselor. □



# DATA PROCESSING/ DENTAL ASSISTING

## Data Processing Programmer

(Associate Degree in Applied Science)

### REQUIRED D. P. AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DP 133—Beginning Programming	3	4	4
DP 137—D. P. Math, or MTH 101—College Algebra	3	0	3
BUS 201—Principles of Accounting	3	0	3

##### SPRING SEMESTER

DP 136—Intermediate Programming	3	4	4
DP 138—Data Processing Logic	3	0	3
BUS 202—Principles of Accounting	3	0	3

#### SECOND YEAR

##### FALL SEMESTER

DP 231—Advanced Programming	3	4	4
DP 232—Applied Systems	3	3	4
BUS 238—Cost Accounting	3	0	3

##### SPRING SEMESTER

DP 233—Operating Systems & Communications	3	4	4
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### REQUIRED SUPPORT COURSES

Communications or English			6
BUS 231—Business Correspondence (may be substituted for last semester of Communications or English)			(3)
BUS 105—Introduction to Business			3
ECO 201—Principles of Economics			3
MTH 202—Business Statistics			3
Electives			10

Total Credit Hours Required 60

### ELECTIVES RECOMMENDED:

- DP 139—Technician
- DP 140—Operations—Console

### General Information and Objectives

This program is designed to develop programming and related skills and to provide the student with competencies necessary for job entry in a commercial data processing environment. The program includes both classroom and laboratory work directed by experienced professionals using large, modern equipment. All classes are offered day or night in the Fall and Spring semesters. Some classes are offered during the Summer semester. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. A Programmer Aptitude Test is available in the counseling center at student's request. It is not required for entry in the program but is used for counseling. □

## Dental Assisting Technology

(Associate Degree in Applied Science)

### REQUIRED DENTAL ASSISTING AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DAT 130—Dental Science	3	3	4
DAT 131—Dental Materials	3	3	4
DAT 136—Dental Seminar	3	0	3
BIO 120—Human Anatomy and Physiology	3	2	4
Communications or English	3	0	3

##### SPRING SEMESTER

DAT 137—Dental Operatory Procedures	2	1	2
DAT 134—Dental Roentgenology	3	1	3
DAT 135—Dental Seminar	1	0	1
BIO 121—Human Anatomy and Physiology	3	2	4
Communications or English	3	0	3
Psychology	3	0	3

continued

## DRAFTING

Dental Ast. continued

#### SECOND YEAR

##### FALL SEMESTER

DAT 230—Dental Office Practice and Bookkeeping	3	0	3
DAT 231—Dental Advanced Roentgenology	1	2	2
DAT 232—Dental Odontology	2	1	2
DAT 233—Dental Internship	0	18	6
BUS 174—Intermediate Typing	1	2	2
PEH 257—First Aid	3	0	3

##### SPRING SEMESTER

DAT 234—Dental Prosthetics	1	2	2
DAT 235—Dental Office Management	3	0	3
DAT 236—Dental Operatory Practice	2	1	2
DAT 237—Dental Internship	0	18	6

Total Credit Hours Required 64

### General Information and Objectives

This program prepares the student for area employment in private dental offices and dental clinics with skills and understandings to enable the student to adapt quickly to the employer. In addition to classroom work, students receive clinical experience in dental clinics, dental schools and other health agencies in the community. Upon successful completion of the program, the student is eligible for the national examination by the Certifying Board of the American Dental Assistants. This program is only offered during the day. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro. □
2. Recommended ACT composite score of 15 or higher. □
3. Advice and consent of counselor. □

## Drafting & Design Technology

(Associate Degree in Applied Science)

### REQUIRED DRAFTING AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DFT 132—Basic Drafting	2	6	4
EGR 203—Engineering Production Techniques	1	5	3
MTH 131—Technical Mathematics	3	0	3

##### SPRING SEMESTER

DFT 133—Intermediate Drafting	2	4	3
EGR 106—Descriptive Geometry	2	4	3
MTH 132—Technical Mathematics	3	0	3

#### SECOND YEAR

##### FALL SEMESTER

*DFT 231—Electronic Drafting	2	4	3
*DFT 232—Technical Illustration	2	4	3
DFT 135—Reproduction Processes	1	3	2
EGR 240—Statics	3	0	3
PHY 131—Applied Physics	3	3	4

##### SPRING SEMESTER

*DFT 230—Structural Drafting	2	4	3
DFT Elective			3
EGR 241—Characteristics & Strengths of Materials	3	0	3
PHY 132—Applied Physics	3	3	4

### REQUIRED SUPPORT COURSES

Communications or English			6
Amer. Civ. (Soc. Sci), Amer. Hst., or Amer. Govt.			6
Psychology or Human Development			3

Total Credit Hours Required 62

\*Other drafting courses may be substituted upon special approval.

### General Information and Objectives

This two-year program is designed to prepare the student for employment as a draftsman in the fields of electronic, structural, civil, mechanical, general drafting, and technical illustrating. In addition, most, if not all, of the courses may be used for transfer credit to several other institutions that offer the bachelors degree in technology. The program is offered both day and evening. Many employers in Dallas provide part-time work for students while they are in school. □

### Admission to the Program

- Fulfill all requirements for admission to El Centro College. □

# ENVIRONMENTAL TECHNOLOGY

## Environmental Technology

(Associate Degree in Applied Science)

### REQUIRED ENVIRONMENTAL TECHNOLOGY AND RELATED COURSES

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
ENV 101—Environment and Man	3	0	3
COM 131—Applied Composition and Speech (COM 131 or equivalent)	3	0	3
MTH 131—Technical Mathematics (MTH 131 or equivalent) (One of the following:)	3	0	3
BIO 101—General Biology	(3)	(3)	(4)
BIO 115—Biological Science	(3)	(3)	(4)
SPRING SEMESTER			
ENV 105—Atmospheric and Water Environments	2	2	3
COM 132—Applied Composition and Speech (COM 132 or equivalent) (One of the following:)	3	0	3
BIO 102—General Biology	(3)	(3)	(4)
BIO 116—Biological Science	(3)	(3)	(4)
DP 133—Beginning Programming	3	4	4
SECOND YEAR			
FALL SEMESTER			
ENV 103—Environmental Geology (One of the following:)	2	2	2
GVT 201—American Government	(3)	(0)	(3)
SS 131—American Civilization (One of the following:)	(3)	(0)	(3)
CHM 101—General Chemistry	(3)	(3)	(4)
CHM 115—General Chemistry	(3)	(3)	(4)

## Fire Protection Technology

(Associate Degree in Applied Science)

### REQUIRED FIRE PROTECTION TECHNOLOGY COURSES

REQUIRED FIRE PROTECTION TECHNOLOGY COURSES			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FPT 131—Introduction to Fire Protection	3	0	3
FPT 132—Fire Prevention Theory & Application	3	0	3
FPT 133—Fire Operations Strategy	3	0	3
FPT 135—Introduction to Fire Administration	3	0	3
FPT 136—Fire Investigation & Arson	3	0	3
FPT 231—Fire Protection Through Bldg. Construction	3	0	3
FPT 232—Protection Systems in Industry	3	0	3
CHM 135—Chemistry of Flammable Materials	3	0	3
<b>REQUIRED SUPPORT COURSES</b>			
Communications or English			6
Amer. Civ. (Soc. Sci.), Amer. Hst.			6
Mathematics			3
Psychology			3
Speech			3
Government			3
Sociology			3
BUS 136—Principles of Management			3
HUM 101, ART 104, MUS 104, or THE 101			3
Elective (Recommend FPT 138)			3
Total Credit Hours Required			60

### General Information and Objectives

The course work in this associate degree in-service program is geared to improve the fireman's professional qualifications in fire prevention, administration, supervision, and fire control techniques. Another objective is to promote an understanding of municipal government with emphasis on the fireman's role in today's society. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Should be currently employed in one of the organized fire departments of Dallas County. □

### SPRING SEMESTER

ENV 201—Seminar in Environmental Science (One of the following:)	0	10-20	3-5
GVT 202—American Government	(3)	(0)	(3)
SS 132—American Civilization (One of the following:)	(3)	(0)	(3)
CHM 102—General Chemistry	(3)	(3)	(4)
CHM 116—General Chemistry	(3)	(3)	(4)

continued

# FIRE PROTECTION/FOOD SERVICE

## Fire Protection continued

### RECOMMENDED SUPPORT COURSES

A minimum of 13-15 hours from the list below

BIO 216—General Microbiology	4
BUS 136—Principles of Management	3
CHM 203—Quantitative Analysis	4
CHM 234—Instrumental Analysis	4
EGR 105—Engineering Graphics	3
EGR 240—Statics	3
PHY 111-112—General Physics	8
SPE 105—Fundamentals of Public Speaking	3

Total Credit Hours Required 60

### General Information and Objectives

This two-year program is designed to prepare the student for employment as a technician in the fields of waste water management, air pollution control, solid waste disposal, noise control, urban environmental planning, resource conservation, basic environmental research, and other environmental related areas. The program is designed for beginning students interested in environmental problems as well as those persons currently employed in the field. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

## Food Service—Dietetic Technician

(Associate Degree in Applied Science)

### REQUIRED FOOD SERVICE COURSES

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FS 090—First Year Orientation	1	0	1
FS 130—Basic Food Preparation	2	7	4
FS 132—Food Purchasing, Handling & Storage	3	0	3
FS 134—Food Service Sanitation and Safety	2	0	2
MTH 130—Business Mathematics	3	0	3
SPRING SEMESTER			
FS 131—Adv. Food Preparation	2	7	4
FS 135—Nutrition & Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Food Service Cost Control	3	0	3
SECOND YEAR			
FALL SEMESTER			
FS 232—Quantity Food Preparation and Service	2	8	4
FS 242—Nutrition Care I	3	3	4
SPRING SEMESTER			
FS 235—Adv. Quantity Food Preparation and Service	2	8	4
FS 237—Organization & Management	3	0	3
FS 243—Nutrition Care II	3	3	4

### REQUIRED SUPPORT COURSES

Communications or English	6
American Civilization, American History, Government	6
Sociology, Psychology or Human Development	3

Total Credit Hours Required 60

NOTE: Before completing this program, the student will be required to work 480 hours in an approved work station—equal time to be spent in food preparation and in supervision. Student may earn credit for prior approved work experience. Consult Department Chairman for such approval. □

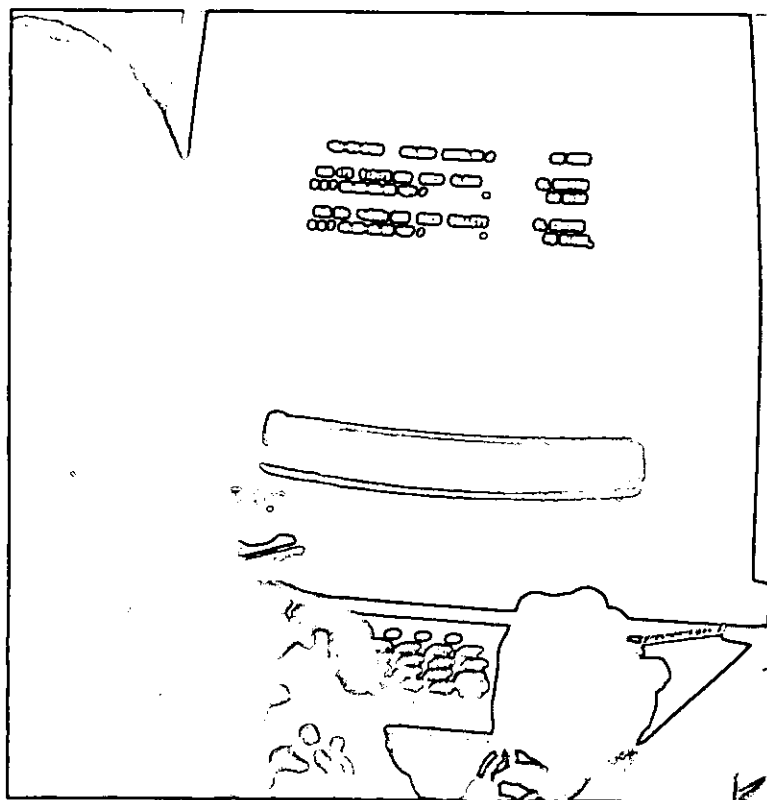
### General Information and Objectives

The Dietetic Technician program trains men and women to assume a responsible position in the institutional field of food service such as hospitals, extended care facilities, nursing homes, school lunch programs, and college dormitories. Courses in nutrition and dietetics, basic and quantity food preparation, and institutional food service management are the core of this curriculum. All courses of this program are available both day and evening. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

# FOOD SERVICE



Computerized student records aid in counseling and admissions with information available in seconds.

## Food Service Operations

(Associate Degree in Applied Science)

### REQUIRED FOOD SERVICE COURSES

FIRST YEAR				
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.	
FALL SEMESTER				
FS 130—Basic Food Preparation	2	7	4	
FS 132—Food Purchasing, etc.	3	0	3	
FS 134—Food Service Sanitation & Safety	2	0	2	
MTH 130—Business Math	3	0	3	
SPRING SEMESTER				
FS 131—Advanced Food Preparation	2	7	4	
FS 138—Food Service Cost Control	3	0	3	
FS 135—Nutrition and Menu Planning	3	0	3	
FS 136—Supervisory Techniques for Food Service	3	0	3	
SECOND YEAR				
FALL SEMESTER				
FS 232—Quantity Food Preparation and Service	2	8	4	
FS 233—Food Marketing	3	0	3	
(Two of the following:)				
FS 140—Elementary Bakery Training	2	4	3	
FS 238—Garde-Manger Training	2	4	3	
CS 101—Introduction to Computing Science	3	0	3	
BUS 105—Introduction to Business	3	0	3	
SPRING SEMESTER				
FS 235—Advanced Quantity Food Preparation and Service	2	8	4	
(One of the following:)				
FS 236—Beverage Operations & Service	(2)	0	(2)	
FS 239—Saucier Training	(2)	4	(3)	
FS 245—Advanced Pastry Shop Training	(2)	4	(3)	
BUS 136—Principles of Management	(3)	0	(3)	
REQUIRED SUPPORT COURSES				
Communications or English			6	
American Civilization, American History, or Government			6	
Psychology, Sociology or Human Development			3	
Total Credit Hours Required				
60				

### General Information and Objectives

The Food Service Operations program trains men and women to assume responsible positions in the commercial sector of the food service industry. Courses are geared to cover the various phases of any restaurant, hotel, cafeteria, coffee shop or fast food service operation. FS 238, FS 239, and FS 245 are offered in the afternoon and evening as part of the regular curriculum, but they are also intended for those individuals already employed who wish to upgrade their skills. The first year of this program is offered both during the day and evening sessions. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

# HUMAN SERVICES

## Human Services—Social Worker Assistant Mental Health Assistant

(Associate Degree Program—2-year Program)

### General Information and Objectives

The Associate Degree Program will develop competencies for students to enter employment in paraprofessional positions as social service assistants in various social and mental health agencies. The first year of the program consists of a basic "core curriculum" followed by a "branching" into either social worker assistant or mental health assistant options in the second year of the program. □

### REQUIRED HUMAN SERVICE COURSES AND RELATED COURSES

FIRST YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
ENG 101—Composition and Expository Reading or	3	0	3
COM 131—Applied Composition and Speech			
PSY 105—Introduction to Psychology or	3	0	3
HD 105—Basic Processes of Interpersonal Relationships			
HST 101—History of the United States or	3	0	3
SS 131—American Civilization or			
SOC 101—Introduction to Sociology			
HS 131—Orientation to Human Services	3	0	3
*Electives	3	0	3
Total Credit Hours for first semester	15	0	15
SPRING SEMESTER			
ENG 102—Composition and Literature or	3	0	3
COM 132—Applied Composition and Speech			
PSY 105—Introduction to Psychology or	3	0	3
HD 105—Basic Processes of Interpersonal Relationships			
SOC 101—Introduction to Sociology or	3	0	3
SOC 102—Social Problems			
HS 134—Human Services Seminar	3	0	3
*Elective	3	0	3
Total Credit Hours for second semester	15	0	15

\*Suggested electives for first year:

HD 106—Personnel and Social Growth	3	0	3
SS 132—American Civilization	3	0	3
BUS 173—Beginning Typing	3	0	3
BIO 116—Biological Science	3	3	6
HUM 101—Introduction to Humanities	3	0	3
SPE 105—Fundamentals of Public Speaking	3	0	3
SPA 101—Beginning Spanish	3	0	3
PEH 101—Fundamentals of Health	3	0	3
PEH 257—Standard & Advanced First Aid & Safety	3	0	3
GSM 090—Guided Studies Mathematics	3	0	3
GSM 091—Guided Studies Reading	3	0	3

\*Mental Health Assistant Option (page 54)

\*Social Worker Assistant Option (page 58)

## Mental Health Assistant Option

SECOND YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
SEMESTER III			
SOC 204—American Minorities	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
HD 235—Introduction to Mental Health	3	0	3
HD 240—Work Experience in Human Services (Field)	0	10	2
HD 241—Work Experience Seminar	2	0	2
*Elective	3	0	3
	—	—	—
Total Credit Hours for Semester III	14	10	16
SEMESTER IV			
SOC 203—Marriage and the Family	3	0	3
PSY 205—Psychology of Personality	3	0	3
HS 233—Counseling for the Paraprofessional	3	0	3
HS 242—Work Experience in Human Service (Field)	0	10	2
HS 243—Work Experience Seminar	2	0	2
*Elective	3	0	3
	—	—	—
Total Credit Hours for Semester IV	14	10	16

\*Suggested electives for second year Mental Health Option:

PEH 101—Fundamentals of Health	3	0	3
SPE 105—Fundamentals of Public Speaking	3	0	3
GVT 201—American Government	3	0	3
ANT 101—Cultural Anthropology	3	0	3
PEH 257—First Aid	3	0	3
SPA 101—Beginning Spanish	3	2	4

continued

# INTERIOR DESIGN

## Social Worker Assistant Option

### SECOND YEAR

#### SEMESTER III

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
SOC 204—American Minorities	3	0	3
SOC 206—Introduction to Social Work	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
HS 240—Work Experience in Human Services (Field)	0	10	2
HS 241—Work Experience Seminar	2	0	2
*Elective	3	0	3
<b>Total Credit Hours for Semester III</b>	<b>14</b>	<b>10</b>	<b>16</b>

#### SEMESTER IV

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
SOC 203—Marriage and the Family	3	0	3
GVT 231—Municipal and County Government or GVT 201—American Government	3	0	3
HS 231—Procedures in Social Work	3	0	3
HS 242—Work Experience in Human Services (Field)	0	10	2
HS 243—Work Experience Seminar	2	0	2
*Elective	3	0	3
<b>Total Credit Hours for Semester IV</b>	<b>14</b>	<b>10</b>	<b>16</b>

\*Suggested Electives for second year Social Worker Option:

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PEH 101—Fundamentals of Health	3	0	3
PSY 205—Psychology of Personality	3	0	3
HS 233—Counseling for Paraprofessionals	3	0	3
ANT 101—Introduction to Anthropology	3	0	3
PEH 25—First Aid	3	0	3
SPA 101—Beginning Spanish	3	2	4
ENV 101—Environment and Man	3	0	3

# Interior Design

(Associate Degree in Applied Arts)

### REQUIRED INTERIOR DESIGN AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
INT 130—Basic Planning	2	4	3
INT 131—Basic Watercolor & Gouache	0	6	2
ART 110—Basic Design I	2	4	3
ART 105—Survey of Art History	3	0	3

##### SPRING SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
INT 132—Adv. Watercolor & Gouache	0	6	2
INT 133—Adv. Architectural Planning	0	6	2
DES 135—Textiles	3	0	3
ART 106—Survey of Art History	3	0	3

#### SECOND YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
INT 230—History of Interior Arts	3	3	4
INT 233—Fabrications	0	6	2
ART 111—Basic Design II	2	4	3

##### SPRING SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
INT 231—History of Interior Arts	3	3	4
INT 234—Interior Graphics & Illustration	0	6	2
INT 235—Inner Space Composition & Illustration	2	4	3

### REQUIRED SUPPORT COURSES

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Communications or English			6
Psychology			3
BUS 105—Intro. to Business			3
<b>Electives—Recommended</b>			<b>9</b>
INT. 236—Concepts of Cont. Interior Design & Lighting			
INT 237—Advanced Principles of Interior Design			
INT 238—Client Psychology Survey & Business Principles			
INT 239—Advanced Principles of Interior Design			

**Total Credit Hours Required 60**

### General Information and Objectives

The interior designer provides solutions for interior spaces of public structures and private residences. In the designer's presentation the needs of the client are met by shaping the physical environment. The organization of art, furniture, fabric, equipment and lighting demands coordination by the designer. Upon completion of the program, the student enters the field as an assistant in interior design. The following courses are sometimes offered in the evenings: DES 135, INT 130, INT 131, INT 230, and INT 231. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Contact the Division of Business for a Design Institute Information Form and for the schedule showing when indicator tests are given. □

# LIBRARY ASSISTANT

## Library Technical Assistant

(Associate Degree in Applied Science)

### REQUIRED LIBRARY COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
LT 131—Intro. to Libraries	3	0	3

##### SPRING SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
LT 132—Intro. to Media	1	4	3

#### SECOND YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
LT 231—Technical Services in Libraries	2	2	3
LT 232—Public Services in Libraries	2	2	3

##### SPRING SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
LT 233—Cooperative Field Service in Libraries	0	6	3

### REQUIRED SUPPORT COURSES

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
ENG 101-102—Freshman English			6
ENG—Sophomore Literature			6
*PSC 115-116—Physical Science			6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.			6
HUM 101, ART 104, MUS 104, or THE 101			3
Psychology			3
BUS 174—Intermediate Typing			2
CS 101—Intro. to Computing Science			3
BUS 162—Secretarial Training			3
Electives			9

**Total Credit Hours Required 62**

\*Substitutions made upon advice of counselor.

### General Information and Objectives

The Library Technical Assistant program is designed to provide fundamental education and experience in the many facets of library work. Library technology courses are applicable only to a career as a Library Technical Assistant and not as preparation for a professional degree. LTA classes are offered both day and evening. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □



An automated card catalogue system on film lets students scan listings in seconds.

# MEDICAL ASSISTING

## Medical Assisting Technology

(Associate Degree in Applied Science)

### REQUIRED MEDICAL ASSISTING AND RELATED COURSES

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
MA 131—Medical Terminology	4	0	4
MA 133—Med. Law, Ethics & Economics	3	0	3
MA 134—Seminar Applied Anatomy & Physiology	1	0	1
BIO 120—Human Anatomy & Physiology	3	3	4
BUS 174—Intermediate Typing	1	2	2
SPRING SEMESTER			
MA 230—Medical Transcription	1	6	3
MA 132—Clinical Procedure	3	3	4
MA 135—Seminar Applied Anatomy & Physiology	1	0	1
BIO 121—Human Anatomy & Physiology	3	3	4
SECOND YEAR			
FALL SEMESTER			
MA 231—Administrative Procedure	3	3	4
BUS 131—Bookkeeping	3	0	3
BUS 231—Business Correspondence	3	0	3
SPRING SEMESTER			
MA 232—Directed Practice	0	16	4
MA 233—Seminar & Journal Club	3	0	3
REQUIRED SUPPORT COURSES			
Communications or English (Should be taken before the second year)			6
Psychology			3
HUM 101, ART 104, MUS 104, or THE 101			3
BUS 162—Secretarial Training			3
PEH 257—First Aid			3
Elective			3
Total Credit Hours Required			64

### General Information and Objectives

A two-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 in related places. This specialized training combines physician's office management with office laboratory procedures. Graduates are eligible for registration by the American Association of Medical Assistants. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 12 or higher. □
3. High school courses in secretarial/business and biological sciences. □

# MEDICAL LAB TECHNICIAN

## Medical Laboratory Technician

(Associate Degree in Applied Science)

### REQUIRED MEDICAL LABORATORY AND RELATED COURSES

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BIO 101—General Biology	3	3	4
CHM 101—General Chemistry	3	3	4
*MTH 101—College Algebra	3	0	3
MLT 133—Hematology	3	3	4
MLT 135—Urinalysis	2	3	3
SPRING SEMESTER			
PSY 105—Introduction to Psychology	3	0	3
BIO 102—General Biology	3	3	4
CHM 102—General Chemistry	3	3	4
MLT 138—Immunology	3	3	4
SUMMER SEMESTER (12 Weeks)			
MLT 139—Clinical Practice I	2	33	8
SECOND YEAR			
FALL SEMESTER			
BIO 221—Anatomy and Physiology	3	3	4
CHM 203—Quantitative Analysis	2	6	4
ENG 101—Composition and Expository Writing	3	0	3
MLT 229—Medical Microbiology I	3	4	4
SPRING SEMESTER			
BIO 222—Anatomy and Physiology	3	3	4
ENG 102—Composition and Literature	3	0	3
MLT 231—Clinical Chemistry	3	3	4
MLT 236—Medical Microbiology II	3	4	4
SUMMER SEMESTER (12 Weeks)			
MLT 238—Clinical Practice II	2	33	8
Total Credit Hours Required			79

\*Students without 2 years of high school algebra will take MTH 093 and then MTH 101.

### General Information and Objectives

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 Certifying Examination for Medical Laboratory Technician, given by the American Society of Clinical Pathologists. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 18 or higher with a heavy slant toward math and science. Students should see a counselor prior to registration. □
3. High school courses in biology and chemistry strongly suggested. □

# MEDICAL TRANSCRIPTION/ MID-MANAGEMENT



## Medical Transcriptionist

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
Communications or English	3	0	3
MA 131—Medical Terminology	3	0	3
MA 134—Seminar—Applied Anatomy & Physiology	1	0	1
BIO 120—Human Anatomy & Physiology	3	3	4
BUS 174—Intermediate Typing	1	2	2
<b>SPRING SEMESTER</b>			
Communications or English	3	0	3
MA 230—Medical Transcription	1	6	3
MA 135—Seminar—Applied Anatomy & Physiology	1	0	1
BIO 121—Human Anatomy & Physiology	3	3	4
BUS 162—Secretarial Training	3	0	3
Total Credit Hours Required			27

### General Information and Objectives

This one-year certificate program prepares the student to function as a transcriptionist in hospitals, clinics, health insurance offices, and medical research centers. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 12 or higher. □
3. High school courses in secretarial/business and biological sciences. □

## Mid-Management

(Associate Degree in Applied Arts)

### REQUIRED MANAGEMENT COURSES

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FIRST YEAR</b>			
<b>FALL SEMESTER</b>			
BUS 136—Principles of Management	3	0	3
BUS 150—Management Training	0	20	4
BUS 154—Management Seminar	2	0	2
<b>SPRING SEMESTER</b>			
BUS 151—Management Training	0	20	4
BUS 155—Management Seminar	2	0	2

continued

## OFFICE SKILLS

Mid-Management continued

SECOND YEAR

<b>FALL SEMESTER</b>			
BUS 250—Management Training	0	20	4
BUS 254—Management Seminar	2	0	2
<b>SPRING SEMESTER</b>			
BUS 251—Management Training	0	20	4
BUS 255—Management Seminar	2	0	2
<b>REQUIRED SUPPORT COURSES</b>			
Communications or English			6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.			6
Accounting or Bookkeeping			3
Economics			3
HUM 101, ART 104, MUS 104, or THE 101			3
BUS 105—Intro. to Business			3
Electives			9
Total Credit Hours Required			60

### General Information and Objectives

The Mid-Management program includes a cooperative plan with members of the business community whereby the student attends college classes in business and related courses and concurrently works at a regular, paid, part-time job in a sponsoring business firm. The program is available day and evening. □

### Admission to the Program

1. Applicants should demonstrate a sincere desire for a management career in business. □
2. Fulfill all requirements for admission to El Centro College. □
3. Personal interview with any Mid-Management instructor. □

## Office Skills and Systems

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
Communications or English	3	0	3
BUS 105—Introduction to Business	3	0	3
BUS 131 or 201—Bookkeeping or Accounting	3	0	3
BUS 161—Office Machines	1	2	2
BUS 162—Secretarial Training	3	0	3
BUS 174—Intermediate Typing	1	2	2
<b>SPRING SEMESTER</b>			
Communications or English	3	0	3
BUS 160—Machine Transcription	3	0	3
BUS 231—Business Correspondence	3	0	3
BUS 273—Advanced Typing	1	2	2
Elective			3
Total Credit Hours Required			30

### General Information and Objectives

This program is designed to meet the needs of those students who desire to enter the business world in a minimum of time. Intensive training in the basic office skills and systems is provided — including office machines, communications systems, records management, and other related business subjects. A general orientation to the business world is given. Personal development, human relations, business etiquette and ethics are also stressed. Courses are available in both the day and evening school. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □



# PATTERN DESIGN/ POLICE SCIENCE

## Pattern Design

(Associate Degree in Applied Arts)

### REQUIRED PATTERN DESIGN AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PDD 130—Pattern Drafting & Draping	3	9	5
DES 134—Industrial Garment Construction	2	4	3
DES 135—Textiles	3	0	3

##### SPRING SEMESTER

PDD 131—Pattern Drafting & Draping	3	9	5
DES 136—Fashion Sketching	2	4	3

#### SECOND YEAR

##### FALL SEMESTER

PDD 230—Creative Pattern Design	3	9	5
DES 234—History of Costume	3	0	3

##### SPRING SEMESTER

DES 235—History of Costume	3	0	3
PDD 231—Creative Pattern Design	3	9	5

### REQUIRED SUPPORT COURSES

Communications or English	6
Psychology or HD 105	3
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.	6
HUM 101—Introduction to Humanities	3
Electives	(9)

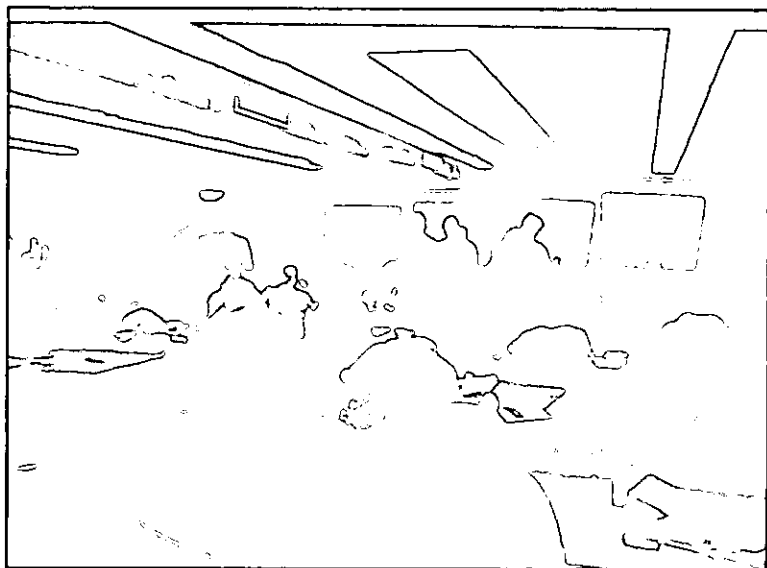
Total Credit Hours Required 60

### General Information and Objectives

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program the student enters a women's wear or children's wear manufacturing company as an assistant in the Pattern Department. The following courses are sometimes offered in the evening: DES 135, DES 136, PDD 125, and PDD 126.

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Contact the Division of Humanities for a Design Institute Information Form and for the schedule showing when indicator tests are given. □



## Police Science

(Associate Degree in Applied Science)

### REQUIRED POLICE SCIENCE COURSES

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
POL 134—Criminal Evidence & Procedure	3	0	3
POL 137—Police Community Relations	3	0	3
POL 140—Introduction to Law Enforcement	3	0	3
POL 141—Police Organization & Administration	3	0	3
POL 142—Legal Aspects of Law Enforcement	3	0	3
POL 240—Criminal Investigation	3	0	3
POL 241—Police Role in Crime & Delinquency	3	0	3

continued

# RADIOLOGIC TECHNOLOGY

## Police Science continued

### REQUIRED SUPPORT COURSES

English or Communications	6
American History or American Civ. (Soc. Sci.)	6
Government	3
Psychology	3
Sociology	3
*Electives	18

\*It is recommended that 3 courses be elected from the following list:

### RECOMMENDED ELECTIVES

POL 136—Patrol Administration	(3)	(0)	(3)
POL 233—Introduction to Criminalistics	(3)	(0)	(3)
POL 242—Juvenile Procedures	(3)	(0)	(3)
POL 243—Probation & Parole	(3)	(0)	(3)
POL 244—Traffic Planning & Administration	(3)	(0)	(3)
POL 245—Traffic Law	(3)	(0)	(3)
POL 246—Penology	(3)	(0)	(3)

Total Credit Hours 60

### General Information and Objectives

The curriculum of this program is designed for those with law enforcement backgrounds as well as for recent high school graduates interested in preparing for an essential field of employment. Courses are offered in both day and evening college. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Those who are not currently in law enforcement should confer with Police Science liaison counselor. □



## Radiologic Technology

(Associate Degree in Applied Science)

### REQUIRED TECHNICAL AND RELATED COURSES

#### FIRST YEAR

##### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
RAD 120—Applied Anatomy & Physiology	1	0	1
RAD 130—Radiologic Fundamentals	1	5	3
RAD 131—Radiologic Orientation & Practicum I	0	12	3
BIO 120—Human Anatomy & Physiology	3	3	4

##### SPRING SEMESTER

RAD 121—Applied Anatomy & Physiology	1	0	1
RAD 132—Radiologic Principles	1	5	3
RAD 133—Radiologic Practicum II & Film Critique	0	24	6
BIO 121—Human Anatomy & Physiology	3	3	4

##### SUMMER SEMESTER

RAD 134—Radiologic Principles	1	2	1
RAD 135—Radiologic Practicum III & Film Critique	0	36	9

#### SECOND YEAR

##### FALL SEMESTER

RAD 230—Adv. Radiologic Principles	2	6	4
RAD 231—Radiologic Practicum IV & Film Critique	0	24	6

##### SPRING SEMESTER

RAD 232—Adv. Radiologic Techniques	1	3	2
RAD 233—Radiologic Practicum V & Film Critique	0	28	7

##### SUMMER SEMESTER

RAD 234—General Review	1	2	1
RAD 235—Radiologic Practicum VI & Film Critique	0	37	9

### REQUIRED SUPPORT COURSES

Communications or English	6
PSY 105—Intro. to Psychology	3

continued



# RESPIRATORY THERAPY

## Radiologic Technology continued

GSM 091—Elem. Algebra	3
MTH 093—Intermediate Algebra	3
BUS 136—Principles of Management	3
SOC 101—Introduction to Sociology	3
Total Credit Hours Required	85

### General Information and Objectives

This program is designed to prepare technicians 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 Examination. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Must have composite score of 15 or higher with heavy slant toward science. □
3. High school courses in biology and math suggested. □

## Respiratory Therapy Technology

(Certificate of Achievement

Awarded Upon Completion of Step 1)

(Associate Degree in Applied Science

Awarded After Step 2)

### FIRST YEAR (Step 1)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
RES 130—Orientation	3	0	3
RES 131—Clinical Laboratory I	0	4	1
RES 120—Applied Anatomy & Physiology	1	0	1
BIO 120—Human Anatomy & Physiology	3	3	4
MTH 139—Applied Mathematics	3	0	3
Communications or English	3	0	3
<b>SPRING SEMESTER</b>			
RES 132—Basic Technology	3	3	4
RES 121—Applied Anatomy & Physiology	1	0	1
BIO 121—Human Anatomy & Physiology	3	3	4
PSC 115—Physical Science	3	2	3
Psychology	3	0	3
Communications or English	3	0	3
<b>SUMMER SEMESTER</b>			
RES 133—Clinical Practice I (10 Weeks)	0	12	3
RES 134—Therapy Related to Disease	4	0	4
Total Credit Hours Required for Certificate			40

### SECOND YEAR (Step 2)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
<b>FALL SEMESTER</b>			
RES 230—Technical Correlation	3	3	4
RES 231—Clinical Practice II	0	12	3
RES 234—Clinical Laboratory I	0	4	1
BIO 216—General Microbiology	3	4	4
<b>SPRING SEMESTER</b>			
RES 232—Seminar	3	0	3
RES 233—Advanced Technology	3	0	3
RES 235—Clinical Practice III	0	20	5
BUS 136—Principles of Management	3	0	3
<b>SUMMER SEMESTER</b>			
RES 236—Clinical Practice IV (10 Weeks)	0	12	3
Total Credit Hours for Associate Degree			70

continued

# SECRETARIAL SCIENCE

## Respiratory Therapy continued

### General Information and Objectives

The one-year program (Step 1) is designed to develop skills in administering routine therapy in the treatment or prevention of cardiopulmonary complications. Successful completion of step 1 will qualify the student academically for the Technician Certification Examination. Upon successful completion of the Respiratory Therapy (Step 1) program, selected students may enter the Respiratory Therapy (Step 2) program. □

The two-year program has a two-fold objective: (1) to meet the needs of the community by providing persons with uniform competency in respiratory therapy; and (2) to meet the needs for professionally oriented personnel at the level of a registered therapist, instructor or departmental supervisor. Upon successful completion of the two-year program, the student is eligible to write the American Registry Examination. □

### Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 12 or higher for Step 1. □
3. Recommended ACT composite score of 15 or higher for Step 2. □

# Secretarial Science

(One-year Certificate Program)

### FALL SEMESTER

BUS 173—Beginning Typing  
BUS 163—Beginning Shorthand  
BUS 161—Office Machines  
BUS 131—Bookkeeping  
BUS 105—Introduction to Business  
Communications or English

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
1	2	2
2	3	3
1	2	2
3	0	3
3	0	3
3	0	3

### SPRING SEMESTER

BUS 174—Intermediate Typing  
BUS 164—Intermediate Shorthand  
BUS 162—Secretarial Training  
BUS 231—Business Correspondence  
BUS 160—Machine Transcription

1	2	2
2	3	3
3	0	3
3	0	3
3	0	3

Total Credit Hours Required

30

### General Information and Objectives

This program is designed for those who desire to enter the business world as soon as possible in the stenographic field. Intensive training is provided in basic office skills and acquaints the students with the opportunities and responsibilities of a secretarial career. Courses are available in both the day and evening college. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

# Secretarial Science

(Associate Degree in Applied Arts)

### REQUIRED SECRETARIAL COURSES

#### FIRST YEAR

#### FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BUS 174—Intermediate Typing	1	2	2
BUS 163—Beginning Shorthand	2	3	3
BUS 161—Office Machines	1	2	2
BUS 131—Bookkeeping	3	0	3

#### SPRING SEMESTER

BUS 273—Advanced Typing	1	2	2
BUS 164—Intermediate Shorthand	2	3	3
BUS 162—Secretarial Training	3	0	3
BUS 231—Business Correspondence	3	0	3
BUS 160—Machine Transcription	3	0	3

#### SECOND YEAR

#### FALL SEMESTER

BUS 263—Adv. Shorthand	2	3	3
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#### SPRING SEMESTER

BUS 264—Shorthand Transcription	2	3	3
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### REQUIRED SUPPORT COURSES

Communications or English	6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.	6
HUM 101, ART 104, MUS 104, or THE 101	3
Psychology	3
BUS 105—Introduction to Business	3
CS 101—Introduction to Computing Science	3
Electives	6

Total Credit Hours Required

60

### General Information and Objectives

The purpose of this program is to prepare students to become alert and responsible secretaries capable of performing the tasks required of them in the modern business office. The program is designed to provide a high level of proficiency in typewriting, shorthand, office machines, and other secretarial techniques, as well as a general educational background. Emphasis is also placed on the development of logical thought, human relations, business etiquette and business ethics. Courses are available in both the day and evening. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □



# TEACHER AIDES/ ELECTRONICS

## Teacher Aide

(Two-Year Associate Degree Program)

### REQUIRED TEACHER AIDE COURSES

#### FIRST YEAR

#### FALL SEMESTER

TA 131—Teacher Aide Techniques I

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	0	3

#### SPRING SEMESTER

TA 129—Communication Skills for Teacher Aides

TA 133—Teacher Aide Techniques II

TA 135—Arts and Crafts for Teacher Aides

3	0	3
3	0	3
3	0	3

#### SECOND YEAR

#### FALL SEMESTER

TA 231—Teacher Aide Seminar I

TA 232—Teacher Aide Practicum I

2	0	2
0	20	4

#### SPRING SEMESTER

TA 235—Teacher Aide Seminar II

TA 236—Teacher Aide Practicum II

2	0	2
0	20	4

### REQUIRED SUPPORT COURSES

Communications (May be chosen from Guided Studies Reading and/or Writing, Communications 131-132, English 101-102, 201-202)

Human Development 105

Guided Studies Math 090 or 091

Business 173 or 174

LT 132

Business 161

Psychology 105

Psychology 201

Sociology 101

Sociology 231

PEH 101

12
3
3
2
3
2
3
3
3
3

Total Credit Hours Required 64

### General Information and Objectives

The Teacher Aide program provides training in the basic teacher aide skills for those who plan to work as teacher aides or pursue a career in teaching. Emphasis will be placed on practical experience, human development, and the interpersonal relations needed for working with students. □

### Admission to the Program

Fulfill all requirements for admission to El Centro. □

# Television & Radio Electronics

(One-year Certificate Program)

#### FALL SEMESTER

TRE 132—Television & Radio Electronics

TRE 133—Television & Radio Electronics

GSW 090—Guided Studies Writing

BUS 135—Customer Relations

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	6	5
3	6	5
3	0	3
3	0	3

#### SPRING SEMESTER

TRE 134—Television & Radio Electronics

TRE 136—Television & Radio Electronics

3	9	6
3	9	6

Total Credit Hours Required 28

### General Information and Objectives

Television and Radio Electronics will offer the student unique skills in servicing and maintaining complex electronic devices and circuits. The singular and multiple use of sophisticated test equipment is highly emphasized. Courses in this program are offered both day and evening. □

### Admission to the Program

Fulfill all requirements for admission to El Centro College. □

# VOCATIONAL NURSING



# Vocational Nursing

(One-year Certificate Program)

#### SPRING SEMESTER

VN 120—Introduction to Nursing

VN 125—Fundamentals of Nursing

VN 126—Basic Skills

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
4	0	4
7	0	7
3	14	7

#### SUMMER SEMESTER

VN 127—Clinical Practice

VN 148—Maternal and Child Nursing

0	37	10
5	0	5

#### FALL SEMESTER

VN 128—Medical and Surgical Nursing

VN 149—Clinical Practice

5	0	5
0	32	8

Total Credit Hours 46

### General Information and Objectives

This is a one-year program which meets the 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. This course is offered only during the day. □

### Admission to the Program

- Fulfill all requirements for admission to El Centro College.
  - complete college application form (located in Registrar's office).
  - complete college physical examination form (located in Registrar's office). □
- Fulfill all program requirements as required by the State Board of Vocational Nursing:
  - complete program application form (located in the Paramedics Division Office—729).
  - complete program physical examination form (located in the Paramedics Division Office—729).
  - must have ACT score of 12 or equivalent.
  - must be interviewed by program coordinator. □
- Both application forms, physical forms and ACT score must be completed by December 1. □

EL CENTRO

# ADMINISTRATION

## Administrative Staff

<input type="checkbox"/> President	<b>Donald T. Rippey</b> 746-2179
<input type="checkbox"/> Dean of Instruction	<b>Chester H. Palmer</b> 746-2182
<input type="checkbox"/> Dean of Students	<b>Don G. Creamer</b> 746-2177
<input type="checkbox"/> Associate Dean of Instruction and Research	<b>Carl M. Nelson</b> 746-2252
<input type="checkbox"/> Associate Dean of Instruction	<b>Ruby H. Herd</b> 746-2186
<input type="checkbox"/> Associate Dean of Instruction, Evening Administration	<b>Kenneth L. Permenter</b> 746-2184
<input type="checkbox"/> Associate Dean for Business Services	<b>Robert L. Ware</b> 746-2193
<input type="checkbox"/> Assistant Dean for Counseling and Guidance	<b>Gwen L. Hall</b> 746-2172
<input type="checkbox"/> Director of Community Service	<b>Ray Witherspoon</b> 746-2191
<input type="checkbox"/> Assistant Dean for Student Activities	<b>Ric Abbott</b> 746-2195
<input type="checkbox"/> Director of Admissions and Registrar	<b>John Williamson</b> 746-2311
<input type="checkbox"/> Director of Financial Aid	<b>William W. Wilmeth</b> 746-2199
<input type="checkbox"/> Director of Health Center	<b>Jean B. Wycoff</b> 746-2268
<input type="checkbox"/> Assistant Director of Community Service	<b>Sue Pfaffinger</b> 746-2189
<input type="checkbox"/> Director of Placement and Research	<b>Bill Coy</b> 746-2404
<input type="checkbox"/> Public Information Assistant	<b>Tommy Fallen</b> 746-2152



# FACULTY



## Faculty

**Abbott, Richard W.** Ass't. Dean for Student Activities  
Sam Houston State College, B.S.; S.M.U., M.L.A.

**Abernathy, Marshall M.** Mathematics  
University of Texas, B.A.; M.A.

**Agnew, Robert L.** Biology  
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**Alders, Johnyce** Counselor  
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**Allen, Jr., Floyd** English  
Univ. of Michigan, B.A.; M.A.

**Alley, Kathryn G.** Sociology  
Texas Christian Univ., B.A.; University Texas M.S.W.

**Allred, Raymond C.** Psychology  
North Texas State University, B.A.; M.A.; Ed.D.

**Anderson, Sharon J.** Counselor  
North Texas State University, B.S.; M.Ed.; Ed.D.

**Apperson, James L.** Biology  
University of Texas, B.A.; M.A.

**Barnhart, William G.** Business  
Lamar Tech, B.B.A.; Western State College

of Colorado, M.A.

**Beach, Suzanne** A.D. Nursing  
Texas Women Univ., R.N.; B.S.; M.S.

**Bean, Alvin T.** Chairman, Div. of Social Science  
Baylor Univ., B.A.; S.M.U., M.Ed.; N.T.S.U., Ed.D.

**Bell, Mildred J.** Counselor  
Huston-Tillotson College, B.A.; T.S.U., M.Ed.; Washington State Univ., Professional Counseling Certificate

**Bennett, Robert C.** Curriculum Specialist and Philosophy  
University of Colorado, B.A.; University of Toronto, M.A.

**Blackberby, Robert A.** Mathematics  
Hardin-Simmons Univ., B.A.; N.T.S.U., M.Ed.; Univ. of Illinois, M.A.

**Blackshear, Reba D.** Law and Accounting  
Troy State University, B.S.; Samford University, M.S.

**Booth, Dorothy J.** Psychology  
T.W.U., B.A.; North Texas State University, M.A.; Ed.D.

**Brock, Dorothy S.** English  
North Texas State University, B.A.; M.A.

**Bread, Aubrey H.** Radiologic Technology  
Parkland School of Radiology Technology, R.T. (A.R.R.T.)

**Brougher, Patricia** Respiratory Therapy  
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**Burns, Barbara A.** Communications and Speech  
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**Carley, W. Ted** Dir., Division of Learning Resources  
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**Cauthron, Linnie E.** A.D. Nursing  
Tyler Jr. College, A.D.; Texas Woman's University, B.S.N.

**Chamberlain, Enrique A.** LTA Co-ordinator and Instructor  
N.T.S.U., B.A.; East Texas State University, M.L.S.

**Cheney, Bobby W.** History  
Southern Methodist University, B.A.; M.A.

**Childers, Eva** A.D. Nursing  
Baylor University, B.S.N.

**Clinton, John E.** Guided Studies Math  
North Texas State University, B.S.; M.Ed.

**Coldwell, Patricia C.** English  
Southwestern College, B.A.; Yale University, M.A.

**Coleman, Juliette** Medical Office Assisting  
Four "C" Business College, C.M.A.

**Conatser, Cheryl** A.D. Nursing  
Baylor University, B.S.N.

**Cox, John M.** Counselor, Co-ordinator of Testing Center  
Howard Payne College, B.S.; Southwestern Theol. Sem., M.R.E.; University of Houston, M.A.

**Coy, William N.** Dir. of Placement & Research  
Eastern New Mexico Univ., B.A.; M.A., Univ. of Missouri, Ed.Sp.

**Creamer, Don G.** Dean of Students  
E.T.S.U., B.A.; M.Ed.; Indiana University, Ed.D.

**Crom, Boyd W.** Radiologic Technology  
Advanced Radiology Tech. School of Aviation Medicine, R.R.T.

**Curran, Fern A.** A.D. Nursing  
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**David, Joe** Learning Resource Consultant, Library Technical Services;  
B.A., Univ. of Texas, M.L.S.

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**Denmon, Carl** Guided Studies Reading  
Wiley College, B.A.; North Texas State Univ., M.E.

**Dolance, John D.** Spanish  
Colorado State Univ., B.A.; University of Colorado, M.A.

**Doughty, George E.** Dir. of Campus Security, Human Dev.  
Florida State Univ., B.S.; Certificate in Law Enforcement; S.M.U.; M.L.A.

**Drake, Jesse H.** English  
East Texas Baptist College, B.S.; Hardin-Simmons Univ., M.A.; N.T.S.U., Ph.D.

**Elbert, Weldon E.** Counselor  
E.T.S.U., B.S.; M.S.

**Elliott, S. C.** Mathematics & Engineering  
University of Texas, B.S.; M.S.

**Erickson, Hobart L.** Police Science  
San Diego Evening Jr. College, A.S., Police Science Assoc.

**Fallen, Andrew Thomas** English  
U.T.A., B.A.

**Fauley, Carlotta** Vocational Nursing  
Washington Univ. School of Nursing, R.N.

**Ferguson, Dorothy** A.D. Nursing  
George Peabody College, B.S.; N.Ed.; North Texas State Univ., M.Ed.; Catholic Univ. of America, M.Sc.N.; St. Joseph's School of Nrsng., Diploma Nrsng.

**Finch, Mildred N.** Mathematics  
Wiley College, B.S.; Reed College, M.A.T.

**Fleming, Walter Lee, III** Mid-Management  
University of Notre Dame, B.B.A.; S.M.U., M.B.A.

**Fowler, Wilton R.** Counselor  
Stephen F. Austin State Univ., B.S.; M.A.; Baylor Univ. Ed.D.

**Gallagher, James P.** Anthropology  
St. Louis Univ., B.S.; S.M.U., M.A.

**Gammage, Judie K.** Data Processing  
Southern Methodist University, B.A., M.L.A.

**Gewert, Irving D.** Architecture  
Texas A&M Univ., B.A.; Registered Architect State of Texas

**Gilbert, Jack P.** Chairman, Div. of Communications  
The University of Texas at Austin, B.F.A.; N.T.S.U., M.Ed.; Ph.D.

**Gillett, Grover** Business  
Texas Tech. Univ. B.B.A.; The University of Texas, M.B.A.; C.P.A.

**Glenn, Mary Lou** Secretarial Science  
Southeastern State College of Okla., B.S.; Univ. of Oklahoma, M.B.E.

**Gonnert, Katherine A.** Guided Studies Reading  
T.W.U., B.S.; Southern Methodist University, M.Ed.

**Goode, Claude C.** Radiologic Technology  
Brackenridge School of Radiologic Technology, R.T.; A.R.R.T.

**Gonzalez, Carlos** Chairman, Div. of Science  
City College of New York, B.S.; T.C.U., M.S.; Ph.D.

**Grisson, Anne** Speech, Debate  
Baylor Univ., B.A.; M.A.

**Hall, Gwen L.** Asst. Dean, Admissions, Guidance  
Sul Ross State Univ., B.B.A.; and Counseling M.Ed.; E.T.S.U., Ph.D.

**Hamm, Robert D.** Dir. Urban Progress with Education Proj.  
East Texas State Univ., B.S.; M.Ed.

**Hamann, Loy R.** A.D. Nursing  
Washington Univ., B.S.N.; T.W.U., M.S.

**Hammond, Jay M.** History  
Southwest Missouri State College, B.A.; Univ. of Missouri, M.A.

**Hankerson, James A.** Government  
University of Texas, B.A.; M.A.

**Hares, David R.** Guided Studies Math  
Southwestern Univ., B.A.; East Texas State Univ., M.A.

**Henslee, Jimmie J.** General Business  
East Texas State Univ., B.S.; M.Ed.

**Herd, Ruby H.** Assoc. Dean of Instruction  
North Texas State University, B.S.; M.Ed.; Ed.D.

**Herold, Paulette M.** A.D. Nursing  
Shady Side Hospital School of Nursing, R.N.; Univ. of Pittsburgh, B.S.

**Herron, Carolyn A.** German  
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**Hitt, Frances** Nutrition/Dietetics.  
Auburn Univ., B.S.; Univ. of Alabama, M.S.; Texas Woman's Univ., Ph.D.

**Hogarth, Bruce M.** Mid-Management  
Univ. of Omaha, B.S.B.A.; North Texas State Univ., M.B.A.

**Horton, James F.** Counselor  
Univ. of Illinois, B.S.; M.Ed.

**Hubley, Robert G.** Food Service  
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**Jackman, Philip H.** Theatre  
Nebraska Wesleyan Univ., B.A.; Univ. of Texas, M.F.A.; S.M.U., B.D.

**James, Jimmie R.** Counselor  
Southwestern Okla. State College, B.A.; Central Okla. State Univ., M.T.A.; Fort Hays, Kansas

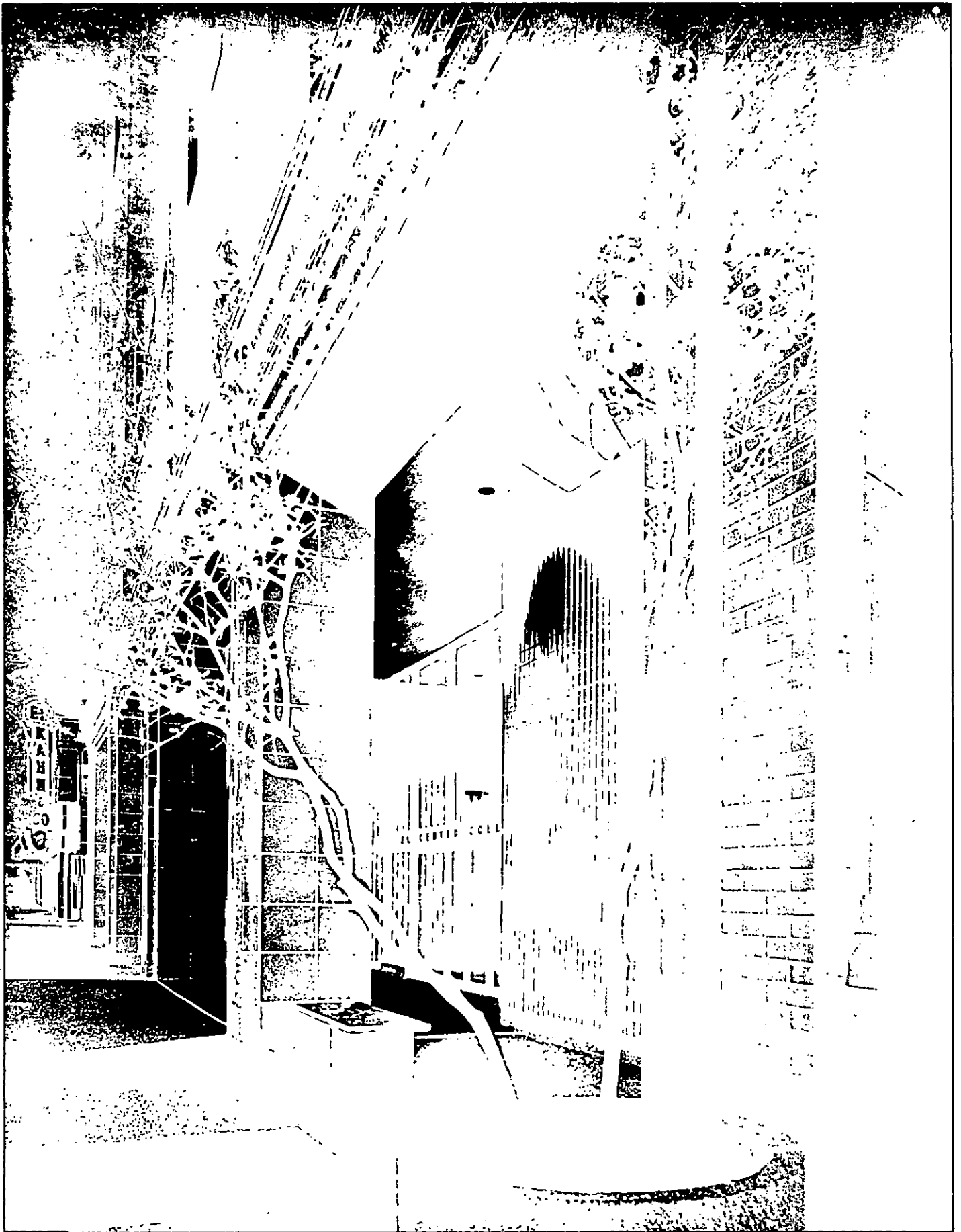
# FACULTY

continued

State College, Ed.S.  
**Jimenez, Hector** Counselor  
 East Texas State University, B.S.; M.Ed.  
**Jones, Jerry C.** Music  
 Evansville Univ., B.M.E.; S.M.U., M.M.  
**Katsigris, Costas** Dir. of Food Services Institute  
 Columbia College, A.B.; Columbia Univ.  
 Graduate School of Business, M.S.  
**Kelso, Genell O.** Speech  
 University of Oklahoma, B.A.; M.A.  
**Kenner, Cornelia V.** A.D. Nursing  
 Texas Christian University, B.S.  
**Kerbel, Larry D.** Chairman, Div. of Math  
 Colorado State Univ., B.S.; Univ. & Engineering  
 of Northern Colo., M.A.; N.T.S.U., Ed.D.  
**Kolkmeier, Leslie J.** Respiratory Therapy  
 Elmhurst College, B.S.; A.R.I.T.  
**Lambert, James W.** Learning Resource Consultant  
 Northwestern State College, —Media  
 B.A.; Indiana Univ., M.S.  
**Lautz, Venita** Medical Lab. Tech.  
 East Texas State Univ., B.A.;  
 Baylor University, Med. Tech.  
**Lipin, Carol L.** A.D. Nursing  
 Incarnate Word College, B.S.N.  
**Logan, Ralph H.** Chemistry  
 Univ. of North Dakota, B.S.; Univ. of Texas, M.A.  
**Looney, Cyann** English  
 Texas Woman's University, B.A.; M.A.  
**Luttrell, Lydia** A.D. Nursing  
 Univ. of Tennessee, B.S.; Univ. of  
 Tennessee College of Nursing, B.S.  
**Maca, Suanne D.** Guided Studies Writing  
 North Texas State University, B.A.; M.A.  
**Maddox, Roy Lee** Interior Design  
 North Texas State Univ., B.A.; M.A.  
**Masal, James E.** Respiratory Therapy  
 Univ. of Houston, B.S.; R.T.; A.R.I.T.  
**Mays, Benita B.** Medical Laboratory Technology  
 Parkland School of Medical Tech., M.T.; Univ. of  
 Texas at Arlington, B.S.; Univ. of Texas  
 Southwestern Medical School of Dallas, M.A.  
**McClellan, Kenneth** Respiratory Therapy  
 St. Francis School of Inhalation Therapy, R.I.T.  
**McCullough, Marion W.** Denta, Assistant  
 Success Business College, Nat'l. Board of the  
 Am. Dental Asst. Assoc., C.D.A.  
**McGown, Caroline** English  
 T.C.U., B.A.; Texas Woman's University, M.A.  
**McKnight, Mamie L.** Guided Studies Reading  
 Prairie View A&M College, B.S.; M.S.;  
 N.T.S.U., Ed.D.  
**Menchaca, Richard V.** Guided Studies, Reading  
 North Texas State University, B.S., M.Ed.  
**Mims, Jack A.** Art.  
 Austin College, B.A.; Univ. of Dallas, M.A.; M.F.A.  
**Mims, Jr., Robert L.** Geology & Geography  
 Univ. of Texas at El Paso, B.S.; M.S.  
**Moore, Patsy** A.D. Nursing  
 Boston Univ., B.S.  
**Moore, H. Paxton, II** English  
 University of Texas, B.A.; T.C.U., M.A.  
**Moran, Betty Wylie** Home Economics  
 North Texas State Univ., B.S.;  
 Texas Tech. University, M.Ed.  
**Morgan, Charlie R.** Counselor  
 East Texas State University, B.S.; M.S.  
**Mosby, Larry E.** Mid-Management  
 Prairie View A&M College, B.S.; N.T.S.U., M.S.  
**Moss, Helen M.** A.D. Nursing  
 McNeese State College, B.S.N.  
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**Myers, H. Wayne** Biology  
 Kansas State Teachers College, B.A., M.S.  
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 University of Arkansas, B.S.; Research  
 M.Ed.; Ed.D.  
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**Nelson, Sandra J.** A.D. Nursing  
 Baylor University, B.S.  
**New, Lucious** Journalism  
 Bishop College, B.S.; Columbia University, M.S.  
**Northcutt, Mary N.** English  
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**Osentowski, Francis E.** Music Theory and Band  
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**Page, Jean** Counselor  
 North Texas State Univ., B.S.; M.Ed.; Ed.D.  
**Palmer, Chester H.** Dean of Instruction  
 University of Arizona, B.A.; M.A.  
**Patterson, Dorothy** Guided Studies Writing  
 Southwestern Univ., B.A.; S.M.U., M.A.  
**Payne, James T.** Radio and Television Repair  
 20th Century Trade School Cert.;  
 R.C.A. Tech. Training Cert.  
**Pearce, Scott Charles** English  
 Whitworth College, B.A.;  
 Washington State Univ., M.A.  
**Peltier, Arlin G.** Chairman, Div. of Humanities  
 L.S.U., B.Mu.Ed.; M.Mu.Ed.; Fulbright Scholar,  
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 Texas Tech University, M.A.  
**Pewitt, Ernest Paul** Financial Aid Counselor  
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 Ursuline College, B.A.  
**Phillips, Arbra M.** Guided Studies Math  
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 East Texas State Univ., M.S.  
**Pierson, Will** Director, Veterans in Progress  
 Bishop College, B.S.;  
 East Texas State Univ. M.Ed.  
**Plocek, Pat** Business  
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**Plog, Claudia E.** Data Processing  
 Texas A&I Univ., B.Mu.; M.S.; Cert. of Data  
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**Potter, Frances M.** Pattern Drafting  
 Certificate in Costume Designing, S.M.U.  
**Ramsey, George E.** Spanish  
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**Reaux, Eddie C.** Life Sciences  
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 B.A.; B.S.; M.S.  
**Rector, Carey L.** Chairman, Division of Business  
 University of Houston, B.S.  
**Reding, Diana L.** A.D. Nursing  
 Hartwick College, B.S., R.N.  
**Rippetoe, William** Mathematics  
 East Central State College, B.S.;  
 Southeastern State College, M.T.  
**Rippey, Donald T.** President  
 University of New Mexico, B.A.; M.A., University  
 of Northern Colorado, Ed.D.  
**Ritter, John T.** Physics  
 University of Tulsa, B.S.; Illinois Institute  
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**Robinson, Emily B.** Secretarial Science  
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**Rountree, Rhuwan C.** Government  
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**Scardina, Patricia G.** Data Processing  
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**Schup, John E.** Art  
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**Schuster, Patrick B.** Police Science  
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**Silverman, Pincus** English  
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 Stephens College, A.A.; Univ. of Texas, B.S.;  
 N.T.S.U., B.A.  
**Smith, Laura V.** Vocational Nursing  
 Oak Park Hospital School of Nursing, R.N.  
**Smith, Roger Mae** Learning Resource Consultant—  
 Mary Hardin-Baylor, B.A.; Library Collections  
 N.T.S.U., M.A.; T.W.U., M.L.S.

**Sparkman, Mickey M.** Learning Resource  
 Univ. of Texas, Consultant—Library  
 B.S.; N.T.S.U., Ref. Serv.  
 M.S.; Univ. of Texas, M.L.S.  
**Stamper, Gerald C.** A.D. Nursing  
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 Hospital School of Nursing, R.N. Diploma  
**Stanley, Robert R.** Psychology  
 North Texas State University, B.S.  
**Stirman, Nan E.** Dental Assistant  
 Board of the American Dental Asst. Assoc., C.D.A.  
**Swanson, Peggy** Social Science  
 N.T.S.U., B.B.A., M.B.E.; S.M.U., M.A.  
**Thomas, Charles Edward** Speech  
 West Texas State University, B.A.; M.A.  
**Thomas, Joe P.** Chemistry  
 Texas Wesleyan College, B.S.;  
 Oklahoma State Univ., M.S.  
**Thomasson, Ruby E.** Guided Studies Reading  
 Centenary College, B.A.;  
 Southern Methodist Univ. M.Ed.  
**Thompson, Jean** Philosophy  
 N.T.S.U., B.A.; Texas Christian Univ., M.A.  
**Thorson, Marcelyn M.** Dir., Design Institute  
 Pratt Institute, B.S.  
**Tonn, James W.** Electronics  
 East Texas State University, B.S., M.Ed.  
**Trotter, Robert S., Jr.** Government  
 Univ. of Texas, B.A.; North Texas  
 State Univ., M.Ed.; Ed.D.  
**Troy, Robert D.** Architecture  
 Texas Tech. Univ., B. of Arch.; Columbia Univ.,  
 M.S. Arch.; N.C.A.R.B. Certificate;  
 Registered Architect, Texas  
**Tunnell, William K.** History  
 University of Texas, B.A.; M.A.; Ph.D.  
**Van Selm, Arie Willy** Culinary Arts  
 School of Commerce, Zurich, Switzerland; CA  
 Degree, Restaurant School, Utrecht, Holland;  
 Chef's Degree, Hotel Restaurant School,  
 Stockholm, Sweden  
**Venza, Jane S.** English  
 Lamar Univ., B.A.; University of Texas, M.A.  
**Verett, Gary D.** Chairman, Div. of  
 Abilene Christian College, Guided Studies  
 B.S.; M.Ed.; N.T.S.U.;  
 Ph.D.  
**Ware, Robert L.** Dean of Business Affairs  
 Oklahoma State Univ., B.S.;  
 University of Dallas, M.A.  
**Washington, Billie D.** U.P.E.P. Counselor  
 Occupational Counseling,  
 Testing and Evaluation, E.T.S.U.  
**Watson, Billy W.** Speech  
 Bob Jones University, B.A.; M.A.  
**Watts, Mary Grace** Chairman, Div. of  
 Spohn Hospital of Allied Health  
 Corpus Christi, R.T.  
**Wehrle, Betty** Counselor and Instructor in  
 Baylor Univ., B.A.; Guided Studies  
 North Texas State Univ., M.Ed.  
**Weiner, Joel** Director of Student Center  
 Queens College, B.A.; Springfield College, M.Ed.  
**Wesson, Jerry W.** Chairman, Div. of Human  
 East Texas State University, Development  
 B.S.; M.S.; Ed.D.  
**White, Gerry** Chairman, A.D. Nursing Division  
 The Johns Hopkins Hospital School of Nursing,  
 R.N.; Western Reserve Univ., B.S.N.; Univ. of  
 Washington, M.N.Ed.  
**Williamson, John W.** Dir. of Admissions and  
 East Texas State Univ., B.S.; M.S. Registrar  
**Wilmeth, William W.** Director of Financial Aid  
 Southwestern State College, B.S.;  
 Central State College, M.A.  
**Winston, Katherine R.** Government  
 Univ. of Texas, B.A.; Stanford Univ., M.A.  
**Witherspoon, Joseph Ray** Dir., Community  
 North Texas State University, Service  
 B.B.A.; Southern Methodist  
 Univ., M.L.A.  
**Wyckoff, Jean B.** Director, Health Center  
 Riverside General, R.N.; Univ. of Pittsburgh,  
 B.S.N.Ed.; M.L.; Royal Institute Public  
 Health & Hygiene, M.R.I.P.H.H.  
**Yates, Kathryn Dell** Government  
 Midwestern University, B.A.; M.A.  
**Zamorano, E. Hector** U.P.E.P. Counselor  
 Texas Christian University, B.A.; M.A.



# CALENDAR

## 1973-74 ACADEMIC CALENDAR

### FALL SEMESTER, 1973

August 27	Faculty Reports
August 28-30	Registration
September 3	Labor Day Holiday
September 4	Classes begin 8:00 A.M.
September 10	Last day to apply for tuition refund
November 21	Thanksgiving Holiday begins 10:00 P.M.
November 26	Classes resume 8:00 A.M.
December 7	Last day to withdraw with a grade of "W" 4:00 P.M.
December 14	Last day of classes
December 17-21	Final Examinations
December 21	Semester closes 5:00 P.M.

### SPRING SEMESTER, 1974

January 2	Faculty Reports
January 8-10	Registration
January 14	Classes begin 8:00 A.M.
January 18	Last day to apply for tuition refund
April 12	Spring break begins 5:00 P.M.
April 22	Classes resume 8:00 A.M.
May 3	Last day to withdraw with a grade of "W" 4:00 P.M.
May 10	Last day of classes
May 13-17	Final Examinations
May 17	Semester closes 5:00 P.M.
	Graduation

### SUMMER SESSIONS, 1974

Due to building construction there may be no summer sessions or only one session at El Centro College. Students should check with the Registrar's Office for information concerning summer sessions.

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# EXAM SCHEDULE

## SCHEDULE OF EXAMINATIONS

### Fall Semester, 1973

Class Meeting Time	Date of Examination	Time of Examination
MWF 8:00- 8:50	Monday, December 17	8:00- 9:50
TR 9:30-10:50		10:00-11:50
MWF 11:00-11:50		12:00- 1:50
TR 1:30- 2:50		2:00- 3:50
TR 8:00- 9:20	Tuesday, December 18	8:00- 9:50
MWF 10:00-10:50		10:00-11:50
MWF 1:00- 1:50		2:00- 3:50
MWF 9:00- 9:50	Wednesday, December 19	8:00- 9:50
TR 12:00- 1:20		12:00- 1:50
MWF 2:00- 2:50		2:00- 3:50
MWF 3:00- 3:50		10:00-11:50
MWF 12:00-12:50	Thursday, December 20	8:00- 9:50
TR 3:00- 4:20		12:00- 1:50
MWF 4:00- 4:50		10:00-11:50

The final examination period for each class which meets at 5:30 P.M. or any hour thereafter will begin at the usual class time during Examination Week, with these exceptions: Classes which meet T, R should have the final examination on Tuesday at the usual class time during Examination Week; after 5:30 classes which meet M, W should have the final examination on Monday at the usual time during Examination Week.

### Spring Semester, 1974

Class Meeting Time	Date of Examination	Time of Examination
MWF 8:00- 8:50	Monday, May 13	8:00- 9:50
TR 9:30-10:50		10:00-11:50
MWF 11:00-11:50		12:00- 1:50
TR 1:30- 2:50		2:00- 3:50
TR 8:00- 9:20	Tuesday, May 14	8:00- 9:50
MWF 10:00-10:50		10:00-11:50
MWF 1:00- 1:50		2:00- 3:50
MWF 9:00- 9:50	Wednesday, May 15	8:00- 9:50
TR 12:00- 1:20		12:00- 1:50
MWF 2:00- 2:50		2:00- 3:50
MWF 3:00- 3:50		10:00-11:50
MWF 12:00-12:50	Thursday, May 16	8:00- 9:50
TR 3:00- 4:20		12:00- 1:50
MWF 4:00- 4:50		10:00-11:50

The final examination period for each class which meets at 5:30 P.M. or any hour thereafter will begin at the usual class time during Examination Week, with these exceptions: Classes which meet T, R should have the final examination on Tuesday at the usual class time during Examination Week; after 5:30 classes which meet M, W should have the final examination on Monday at the usual time during Examination Week.

The text and cover of the 1973-74 catalogue are printed on paper made entirely of re-cycled fiber. Not only does this save the trees used in making over a ton of paper, it means a considerable savings of tax dollars compared to the use of new paper of comparable quality and also eliminates the problem of disposal of a ton of solid waste.

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