

EL CENTRO



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74-75

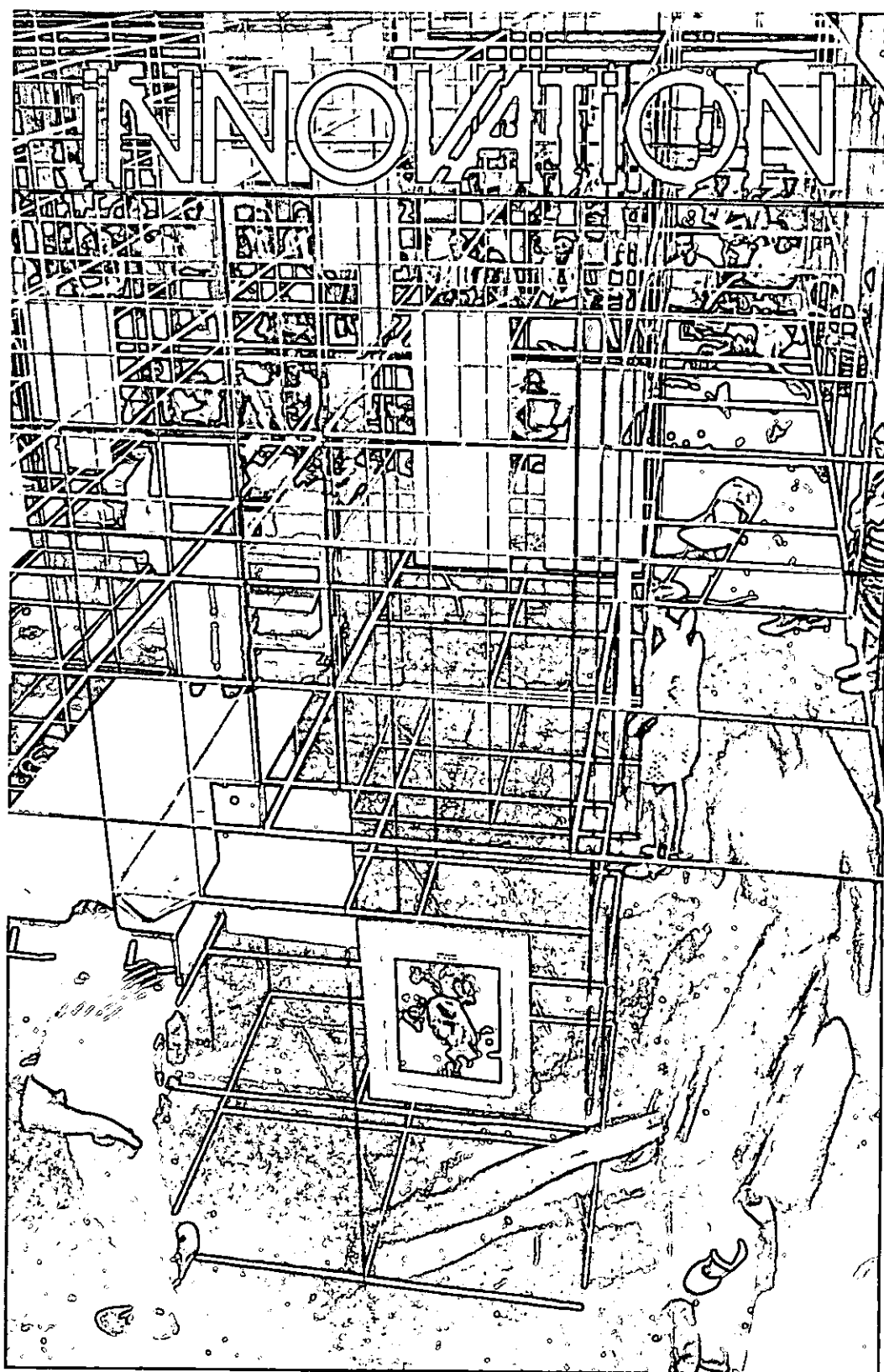
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What's so special
about El Centro?

EXCELLENCE

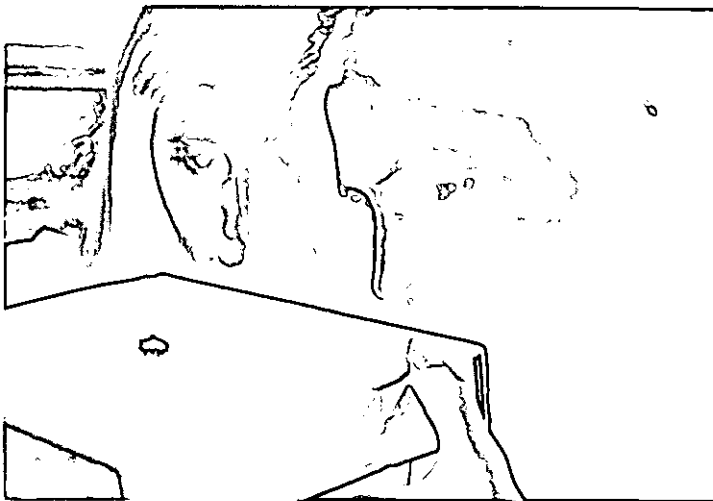
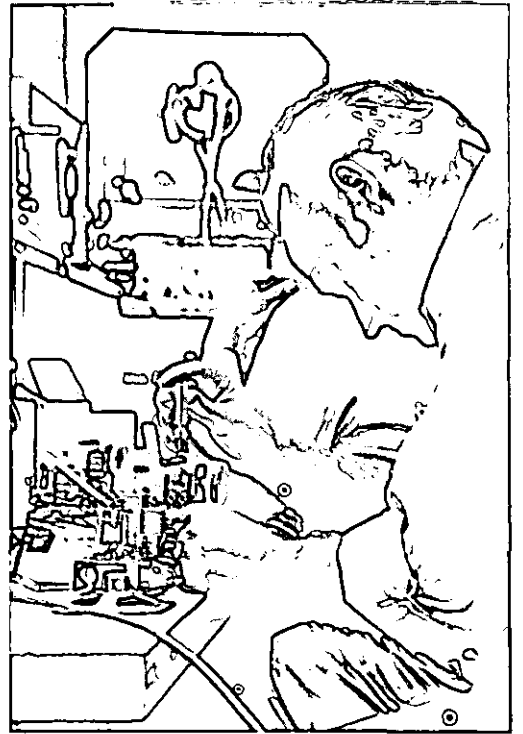
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OPPORTUNITY



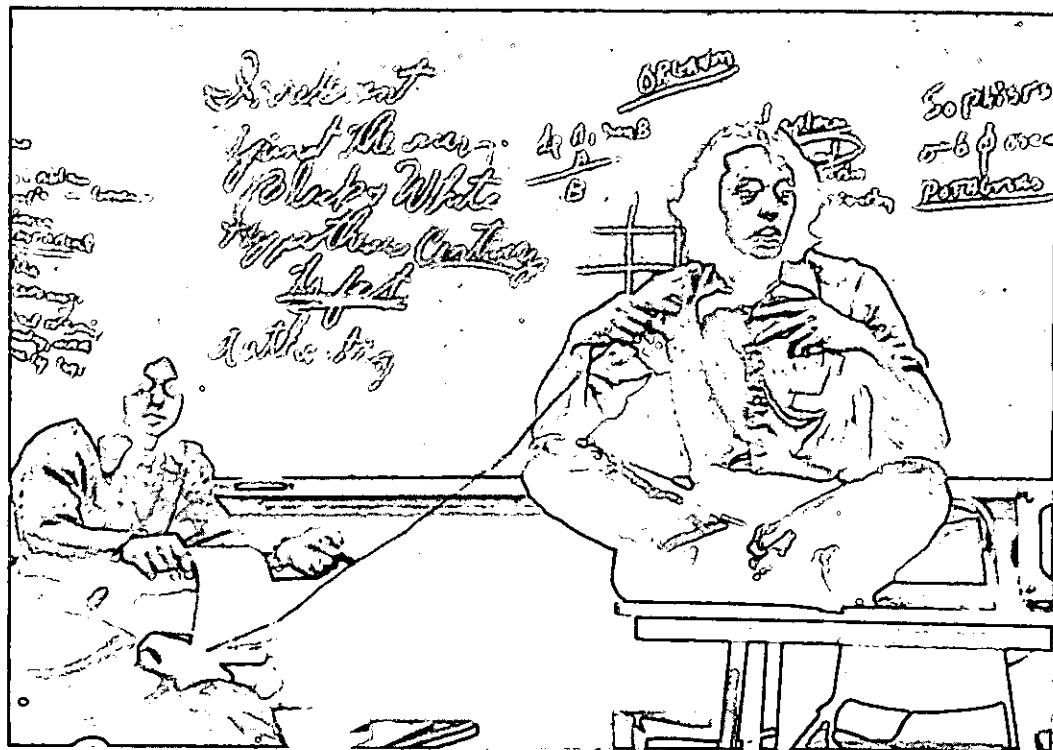
FLEXI

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

always or often in the traditional mold. Teaching at El Centro is based on the premise that we teach students, first, and then 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. The instructors were selected 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

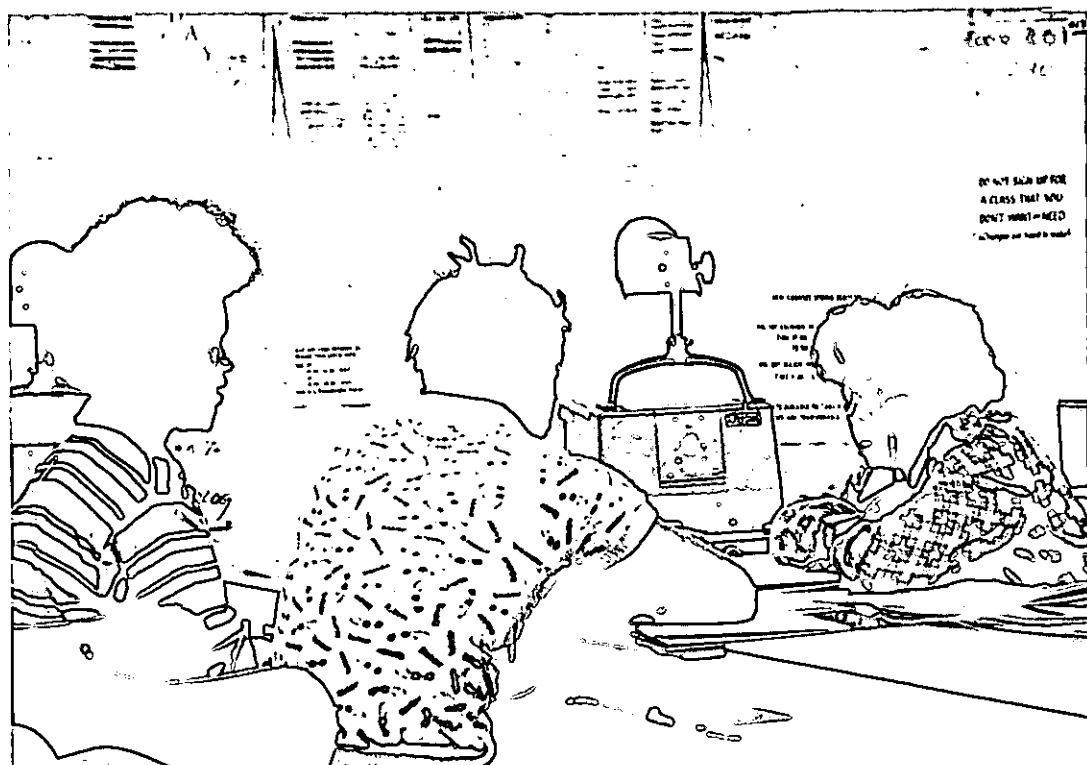
and a job in one or two years make the curriculum at El Centro one of the broadest ranging in the country. □ The proof of the El Centro philosophy is in the classroom. For instruction is our business, though instruction isn't



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. □ Students do not "sit at the feet of the master" as has long been the philosophy at the traditional "University." □ 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 thirty-nine students last year were sixteen or under. Eighteen were sixty or over. Fifty students were forty-one years old. One hundred and ten 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 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. They hold the view that students are the only reason they are here and not the other way around. They are the cream of the crop, the finest teachers that could be hired, for they have an important job to do. □ El Centro College offers classes in many downtown office buildings for employees, classes in the County Jail for both inmates and jailers, and classes at both public and private high schools for advanced seniors. □ 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. □



UNDERSTANDING



History & Philosophy

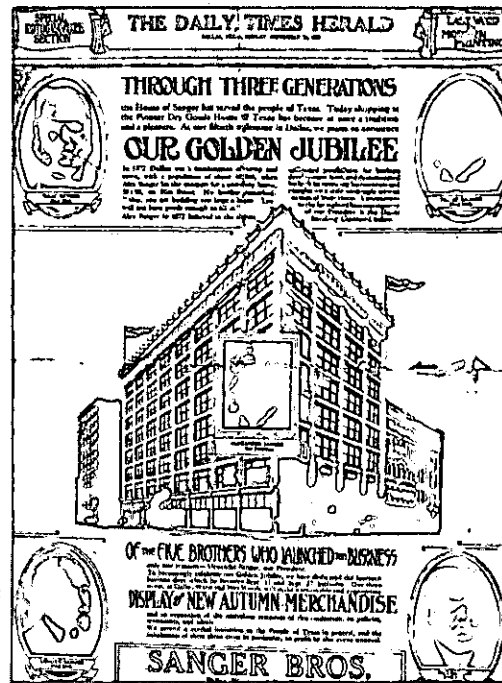
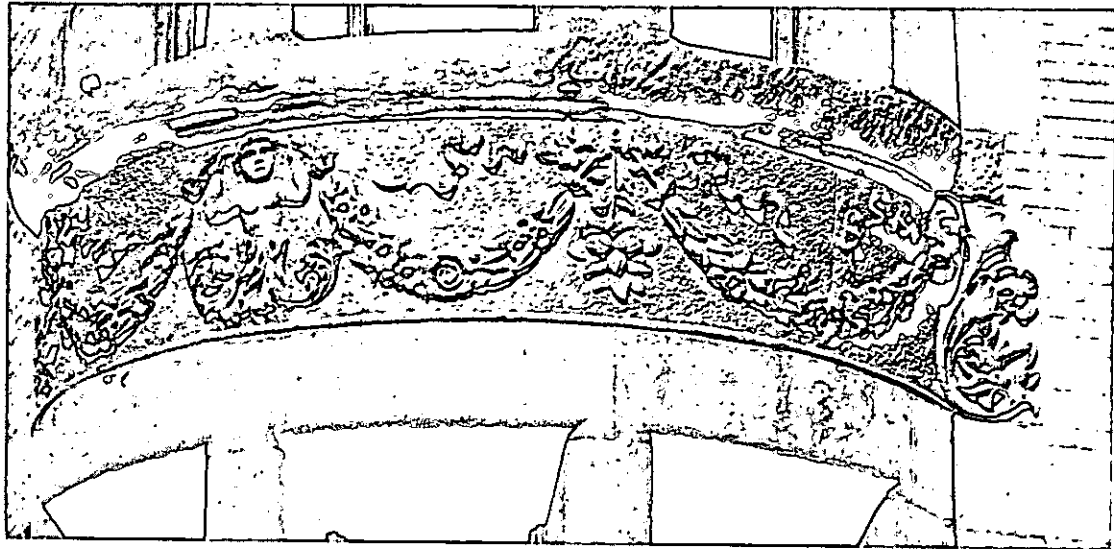
The Dallas County Community College District's four innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community. □ Each of the district's four colleges—Eastfield, El Centro, Mountain View and Richland—is 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 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 dropout who has changed his mind about the necessity of education in today's complex, demanding society. □ There is, simply stated, a place for everyone. □ 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." □ Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to up a student's educational program if his goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district

colleges. □ The district officially became the Dallas County Community College District in 1972, when its philosophy, function and breadth outgrew the traditional "junior" college label. The new name more closely states the district's mission—to meet the educational needs of the entire metropolitan community. □ How do the district's colleges serve the educational requirements of such a complex family? The answer is 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 wide range of courses which are transferable to senior colleges and universities. □ —For the student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical-occupational fields. □ —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 credit and non-credit adult education courses. □

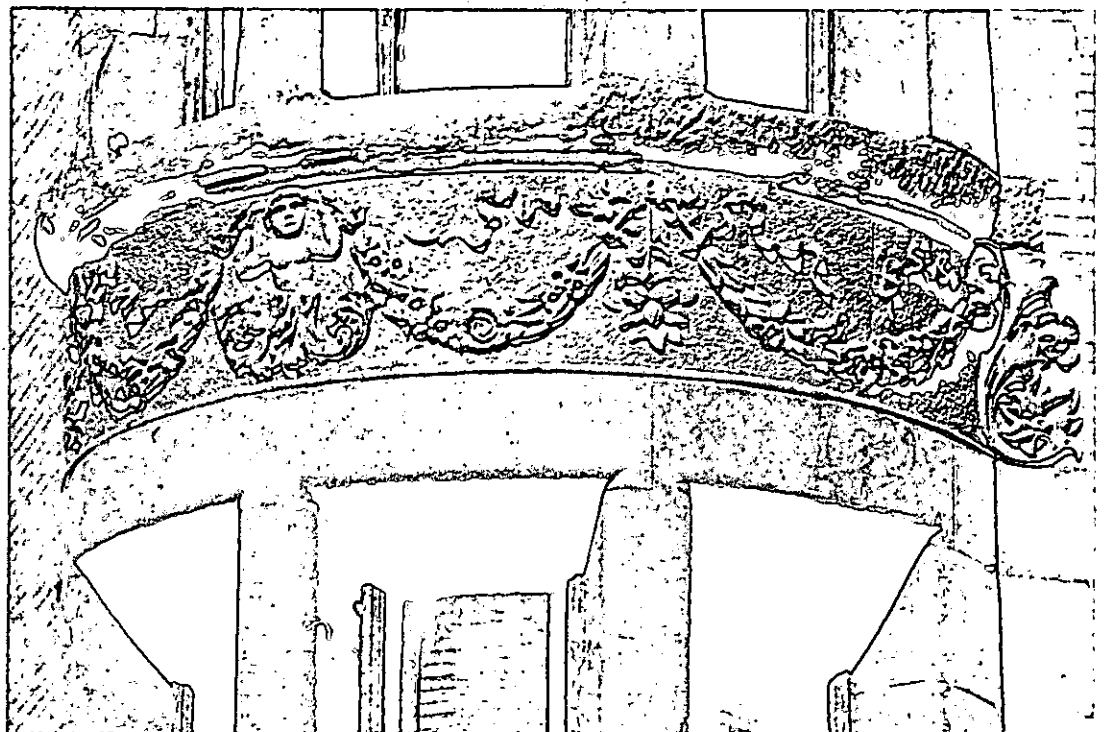
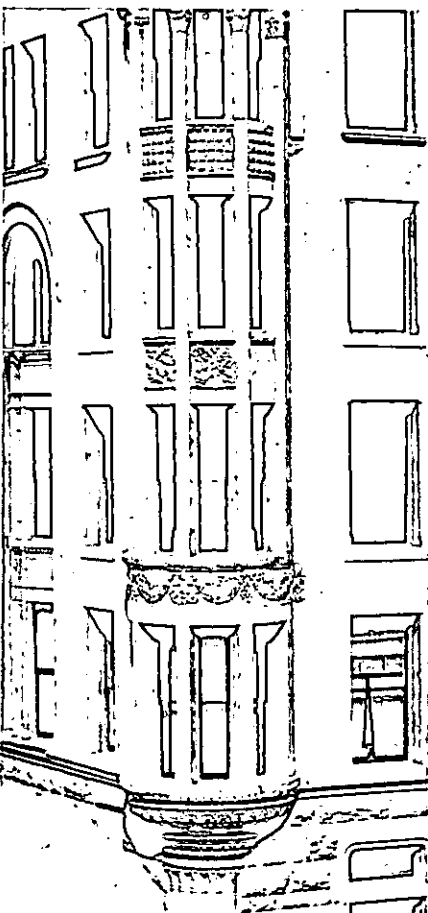
—For the person who simply wants to make life a little more interesting there are community service programs offering a myriad of subjects on cultural, civic and avocational topics. □ Dallas County voters created the district in May 1965 and approved a \$41.5 million bond issue. □ The following year 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 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 in the fall of 1972. □ In September of 1972, the voters of Dallas County approved the sale of an additional \$85 million in bonds, thereby paving the way for the expansion of existing campuses as needed and the planning and construction of three

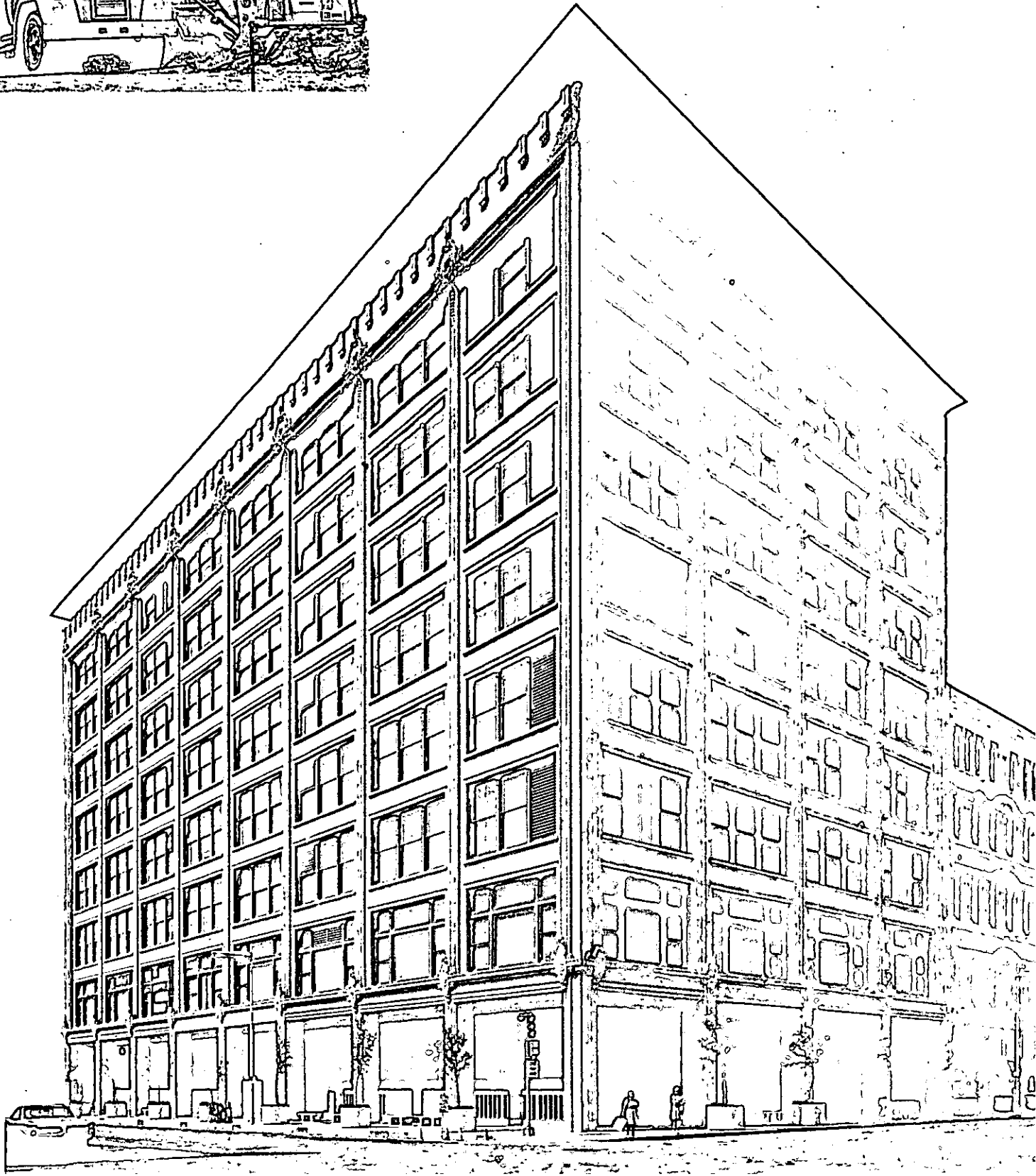
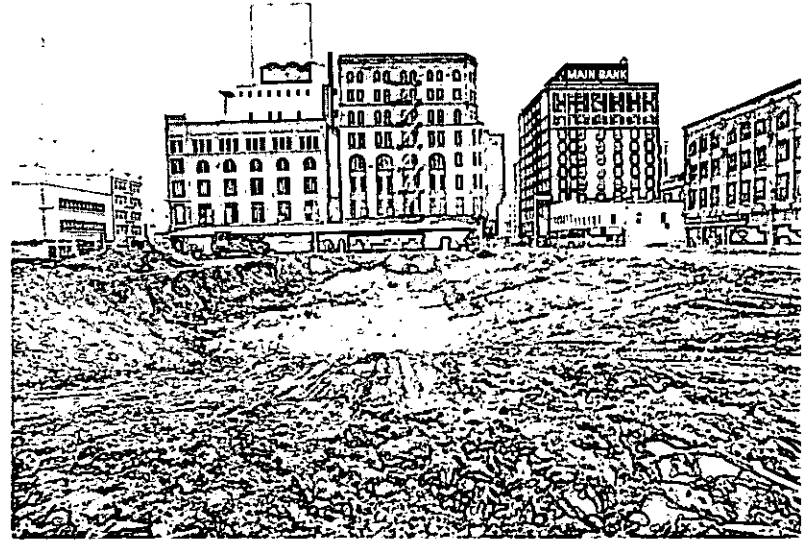
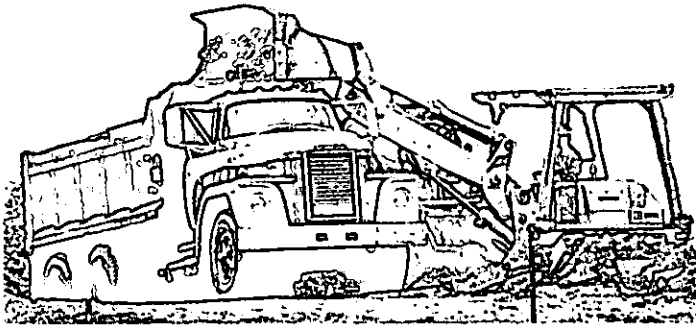
more colleges. The first priority in the expansion program was the remodeling and enlarging of El Centro College. The construction got underway in late 1973, and is scheduled for completion by the fall of 1976. □ The addition of the new campuses — Cedar Valley College (1976) North Lake College (1977) and Brookhaven College (1978) — will round out the seven-campus plan of the Dallas County Community College District. □

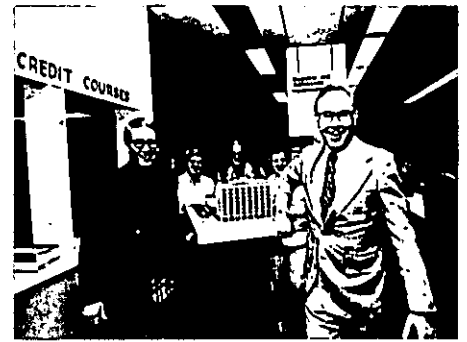
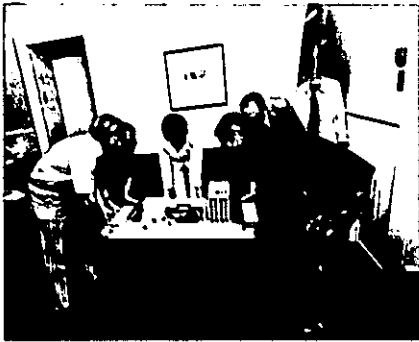




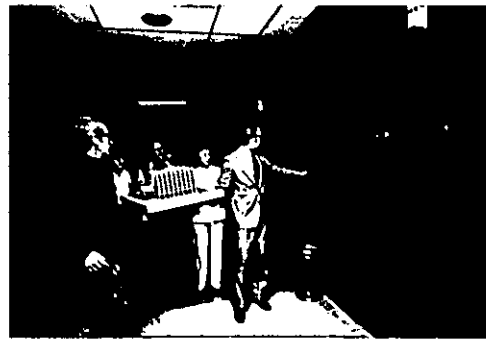
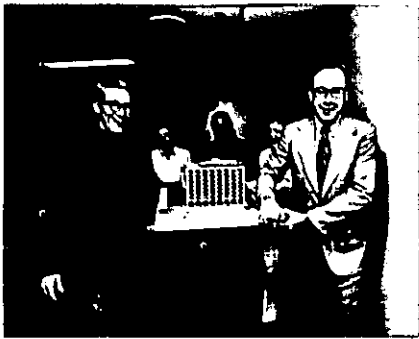
A building which celebrated its fiftieth birthday as a downtown department store now serves as a portion of the nine story campus of El Centro. The ultra-modern structure, renewed in a project that won architectural awards and gained national publicity, will soon be joined by a \$10.2 million addition,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



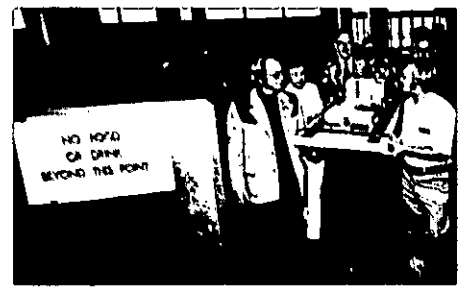




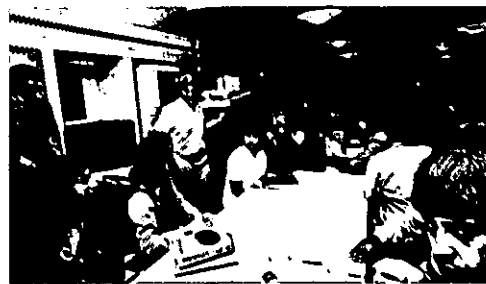
Deans Don Creamer, Carl Nelson, Ruby Heard, President Don Rippey and Dean Robert Ware



hoist the model of the new El Centro downtown campus



and carry it through to offices, down the hall and to the elevator to the lobby

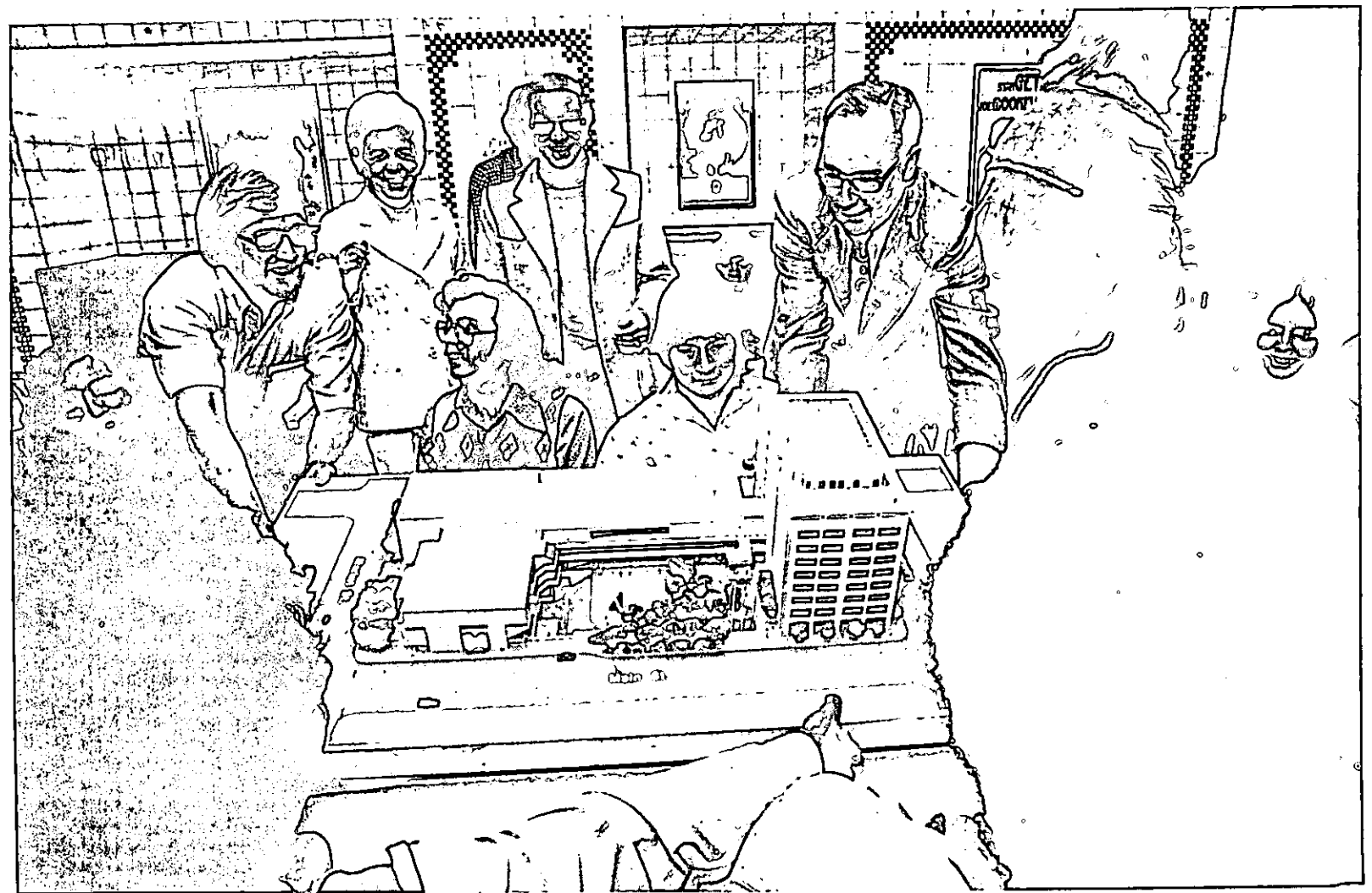
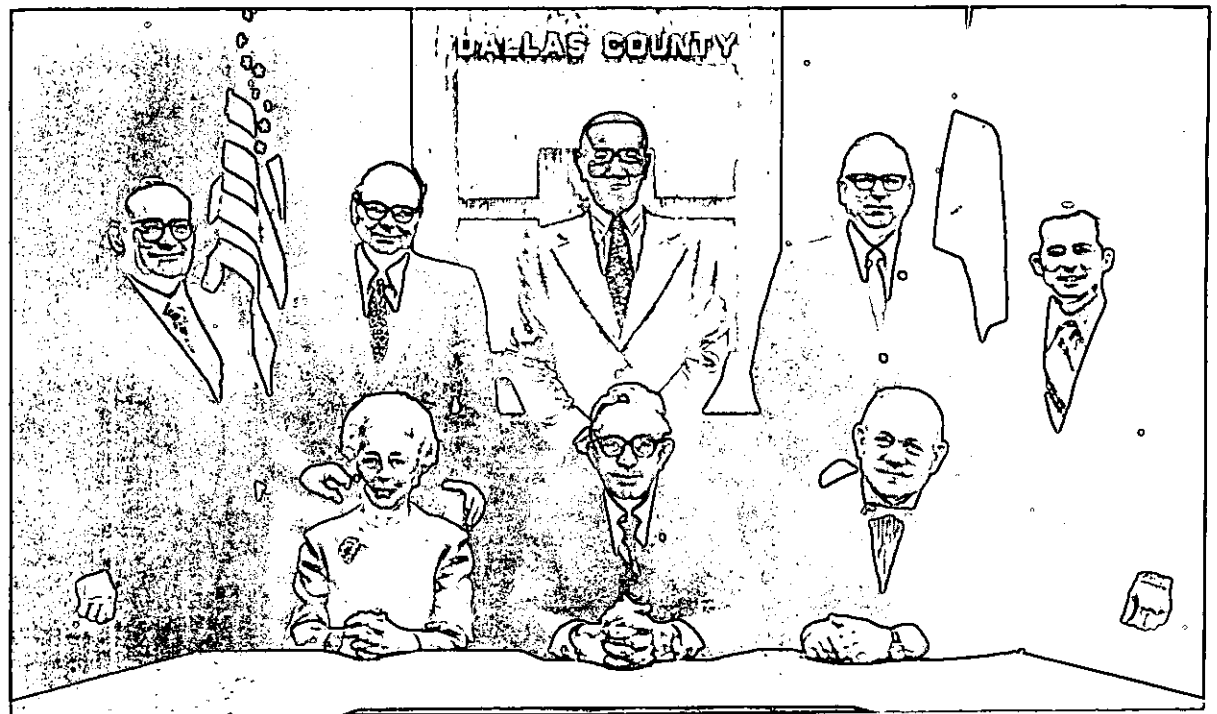


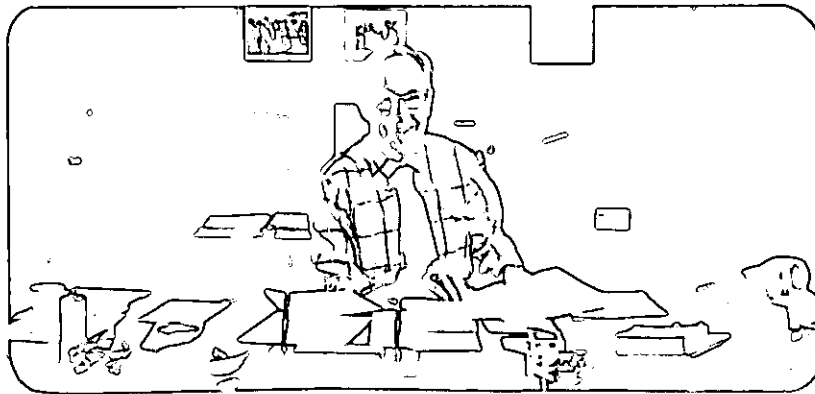
then into the cafeteria and deliver it to the students.



BOARD OF DIRECTORS

Dallas County Community College
Board of Directors: (standing)
Trustees Durwood Sulton, Loncy
Leake, Mildred M. Montgomery,
Carie E. Welch and Jim Scoggins.
(seated) Vice-Chairman Mrs.
Eugene McDermott, Chairman R.
L. Thornton, Jr. and Chancellor Bill
J. Priest.





HELLO! If, by some odd set of circumstances, you should actually read this page, let me welcome you to El Centro College. If this isn't your first enrollment, then welcome back!

Nobody reads a catalog; they aren't even designed to be read any more than is a dictionary. We do hope, however, that it will be just as useful as a dictionary. Almost any question you have concerning our college can be answered by looking in the catalog.

General information such as how to enroll, how to graduate, how much it costs, etc., is found in the first section. Following this general information, the specific individual 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.

Donald T. Rippey
President

Dallas County Community College District Administrative Staff

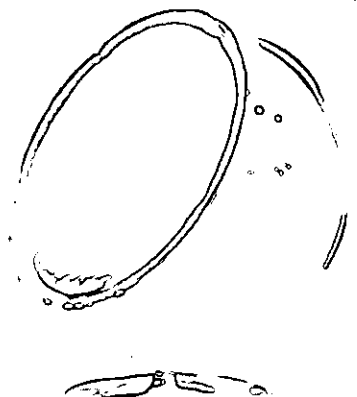
□ Chancellor	Bill J. Priest
□ Vice-Chancellor of Academic Affairs	R. Jan LeGroy
□ Vice-Chancellor of Business Affairs	Walter L. Pike
□ Vice-Chancellor of Planning	H. Deon Holt
□ Director of Computer Services	James R. Hill
□ Director of Special Services	Robert J. Leo
□ Director of Program Development	Dexter L. Betts
□ Director of Public Information	Sibyl Hamilton
□ Director of Personnel	Jerry Cooper
□ Director of Occupational Education	John S. Owens
□ Coordinator of Technical Occupational Education	Clude C. Owens
□ Administrative Assistant to the Chancellor	Travis B. Linn

Administrative Staff

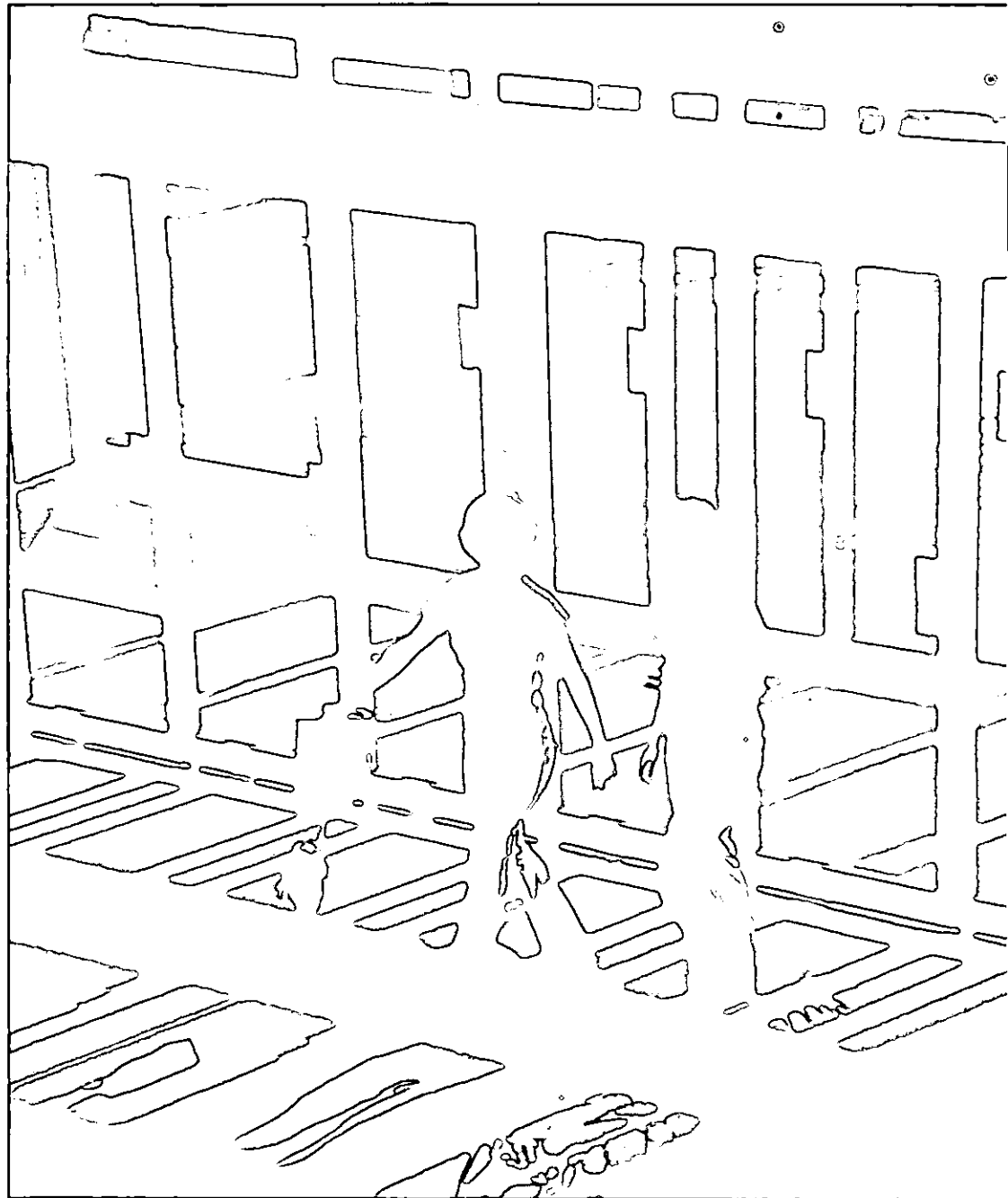
□ President	Donald T. Rippey 746-2179
□ Dean of Instruction	Ruby H. Herd 746-2182
□ Dean of Students	Don G. Creamer 746-2177
□ Dean of Business Affairs	Robert L. Ware 746-2193
□ Associate Dean of Instruction	Carl M. Nelson 746-2252
□ Associate Dean of Instruction, Evening Division	Kenneth L. Permenter 746-2184
□ Assistant Dean for Counseling and Guidance	Gwen L. Hall 746-2172
□ Director of Community Services	Ray Witherspoon 746-2191
□ Assistant Dean for Student Activities	Ric Abbott 746-2195
□ Director of Admissions and Registrar	John Williamson 746-2199
□ Director of Learning Resources	Ted Carley 746-2232
□ Director of Financial Aid	William W. Wilmetth 746-2199
□ Director of Health Center	Jean B. Wycoff 746-2263
□ Director of Community Information	Patton Moore 746-2152

Instructional Division Chairmen

□ Business	Carey Rector 746-2344	□ Associate Degree Nursing	746-2369
□ Communications	Robert Bennett 746-2323	□ Allied Health	Mary Watts 746-2392
□ Developmental Studies	Gary Verrell 746-2401	□ Science and Mathematics	Carlos Gonzalez 746-2376
□ Human Development	Jerry Wesson 746-2323	□ Social Science	Alvin Bean 746-2360
□ Fine and Applied Arts	Arlin Peltier 746-2354		



ADMISSIONS



Admission Requirements

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. □

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. (See concurrent enrollment.) □ **2. Transfer Students:** a. College transfer applicants will be considered for admission on the basis of

their previous college record. Academic standing for transfer applicants will be determined by the Office of Admissions based on 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 colleges. □ 4. **Non-credit Students:** Students seeking enrollment for non-credit courses are directed to contact the Division of Community Service Programs. □ Exceptions to these requirements will be referred to the Committee on

zation if the applicant is under 19 years of age — a diphtheria/tetanus injection within the last ten years □ This medical proof is required by state law (Senate Bill 27). □

Advisement Procedures

When all requirements of admission procedures are met, students are invited to an advisement session. This session may be conducted individually or as a group with a counselor; however, new students are expected to attend a Self-Assessment Lab for advisement. The Lab is designed to help students to make schedule choices for themselves upon assessment data available for each student and probabilities of success in courses

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. In addition to admission requirements for all other students, foreign students must demonstrate proficiency in English, provide evidence of financial ability, and meet with the foreign student advisor for general counseling concerning his potential for profiting from the educational programs of El Centro College. Admission procedures for foreign students are regulated by the President of the College and may require his permission for enrollment. Under present conditions, foreign students are not admitted until all admissions requirements are complete. □

Concurrent Enrollment

1. A limited number of high school seniors may be concurrently enrolled upon recommendation of the high school principal.
2. 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 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, Address, and Social Security Number

1. Students are reminded to inform the Office of the Registrar of any changes which occur in their name or address. □ 2. All applicants are required to furnish a social security number which is used as the student's identification number and to insure accuracy of student records. □

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 Counseling Division. □



Admission and Retention.

Admission Procedures

The following material must be submitted to the Office of Admissions before a student's entrance file is considered complete:

- an application for admission □
- an official transcript from the last school (high school or college) attended. Transcripts are required by El Centro's accrediting agency and are important for program advising in the counseling office. Students who are seeking a certificate or associate degree are required to submit transcript of all previous college work prior to the end of the first semester. □
- written proof from a medical office of — a negative tuberculin skin test or chest X-ray — a polio immuni-

or programs at El Centro. The Lab requires one day and is designed to meet the needs of students who are enrolling in college for the first time and who expect to attend full-time. □ A variety of test instruments may be used for assessment and placement in courses or programs; however, none are required for admission. These instruments are used as counseling tools for more reliable placement. For those students who wish to send their ACT scores for placement use, the ACT code for El Centro is 4079. □ Guided Studies are provided for those students who may require developmental assistance in reading, writing, or math. Test data, transcripts of previous work, and counseling assessment may be used to determine a placement in this program. □

Fees

Tuition and Fees

Tuition is charged on a sliding scale according to the number of credit hours in which a student is enrolled and his place of legal residence. □ Tuition for credit courses will be charged according to the following schedule □

Dallas County Community College District Tuition and Student Services Fee Schedule Fall, Spring Sessions, 1974-75

Semester	In-District			Out-of-District		
Cr. Hrs.	Tuition	Fees	Total	Tuition	Fees	Total
1	25		25	25		25
2	25		25	40		40
3	25		25	60		60
4	25		25	80		80
5	30		30	100		100
6	36	4	40	120	4	124
7	42	4	46	140	4	144
8	48	4	52	160	4	164
9	54	4	58	180	4	184
10	60	4	64	200	4	204
11	64	4	68	204	4	208
12	68	7	75	208	7	215
13	72	7	79	212	7	219
14	76	7	83	216	7	223
15	80	7	87	220	7	227
16	84	7	91	224	7	231
17	88	7	95	228	7	235
18	92	7	99	232	7	239
19	96	7	103	236	7	243
20	100	7	107	240	7	247

Semester	Out-of-State*			Out-of-Country		
Cr. Hrs.	Tuition	Fees	Total	Tuition	Fees	Total
1	40		40	200		200
2	80		80	200		200
3	120		120	200		200
4	160		160	200		200
5	200		200	200		200
6	240	4	244	240	4	244
7	280	4	284	280	4	284
8	320	4	324	320	4	324
9	360	4	364	360	4	364
10	400	4	404	400	4	404
11	440	4	444	440	4	444
12	480	7	487	480	7	487
13	520	7	527	520	7	527
14	560	7	567	560	7	567
15	600	7	607	600	7	607
16	640	7	647	640	7	647
17	680	7	687	680	7	687
18	720	7	727	720	7	727
19	760	7	767	760	7	767
20	800	7	807	800	7	807

Dallas County Community College District Tuition Schedule Summer Sessions, 1975

Semester	In-District		Out-of-District (Other Texas Counties)	
Credit Hours				
1	25		30	
2	25		60	
3	30		90	
4	40		120	
5	50		150	
6	60		180	
7	64		184	
8	68		188	
9	72		192	

Semester	Out-of-State*		Out-of-Country	
Credit Hours				
1	45		100	
2	90		100	
3	135		135	
4	180		180	
5	225		225	
6	270		270	
7	310		310	
8	350		350	
9	390		390	

*A non-resident student is hereby defined to be a student of less than eighteen (18) years of age living away from his family and whose family resides in another state, or whose family has not resided in Texas for the twelve (12) months immediately preceding the date of registration; or a student eighteen (18) 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.

Tuition may vary from the above schedule for students enrolled in certain curricula or occupational programs: □

Fall or Spring Term □

A.D. Nursing and Licensed Vocational Nursing Programs — \$4.00 per semester credit unit within the minimum and maximum amounts; minimum of \$20.00 and maximum of \$50. □

Summer Term □

A.D. Nursing and Licensed Vocational Nursing Programs — \$10.00 per semester unit with a minimum of \$25.00 and a maximum of \$50. □

Certain other programs such as Fire Protection Technology and certain technical occupational programs which fit the reciprocal agreement between the DCCCD and the TCJCD may have special tuition rates (see page 14). □

Tuition is subject to change by the DCCCD Board of Trustees or the Texas legislature without notice. □

Special Fees and Charges

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 □

Physical Education Activity Fee—\$5.00 per course □

*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 services fee is not charged. □

Credit by Examination

Examination fee of \$15.00 per examination.

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 during the first week of the semester. Also, a student's original enrollment represents a sizeable cost to the district whether or not he continues in that class. Therefore, a refund will be made only under the following conditions: □ 1. No 100% refund is granted unless college error is involved. □ 2. An 80% refund of tuition and fees may be obtained through the fifth day of classes of a long semester. The first two class days of a six week summer session or a Fastrack semester are considered to be equivalent to five days of the long semester. (The Academic Calendar lists the last day to apply for a tuition refund in each term.) □ 3. Requests for a refund must be submitted before the end of a semester or summer session for which the refund is requested. □ 4. A refund of less than \$4 for tuition and/or fees will not be made. □ A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy may submit a letter of explanation to the Refund Petitions Committee in the Office of the Dean of Student Services. Refund checks normally require a minimum of one month to process. □



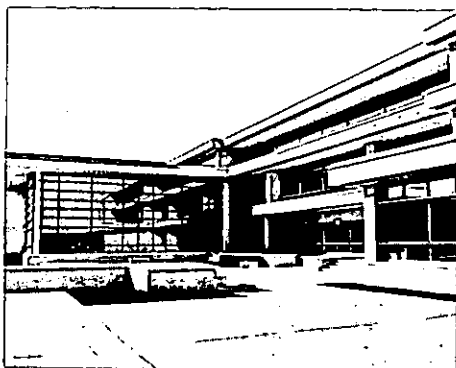
Degree Requirements

Associate in Arts and Sciences Degree

A total of 60 hours must be presented with an average grade of at least "C" (2.0). Courses numbered 99 and below may not be counted toward the 60 hours minimum. □ These 60 hours 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 hours
A minimum of 8 semester hours of a laboratory science.

(Music Majors are exempt from this requirement. Check listings under subject field) 8 hours
History 101-102 and Government 201-202 (No substitutions allowed) 12 hours
Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101 3 hours

In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district colleges or accrue 45 hours in residence. The degree will be granted by the college in which the student took the last 15 hours or where the majority of hours were accrued. No more than ¼ of the work required for any degree or certificate may be taken by correspondence. Correspondence work submitted for graduation credit must be approved by the Director of Admissions. □ 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. A maximum of two physical education activity hours may be counted as credit toward requirements for graduation. □ The student is urged to consult the catalog of the institution to which he may transfer for their special requirements. These catalogs should be used by the student and his advisor as a basis for the program plan.



MOUNTAIN VIEW COLLEGE



EL CENTRO COLLEGE

Associate in Applied Arts and Sciences Degree

A minimum of 60 hours exclusive of those courses numbered 99 and below must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester hour total is over 60. A maximum of two physical education activity hours may be counted as credit toward requirements for graduation. □

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 Mountain View—MV
Eastfield—E Richland—R

Accounting Technician (2 yr.)	R			
Accounting Technician (1 yr.)	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
Electro-Mechanical Technology			R	
Electronics Technology		MV		
Fire Protection Technology	EC		R	
Fluid Power Technology				
Food Service—Operations	EC			
Food Service—Dietetic Technician	EC			
Graphic Arts				E
Horology		MV		
Horticulture—Landscape				
Nurseryman			R	
Human Services		MV		
Interior Design	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			
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		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

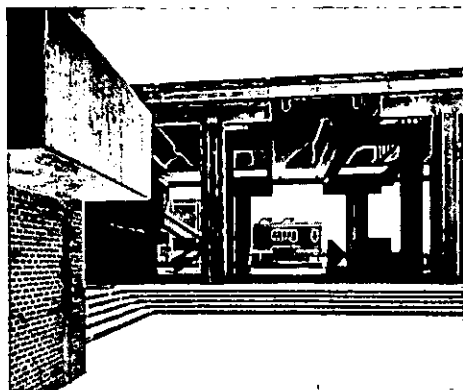
Procedure for Filing Degree and Certificate Plans

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



EASTFIELD COLLEGE

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 13 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. □



RICHLAND COLLEGE

Rules & 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. □

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 re-

quests 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. □

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. □

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 16 "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

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 Deficiency

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. □

Transfer of Credit from El Centro College

The Registrar's Office will send the student's transcript upon request to any college or agency named. However, 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 may 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

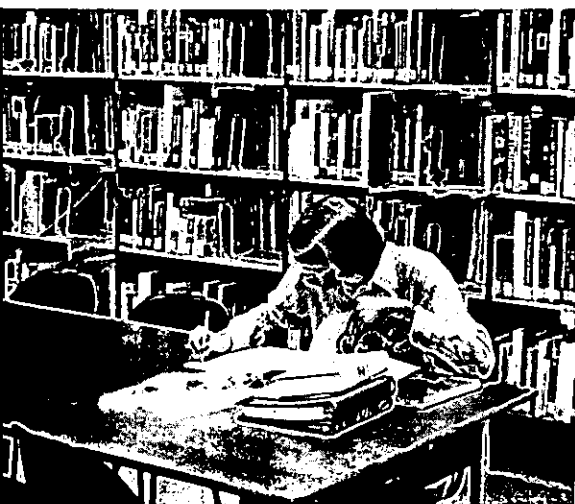
Grade Points earned for each course are determined by multiplying the number of points for each grade by the number of credit units the course carries. A student's grade point average is computed by adding the total grade point values for all courses for which grade point values may be computed and dividing by the appropriate number of credit units attempted during the same period. □ Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen must approve all "I" grades. Incomplete grades must be removed within 90 calendar days after the first day of classes in the subsequent regular semester. After 90 days they will be changed to a "W". □

Honors

A full time student who has completed at least 12 hours of credit and who earns a grade point average of 3.00-3.49 will be listed on the college Honor Roll. Full time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Dean's Honor List. In addition, students who have completed at least 6 and not more than 11 hours of credit in a semester, earning a grade point average of 3.50-4.00, will be placed on an Academic Recognition Roll. □ The Honor Roll, Dean's Honor List and Academic Recognition Roll will be published each semester. □

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. This fee must be paid prior to taking the examination and is non-refundable. 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. Not all courses offered at El Centro are approved for credit by examination. A list of those credits which may be established through this method is available in the Counseling Center.



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 —

Student 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. □

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. □

Veterans Affairs

Services of the Veterans Affairs Office include counseling the veteran student concerning benefits, employment, housing, financial problems, and other practical areas of concern. When tutoring or remedial studies are indicated, arrangements can be made through the office to obtain extra financial assistance. □ The Veterans Affairs Office also is charged with the responsibility of informing veterans in the community of their educational benefits and how El Centro can help them to use these benefits in fulfilling educational goals. □ The Veterans Affairs Office is located in the Student Center of El Centro College. The telephone number is 746-2341 or 746-2342. □

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, Mountain View College, phone 746-4272. □

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.

The San Francisco Mime Troupe

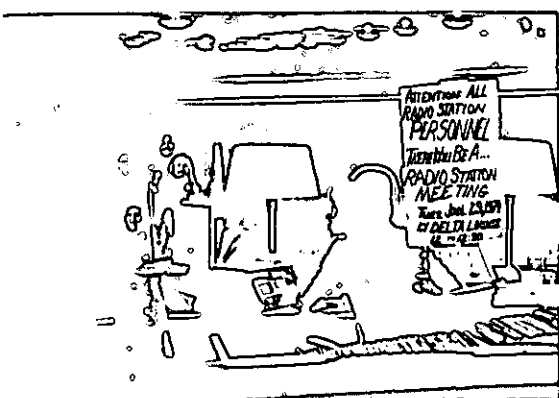


Urban Progress with Education— A Mobile Counseling Project

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

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. ☐

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. ☐

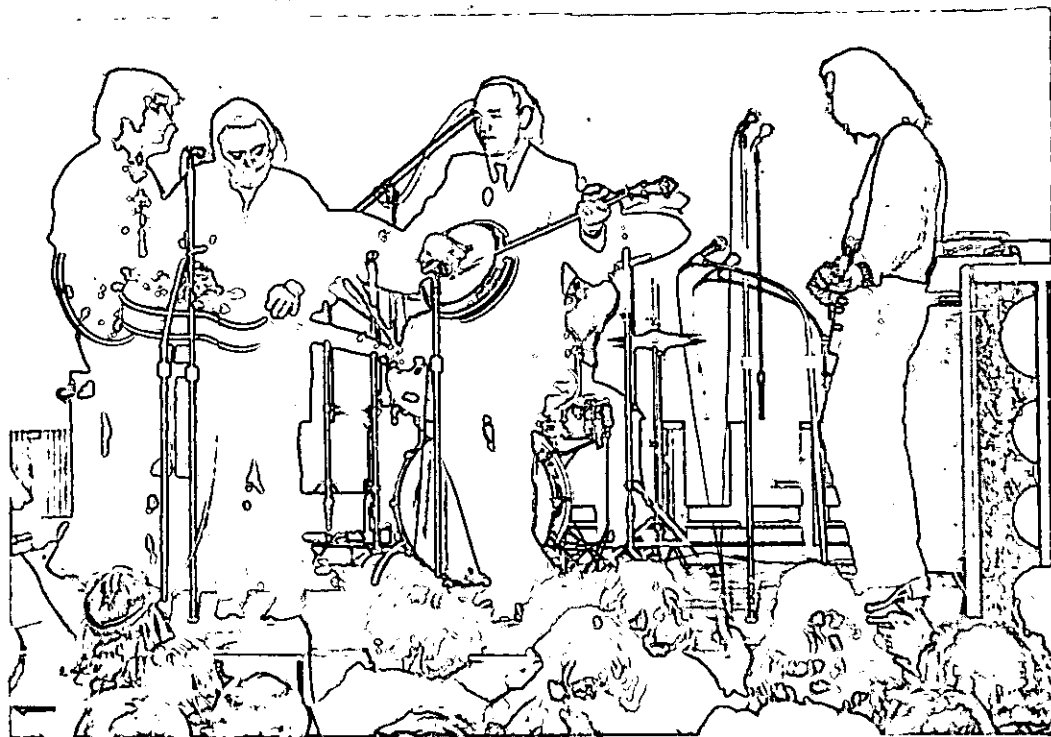
Federal and State Programs

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 Affairs Office located in the Student Center, in the basement of the college. Veterans who are interested should contact the person in charge of Veteran's Benefits in the Admissions Office or the Director of Veterans Affairs. ☐ **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. ☐ **Basic Educational Opportunity Grant (BEOG).** Students who entered college for the first time during or after the summer of 1973 and are enrolling full-time may be eligible for this "entitlement grant." Applications are available in many federal offices, as well as in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a Family Contribution Analysis Report which he brings to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided to them by the federal government for that purpose. ☐ **Supplemental 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 SEOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. SEOG 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-Hazlewood 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%. ☐ **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. □

Off-Campus Job Placement

The Financial Aid and 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. □

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 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

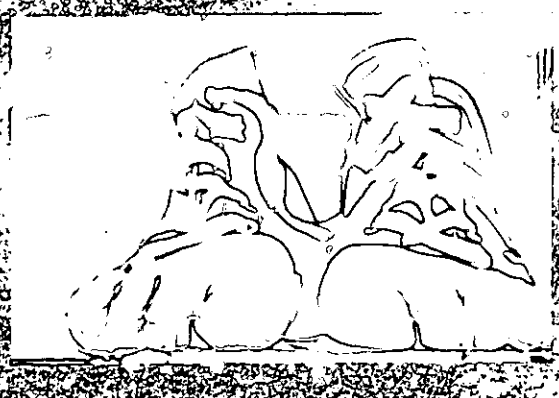
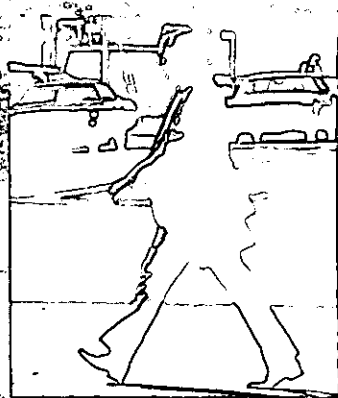
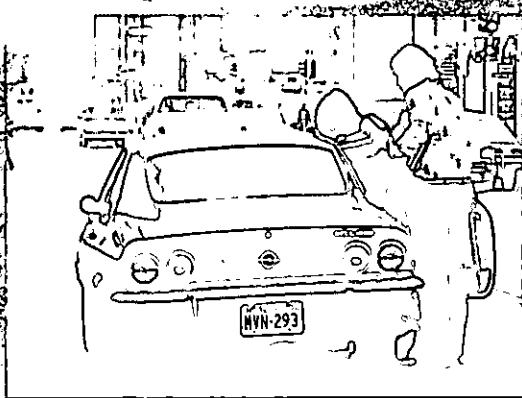
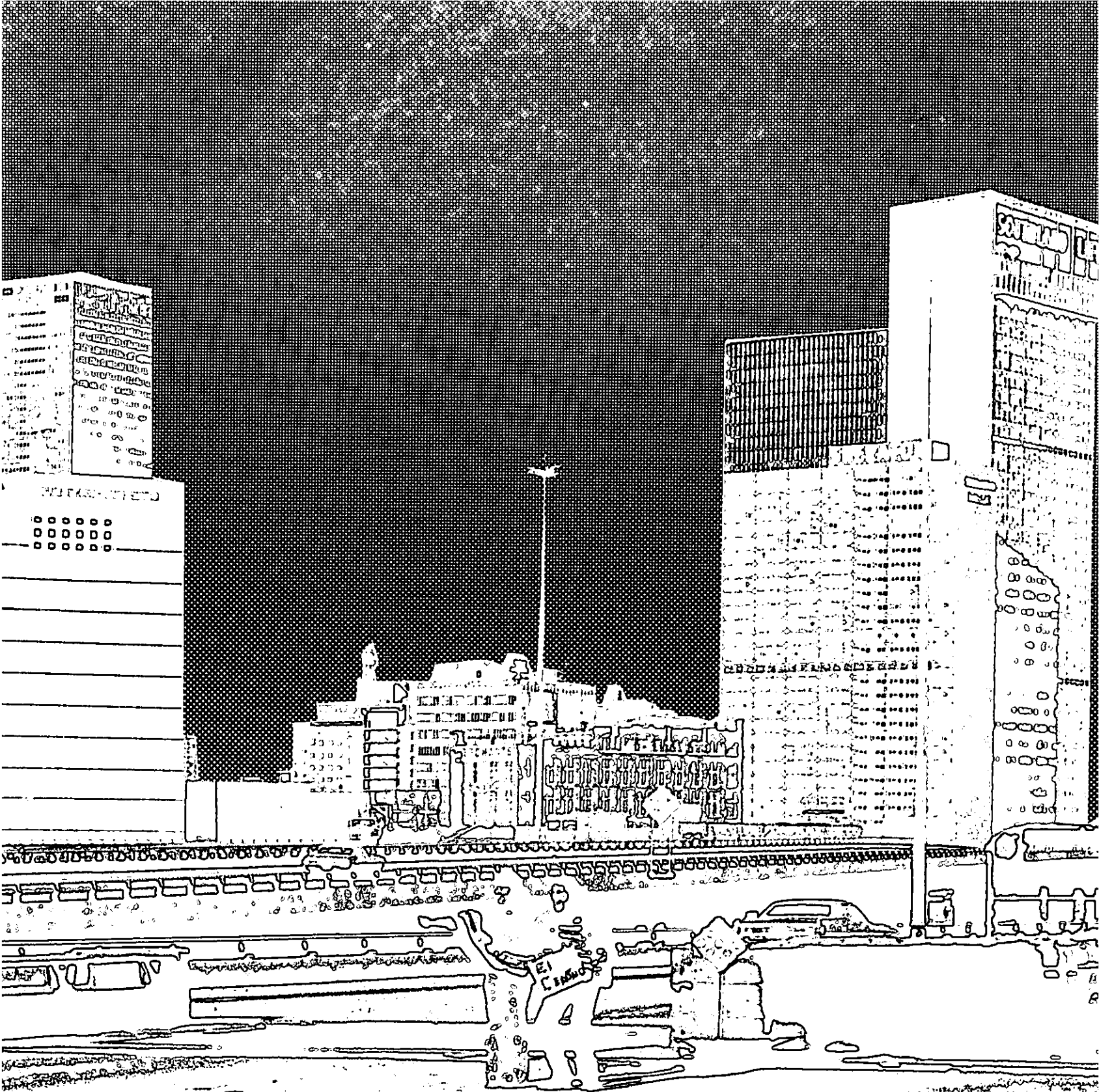
The department of Campus Security is required by state law to "protect and police buildings and



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." □





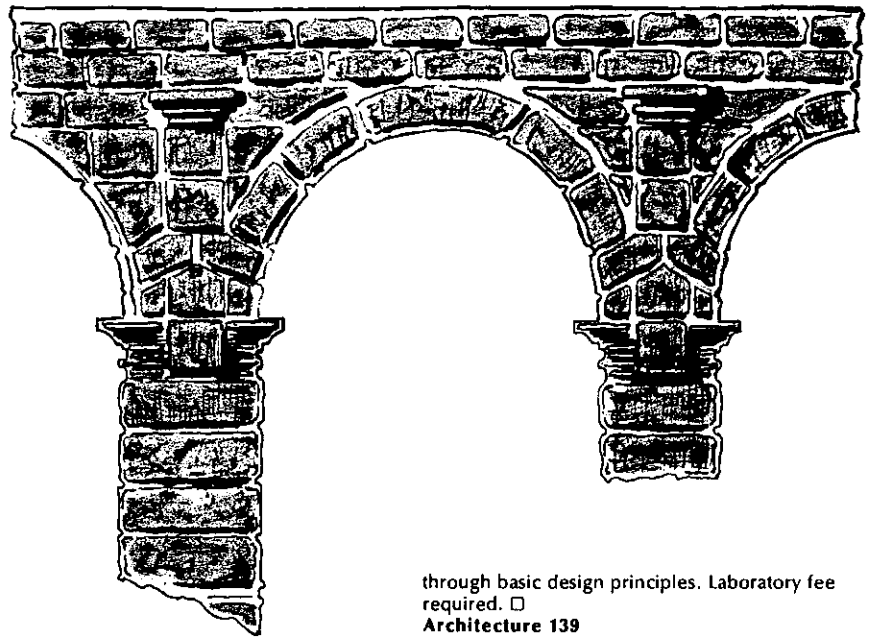


Tune In

El Centro College is offering four courses via television. These courses are Government 201, Biology 290 (Man and Environment), English 101 and Psychology 105. Content of and credit for these courses is the same as for similar courses taken on campus. □ Television courses include viewing of two 30-minute television programs on KERA-Channel 13 each week, plus reading assignments and study guide assignments. Students come to the El Centro College campus for an orientation session at the beginning of the semester, for one or two seminars (discussion meetings) and for three or four tests during the semester. These visits to the campus are normally scheduled so that they may be attended either in the afternoon or at night. □ Television courses may be taken in conjunction with on-campus courses or by persons who are taking no on-campus instruction. □

Course Descriptions





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 El Centro College, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when developing his long-range program. □ Because students are concerned about the transfer of credit to other colleges, the following numbering system is designed to clarify which courses at ECC are parallel to those courses offered by colleges granting the bachelor's degree: Courses numbered 100 and above are considered comparable to lower division courses in state colleges and universities. All such courses are applicable to the associate degrees. Courses numbered below 100 are essentially developmental in nature and generally do not transfer; however, some four-year colleges may accept these courses for elective credit. Consult specific catalogs regarding these possibilities. □ The prerequisites for any course may be waived by the instructor and the Dean of Instruction. □

ANTHROPOLOGY

- Anthropology 100** 3 Cr.
Introduction to Anthropology 3 Lec.
 A survey of the origin of mankind involving the processes of physical and cultural evolution, ancient man, preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status. □
- Anthropology 101** 3 Cr.
Cultural Anthropology 3 Lec.
 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, and elementary anthropological theory. □
- Anthropology 104** 3 Cr.
American Indian Culture 3 Lec.
 This course attempts to lead to a better understanding of native Americans from three perspectives: native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, the Bureau of Indian Affairs, self-determination, health care, etc. □
- Anthropology 110** 3 Cr.
The Heritage of Mexico 3 Lec.
 This course presents major historical developments, and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Begin-

ning 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. □

APPAREL DESIGN

- Apparel Design 232** 3 Cr.
Design Development 2 Lec., 4 Lab.
Prerequisites: Pattern Design 131, Design 136; concurrent enrollment in Apparel Design 237 and Pattern Design 230. The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered each assignment. Laboratory fee required. □
- Apparel Design 233** 3 Cr.
Design Development 2 Lec., 4 Lab.
Prerequisites: Apparel Design 232; concurrent enrollment in Apparel Design 238 and Pattern Design 231. A continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee required. □
- Apparel Design 237** 2 Cr.
Style Trends and Research 2 Lec.
Prerequisites: Pattern Design 131, Design 136; concurrent enrollment in Apparel Design 232 and Pattern Design 230. A study of current trends in the apparel industry. The student develops work-room sketches of designs for children, junior petite, junior, active sportswear, misses and suits. □
- Apparel Design 238** 2 Cr.
Style Trends and Research 2 Lec.
Prerequisites: Apparel Design 237; concurrent enrollment in Apparel Design 233 and Pattern Design 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

- Architecture 125** 2 Cr.
Freehand Drawing I 6 Lec.
 Representational drawing in pencil, with emphasis upon graphic communication as used for form, space, volume, and proportion. □
- Architecture 132** 3 Cr.
Architectural Graphics 1 Lec., 6 Lab.
 The study of orthographic projection, three-dimensional isometric and perspective drawing, and shade and shadows. Laboratory fee required. □
- Architecture 138** 3 Cr.
Introduction to Architecture I 1 Lec., 6 Lab.
 The study of man and his awareness to his environment as translated into Architecture
- through basic design principles. Laboratory fee required. □
- Architecture 139** 3 Cr.
Introduction to Architecture & Programming II 1 Lec., 6 Lab.
Prerequisite: Architecture 138. Continuation of Architecture 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. □
- Architecture 224** 2 Cr.
Freehand Drawing II 6 Lec.
Prerequisite: Architecture 125 (Freehand Drawing I). Continuation of Architecture 125 with drawing in ink. Work primarily involves perspective analysis. □
- Architecture 225** 2 Cr.
Freehand Drawing III 6 Lec.
Prerequisite: Architecture 224 (Freehand Drawing II). Exploration of the student's abilities in freehand communication. Mixed media with emphasis upon observation and architectural presentation. □
- Architecture 228** 2 Cr.
Technical Communications I 6 Lec.
Prerequisite: Architecture 132 An introduction to construction drawings and their interrelationship with design and specifications. Emphasis upon total concept of construction documents and detailing. □
- Architecture 229** 2 Cr.
Technical Communications II 6 Lec.
Prerequisite: Architecture 228 or one year of architectural drafting experience. Continuation of Architecture 228 with concentration upon more complex structure. □
- Architecture 230** 3 Cr.
History of Modern Architecture 3 Lec.
Prerequisite: Sophomore standing. Influences upon, and architectural expressions of man, from the industrial revolution to the present day. □
- Architecture 232** 3 Cr.
Basic Architectural Photography 2 Lec., 4 Lab.
Prerequisites: Architecture 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. □
- Architecture 234** 3 Cr.
Building Technology-Materials and Methods 3 Lec.
Prerequisites: Architecture 228; Architecture 234 may be taken concurrently with Architecture 228. An analysis of architectural materials and their uses. Introduction to specifications and codes. Investigation of structural systems. □
- Architecture 235** 3 Cr.
Building Technology-Mechanical Equipment 2 Lec., 4 Lab.
Prerequisites: Architecture 228; Architecture 235 to be taken concurrently with Architecture 229. A study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. □
- Architecture 238** 3 Cr.
Architectural Design, Grade II 9 Lec.
Prerequisites: Architecture 125, 132, 139. Research into design theory for the solution dimensional problem-solving studies. □
- Architecture 239** 3 Cr.
Architectural Design, Grade II 9 Lec.
Prerequisite: Architecture 238. Continuation of Architecture 238. □



ASTRONOMY

- Astronomy 101** 3 Cr.
Descriptive Astronomy 3 Lec.
 A descriptive course consisting of a survey of the 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. □
- Astronomy 102** 3 Cr.
General Astronomy 3 Lec.
 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** 4 Cr.
General Biology 3 Lec., 3 Lab.
 Prerequisite to all higher level biology courses and must be taken in sequence. Recommended for science majors. The first semester of the two semester sequence surveying in-depth the principle concepts of

ART

- Art 104** 3 Cr.
Art Appreciation 3 Lec.
 Films, lectures, slides, and discussions 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. □
- Art 105** 3 Cr.
Survey of Art History 3 Lec.
 This course covers the chronological sequence of art from the pre-historic 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. □
- Art 106** 3 Cr.
Survey of Art History 3 Lec.
 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. □
- Art 110** 3 Cr.
Design I 2 Lec., 4 Lab.
 A study of basic concepts of design, using

- two-dimensional materials. Use of line, color, illusion of space or mass, texture, and shape in composition. Required of all art majors. Open to all interested students. □
- Art 111** 3 Cr.
Design II 2 Lec., 4 Lab.
 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. Laboratory fee required. □
- Art 114** 3 Cr.
Drawing I 2 Lec., 4 Lab.
 A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Required of all art majors, open to others who are interested. □
- Art 115** 3 Cr.
Drawing II 2 Lec., 4 Lab.
 Prerequisite: ART 114. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Required of all art majors, open to others who are interested. □
- Art 201** 3 Cr.
Drawing III 2 Lec., 4 Lab.
 Prerequisites: ART 110, ART 111, ART 115, sophomore standing and/or permission of the Division Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required. □
- Art 202** 3 Cr.
Drawing IV 2 Lec., 4 Lab.
 Prerequisites: ART 201, sophomore standing and/or permission of the Division Chairman. A continuation of ART 201 with emphasis on individual expression. Laboratory fee required. □
- Art 205** 3 Cr.
Painting I 2 Lec., 4 Lab.
 Prerequisites: ART 110, ART 111, ART 115 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. □
- Art 206** 3 Cr.
Painting II 2 Lec., 4 Lab.
 Prerequisite: ART 205. Continuation of Painting I with emphasis on individual expression. □
- Art 208** 3 Cr.
Sculpture I 2 Lec., 4 Lab.
 Prerequisites: ART 110, ART 111, ART 115 or permission of the instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required. □
- Art 209** 3 Cr.
Sculpture II 2 Lec., 4 Lab.
 Prerequisite: ART 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required. □
- Art 210** 3 Cr.
Commercial Art I 2 Lec., 4 Lab.
 Prerequisites: ART 110, ART 111, ART 115 or consent of the instructor. 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. Laboratory fee required. □
- Art 211** 3 Cr.
Commercial Art II 2 Lec., 4 Lab.
 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. Laboratory fee required. □
- Art 212** 3 Cr.
Advertising Illustration 2 Lec., 4 Lab.
 Prerequisite: ART 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solution to contemporary illustration are developed. □

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. Laboratory fee required. □

Biology 102 4 Cr.
General Biology 3 Lec., 3 Lab.

Prerequisite: BIO 101. A continuation of BIO 101. Laboratory fee required. □

Biology 115 4 Cr.
Biological Science 3 Lec., 3 Lab.

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. Laboratory fee required. □

Biology 116 4 Cr.
Biological Science 3 Lec., 3 Lab.

No prerequisite. 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. Laboratory fee required. □

Biology 120 4 Cr.
Introduction to Human Anatomy and Physiology 3 Lec., 2 Lab.

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 Allied Health 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. Laboratory fee required. □

Biology 121 4 Cr.
Introduction to Human Anatomy and Physiology 3 Lec., 2 Lab.

Prerequisite: BIO 120 or permission of instructor. A continuation of BIO 120. Laboratory fee required. □

Biology 203 4 Cr.
Intermediate Botany 3 Lec., 3 Lab.

Prerequisite: BIO 101 and 102 or equivalent preparation. A survey of the major plant groups with emphasis placed on morphology, physiology, classification, life cycles, evolutionary relationships, and economic importance to man. Recommended for science majors. Laboratory fee required. □

Biology 211 4 Cr.
Invertebrate Zoology 3 Lec., 3 Lab.

Prerequisite: Eight hours 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. Laboratory fee required. □

Biology 216 4 Cr.
General Microbiology 3 Lec., 4 Lab.

A study of microbes with emphasis on classification, growth, nutrition, metabolism, reproduction, and the genetics of microorganisms. Recommended for science majors and science-related programs. Laboratory fee required. □

Biology 217 4 Cr.
Field Biology 3 Lec., 4 Lab.

Prerequisite: Eight hours of biological science. 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 collection of specimens in the field. Laboratory fee required. □

Biology 221 4 Cr.
Anatomy and Physiology I 3 Lec., 3 Lab.

Prerequisite: BIO 102 or approval of instructor. Recommended for science majors. First course of a two course sequence. Structure and function as related to the human skeletal, muscular and circulatory system. Emphasis placed on the inter-relationships of these systems. Laboratory fee required. □

Biology 222 4 Cr.
Anatomy and Physiology II 3 Lec., 3 Lab.

Prerequisite: BIO 221 or approval of instructor. Second course of a two-course sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the interrelationships of these systems. Laboratory fee required. □

Biology 290 3 Cr.
Man and his Environment 3 Lec.

Selected topics affecting man and his environment will be treated through seminars, field studies, and special lectures. Recognized authorities and specialists from the many academic disciplines will be used as guest lecturers and resource persons. Man's responsibility to his environment, both biological and physical, will be the thesis of this course and its presentation will be interdisciplinary. This course is directed to all students interested in the environmental problems of today. (This course is offered on campus and via television.) □

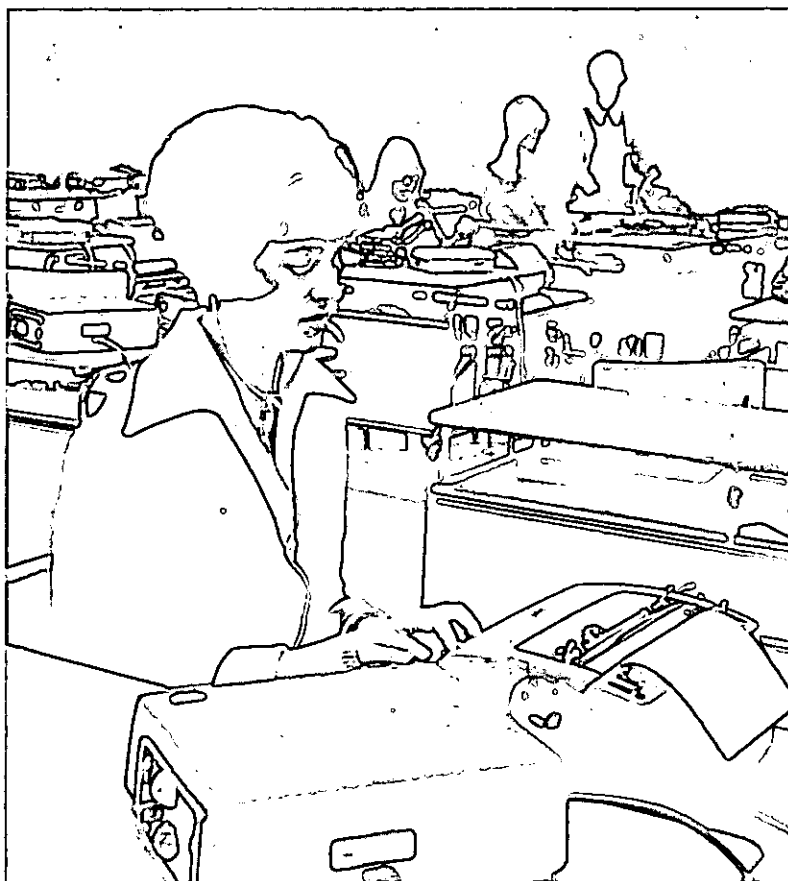
Bookkeeping
(See Business 131, 132)





BUSINESS

- Business 105** 3 Cr.
Introduction to Business 3 Lec.
 Provides over all picture of business operation; includes analysis of specialized fields within business organization; identifies role of business in modern society. □
- Business 128** 4 Cr.
Data Entry Concepts 2 Lec., 5 Lab.
 An introduction to buffered keyboards using typical remote batch applications. Areas to be covered include record formatting with protected and variable fields, verification, and editing using a variety of display systems in use in the Dallas area. Laboratory fee required. □
- Business 129** 2 Cr.
Advanced Key Punch 1 Lec., 2 Lab.
Prerequisite: Satisfactory completion of BUS 130 or consent of instructor. Attention will be given to speed, development, verifying, program card coding and an introduction to data recording machines. Skills are developed through laboratory assignments using the keypunch machines. Class size is limited and individual instruction is stressed. Laboratory fee required. □
- Business 130** 2 Cr.
Keypunch 1 Lec., 2 Lab.
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. Laboratory fee required. □
- Business 131** 3 Cr.
Bookkeeping 3 Lec.
 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. A practice set covering the entire business cycle will be completed. □
- Business 132** 3 Cr.
Bookkeeping 3 Lec.
Prerequisite: BUS 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced. □
- Business 136** 3 Cr.
Principles of Management 3 Lec.
 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. □
- Business 143** 3 Cr.
Personal Finance 3 Lec.
 A study of every-day financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment, and tax problems. □
- Business 150** 4 Cr.
Management Training 20 Lab.
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. BUS 150 will be offered the first semester. □
- Business 151** 4 Cr.
Management Training 20 Lab.
Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of BUS 150. BUS 151 will be offered the second semester. □
- Business 154** 2 Cr.
Management Seminar—Role of Supervision 2 Lec.
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,



Business 160 3 Cr.
Machine Transcription 3 Lec.

Prerequisite: Credit in 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. □

Business 161 2 Cr.
Office Machines 1 Lec., 2 Lab.

Office machines is provided to provide the student with a skill in the operation of such machines as adding machines, printing calculators, and electronic calculators. Emphasis is placed on using the touch system in both speed and accuracy for performing the basic functions, solving problems that require the use of special keys and controls, and solving application problems. □

Business 162 3 Cr.
Secretarial Training 3 Lec.

Prerequisite: Credit in 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. □

Business 163 3 Cr.
Beginning Shorthand 2 Lec., 3 Lab.

Prerequisite: Credit in 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. □

Business 164 3 Cr.
Intermediate Shorthand 2 Lec., 3 Lab.

Prerequisite: Credit in BUS 163 or one year of shorthand in high school; credit in 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 of shorthand outlines, speed building dictation and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills. □

Business 172 3 Cr.
Customer Relations 3 Lec.

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. □

Business 173 2 Cr.
Beginning Typing 1 Lec., 2 Lab.

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.

Business 174 2 Cr.
Intermediate Typing 1 Lec., 2 Lab.

Prerequisite: Credit in BUS 173 or one year of typing in high school. Further development of techniques. Emphasis will be placed on problem solving, increasing speed and accuracy in typing business forms, correspondence, and manuscripts. □

Business 201 3 Cr.
Principles of Accounting 3 Lec.

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. □

Business 202 3 Cr.
Principles of Accounting 3 Lec.

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. □

Business 203 3 Cr.
Intermediate Accounting 3 Lec.

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. □

Business 206 3 Cr.
Principles of Marketing 3 Lec.

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. □

Business 230 3 Cr.
Salesmanship 3 Lec.

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. □

Business 231 3 Cr.
Business Correspondence 3 Lec.

Prerequisite: Credit in BUS 173 or one year of typing in high school; satisfactory completion of COM 131 or ENG 101. 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. □

Business 233 3 Cr.
Advertising and Sales 3 Lec.

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

Business 234 3 Cr.
Business Law 3 Lec.

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. □

Business 237 3 Cr.
Organizational Behavior 3 Lec.

This course endeavors to focus on the persisting human problems of administration in modern organizations as they relate to the theory and methods of behavioral science. □

Business 238 3 Cr.
Cost Accounting 3 Lec.

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. □

Business 250 4 Cr.
Management Training 20 Lab.

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. BUS 250 will be offered the first semester. □

Business 251 4 Cr.
Management Training 20 Lab.

Prerequisite: BUS 150-151. Concurrent enrollment in BUS. 255. A continuation of BUS 250, BUS 251 will be offered the second semester. □

Business 254 2 Cr.
Management Seminar—Organizational 2 Lec.

Prerequisites: BUS 151, 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 as applied to the student's work experiences. □

Business 255 2 Cr.
Management Seminar—Business Strategy, 2 Lec.

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. Specific emphasis will be placed upon the application of the student's course knowledge and work experiences. □

Business 263 3 Cr.
Advanced Shorthand 2 Lec., 3 Lab.

Prerequisite: Credit in BUS 164 or two years of shorthand in high school; credit in 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. □

Business 264 3 Cr.
Shorthand Transcription 2 Lec., 3 Lab.

Prerequisite: Credit in BUS 263; credit in BUS 273. Emphasis upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work meeting office standards. □

Business 273 2 Cr.
Advanced Typing 1 Lec., 2 Lab.

Prerequisite: Credit in BUS 174 or two years of typing in high school. Decision making and timed production of all types of business material are emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds. □

CHEMISTRY



Chemistry 101 General Chemistry

4 Cr.
3 Lec., 3 Lab.

Prerequisite: DEV 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. Laboratory fee required. □

Chemistry 102 General Chemistry

4 Cr.
3 Lec., 3 Lab.

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. Laboratory fee required. □

Chemistry 115 General Chemistry

4 Cr.
3 Lec., 3 Lab.

Prerequisite: DEV MTH 091 or equivalent.

Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding reactions, states of matter, solution, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required. □

Chemistry 116 General Chemistry

4 Cr.
3 Lec., 3 Lab.

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. Laboratory fee required. □

Chemistry 170 Chemistry of Flammable Materials

3 Cr.
3 Lec.

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. □

Chemistry 201 Organic Chemistry I

4 Cr.
3 Lec., 4 Lab.

Prerequisite: CHM 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. Laboratory fee required. □

Chemistry 202 Organic Chemistry II

4 Cr.
3 Lec., 4 Lab.

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, polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify compounds. Laboratory fee required. □

Chemistry 203 Quantitative Analysis

4 Cr.
2 Lec., 6 Lab.

Prerequisite: CHM 102, MTH 101 or MTH 104 or equivalent. 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. Laboratory fee required. □

Chemistry 234 Instrumental Analysis

4 Cr.
2 Lec., 6 Lab.

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. Laboratory fee required. □

COMPUTING SCIENCES

Computing Sciences 131 RPG Programming

3 Cr.
2 Lec., 2 Lab.

Prerequisite: DP 133 or consent of the instructor.

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. System/3 technique will also be included. Laboratory fee required. □

Computing Sciences 175 Introduction to Computer Science

3 Cr.
3 Lec.

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 the effect on their career. □

Computing Sciences 176 Fortran Programming

3 Cr.
2 Lec., 2 Lab.

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. Laboratory fee required. □

Computing Sciences 230 Advanced Assembly Language Coding

4 Cr.
3 Lec., 3 Lab.

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,

COMMUNICATIONS

Communications 131 Applied Composition and Speech

3 Cr.
3 Lec.

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. □

Communications 132 Applied Composition and Speech

3 Cr.
3 Lec.

Prerequisite: COM 131 or consent of instructor. Enrichment of communication processes with emphasis on oral and written persuasion directly related to occupational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading. □

Table Search Methods, Data and Bit Manipulations Techniques, Code Translation, advanced problem analysis, and debugging techniques. Floating point operations will be introduced. Laboratory fee required. □

Computing Sciences 240- Telecommunications I 4 Cr. 3 Lec., 4 Lab.

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 required. □

Computing Sciences 241 Telecommunications II 4 Cr. 3 Lec., 3 Lab.

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. Laboratory fee required. □

DATA PROCESSING

Data Processing 133 4 Cr. Beginning Programming 3 Lec., 4 Lab.

Prerequisite: Credit in, 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. Laboratory fee required. □

Data Processing 136 4 Cr. Intermediate Programming 3 Lec., 4 Lab.

Prerequisite: Credit in DP 133, 137 or MTH 101. Further development of skills and proficiency using COBOL including levels of totals, group printing concepts, table build and search techniques, sequential disk concepts, matching record and file maintenance concepts using disk. Advise concurrent enrollment in DP 138. Laboratory fee required. □

Data Processing 137 3 Cr. Data Processing Mathematics 3 Lec.

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. □

Data Processing 138 3 Cr. Data Processing Logic 3 Lec.

Prerequisite: DP 133. This course is designed to develop and explore the basic logic necessary for problem solving utilizing the computer. Areas covered include flowcharting standards, techniques for basic logic operations, table search and build techniques, types of report printing, conditional tests, multiple record types, sequential file maintenance, and introduction to system flowcharting. □

Data Processing 139 3 Cr. Technician 2 Lec., 4 Lab.

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. Laboratory fee required. □

Data Processing 140 4 Cr. Operations—Console 3 Lec., 3 Lab.

Prerequisites: 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.

Laboratory fee required. □

Data Processing 231 4 Cr. Advanced Programming 3 Lec., 4 Lab.

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. Laboratory fee required. □

Data Processing 232 4 Cr. Applied Systems 3 Lec., 4 Lab.

Prerequisite: DP 136, credit in, 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. Fall semester offered day only. Spring offered night only. Laboratory fee required. □

Data Processing 233 4 Cr. Operating Systems and Communications 3 Lec., 4 Lab.

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. Laboratory fee required. □

Data Processing 236 4 Cr. Advanced Cobol Techniques 3 Lec., 4 Lab.

Prerequisite: Credit in DP 133, 136, or consent of the instructor. Advanced problem solving using the Cobol Programming Language. Special emphasis is given to Isam files using sequential and random processing techniques. Additional ANS Cobol conventions will be covered including set/search table lookup, sort verb, report writer, as well as modular programming techniques. □

DENTAL ASSISTING

Dental Assisting 130 4 Cr. Dental Science 3 Lec., 3 Lab.

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. Laboratory fee required. □

Dental Assisting 131 4 Cr. Dental Materials 3 Lec., 3 Lab.

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. Laboratory fee required. □

Dental Assisting 135 1 Cr. Dental Seminar 1 Lec.

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. □

Dental Assisting 136 3 Cr. Dental Seminar 3 Lec.

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. □

Dental Assisting 137 2 Cr. Dental Operator Procedures 2 Lec., 1 Lab.

Prerequisite: "C" average in DAT 130, 131, 136. A study of patient care in the dental operatories, 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 operator nursing. First aid as it applies to the dental office. Laboratory fee required. □

Dental Assisting 138 2 Cr. Dental Roentgenology 2 Lec., 1 Lab.

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. Laboratory fee required. □

Dental Assisting 230 3 Cr. Dental Office Practice & Bookkeeping 3 Lec.

Prerequisite: "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. Laboratory fee required. □

Dental Assisting 231 2 Cr. Advanced Dental Roentgenology 1 Lec., 2 Lab.

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. Laboratory fee required. □

Dental Assisting 232 2 Cr. Dental Odontology 2 Lec., 1 Lab.

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. Laboratory fee required. □

Dental Assisting 233 6 Cr. Dental Internship 18 Lab.

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. □

Dental Assisting 234 2 Cr. Dental Prosthetics 1 Lec., 2 Lab.

Prerequisite: "C" average in DAT 230, 231, 232, 233. A study of the duties in dental laboratory procedures, 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. Laboratory fee required. □

Dental Assisting 235 3 Cr.
Dental Office Management 3 Lec.

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. □

Dental Assisting 236 2 Cr.
Dental Operatory Practice 2 Lec., 1 Lab.

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. Laboratory fee required. □

Dental Assisting 237 6 Cr.
Dental Internship 18 Lab.

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 128 2 Cr.
Introduction to Mass Produced Apparel 2 Lec., 2 Lab.

A study of the analysis and interpretation of mass production in the fashion industry. □

Design 129 1 Cr.
Industrial Garment Construction 3 Lab.

The study and application of equipment, techniques and skills involved in construction of mass produced apparel. Laboratory fee required. □

Design 135 3 Cr.
Textiles 3 Lec.

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. □

Design 136 3 Cr.
Fashion Sketching 2 Lec., 4 Lab.

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. □

Design 234 3 Cr.
History of Costume 3 Lec.

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. □

Design 235 3 Cr.
History of Costume 3 Lec.

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 influence upon the current mode. □

DEVELOPMENTAL STUDIES

DM 090 3 Cr.
Developmental Mathematics 3 Lec.

DM 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. □

DM 091 3 Cr.
Developmental Mathematics 3 Lec.

Prerequisite: DM 090 or equivalent. DM 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. □

DM 093 3 Cr.
Intermediate Algebra 3 Lec.

Prerequisite: One year of high school algebra or DM 091. 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. □

Development Reading 090 3 Cr.
Techniques of Reading/Learning 3 Lec.

DR 090 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. DR 090 and DR 091 are offered in a laboratory setting employing varied instructional methods. □

Developmental Reading 091 3 Cr.
Techniques of Reading/Learning 3 Lec.

DR 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. DR 090 and DR 091 are offered in a laboratory setting employing varied instructional methods. □

Developmental Writing 090 3 Cr.
Writing 3 Lec.

DW 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills, spelling, grammar, vocabulary improvement, and principles of sentence and paragraph structure (as well as experience in organization for composition) are taught in a laboratory utilizing individualized instruction techniques. □

Developmental Writing 091 3 Cr.
Writing 3 Lec.

DW 091 is a sequel to DW 090 and concentrates on the composition process; therefore, it is important to develop the student's skills of organization, transition and revision. His program of composition

will vary according to his individual needs, which may include brief, simple forms as well as more complex critical and research writing. □

Developmental Writing 093 3 Cr.
Writing 3 Lec.

DW 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 rule of spelling, sentence structure, word order, and punctuation are included. Transformation practice in vocabulary and usage is offered as needed. □

DRAFTING

Drafting 135 2 Cr.
Reproduction of Processes 1 Lec., 3 Lab.

A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photodrafting, microfilming, photocopying, silk screen printing, typographics, xerography, engravings, 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. Laboratory fee required. □

Drafting 136 3 Cr.
Geological and Land Drafting 2 Lec., 4 Lab.

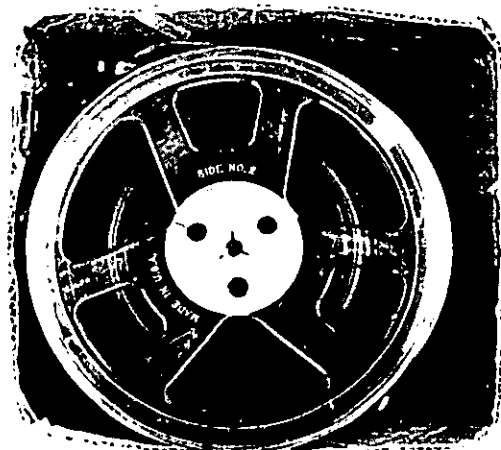
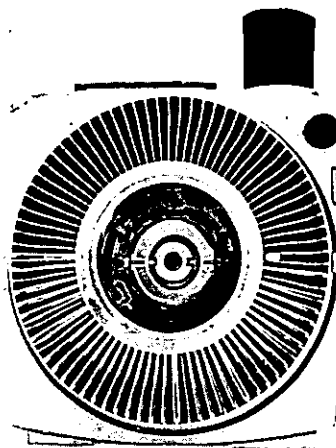
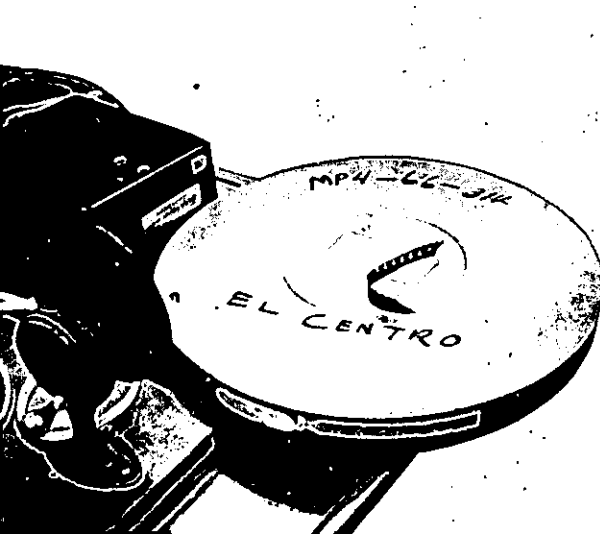
Prerequisites: DFT 184 and MTH 196. Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, petroleum and geophysics maps, and application of drawing techniques to land surveying, including boundaries, roads, buildings, elevations plan and profile sheets, cross sections, plotting surveyor's notes, traverses, plot plans and plats. □

Drafting 182 2 Cr.
Technician Drafting 1 Lec., 3 Lab.

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. □

Drafting 183 4 Cr.
Basic Drafting 2 Lec., 6 Lab.

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



PLEASE PRINT

- 13.. Indicate Major Field of Study:_____ If undecided, check here ☐

(OVER)

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: _____

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.

Health Center
Main & Lamar
Dallas, Texas 75202

HEALTH HISTORY INFORMATION

A horizontal number line with arrows at both ends. It is marked with integers from 1 to 9. There are 8 equal intervals between the marks.

A horizontal number line is shown, starting at 10 on the left and ending at 32 on the right. The line is divided into 22 equal intervals by vertical tick marks. There are 21 tick marks between 10 and 32, plus the endpoints 10 and 32, for a total of 23 tick marks.

FAMILY INFORMATION

DIABETES—YES 0 NO 1 MENTAL ILLNESS—YES 0 NO 1 TUBERCULOSIS—YES 0 NO 1
33 33 34 34 35 35

AGE _____ SEX—Male 0 Female 1 FULL TIME STUDENT (12 hrs. or more)—YES 0 NO 1
36 37 38 38 39 39

YES NO

$$\frac{0}{40} \quad \frac{1}{40}$$

$$\frac{0}{42} \quad \frac{1}{42}$$

$$\frac{\boxed{0}}{44} \quad \frac{\boxed{1}}{44}$$

0 1
46 46

0 1
 48 48

0 1
50 50

0 1
52 52

$$\begin{array}{r} \boxed{0} \\ \hline 54 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 54 \end{array}$$

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$$\begin{array}{r} \boxed{0} \\ \hline 45 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 45 \end{array}$$

$$\begin{array}{r} \boxed{0} \\ \hline 47 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 47 \end{array}$$

$$\begin{array}{r} \boxed{0} \\ \hline 49 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 49 \end{array}$$

$$\begin{array}{r} \boxed{0} \\ \hline 51 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 51 \end{array}$$

$$\begin{array}{r} \boxed{0} \\ \hline 53 \end{array} \quad \begin{array}{r} \boxed{1} \\ \hline 53 \end{array}$$

HAVE YOU RECEIVED COUNSELING FOR A NERVOUS CONDITION, PERSONAL DISORDER, OR EMOTIONAL PROBLEM? YES 0 NO 1
56 56

DOCTOR 0 NURSE 0 COUNSELOR 0
57 58 59

SIGHT PROBLEMS—Slight 0 Severe 1 None 2 HEARING LOSS—Slight 0 Severe 1 None 2

PARALYSIS—YES 0 NO 1 DO YOU HAVE A SPEECH HANDICAP? YES 0 NO 1
62 62 63 63

WOULD SPECIAL EQUIPMENT OR SERVICES ENHANCE YOUR HEARING OR SIGHT? YES 0 NO 1
64 64

(OVER)

I AM INTERESTED IN FURTHER INFORMATION ABOUT:

	YES	NO		YES	NO
WEIGHT REDUCTION	<u>0</u> 65	<u>1</u> 65	FAMILY PLANNING	<u>0</u> 66	<u>1</u> 66
PRE-MARITAL COUNSELING	<u>0</u> 67	<u>1</u> 67	PRENATAL CARE	<u>0</u> 68	<u>1</u> 68
DRUG ADDICTION	<u>0</u> 69	<u>1</u> 69	FIRST AID	<u>0</u> 70	<u>1</u> 70
AID TO STOP SMOKING	<u>0</u> 71	<u>1</u> 71			

I GRANT PERMISSION FOR AID TREATMENT BY THE HEALTH CENTER STAFF—YES 0 NO 1
72 72

DO YOU HAVE MEDICAL INSURANCE? YES 0 NO 1
73 73

FIRST CLASS
Permit No.
11454
Dallas, Texas

EL CENTRO COLLEGE

HEALTH CENTER
MAIN AT LAMAR
DALLAS, TX. 75202

Print answers to all questions.

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:	CITIZEN: U.S.		EMERGENCY TELEPHONE NO.	
	S ____ W ____	Other ____		(While you are in school)	
Fall Spring Summer Year	M ____ D ____	Where? ____		Fulltime (12 hours or more) <input type="checkbox"/>	
				Part-time (less than 12 hours) <input type="checkbox"/>	

ARE YOU A VETERAN? Yes ____ No ____

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 ____
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

used. Emphasis is placed on both mechanical skills and graphic theory. □

Drafting 184 3 Cr.

Intermediate Drafting 2 Lec., 4 Lab.

Prerequisite: DFT 183. 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. Laboratory fee required. □

Drafting 230 3 Cr.

Structural Drafting 2 Lec., 4 Lab.

Prerequisites: DFT 183 and MTH 196. 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. □

Drafting 231 3 Cr.

Electronic Drafting 2 Lec., 4 Lab.

Prerequisite: DFT 183. Develops skill in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. □

Drafting 232 3 Cr.

Technical Illustration 2 Lec., 4 Lab.

Prerequisite: DFT 183. 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. Laboratory fee required. □

Drafting 234 4 Cr.

Advanced Technical Illustration 2 Lec., 6 Lab.

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. Laboratory fee required. □

Drafting, Basic
(See Drafting 183)

ECONOMICS

Economics 201 3 Cr.

Principles of Economics I 3 Lec.

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. □

Economics 202 3 Cr.

Principles of Economics II 3 Lec.

Prerequisite: ECO 201 or consent of the instructor. 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. □

ENGINEERING

Engineering 105 3 Cr.

Engineering Graphics 2 Lec., 4 Lab.

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. Laboratory fee required. □

Engineering 106 3 Cr.

Descriptive Geometry 12 Lec., 4 Lab.

Prerequisite: DFT 183 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. Laboratory fee required. □

ENGLISH

English 101 3 Cr.

Composition and Expository Writing 3 Lec.

Writing and reading activities designed to help the student write more clearly and effectively and read more enjoyably and efficiently. This course is offered on campus and via television. □

English 102 3 Cr.

Composition and Literature 3 Lec.

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 any combination of 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.) □

English 201 3 Cr.

British Literature 3 Lec.

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

English 202 3 Cr.

British Literature 3 Lec.

Prerequisite: ENG 102. Study of important works from the Romantic period to the present. □

English 203 3 Cr.

World Literature 3 Lec.

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

English 204 3 Cr.

World Literature 3 Lec.

Prerequisite: ENG 102. Study of ten to twelve important post-renaissance works of continental Europe, England, and America. □

English 205 3 Cr.

American Literature 3 Lec.

Prerequisite: ENG 102. Study of the works of the important writers before Whitman in the context of their times. □

English 206 3 Cr.

American Literature 3 Lec.

Prerequisite: ENG 102. Reading and analysis of representative works from Whitman to the present. □

English 209 3 Cr.

Creative Writing 3 Lec.

Prerequisite: ENG 102. Writing of fiction: short story, poetry and short drama. □

English 215 3 Cr.

Studies in Literature 3 Lec.

Prerequisite: ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. Course titles and descriptions will be available each semester prior to registration. □

English 216 3 Cr.

Studies in Literature 3 Lec.

Prerequisite: ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. Course titles and descriptions will be available each semester prior to registration. ENG 216 courses differ from those offered in ENG 215. □

ENVIRONMENTAL TECHNOLOGY

Environmental Technology 101 3 Cr.

Environment and Man 3 Lec.

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. □

Environmental Technology 103 3 Cr.

Environmental Geology 2 Lec., 2 Lab.

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. □

Environmental Technology 105 3 Cr.

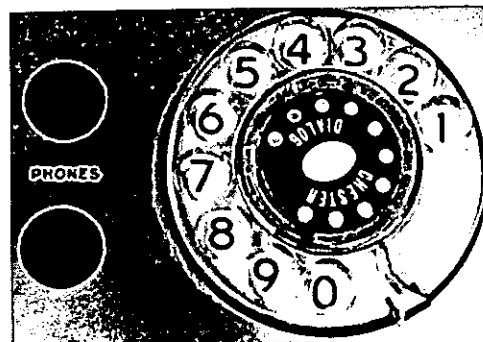
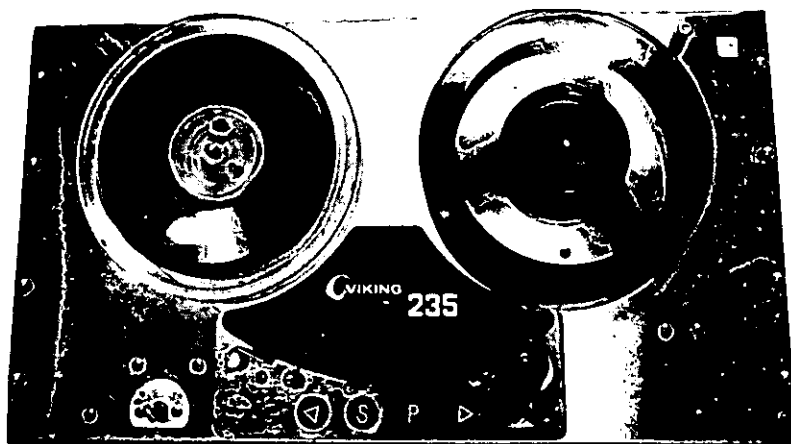
Atmospheric and Water Environments 2 Lec., 2 Lab.

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. Laboratory fee required. □

Environmental Technology 201 5 Cr.

Seminar in Environmental Science 1 Lec. 20 Lab.

Prerequisites: 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

Fire Protection 131 Introduction to Fire Protection	3 Cr.
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. □	3 Lec.
Fire Protection 132 Fire Prevention Theory and Application	3 Cr.
<i>Prerequisite:</i> 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. □	3 Lec.
Fire Protection 133 Fire Operations Strategy	3 Cr.
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. □	3 Lec.
Fire Protection 135 Introduction to Fire Administration	3 Cr.
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. □	3 Lec.
Fire Protection 136 Fire Investigation and Arson	3 Cr.
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. □	3 Lec.
Fire Protection 138 Introduction to Fire Operations	3 Cr.
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. □	3 Lec.
Fire Protection 231 Fire Protection Through Building Construction	3 Cr.
<i>Prerequisite:</i> 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. □	3 Lec.
Fire Protection 232 Protection Systems in Industry	3 Cr.
<i>Prerequisite:</i> 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. □	3 Lec.

FOOD SERVICE

Food Service 090 First Year Orientation	1 Cr.
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. □	1 Lec.
Food Service 121 Food Service Equipment	2 Cr.
A lecture-demonstration course which deals with major food service equipment use, cleaning and minor maintenance procedures. Pre-preparation, preparation, refrigeration equipment are covered. Application of air conditioning, electricity, gas and plumbing fundamentals as they relate to food service facilities are covered. □	2 Lec.
Food Service 130 Basic Food Preparation	3 Cr.
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. Laboratory fee required. □	2 Lec., 4 Lab.
Food Service 131 Advanced Food Preparation	3 Cr.
<i>Prerequisite:</i> 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. Laboratory fee required. □	2 Lec., 4 Lab.



Food Service 132 Food Purchasing, Handling and Storage	3 Cr.
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. □	3 Lec.
Food Service 134 Food Service Sanitation and Safety	2 Cr.
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. □	2 Lec.
Food Service 135 Nutrition and Menu Planning	3 Cr.
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. □	3 Lec.
Food Service 136 Supervisory Techniques for Food Service	3 Cr.
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. □	3 Lec.
Food Service 138 Food Service Cost Control	3 Cr.
<i>Prerequisite:</i> 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. □	3 Lec.
Food Service 140 Elementary Bakery Training	3 Cr.
This course covers the operation of the baker. 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. Laboratory fee required. □	2 Lec., 4 Lab.
Food Service 231 Food Service Financial Management	3 Cr.
A problem-solving course which deals with profit planning, cost analysis, break-even point analysis, budgets, income statements and balance sheets for commercial food service operations. Emphasis is also directed to cost management, ratio analysis and feasibility studies for food service operations. □	3 Lec.
Food Service 232 Quantity Food Preparation and Service	4 Cr.
<i>Prerequisite:</i> 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. Laboratory fee required. □	2 Lec., 8 Lab.
Food Service 233 Food Marketing	3 Cr.
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. □	3 Lec.
Food Service 235 Advanced Quantity Food Preparation and Service	4 Cr.
<i>Prerequisite:</i> 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 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. Laboratory fee required. □	2 Lec., 8 Lab.

Food Service 236 2 Cr.
Beverage Operations and Service 2 Lec.

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. □

Food Service 237 2 Cr.
Organization and Management 3 Lec.

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. □

Food Service 238 2 Cr.
Garde Manger Training 2 Lec., 4 Lab.

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. Laboratory fee required. □

Food Service 239 3 Cr.
Saucier Training 2 Lec., 4 Lab.

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. Laboratory fee required. □

Food Service 240 6 Cr.
Food Service Work Experience I 2 Lec., 20 Lab.

Supervised employment in a food service operation or institutional food service facility. The weekly conference is designed to provide each student an opportunity to discuss in a group setting, his or her learning experiences at an operational level. □

Food Service 241 6 Cr.
Food Service Work Experience II 2 Lec., 20 Lab.

Supervised employment in a facility or health care setting other than one selected for food service 240. This will enable the student to gain experience in more than one type of food or nutrition service. In case of diverse operations moving from one department to another will meet the intent of this course. The weekly conference will afford students the opportunity to discuss their experience with invited industry representatives who are themselves involved in operating various types of food service facilities. □

Food Service 242 4 Cr.
Nutrition Care I 3 Lec., 3 Lab.

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. Laboratory fee required. □

Food Service 243 4 Cr.
Nutrition Care II 3 Lec., 3 Lab.

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. Laboratory fee required. □

Food Service 245 3 Cr.
Advanced Pastry Shop Training 2 Lec., 4 Lab.

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. Laboratory fee required. □

FRENCH

French 101 4 Cr.
Beginning French 3 Lec., 2 Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required. □

French 102 4 Cr.
Beginning French 3 Lec., 2 Lab.

Prerequisite: FR 101 or equivalent. Continuation of FR 101

with emphasis on idiomatic language and complicated syntax. Laboratory fee required. □

French 201 3 Cr.
Intermediate French 3 Lec.

Prerequisite: FR 102 or consent of the instructor. Reading, composition, grammar review and intense oral practice. □

French 202 3 Cr.
Intermediate French 3 Lec.

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

GEOGRAPHY

Geography 101 3 Cr.
Geography (Physical) 3 Lec.

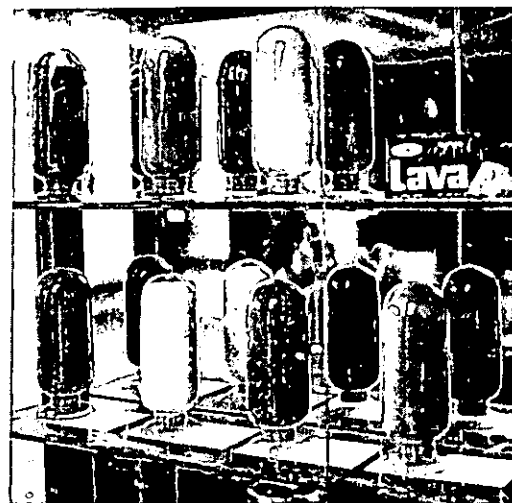
A survey of the physical makeup of the earth: weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography. □

Geography 102 3 Cr.
World Geography (Economic) 3 Lec.

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. □

Geography 103 3 Cr.
World Geography (Cultural) 3 Lec.

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

Geology 101 4 Cr.
General Geology (Physical) 3 Lec., 3 Lab.

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. Laboratory fee required. □

Geology 102 4 Cr.
General Geology (Historical) 3 Lec., 3 Lab.

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. Laboratory fee required. □

GERMAN

German 101 4 Cr.
Beginning German 3 Lec., 2 Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required. □

German 102 4 Cr.
Beginning German 3 Lec., 2 Lab.

Prerequisite: GER 101 or equivalent. Continuation of GER 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required. □

German 201 3 Cr.
Intermediate German 3 Lec.

Prerequisite: GER 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice. □

German 202 3 Cr.
Intermediate German 3 Lec.

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

GOVERNMENT

- Government 201** 3 Cr.
American Government 3 Lec.
Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and inter-governmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. This course is offered on campus and via television. □
- Government 202** 3 Cr.
American Government 3 Lec.
Prerequisite: GVT 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification. □

HISTORY

- History 101** 3 Cr.
History of the United States 3 Lec.
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. □

- History 102** 3 Cr.
History of the United States 3 Lec.
Prerequisite: History 101 recommended. A survey of the unfolding of the United States History from the Reconstruction Era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. □
- History 105** 3 Cr.
Western Civilization 3 Lec.
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. □
- History 106** 3 Cr.
Western Civilization 3 Lec.
The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic, and political factors of recent world history. □
- History 110** 3 Cr.
The Heritage of Mexico 3 Lec.
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. □
- History 112** 3 Cr.
Latin American History 3 Lec.
This course presents major historical developments and personalities which have influenced the course of Latin American history, with examination of Indian cultures, the conquistadors, Spanish administration, the wars of independence, relations with the United States and concludes with a brief survey of relevant contemporary problems. □
- History 204** 3 Cr.
American Minorities 2 Lec.
Prerequisite: SOC 101 and/or six hours of U.S. History recommended. 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. The student may register for either History 204 or Sociology 204. □

HOME ECONOMICS

- Home Economics 101** 3 Cr.
Basic Design 2 Lec., 4 Lab.
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. □
- Home Economics 102** 3 Cr.
Food Selection and Preparation 2 Lec., 4 Lab.
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. Laboratory fee required. □
- Home Economics 110** 3 Cr.
Clothing and Home Design 2 Lec., 4 Lab.
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

- Human Development 105** 3 Cr.
Basic Processes of Interpersonal Relationships 3 Lec.
A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities are planned, partly by each class, designed to meet certain specific human needs of the students in the class. Open to freshmen and sophomores. □
- Human Development 106** 3 Cr.
Personal and Social Growth 3 Lec.
A 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. □
- Human Development 107** 3 Cr.
Developing Leadership Behavior 3 Lec.
Prerequisite: Consent of instructor. 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. □

HUMANITIES

- Humanities 101** 3 Cr.
Introduction to the Humanities 3 Lec.
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 121 Basic Color Theory for Interior Design	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> 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. □	
Interior Design 122 Color Theory and Illustration for Interior Design	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 121. 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. □	
Interior Design 123 Advanced Planning and Perspective	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 130. The student learns methods and principles of one and two point perspective. Orthographic, oblique and isometric projections are made of furniture studies. Advanced plans and elevations are incorporated into portfolio presentations. □	
Interior Design 130 Basic Planning	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> Enrollment in Design Institute. Learning to use drafting instruments in drawing two-dimensional forms, floorplans, interior elevations, furniture layouts, and electrical plans. The reading of blueprints, use of architectural symbols, and printing are emphasized. □	
Interior Design 220 History of Interior Arts I	3 Cr. 2 Lec., 3 Lab.
<i>Prerequisite:</i> INT 122. A study of the evolution of the interior arts and related architectural development from Egyptian through French. The student compiles a notebook of supplementary material. Lectures, slides, field trips, and reports provide research information. □	
Interior Design 221 History of Interior Arts II	3 Cr. 2 Lec., 3 Lab.
<i>Prerequisite:</i> INT 220. Continuation of study of evolutions of interior arts from English through Oriental with related architectural development. The student compiles a notebook of supplementary material. Lectures, field trips, slides and reports provide research information. □	
Interior Design 224 Interior Graphics and Illustration	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 122 and 123. Concurrent enrollment in INT 235. Traditional interior design problems are solved by the use of floor plans, elevations, furniture layout, electrical plan and a rendered two-point perspective. Emphasis is on preparation of different types of presentational boards. □	
Interior Design 225 Architectural Drawing I	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 130. Designing of a basic residential floor plan and delineation of all working drawings, plot plan, foundation plan, details, sections, and elevations. □	
Interior Design 226 Architectural Drawing II	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 133. Sketching three-dimensional objects from still life, human and architectural forms, with emphasis on freehand perspective. □	
Interior Design 233 Fabrications	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 122 and 123. The study of furniture upholstery, woods, finishes, frame constructions, materials, drapery making, wall coverings, plastics and metals. The course is geared for general understanding of technical methods rather than for learning the craftsmanship. □	
Interior Design 235 Inner Space Composition and Presentation	3 Cr. 2 Lec., 4 Lab.
<i>Prerequisite:</i> INT 122 and INT 123. 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. □	
Interior Design 236 Concepts of 20th Century Interior Design and Lighting	4 Cr. 3 Lec., 3 Lab.
<i>Prerequisite:</i> INT 221 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. □

Interior Design 237
Advanced Principles of Interior Design 4 Cr.
3 Lec., 3 Lab.

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. □

Interior Design 238
Client Psychology Survey and Business Procedures 4 Cr.
3 Lec., 3 Lab.

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. □

Interior Design 239
Principles of Commercial Interior Design 4 Cr.
3 Lec., 3 Lab.

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. □

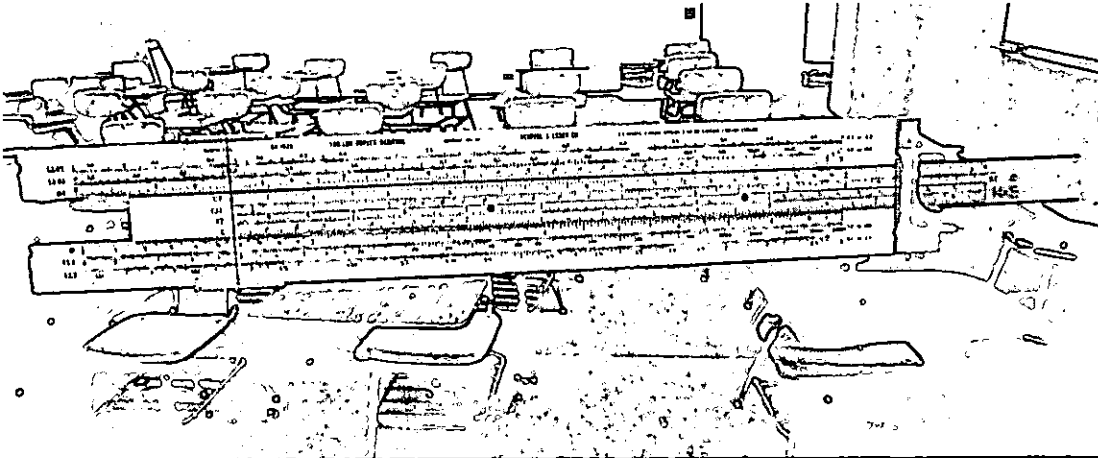


JOURNALISM

Journalism 101 Introduction to Mass Communications	3 Cr. 3 Lec.
A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors. □	
Journalism 104 Student Publications	1 Cr. 3 Lab.
Individual staff assignments on the student newspaper in one of the following journalists 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.	

MATHEMATICS

Mathematics 101 College Algebra	3 Cr. 3 Lec.
<i>Prerequisite:</i> 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. □	
Mathematics 102 Plane Trigonometry	3 Cr. 3 Lec.
<i>Prerequisite:</i> MTH 101. Angular measure, functions of angles, derivation of formulae, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers. □	
Mathematics 104 Elementary Functions and Coordinate Geometry I	5 Cr. 5 Lec.
<i>Prerequisite:</i> 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. □	
Mathematics 106 Elementary Functions and Coordinate Geometry III	5 Cr. 5 Lec.
<i>Prerequisite:</i> 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. □	
Mathematics 111 Math for Business and Economics I	3 Cr. 3 Lec.
<i>Prerequisite:</i> 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. □	
Mathematics 112 Math for Business and Economics II	3 Cr. 3 Lec.
<i>Prerequisite:</i> Math 111. Study of sequences and limits, differential calculus, optimization, and appropriate applications. □	
Mathematics 115 College Mathematics I	3 Cr. 3 Lec.
<i>Prerequisite:</i> 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. □

Mathematics 116 3 Cr.
College Mathematics II 3 Lec.

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. □

Mathematics 121 3 Cr.
Analytic Geometry 3 Lec.

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. □

Mathematics 126 5 Cr.
Introductory Calculus 5 Lec.

Prerequisite: MTH 105 or MTH 106 or MTH 121 with consent of instructor. 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. □

Mathematics 130 3 Cr.
Business Mathematics 3 Lec.

Prerequisite: DM 091 or the equivalent. Skill in arithmetic essential. Simple and compound interest, bank discount, payroll, taxes, insurance, markup and markdown. Corporate securities, depreciation, and purchase discounts. This course is intended primarily for specialized occupational programs. □

Mathematics 139 3 Cr.
Applied Mathematics 3 Lec.

Prerequisite: DM 091 or equivalent. 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. □

Mathematics 195 3 Cr.
Technical Mathematics 3 Lec.

Prerequisite: DM 091 or the equivalent. A course designed for technical students covering a general review of arithmetic; a treatment of the basic concepts and the fundamental facts of plane and solid geometry, computations with the slide rule, units and dimensions, a treatment of the terminology and concepts of elementary algebra, functions, coordinate systems, systems of simultaneous equations, stated problems, determinants, progressions, and the binomial theorem. □

Mathematics 196 3 Cr.
Technical Mathematics 3 Lec.

Prerequisite: Math 195. 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. □

Mathematics 202 3 Cr.
Introductory Statistics 3 Lec.

Prerequisite: Two years of high school algebra, 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. □

Mathematics 221 3 Cr.
Linear Algebra 3 Lec.

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

Mathematics 222 3 Cr.
Calculus I 3 Lec.

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

Mathematics 223 3 Cr.
Calculus II 3 Lec.

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

Mathematics 224 3 Cr.
Advanced Calculus 3 Lec.

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

Mathematics 227 4 Cr.
Mathematical Analysis I 4 Lec.

Prerequisite: MTH 126 or equivalent. A continued study of techniques of differentiation and integration including logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors. □

Mathematics 228 3 Cr.
Mathematical Analysis II 3 Lec.

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

Mathematics 230 3 Cr.
Differential Equations 3 Lec.

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

Medical Assisting Technology 131 4 Cr.
Medical Terminology 4 Lec.

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. □

Medical Assisting Technology 132 4 Cr.
Clinical Procedures 3 Lec., 3 Lab.

Prerequisite: "C" average in MA 131, 133, and 134. 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. □

Medical Assisting Technology 133 3 Cr.
Medical Law, Ethics and Economics 3 Lec.

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. □

Medical Assisting Technology 134 1 Cr.
Seminar Applied Anatomy and Physiology 1 Lec.

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. □

Medical Assisting Technology 135 1 Cr.
Seminar Applied Anatomy and Physiology 1 Lec.

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. □

Medical Assisting Technology 230 3 Cr.
Medical Transcription 1 Lec., 6 Lab.

Prerequisite: "C" average in MA 131 and BUS 174.

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. □

Medical Assisting Technology 231 4 Cr.
Administrative Procedures 3 Lec., 3 Lab.

Prerequisite: "C" average in MA 132, 135, and 230.

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. □

Medical Assisting Technology 232 4 Cr.
Directed Practice 16 Lab.

Prerequisite: "C" average in MA 231 and an overall "C" average in non-technical courses.

Practical experience in offices of selected physicians and hospitals to give the student insight, understanding and skill in medical office assisting. □

Medical Assisting Technology 233 3 Cr.
Seminar and Journal Club 3 Lec.

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 Lab Technology 133 4 Cr.
Hematology 3 Lec., 3 Lab.

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

Medical Lab Technology 135 Urinalysis 3 Cr.
2 Lec., 3 Lab.
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. □

Medical Lab Technology 138 Immunology 4 Cr.
3 Lec., 3 Lab.
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. □

Medical Lab Technology 139 Clinical Practice I 8 Cr.
2 Lec., 33 Lab.
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. □

Medical Lab Technology 229 Medical Microbiology I 4 Cr.
3 Lec., 4 Lab.
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 principle of aseptic technique, susceptibility testing of bacteria, quantification 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. □

Medical Lab Technology 231 Clinical Chemistry 4 Cr.
3 Lec., 3 Lab.
Prerequisite: "C" average in medical lab technology 229 and successful completion of CHEM 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. □

Medical Lab Technology 236 Medical Microbiology II 4 Cr.
3 Lec., 4 Lab.
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. □

Medical Lab Technology 238 Clinical Practice II 8 Cr.
2 Lec., 33 Lab.
Prerequisite: "C" average in MTL 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 110 Music Literature 3 Cr.
3 Lec.
A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of late Gothic, Renaissance, and Baroque eras. □

Music 111 Music Literature 3 Cr.
3 Lec.
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. □

Music 113 Foundations in Music I 3 Cr.
3 Lec.
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. □

Music 114 Foundations in Music II 3 Cr.
3 Lec.
Prerequisite: MUS 113. A continuation of MUS 113. □

Music 117 Piano Class I 1 Cr.
2 Lab.
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. □

Music 118 Piano Class II 1 Cr.
2 Lab.
Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students. □

Music 119 Guitar Class I 1 Cr.
2 Lab.
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. □

Music 121-140 Applied Music—Minor 1 Cr.
1 Lec.
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. Laboratory fee required. □

Music 150 Chorus 1 Cr.
3 Lab.
Prerequisite: Consent of instructor. 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. □

Music 151 Voice Class I 1 Cr.
2 Lab.
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. □

Music 152 Voice Class II 1 Cr.
2 Lab.
A continuation of MUS 151 with emphasis on solo singing, appearance in studio recital, stage development, and personality development. Open to all non-voice majors. Two group lessons a week. □

Music 155 Vocal Ensemble 1 Cr.
3 Lab.
A select group for mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition

with the director. □

Music 160 Band 1 Cr.
3 Lab.
Prerequisite: Non-wind instrument majors consent of instructor. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors. □

Music 173 Percussion Ensemble 1 Cr.
3 Lab.
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. □

Music 175 String Ensemble 1 Cr.
3 Lab.
Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director. □

Music 177 Chamber Ensemble 1 Cr.
3 Lab.
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. □

Music 185 Stage Band 1 Cr.
3 Lab.
Prerequisite: Consent of instructor. The stage band studies and performs a wide variety of music with emphasis on the jazz oriented bigband styles of the 1960's. □

Music 199 Recital 1 Cr.
2 Lab.
One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music majors and open to all other students. Credit for this course does not apply to the Associate degree. □

Music 201 Sophomore Theory 4 Cr.
3 Lec., 3 Lab.
Prerequisite: MUS 101-102 or 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. □

Music 202 Sophomore Theory 4 Cr.
3 Lec., 3 Lab.
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 key schemes, 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. □

Music 221-241 Applied Music-Concentration 2 Cr.
1 Lec.
Private instruction in the area of the student's concentration. Two half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. □

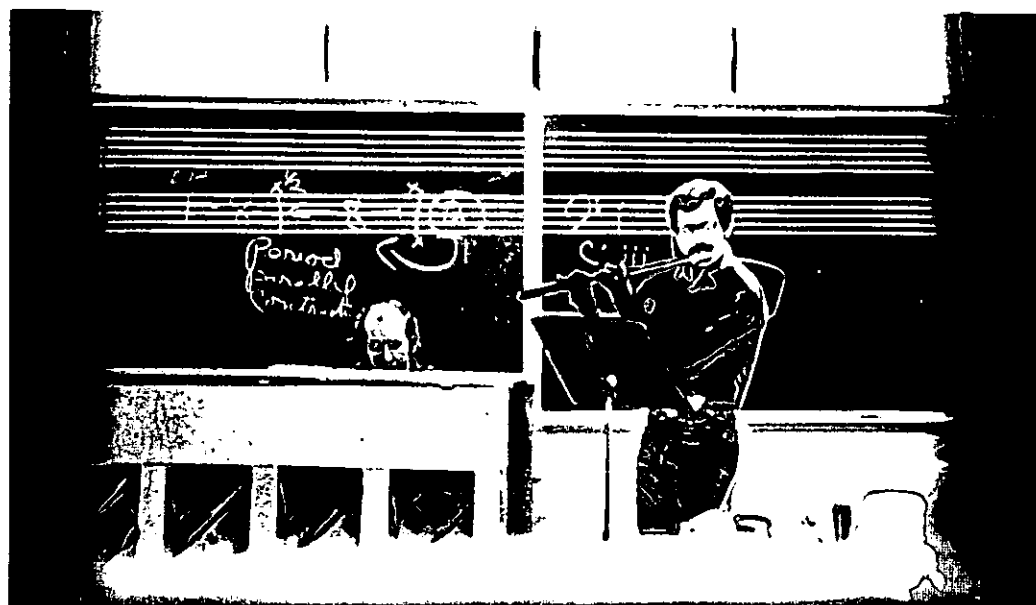
Music 251-270 Applied Music-Major 3 Cr.
1 Lec.
Private instruction in the area of the student's major instrument. Primarily for music performance majors. Two half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. □

MUSIC

Music 101 Freshman Theory 4 Cr.
3 Lec., 3 Lab.
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. □

Music 102 Freshman Theory 4 Cr.
3 Lec., 3 Lab.
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. □

Music 104 Music Appreciation 3 Cr.
3 Lec.
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. □



NURSING

- Nursing 132** 6 Cr.
Fundamentals of Nursing 3 Lec., 9 Lab.
Prerequisite: Admission to program. Concurrent enrollment in BIO 120 and PSY 105. The study and practice of basic nursing skills with emphasis on safety, comfort, body mechanics, nutrition, pharmacology, and historical and current trends. Laboratory fee required. □
- Nursing 120** 6 Cr.
Nursing Care in Physical and Mental Health 3 Lec., 9 Lab.
Prerequisite: "C" grade in 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. □
- Nursing 121** 6 Cr.
Nursing Care of Physically and Mentally III 3 Lec., 9 Lab.
Prerequisite: "C" grade in 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. □
- Nursing 220** 9 Cr.
Nursing Care of Physically and Mentally III-II 4 Lec., 15 Lab.
Prerequisite: "C" grade in NUR 120 and NUR 121. BIO 120 and 121. PSY 105 and 201. A continuation of NUR 121 with increasing implementation of supportive and therapeutic nursing care to more complex patients needs including chronic mental and physical disorders and the teaching required of these patients and their families. □
- Nursing 221** 4 Cr.
Nursing Care of the Physically and Mentally III-III 3 Lec., 24 Lab.
Prerequisite: "C" grade in 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 130** 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
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. Laboratory fee required. □
- Pattern Design 131** 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
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. Laboratory fee required. □
- Pattern Design 230** 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
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. Laboratory fee required. □
- Pattern Design 231** 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
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. Laboratory fee required. □



Office Machines

(See Business 161)

PATTERN DESIGN

- Pattern Design 125** 3 Cr.
Pattern Drafting and Draping 2 Lec., 4 Lab.
 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. Laboratory fee required. □
- Pattern Design 126** 2 Cr.
Pattern Drafting and Draping 1 Lec., 3 Lab.
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. Laboratory fee required. □

PHILOSOPHY

- Philosophy 102** 3 Cr.
Introduction to Philosophy 3 Lec.
 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 principal views, both ancient and modern, are examined as possible solutions. □
- Philosophy 105** 3 Cr.
Logic 3 Lec.
 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. □
- Philosophy 203** 3 Cr.
Ethics 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. 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 verify 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. □
- Philosophy 207** 3 Cr.
History of Ancient Philosophy 3 Lec.
 Open to sophomores only. This course is a historical examination of philosophy from Presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered. □
- Philosophy 208** 3 Cr.
History of Modern Philosophy 3 Lec.
 Open to sophomores only. 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. □

PHOTOGRAPHY

- Photography 110** 3 Cr.
Introduction to Photography and Photo-Journalism 2 Lec., 4 Lab.
 Introduction to photography and photo-journalism. The general mechanics of camera lenses and shutters, general characteristics of the photographic films, papers, and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting. Laboratory fee required. □
- Photography 111** 3 Cr.
Advanced Photography and Photo-Journalism 3 Lec., 4 Lab.
 Advanced photography and photojournalism. Utilization of everything taught in 101, with emphasis on refining techniques. Special emphasis on photographic communication. □

P.E.

- Physical Education 101** 3 Cr.
Fundamentals of Health 3 Lec.
 A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors, and students with specific interest. □
- Physical Education 257** 3 Cr.
Standard and Advanced First Aid 3 Lec.
 Theory and practice in the standard and advanced courses of the American National Red Cross in First Aid safety. □

POLICE SCIENCE

PHYSICAL SCIENCE

Physical Science 118 4 Cr.
Physical Science 3 Lec., 2 Lab.
 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. Laboratory fee required. □

Physical Science 119 4 Cr.
Physical Science 3 Lec., 2 Lab.
 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. Laboratory fee required. □

PHYSICS

Physics 111 4 Cr.
Introductory General Physics 3 Lec., 3 Lab.
Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two-semester course designed for pre-dental, pre-nursing, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. The first half is a study of mechanics and heat. The laboratory includes a one-hour problem session. Laboratory fee required. □

Physics 112 4 Cr.
Introductory General Physics 3 Lec., 3 Lab.
Prerequisite: PSC 111. A continuation of PSC 111 which includes the study of electricity, magnetism, light, and sound. Laboratory includes one hour problem session. Laboratory fee required. □

Physics 131 4 Cr.
Applied Physics 3 Lec., 3 Lab.
Prerequisite: MTH 195 or concurrent enrollment in MTH 195. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, heat, sound, light, electricity, magnetism, and atomic theory with emphasis on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes a one hour problem session. Laboratory fee required. □

Physics 132 4 Cr.
Applied Physics 3 Lec., 3 Lab.
Prerequisite: PHYS 131. A continuation of PHYS 131. Laboratory includes a one hour problem session. Laboratory fee required. □

Physics 201 4 Cr.
General Physics 3 Lec., 3 Lab.
Prerequisite: Credit or concurrent registration in MTH 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, pre-med and engineering majors. Laboratory includes a one hour problem session. Laboratory fee required. □

Physics 202 4 Cr.
General Physics 3 Lec., 3 Lab.
Prerequisite: PHY 201 and credit or concurrent registration in MTH 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one hour problem session. Laboratory fee required. □

Physics 203 4 Cr.
Introduction to Modern Physics 3 Lec., 3 Lab.
Prerequisite: PHY 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units. Laboratory includes a one hour problem session. Laboratory fee required. □

Police Science 134 3 Cr.
Criminal Evidence and Procedure 3 Lec.
 A study of trial and courtroom procedure; parties in the case; the rules of evidence; decision and punishment; due process re-emphasized. □

Police Science 137 3 Cr.
Police Community Relations 3 Lec.
 The role of the individual officer in achieving and maintaining public support; human relations, public information; relationships with violators and complainants. □

Police Science 140 3 Cr.
Introduction to Law Enforcement 3 Lec.
 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. □

Police Science 141 3 Cr.
Police Organization and Administration 3 Lec.
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. □

Police Science 142 3 Cr.
Legal Aspects of Law Enforcement 3 Lec.
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. □

Police Science 146 3 Cr.
Patrol Administration 3 Lec.
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. □

Police Science 233 3 Cr.
Introduction Criminalistics 3 Lec.
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. □

Police Science 240 3 Cr.
Criminal Investigation 3 Lec.
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. □

Police Science 241 3 Cr.
Police Role in Crime and Delinquency 3 Lec.
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. □

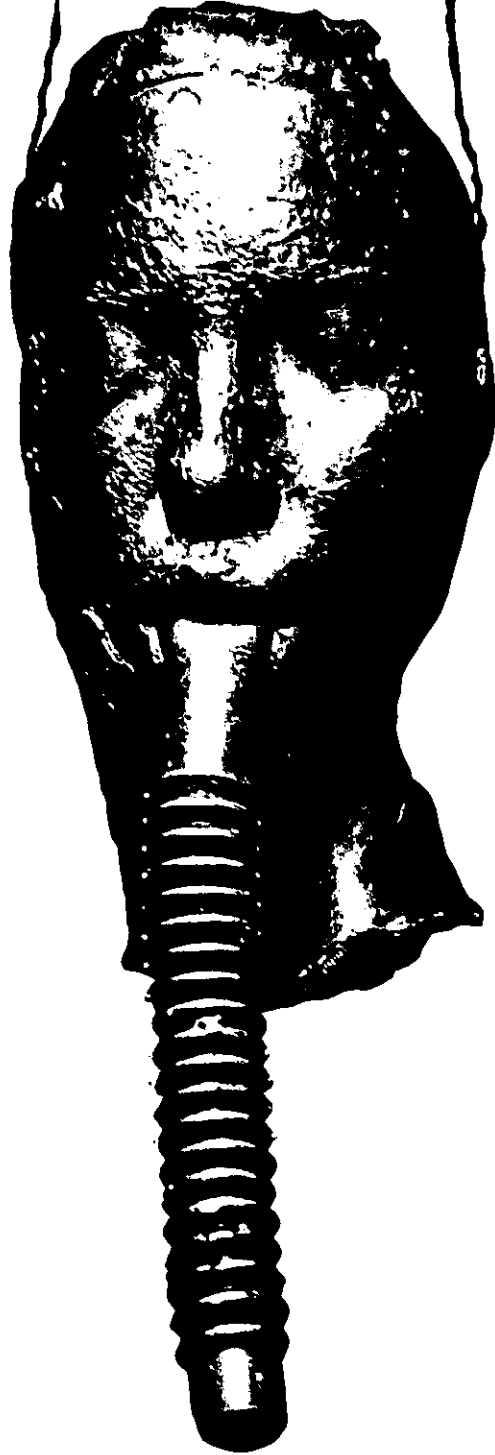
Police Science 242 3 Cr.
Juvenile Procedures 3 Lec.
Prerequisite: POL 140. The course is designed to integrate and synthesize the significant contributions resulting from recent research in the field of juvenile procedures and to present new materials in the field. An attempt is made to discuss major 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. □

Police Science 243 3 Cr.
Probation and Parole 3 Lec.
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. □

Police Science 244 3 Cr.
Traffic Planning and Administration 3 Lec.
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. □

Police Science 245 3 Cr.
Traffic Law 3 Lec.
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. □

Police Science 246 3 Cr.
Penology (Jail Operation and Management) 3 Lec.
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

- Psychology 105** 3 Cr.
Introduction to Psychology 3 Lec.
 A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence. This course is offered on campus and via television. □
- Psychology 131** 3 Cr.
Human Relations 3 Lec.
 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. □
- Psychology 201** 3 Cr.
Developmental Psychology 3 Lec.
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 are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence. □
- Psychology 205** 3 Cr.
Psychology of Personality 3 Lec.
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. □

- Psychology 207** 3 Cr.
Social Psychology 3 Lec.
Prerequisite: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relations, and group processes. □
- Psychology 209** 3 Cr.
General Psychology 3 Lec.
Prerequisite: PSY 205. An in-depth survey of behavior, including learning, motivation, perception, and emotion. An introduction to behavioral research, data collecting and analysis will be included. Recommended for psychology majors. □

RADIOLOGIC TECHNOLOGY

- Radiologic Technology 120** 1 Cr.
Applied Anatomy and Physiology 1 Lec.
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. □
- Radiologic Technology 121** 1 Cr.
Applied Anatomy and Physiology 1 Lec.
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. □
- Radiologic Technology 130** 3 Cr.
Radiologic Fundamentals 1 Lec., 5 Lab.
Prerequisite: Admission to program, High School biology or biology 115 and biology 116. A study of medical terminology, radiographic positioning, radiographic exposure and physics. □
- Radiologic Technology 131** 3 Cr.
Radiologic Orientation and Practicum I 12 Lab.
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. □
- Radiologic Technology 132** 3 Cr.
Radiologic Principles 1 Lec., 5 Lab.
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. □
- Radiologic Technology 133** 6 Cr.
Radiologic Practicum II and Film Critique 24 Lab.
Prerequisite: "C" average in RAD 120, 130 and 131. Students receive practical experience in a hospital radiology department. □
- Radiologic Technology 134** 1 Cr.
Radiologic Principles 1 Lec., 2 Lab.
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. Thirteen week course. □
- Radiologic Technology 135** 9 Cr.
Radiologic Practicum III and Film Critique 36 Lab.
Prerequisite: "C" average in RAD 121, 132, and 133. Students receive practical experience in a hospital radiology department for thirteen weeks. □
- Radiologic Technology 230** 4 Cr.
Advanced Radiologic Principles 2 Lec., 6 Lab.
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. □

- Radiologic Technology 231** 6 Cr.
Radiologic Practicum IV and Film Critique 24 Lab.
Prerequisite: "C" average in RAD 134 and 135. Students receive practical experience in a hospital radiology department. □
- Radiologic Technology 232** 2 Cr.
Advanced Radiologic Techniques 1 Lec., 3 Lab.
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. □
- Radiologic Technology 233** 7 Cr.
Radiologic Practicum V and Film Critique 28 Lab.
Prerequisite: "C" average in RAD 230 and 231. Students receive practical experience in a hospital radiology department. □
- Radiologic Technology 234** 1 Cr.
General Review 1 Lec., 2 Lab.
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. Thirteen week course. □
- Radiologic Technology 235** 9 Cr.
Radiologic Practicum VI and Film Critique 37 Lab.
Prerequisite: "C" average in RAD 230 and 231. Students receive practical experience in a hospital radiology department for thirteen weeks. □

READING

- Reading 101** 3 Cr.
Effective College Reading 3 Lec.
 Reading 101 emphasizes comprehension techniques in reading fiction and non-fiction. Improved critical reading skills including analysis, critique and evaluation of written material are explored. Reading comprehension and flexibility of reading rate are stressed. In addition, advanced learning techniques in listening, note-taking, underlining, concentration, and reading in specialized academic areas are developed. □

RELIGION

- Religion 101** 3 Cr.
Religion in American Culture 3 Lec.
 A systematic examination of religion in American culture. Emphasis will be upon the interaction of religion with politics, economics, the military, education, the arts and other cultural phenomena. □
- Religion 102** 3 Cr.
Contemporary Religious Problems 3 Lec.
 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. □
- Religion 201** 3 Cr.
Major World Religions 3 Lec.
Prerequisite: Sophomore standing or consent of instructor recommended. 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. □

RESPIRATORY THERAPY

Respiratory Therapy 120 1 Cr.
Anatomy and Physiology of the Cardio-system 1 Lec., 1 Lab.
Prerequisite: Admission to the respiratory therapy program. Credit for or enrollment in BIO 120. Provides instruction, demonstration and discussion to develop the student's understanding of normal structure and function of the respiratory and circulatory system. □

Respiratory Therapy 121 1 Cr.
Pathology of the Cardiorespiratory System 1 Lec., 1 Lab.
Prerequisite: Overall "C" average in RES 120, 130, and 131. Credit for BIO 120 and credit or concurrent enrollment in BIO 121. A continuation of RES 120 which contrasts the abnormalities of structure and function encountered in cardiorespiratory disease with normal structure and function. □

Respiratory Therapy 130 3 Cr.
Introduction to Respiratory Therapy 3 Lec.
Prerequisite: Admission to the program. Concurrent enrollment in RES 120 and 131. Provides information and instruction necessary for understanding of personal, legal and ethical responsibilities of the respiratory therapist and for understanding the specific basic physical principles upon which equipment design and function and therapy are based. □

Respiratory Therapy 131 1 Cr.
Clinical Laboratory 3 Lab.
Prerequisite: Admission to the program. Concurrent enrollment in RES 120 & 130. Provides an introduction to the hospital environment, instruction, observation in the hospital and practice in the laboratory of the patient care skills and basic respiratory therapy techniques. Laboratory fee required. □

Respiratory Therapy 132 4 Cr.
Basic Technology 2 Lec., 4 Lab.
Prerequisite: Overall "C" average in RES 120, 130 and 131. Provides instruction in specific details of design and function of respiratory therapy equipment including maintenance procedures. Practice in adapting and applying equipment to patient care situations. Laboratory fee required. □

Respiratory Therapy 133 3 Cr.
Clinical Practice I 12 Lab.
Prerequisite: Overall "C" average in RES 121 and 132. Cumulative grade point average of 2.0 or better. Provides practice in the administration of standard respiratory therapy procedures under supervision to hospitalized patients. □

Respiratory Therapy 134 4 Cr.
Therapy Related to Disease 4 Lec.
Prerequisite: Overall "C" average in RES 121, 132. G.P.A. of 2.0 or better. Provides, through physicians and therapists' lectures, a graphic picture of the patient, the manifestations and evaluation of disease and the purpose of specific therapy. □

Respiratory Therapy 230 4 Cr.
Technical Correlation 3 Lec., 3 Lab.
Prerequisite: Overall "C" average in RES 132, 133 and 134. Provides for a continuing study of respiratory therapy technology emphasizing advanced equipment and techniques used in critical care situations. Theory and application of volume ventilation, blood gases, pulmonary functions and medications. Laboratory fee required. □

Respiratory Therapy 231 3 Cr.
Clinical Practice II 14 Lab.
Prerequisite: Overall "C" average in RES 133 and 134. Provides instruction and practice in respiratory care of patients in critical care and in the techniques of spirometry, arterial blood-gas analysis and other cardio-pulmonary procedures. □

Respiratory Therapy 232 3 Cr.
Seminar and Case Presentation 3 Lec.
Prerequisite: Overall "C" average in RES 230, 231 and 237. All degree requirements fulfilled or being

fulfilled except RES 238. Provides physician directed in-depth study, presentation and discussion of case histories involving cardiorespiratory problems. □

Respiratory Therapy 233 3 Cr.
Survey and Critique of Current Literature 3 Lec.
Prerequisite: Overall "C" average in RES 230, 231, 237. Provides instruction in use of medical school library facilities, research techniques, elementary statistical and experimental method and opportunity for discussion of current articles related to respiratory therapy and cardiorespiratory medicine. □

Respiratory Therapy 235 5 Cr.
Clinical Practice III 20 Lab.
Prerequisite: Overall "C" average in RES 230, 231 and 237. Provides for participation in (1) preoperative evaluation (2) observation of surgery (3) postoperative management (4) pediatric intensive care (5) management of acute and chronic pulmonary conditions and cardio-respiratory rehabilitation. □

Respiratory Therapy 237 1 Cr.
Post Clinical Analysis and Evaluation 1 Lec., 1 Lab.
Prerequisite: Overall "C" average in RES 133 and 134. With concurrent enrollment in RES 230 and 231. Provides direction and practice in the analysis of cases attended in RES 231 to determine the purpose of and response to therapy, and the verbal presentation of the analysis by the student. □

Respiratory Therapy 238 5 Cr.
Departmental Management 3 Lec., 9 Lab.
Prerequisite: Overall "C" average in RES 232, 233, and 235. Cumulative grade point of 2.0 or better. Provides instruction, discussion and practice in problem solution related to respiratory therapy department operations. Opportunity for exchange of information with technical and educational directors will be provided in the hospital setting. Laboratory fee required. □

Salesmanship

(See BUS 230) □

Secretarial Training

(See BUS 162) □

Shorthand

(See BUS 163, 164, 263, 264) □

SOCIAL SCIENCE

Social Science 131 3 Cr.
American Civilization 3 Lec.
 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. □

Social Science 132 3 Cr.
American Civilization 3 Lec.
 A continuation of Social Science 131.

SOCIOLOGY

Sociology 101 3 Cr.
An Introduction to Sociology 3 Lec.
 An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the basis of social change, processes and problems. □

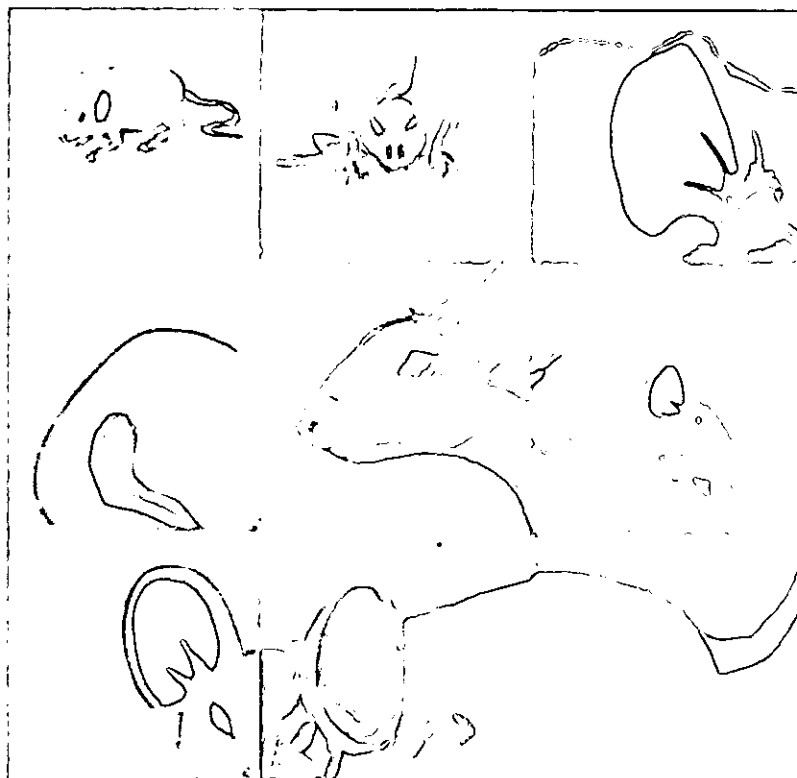
Sociology 102 3 Cr.
Social Problems 3 Lec.
Prerequisite: SOC 101. A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment. □

Sociology 203 3 Cr.
Marriage and Family 3 Lec.
Prerequisite: SOC 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior. □

Sociology 204 3 Cr.
American Minorities 3 Lec.
Prerequisite: SOC 101 and/or six hours of U.S. History recommended. The principal 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. The student may register for either HIS 204 or SOC 204. □

Sociology 206 3 Cr.
Introduction to Social Work 3 Lec.
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. □

Sociology 210 3 Cr.
Field Studies in American Minorities 3 Lec.
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

Spanish 101 Beginning Spanish Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required. □	4 Cr. 3 Lec., 2 Lab.
Spanish 102 Beginning Spanish <i>Prerequisite: SPA 101 or equivalent.</i> Continuation of SPA 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required. □	4 Cr. 3 Lec., 2 Lab.
Spanish 201 Intermediate Spanish <i>Prerequisite: SPA 102 or equivalent or consent of the instructor.</i> Reading, composition, grammar review and intense oral practice. □	3 Cr. 3 Lec.
Spanish 202 Intermediate Spanish <i>Prerequisite: SPA 201 or equivalent.</i> Continuation of SPA 201 with reading selections drawn more directly from contemporary literary sources. Composition. □	3 Cr. 3 Lec.

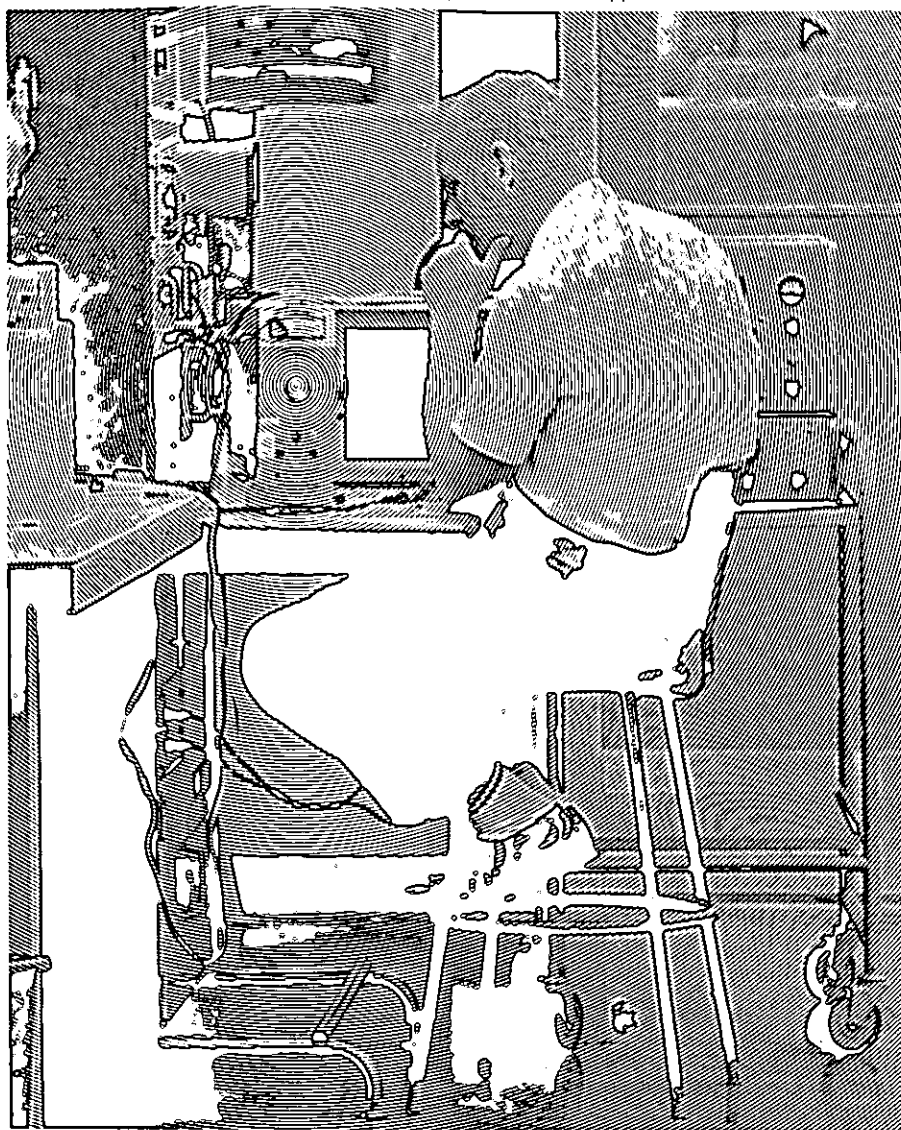
SPEECH

Speech 105 Fundamentals of Public Speaking 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. □	3 Cr. 3 Lec.
Speech 109 Voice and Articulation A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation. □	3 Cr. 3 Lec.
Speech 201 Forensic Workshop 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. □	1 Cr. 2 Lab.
Speech 205 Discussion and Debate A study of theories and application of tech-	3 Cr. 3 Lec.

niques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems. □

TEACHER AIDES

Teacher Aide 129 Communication Skills for Teacher Aides 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. □	3 Cr. 3 Lec.
Teacher Aide 131 Teacher Aide Techniques I 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. □	3 Cr. 3 Lec.
Teacher Aide 132 Introduction to Media <i>Prerequisite: Open to all students.</i> An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment. □	3 Cr. 2 Lec., 4 Lab.
Teacher Aide 133 Teacher Aide Techniques II 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. □	3 Cr. 3 Lec.
Teacher Aide 135 Arts and Crafts for Teacher Aides The course acquaints the student 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. □	3 Cr. 3 Lec.
Teacher Aide 231 Teacher Aide Seminar I 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. □	2 Cr. 2 Lec.
Teacher Aide 232 Teacher Aide Practicum I 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. □	4 Cr. 20 Lab.
Teacher Aide 235 Teacher Aide Seminar II 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. □	2 Cr. 2 Lec.
Teacher Aide 236 Teacher Aide Practicum II 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. □	4 Cr. 20 Lab.



TV & RADIO ELECTRONICS

Television and Radio Electronics 132 Television and Radio Electronics 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. Laboratory fee required. □	5 Cr. 3 Lec., 6 Lab.
Television and Radio Electronics 133 Television and Radio Electronics <i>Prerequisite: TRE 132 or concurrent enrollment in TRE 132.</i> 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. Laboratory fee required. □	5 Cr. 3 Lec., 6 Lab.
Television and Radio Electronics 134 Television and Radio Electronics <i>Prerequisite: TRE 133.</i> Presents the methods of trouble shooting, antenna systems, CATV, MATV, home installations of antennas, color and black/white televisions. Laboratory fee required. □	6 Cr. 3 Lec., 9 Lab.
Television and Radio Electronics 136 Television and Radio Electronics <i>Prerequisite: TRE 134 or concurrent enrollment in TRE 134.</i> 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. Laboratory fee required. □	6 Cr. 3 Lec., 9 Lab.

THEATRE

- Theatre 100** 1 Cr.
Rehearsal and Performance 4 Lab.
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. Credit limited to one hour per semester. □
- Theatre 101** 3 Cr.
Introduction to the Theatre 3 Lec.
 A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians. □
- Theatre 102** 3 Cr.
Contemporary Theatre 3 Lec.
 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. □
- Theatre 103** 3 Cr.
Stagecraft I 2 Lec., 3 Lab.
 A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas. □
- Theatre 104** 3 Cr.
Stagecraft II 2 Lec., 3 Lab.
Prerequisite: THE 103 or consent of instructor. 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. □
- Theatre 106** 3 Cr.
Acting I 2 Lec., 3 Lab.
 Individual and group activity with theory and exercises in bodily control, voice, pantomime,

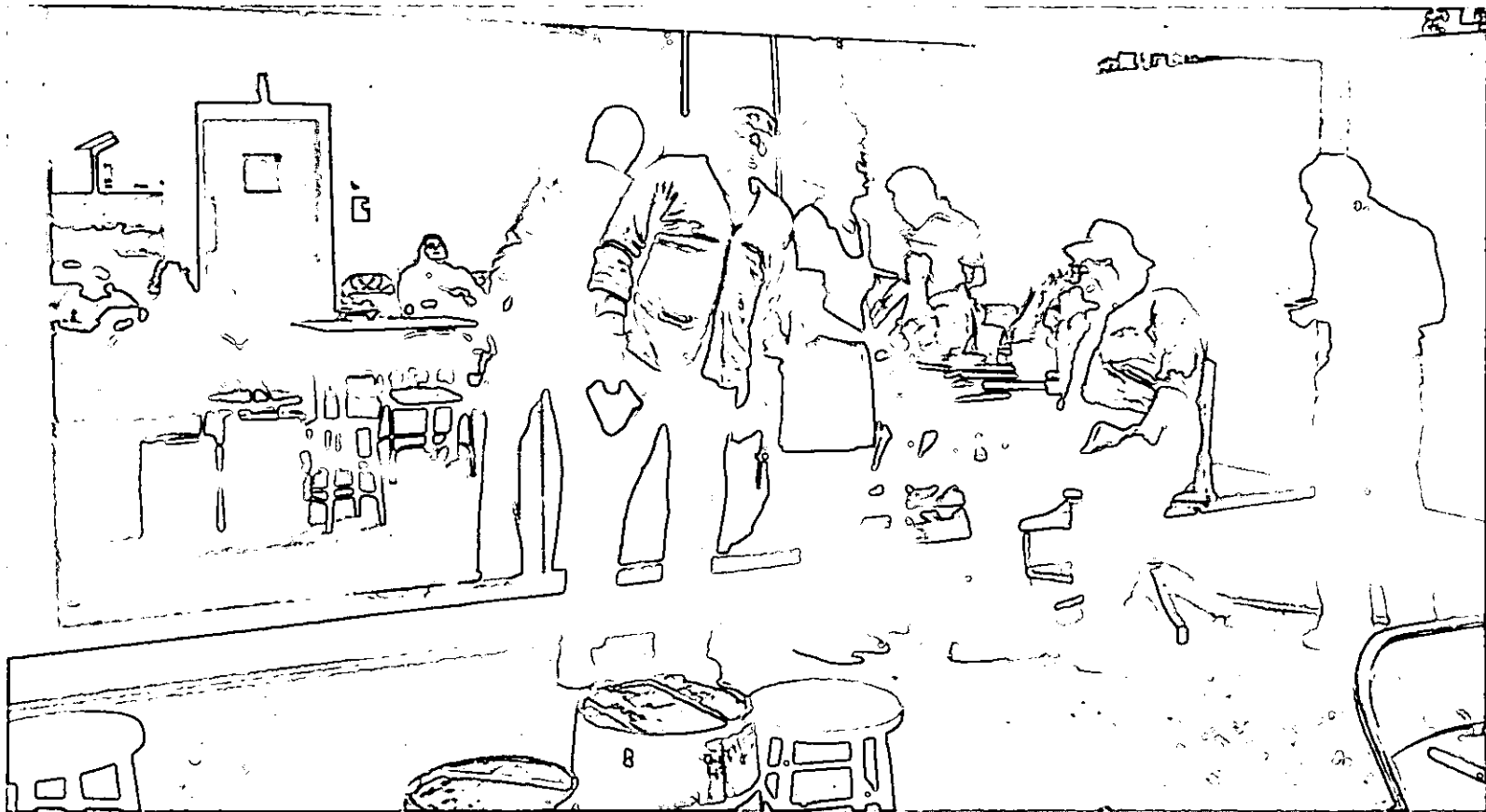
- interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation. □
- Theatre 107** 3 Cr.
Acting II 2 Lec., 3 Lab.
Prerequisite: THE 106 or consent of instructor. Continuation of THE 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays. □
- Theatre 108** 3 Cr.
Movement for the Stage 2 Lec., 3 Lab.
 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. □
- Theatre 109** 3 Cr.
Voice and Articulation 3 Lec.
 Same as SPE 109. The student may not receive credit for both THE 109 and SPE 109. □
- Theatre 110** 3 Cr.
History of Theatre I 3 Lec.
 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. □
- Theatre 111** 3 Cr.
History of Theatre II 3 Lec.
 Development of the theatre from the seventeenth century through the twentieth century. □
- Theatre 115** 2 Cr.
Mime 1 Lec., 2 Lab.
Prerequisite: Stage Movement, THE 106. Exploration of the expressive significance and techniques of mime. □

Typing

(See Business 173, 174, 273.)

VOCATIONAL NURSING

- Vocational Nursing 124** 4 Cr.
Introduction to Nursing 4 Lec.
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. □
- Vocational Nursing 125** 7 Cr.
Fundamentals of Nursing 7 Lec.
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. □
- Vocational Nursing 126** 7 Cr.
Basic Skills 3 Lec., 14 Lab.
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. □
- Vocational Nursing 127** 10 Cr.
Clinical Practice 37 Lab.
Prerequisite: VN 120, 125, 126. The application of theory in relation to supportive care including the physical, emotional and spiritual needs of the patient. □
- Vocational Nursing 128** 5 Cr.
Medical and Surgical Nursing 5 Lec.
Prerequisite: VN 120, 125, 148, and 127. 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. □
- Vocational Nursing 148** 5 Cr.
Maternal and Child Nursing 5 Lec.
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. □
- Vocational Nursing 149** 8 Cr.
Clinical Practice 32 Lab.
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. □



Technical - Occ



General Information

El Centro College will offer courses during the 1974-75 school year in which students can work toward an associate degree or certificate in any of 26 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. □

Occupational Programs



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. □

Programs

Accounting Technician

(One-year Certificate Program)

FALL SEMESTER

Communications or English
BUS 105—Intro. to Business
BUS 131—Bookkeeping
BUS 161—Office Machines
MTH 130—Business Mathematics

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

SPRING SEMESTER

Communications or English
BUS 132—Bookkeeping
BUS 173 or 174—Beginning or Intermediate Typing
CS 175—Introduction to Computing Science
Elective

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

Total Credit Hours Required

28

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

FIRST YEAR

FALL SEMESTER

PDD 130—Pattern Drafting & Draping
DES 128—Introduction to Mass Production and Apparel
DES 129—Industrial Garment Construction
DES 135—Textiles
DES 234—History of Costume

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	9	5
2	0	2
0	3	1
3	0	3
3	0	3

SPRING SEMESTER

PDD 131—Pattern Drafting & Draping
DES 136—Fashion Sketching
DES 235—History of Costume

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	9	5
2	4	3
3	0	3

SECOND YEAR

FALL SEMESTER

PDD 230—Creative Pattern Design
APP 232—Design Development
APP 237—Style Trends & Research

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	9	5
2	4	3
2	0	2

SPRING SEMESTER

PDD 231—Creative Pattern Design
APP 233—Design Development
APP 238—Style Trends & Research

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	9	5
2	4	3
2	0	2

REQUIRED SUPPORT COURSES	
Communications or English	6
Psychology or HD 105	3
BUS 105—Intro. to Business	3
HUM 101—Intro. to Humanities	3

Total Credit Hours Required 60

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 Fine and Applied Arts 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. □

REQUIRED SUPPORT COURSES

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

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. □

Architectural Technology

(Associate Degree in Applied Science)

REQUIRED ARCHITECTURE AND RELATED COURSES

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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

Associate Degree Nursing

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
NUR 120—Nursing Care in Physical and Mental Health 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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
ENG 101—Composition & Expository Reading	3	0	3
SOC 101—Introduction to Sociology	3	0	3
SECOND YEAR			
FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
NUR 120—Nursing Care in Physical and Mental Health 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	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
NUR 220—Nursing Care of the Physically and Mentally III—II	4	15	9
Elective	3	0	3
SUMMER SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
NUR 221—Nursing Care of the Physically and Mentally III—III	3	24	4

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 Arts and Sciences 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. □



BUS 136—Principles of Management
 BUS 206—Principles of Marketing
 ECO 202—Principles of Economics
 Electives

10
 —
 Total Credit Hours Required 60

ELECTIVES RECOMMENDED:

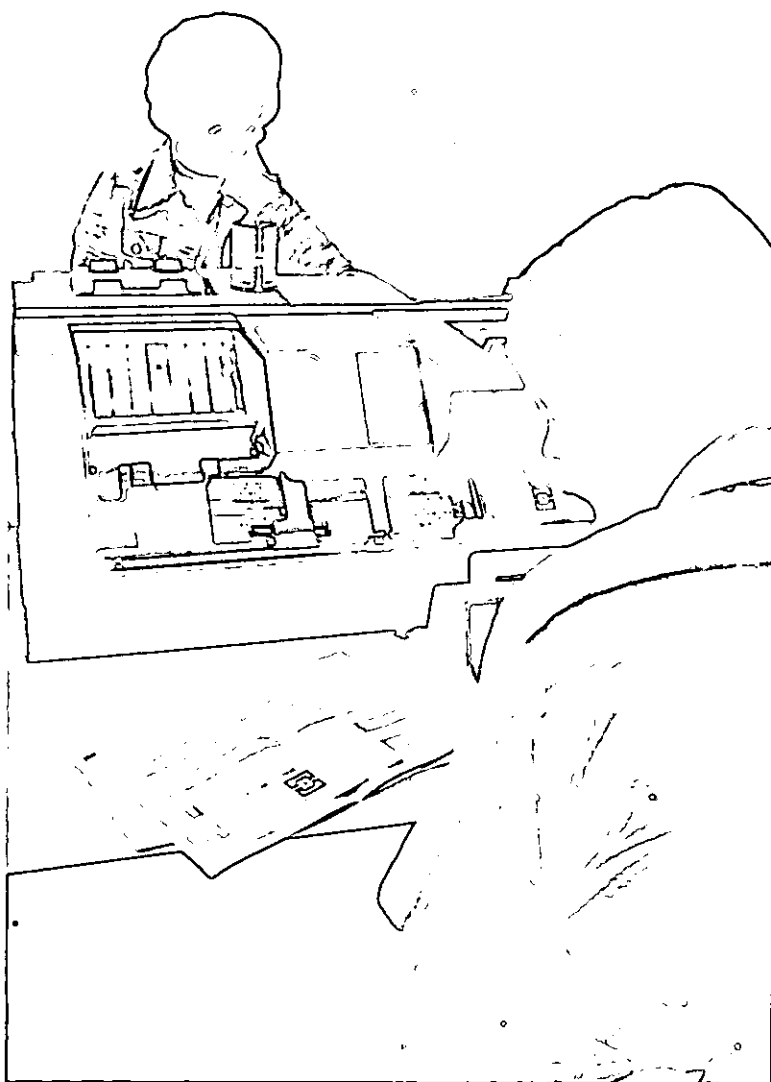
CS 175—Introduction to Computing Science
 CS 176—Fortran Programming
 CS 131—RPG Programming
 CS 240—Telecommunications I
 DP 236—Advanced Cobol Techniques

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. □



Data Processing Programmer

(Associate Degree in Applied Arts and Sciences)

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	4	4
BUS 238—Cost Accounting	3	0	3
SPRING SEMESTER			
DP 233—Operating Systems & Communications	3	4	4

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
Any one of the following:	
MTH 202—Business Statistics	

Dental Assisting Technology

(Associate Degree in Applied Arts and Sciences)

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 138—Dental Roentgenology	2	1	2
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

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 Arts and Sciences)

REQUIRED DRAFTING AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DFT 183—Basic Drafting	2	6	4
EGR 203—Engineering Production Techniques	1	5	3
MTH 195—Technical Mathematics	3	0	3

SPRING SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DFT 184—Intermediate Drafting	2	4	3
EGR 106—Descriptive Geometry	2	4	3
MTH 196—Technical Mathematics	3	0	3

SECOND YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*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

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
*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. □

Fire Protection Technology

(Associate Degree in Applied Arts and Sciences)

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

REQUIRED SUPPORT COURSES

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

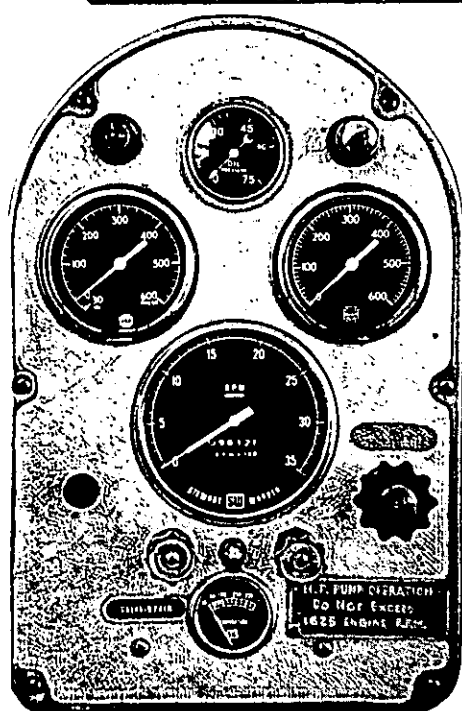
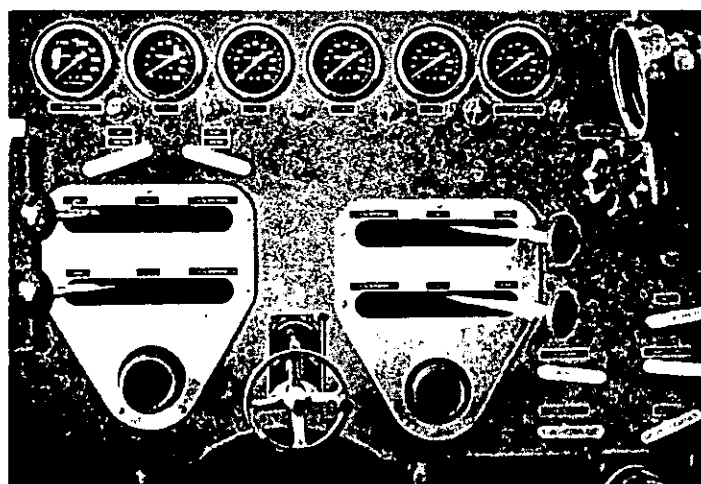
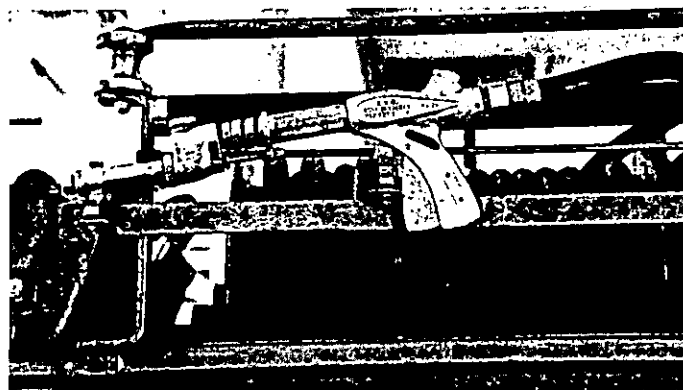
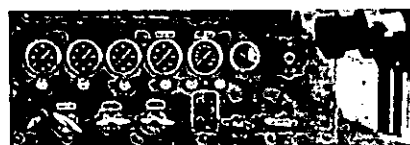
Total Credit Hours Required 60

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. □



Food Service —Dietetic Technician

(Associate Degree in Applied Arts and Sciences)

REQUIRED FOOD SERVICE COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FS 090—First Year Orientation	1	0	1
FS 120—Basic Food Preparation	2	4	3
FS 121—Food Service Equipment	2	0	2
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
FS 122—Adv. Food Preparation	2	4	3
FS 135—Nutrition & Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3

SECOND YEAR

FS 240—Food Service Work Experience I	2	20	6
FS 241—Food Service Work Experience II	2	20	6
FS 232—Quantity Food Preparation and Service	2	8	4
FS 242—Nutrition Care I	3	3	4
FS 235—Adv. Quantity Food Preparation & 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 a minimum of 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 Operations

(Associate Degree in Applied Arts and Sciences)

REQUIRED FOOD SERVICE COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FS 120—Basic Food Preparation	2	4	3
FS 122—Adv. Food Preparation	2	4	3
FS 132—Purchasing	3	0	3

FS 134—Sanitation	2	0	2
FS 135—Nutrition	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Cost Control	3	0	3
FS 121—Food Service Equipment	2	0	2
MTH 130—Business Math	3	0	3
			25

SECOND YEAR

FS 240—Food Service Work Experience I	2	20	6
FS 241—Food Service Work Experience II	2	20	6
FS 232—Quantity Food Preparation	2	8	4
FS 233—Food Marketing	3	0	3
FS 235—Advance Quantity Food Preparation	2	8	4
			23

Any three of the following:

FS 140—Elementary Bakery Training	2	4	(3)
FS 236—Beverage Operations	2	0	(2)
FS 238—Garde Manager Training	2	4	(3)
FS 239—Saucier Training	2	4	(3)
FS 245—Advanced Pastry Shop Training	2	4	(3)
FS 231—Food Service Financial Management	3	0	(3)

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. □



Interior Design

(Associate Degree in Applied Arts and Sciences)

REQUIRED INTERIOR DESIGN AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
INT 120—Basic Planning	2	4	3
INT 121—Basic Color Theory for Interior Design	2	4	3
ART 110—Basic Design I	2	4	3
ART 105—Survey of Art History	3	0	3

SPRING SEMESTER

INT 122—Color Theory & Illustration for Interior Design	2	4	3
INT 123—Adv. Planning and Perspective	2	4	3
DES 135—Textiles	3	0	3
ART 106—Survey of Art History	3	0	3

SECOND YEAR

FALL SEMESTER

INT 220—History of Interior Arts	2	3	3
INT 233—Fabrications	2	4	3
ART 111—Basic Design II	2	4	3
INT 225—Architectural Drawing I	2	4	3

SPRING SEMESTER

INT 221—History of Interior Arts	2	3	3
INT 224—Interior Graphics & Illustration	2	4	3
INT 235—Inner Space Composition & Presentation	2	4	3
INT 226—Architectural Drawing II	2	4	3

REQUIRED SUPPORT COURSES

Communications or English			6
BUS 131—Bookkeeping I			3
BUS 105—Intro. to Business			3

Total Credit Hours Required 60

CERTIFICATE PROGRAM (Beyond Second Year)

INT 236—Concepts of 20th Century Interior Design & Lighting	3	3	4
INT 237—Advanced Principles of Interior Design	3	3	4
INT 238—Client Psychology Survey & Business Principles	3	3	4
INT 239—Principles of Commercial Interior Design	3	3	4

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. □ Successful completion of the 2-year program prepares the student to enter the field as an assistant in interior design, buyer or consultant in the business world. Completion of the advanced or 3-year program qualifies the student to apprentice on the professional level.

Admission to the Program

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

Medical Assisting Technology

(Associate Degree in Applied Sciences)

REQUIRED MEDICAL ASSISTING AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Written or Oral Communications	3	0	3
BUS 174—Intermediate Typing	1	2	2
MA 131—Medical Terminology	4	0	4
BIO 120—Human Anatomy & Physiology	3	3	4
MA 133—Medical Law, Ethics & Economics	3	0	3
MA 134—Seminar—Applied Anatomy & Physiology	1	0	1

SPRING SEMESTER

Written or Oral Communications	3	0	3
MA 230—Medical Transcription	1	6	3
BIO 121—Human Anatomy & Physiology	3	3	4
MA 132—Clinical Procedure	3	3	4
MA 135—Seminar Applied Anatomy & Physiology	1	0	1

SECOND YEAR

FALL SEMESTER

BUS 131—Bookkeeping	3	0	3
BUS 231—Business Correspondence	3	0	3
MA 231—Administrative Procedure	3	3	4
PEH 257—First Aid	3	0	3
BUS 162—Secretarial Training	3	0	3

SPRING SEMESTER

HUM 101, Art 104, Mus. 104 or THE 101	3	0	3
Psychology 105	3	0	3
MA 232—Directed Practice	0	16	4
MA 233—Seminar & Journal Club	3	0	3
Elective			3

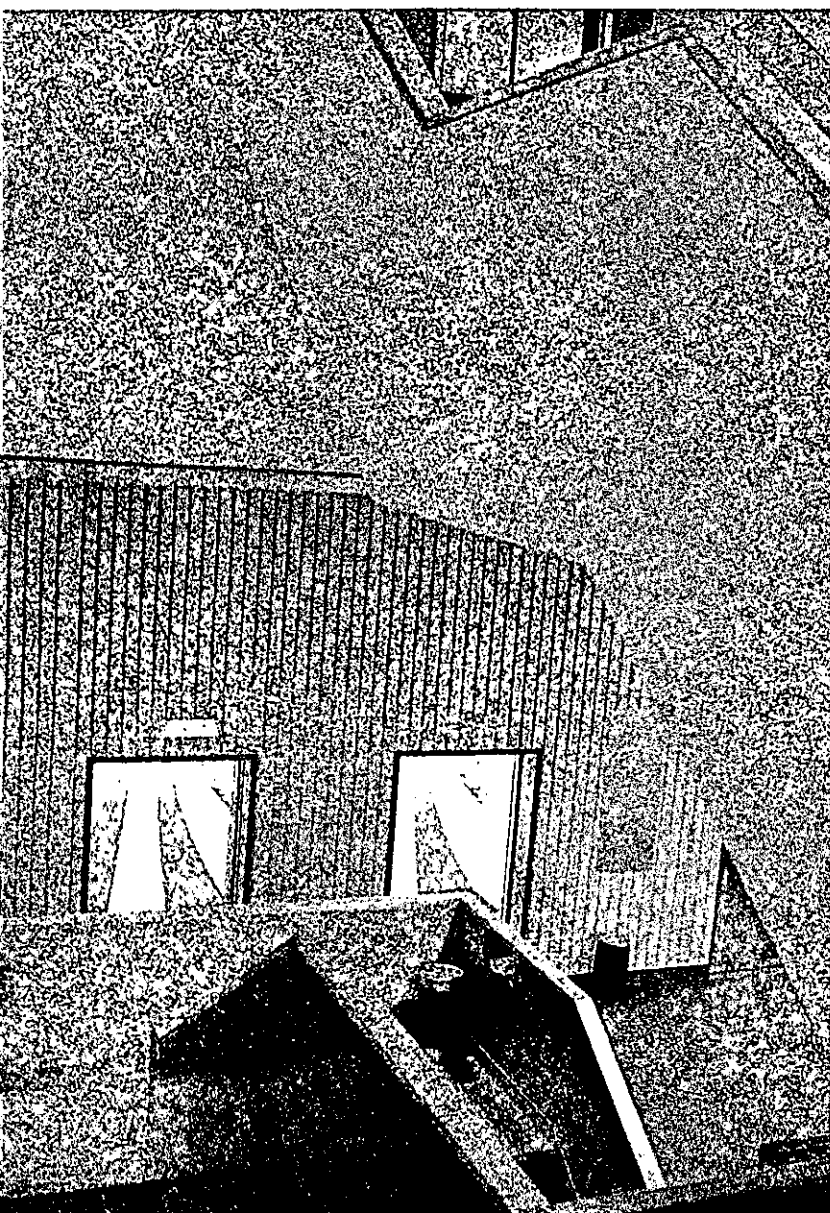
Total Credit Hours Required 64

General Information and Objectives

A two-year program in which the student develops basic skills and knowledge necessary to function as a Medical Secretary, Administrative and Clinical Medical Assisting Technologist. Employment is available in the physician's office, administrative and clerical departments of hospitals and related offices in the medical field. This specialized training includes one semester of directed practice in the office of a physician and a local hospital. The curriculum is designed to prepare the student to sit for the National Board Examination which is administered by the Certifying Board of 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 15 or higher. □
3. High school courses in secretarial/business and biological sciences. □
4. Conference with counselor and program coordinator. □



Medical Transcriptionist

(One-year Certificate Program)

FALL SEMESTER

Communications or English
MA 131—Medical Terminology
MA 134—Seminar—Applied Anatomy & Physiology
BIO 120—Human Anatomy & Physiology
BUS 174—Intermediate Typing

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	0	3
4	0	4
1	0	1
3	3	4
1	2	2

SPRING SEMESTER

Communications or English
MA 230—Medical Transcription
MA 135—Seminar—Applied Anatomy & Physiology
BIO 121—Human Anatomy & Physiology
BUS 162—Secretarial Training

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	0	3
1	6	3
1	0	1
3	3	4
3	0	3

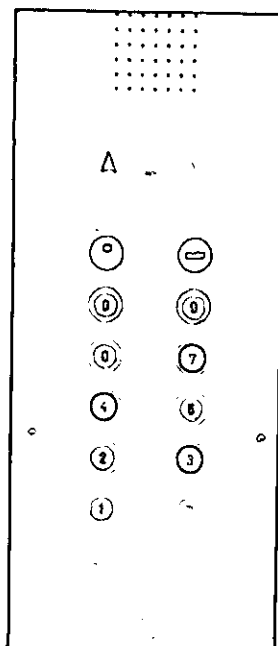
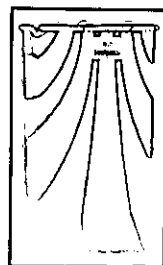
Total Credit Hours Required 28

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. □



9	Instructional Administration Guided Studies Division Up With Education Allied Health Institute
8	Laboratory Mathematics Science X-Ray
7	A.D. Nursing Division Paramedics Division
6	Mech. & Engineering Division Science Division
5	Social Science Division Humanities Division Design Institute
4	Business Division Data Processing Institute Food Service Institute
3	Communications Division
2	Business Office Community Service Counseling Dean Of Students Evening Division Health Center Learning Resources President's Office Registrar
M	Financial Aid Placement Office Student Activities Community Association
L	Book store Cafeteria Mailroom
B	Student Center Security

Mid-Management

(Associate Degree in Applied Arts and Sciences)

REQUIRED MANAGEMENT COURSES

FIRST YEAR

FALL SEMESTER

BUS 136—Principles of Management
BUS 150—Management Training
BUS 154—Management Seminar

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	0	3
0	20	4
2	0	2

SPRING SEMESTER

BUS 151—Management Training
BUS 155—Management Seminar

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
0	20	4
2	0	2

SECOND YEAR

FALL SEMESTER

BUS 250—Management Training
BUS 254—Management Seminar

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
0	20	4
2	0	2

SPRING SEMESTER

BUS 251—Management Training
BUS 255—Management Seminar

Lec. Hrs.	Lab. Hrs.	Credit Hrs.
0	20	4
2	0	2

REQUIRED SUPPORT COURSES

Communications or English 6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt. 3
Accounting or Bookkeeping 3
Economics 3
HUM 101, ART 104, MUS 104, or THE 101 3
BUS 105—Intro. to Business 3
Electives 12

Total Credit Hours Required 60

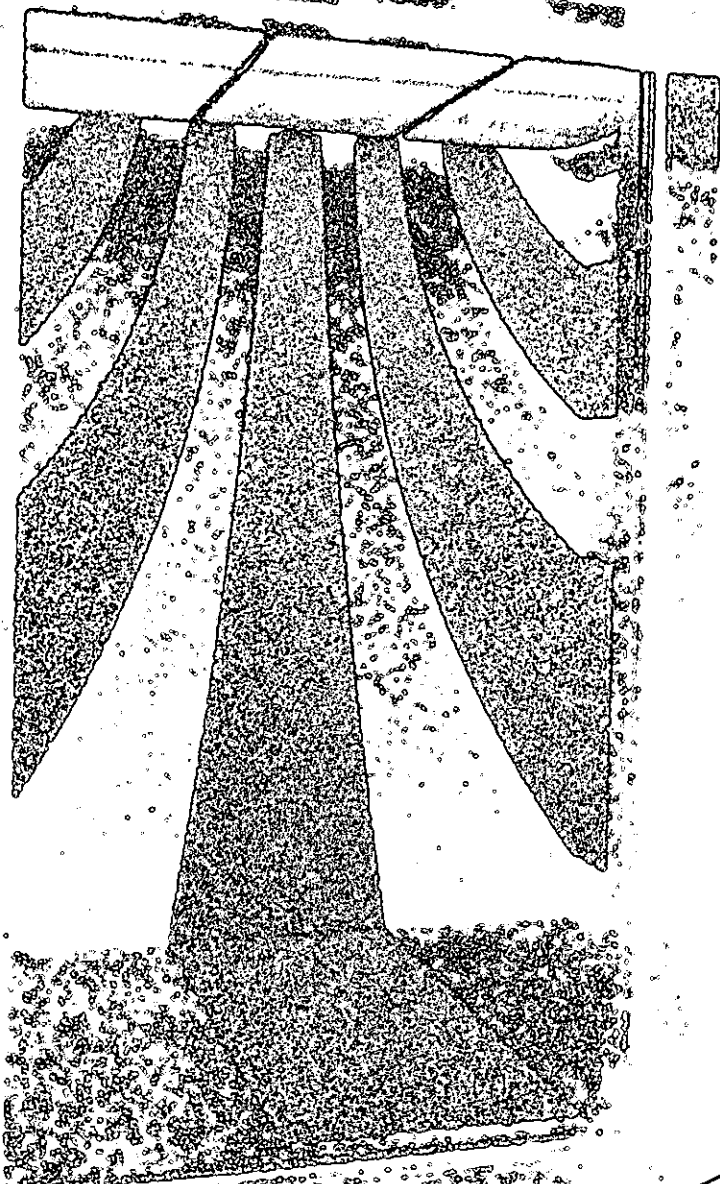
General Information and Objectives

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. □

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Medical Laboratory Technician

(Associate Degree in Applied Arts and Sciences)

REQUIRED MEDICAL LABORATORY AND RELATED COURSES

FIRST YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
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 Arts and Sciences 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. □

Office Skills and Systems

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
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
SPRING SEMESTER			
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

(Associate Degree in Applied Arts and Sciences)

REQUIRED PATTERN DESIGN AND RELATED COURSES

FIRST YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
PDD 130—Pattern Drafting & Draping	3	9	5
DES 128—Introduction to Mass Production and Apparel	2	0	2
DES 129—Industrial Garment Construction	0	3	1
DES 135—Textiles	3	0	3
DES 234—History of Costume	3	0	3
SPRING SEMESTER			
PDD 131—Pattern Drafting & Draping	3	9	5
DES 136—Fashion Sketching	2	4	3
DES 235—History of Costume	3	0	3
SECOND YEAR			
FALL SEMESTER			
PDD 230—Creative Pattern Design	3	9	5
SPRING SEMESTER			
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			7
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 Fine and Applied Arts for a Design Institute Information Form and for the schedule showing when indicator tests are given. □

Police Science

(Associate Degree in Applied Arts and Sciences)

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

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 146—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

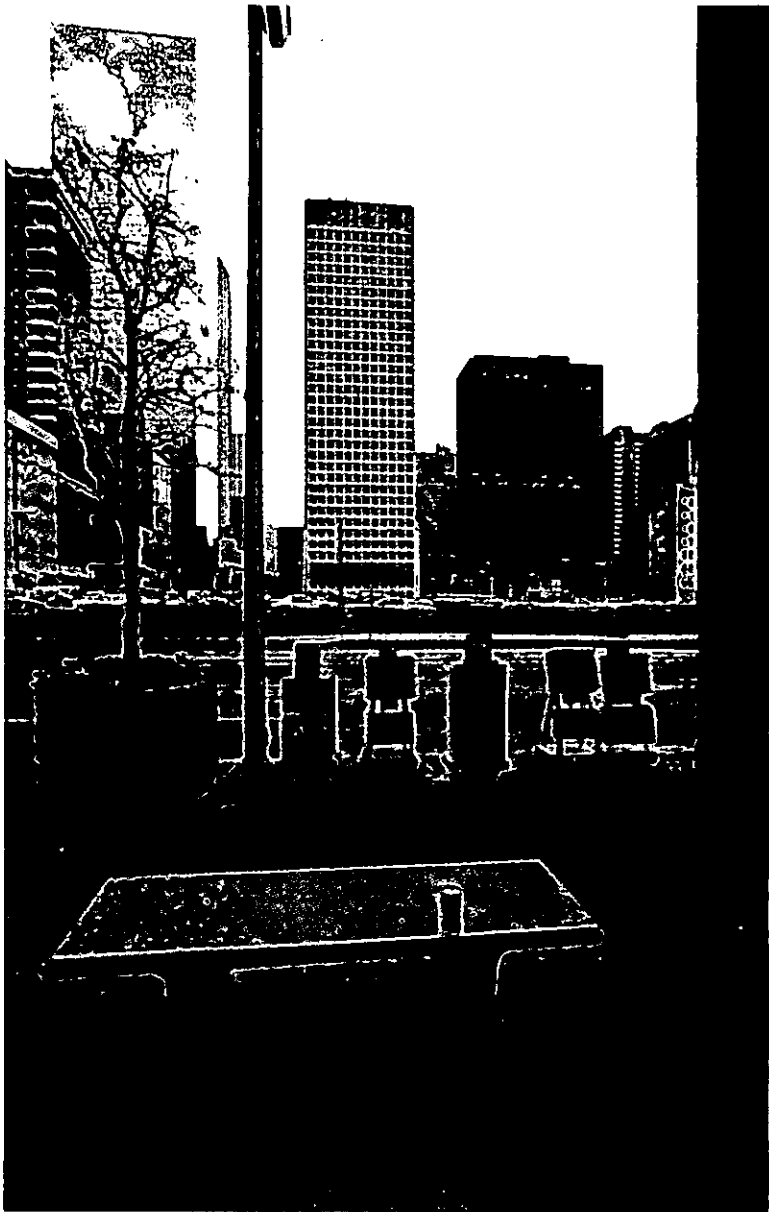
1. Fulfill all requirements for admission to El Centro College. □
2. Those who are not currently in law enforcement should confer with Police Science liaison counselor. □

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
MTH 093—Intermediate Algebra	3
BUS 136—Principles of Management	3
SOC 101—Introduction to Sociology	3

Total Credit Hours Required 82

General Information and Objectives

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

Respiratory Therapy Technology

(Certificate of Achievement
Awarded Upon Completion of Step 1)
(Associate Degree in Applied Arts and
Sciences Awarded After Step 2)

FIRST YEAR (Step 1)

FALL SEMESTER

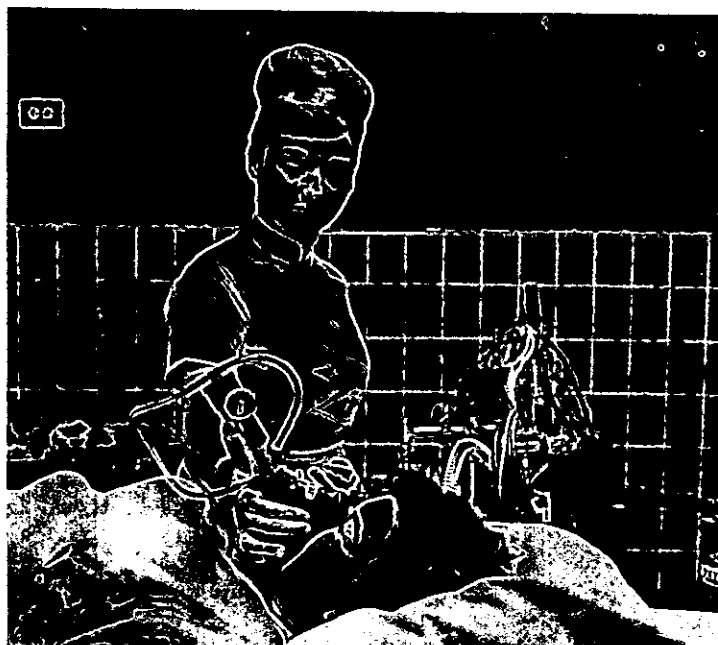
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
RES 130—Introduction to Respiratory Therapy	3	0	3
RES 120—Anatomy and Physiology of the Cardio-System	1	1	1
RES 131—Clinical Lab	0	3	1
BIO 120—Human Anatomy and Physiology	3	3	4
MTH 139—Applied Mathematics	3	0	3
Communications or English	3	0	3

SPRING SEMESTER

RES 132—Basic Technology	2	4	4
RES 121—Pathoanatomy and Pathophysiology of the Cardiorespiratory System	1	1	1
BIO 121—Human Anatomy and Physiology	3	3	4
PSC 115—Physical Science	3	2	3
Psychology	3	0	3
Communications or English	3	0	3

SUMMER SEMESTER

RES 133—Clinical Practice I (10 Weeks)	0	12	3
RES 134—The Patient, His Disease, His Treatment	4	0	4



SECOND YEAR (Step 2)

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
RES 230—Technical Correlation	3	3	4
RES 231—Clinical Practice II	0	14	3
RES 237—Post Clinical Analysis and Evaluation	1	1	1
BIO 216—General Microbiology	3	4	4

SPRING SEMESTER

RES 232—Seminar and Case Presentation	3	0	3
RES 233—Survey and Critique of Current Literature	3	0	3
RES 235—Clinical Practice III	0	20	5
BUS 136—Principles of Management	3	0	3

SUMMER SEMESTER

RES 238—Departmental Management	3	9	5
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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

(Associate Degree in Applied Arts and Sciences)

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

(Recommended)

BUS 128—Data Entry Concepts
BUS 130—Key Punch
BUS 129—Advanced Key Punch

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. □

Secretarial Science

(One-year Certificate Program)

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BUS 173—Beginning Typing	1	2	2
BUS 163—Beginning Shorthand	2	3	3
BUS 161—Office Machines	1	2	2
BUS 131—Bookkeeping	3	0	3
BUS 105—Introduction to Business	3	0	3
Communications or English	3	0	3

SPRING SEMESTER

BUS 174—Intermediate 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

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. □



Television & Radio Electronics

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TRE 132—Television & Radio Electronics	3	6	5
TRE 133—Television & Radio Electronics	3	6	5
GSW 090—Guided Studies Writing	3	0	3
BUS 135—Customer Relations	3	0	3
SPRING SEMESTER			
TRE 134—Television & Radio Electronics	3	9	6
TRE 136—Television & Radio Electronics	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. □

Teacher Aide

(Two-Year Associate Degree in Applied Arts and Sciences)

REQUIRED TEACHER AIDE COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TA 131—Teacher Aide Techniques I	3	0	3
SPRING SEMESTER			
TA 129—Communication Skills for Teacher Aides	3	0	3
TA 133—Teacher Aide Techniques II	3	0	3
TA 135—Arts and Crafts for Teacher Aides	3	0	3

SECOND YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TA 231—Teacher Aide Seminar I	2	0	2
TA 232—Teacher Aide Practicum I	0	20	4
SPRING SEMESTER			
TA 235—Teacher Aide Seminar II	2	0	2
TA 236—Teacher Aide Practicum II	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)	12
Human Development 105	3
Guided Studies Math 090 or 091	3
Business 173 or 174	2
LT 132	3
Business 161	2
Psychology 105	3
Psychology 201	3
Sociology 101	3
Sociology 102	3
PEH 101	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. □

Vocational Nursing

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
SPRING SEMESTER			
VN 124—Introduction to Nursing	4	0	4
VN 125—Fundamentals of Nursing	7	0	7
VN 126—Basic Skills	3	14	7
SUMMER SEMESTER			
VN 127—Clinical Practice	0	37	10
VN 148—Maternal and Child Nursing	5	0	5
FALL SEMESTER			
VN 128—Medical and Surgical Nursing	5	0	5
VN 149—Clinical Practice	0	32	8
Total Credit Hours			46

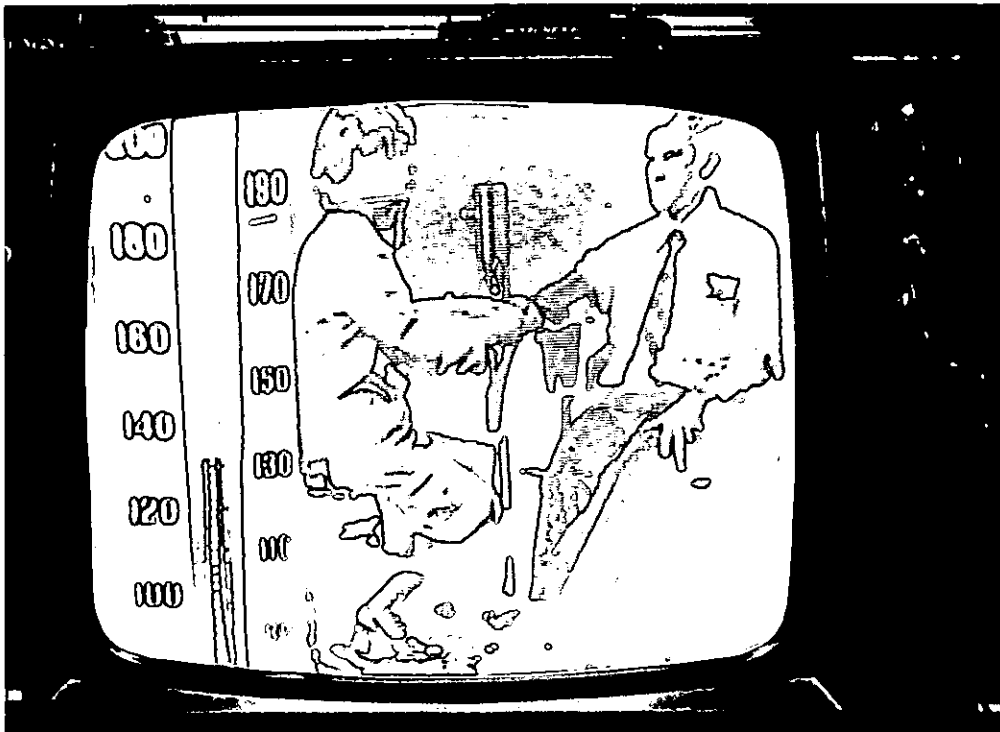
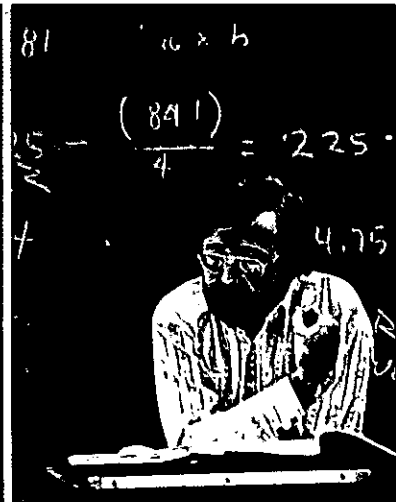
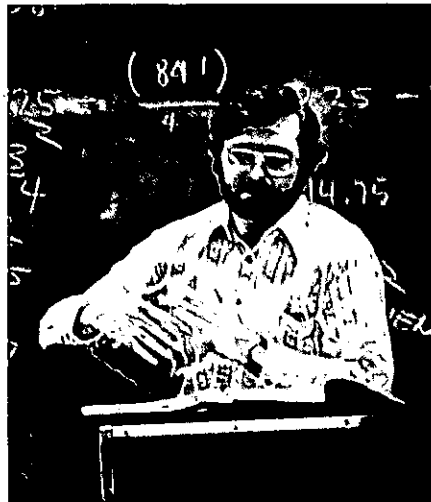
General Information and Objectives

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 Allied Health Office—729).
 - complete program physical examination form (located in the Allied Health 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. □

FACULTY



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

Agnew, Robert L. Biology
North Texas State Univ., B.A.; M.A.

Alders, Johnyce Counselor
Oklahoma State University, B.A.; M.A.

Alford, Marshall E. Counselor
Baylor University, B.A.; East Texas
State University,
M.Ed.

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

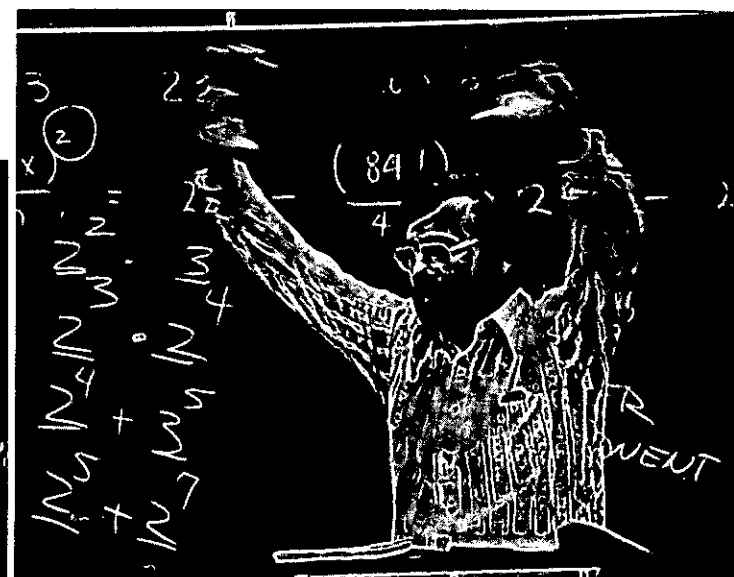
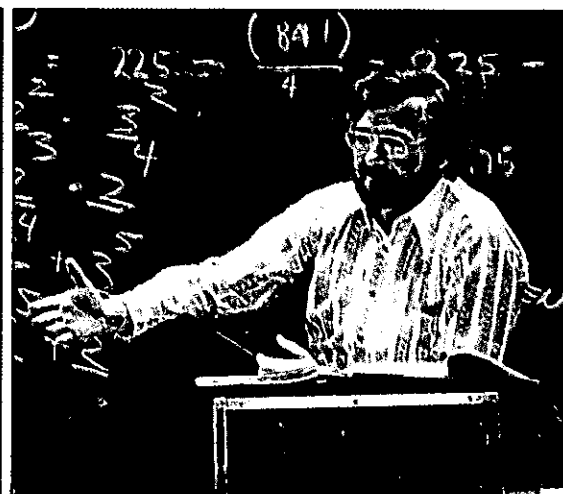
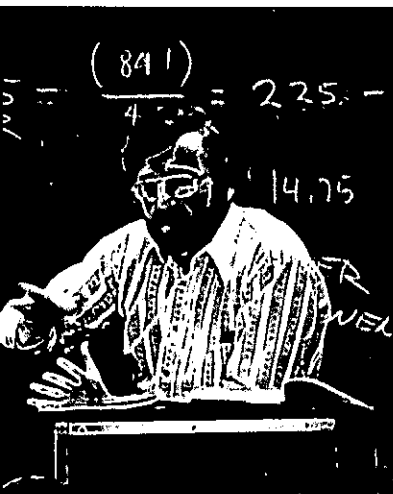
Anderson, Sharon J. Counselor
North Texas State University, B.S.; M.Ed.; Ed.D.

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

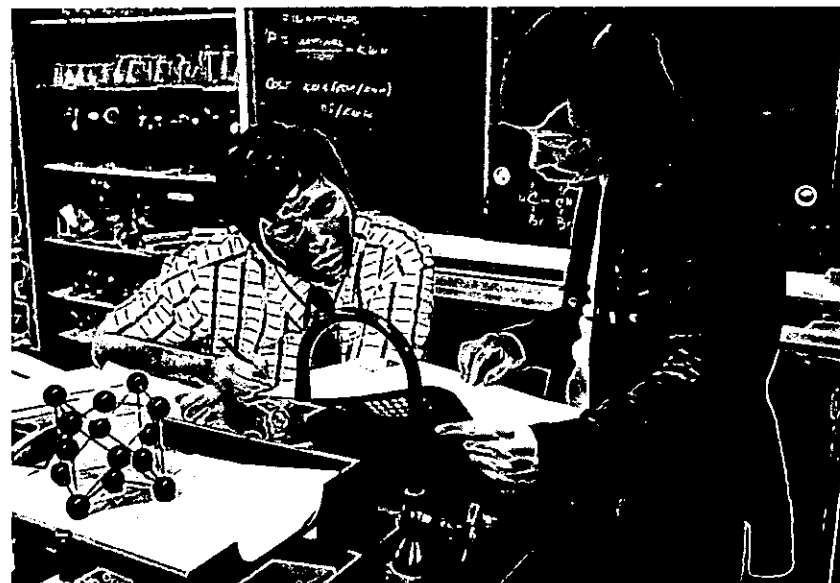
Barnhart, William G. Business
Lamar Tech, B.B.A.; Western State College

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
Houston-Tillotson College, B.A.; T.S.U., M.Ed.;
Washington State Univ., Professional
Counseling Certificate
- Bennett, Robert C.** Chairman, Div. of Com-
University of Colorado, B.A.; munications and
University of Toronto, M.A. Philosophy
- Blackerby, 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.
- Blount, Al** A.D. Nursing
University of Missouri, Kansas City Medical Ctr., R.N.;
Baylor University, B.S.N.
East Texas State University, M.S.
- Booth, Dorothy J.** Psychology
T.W.U., B.A.; North Texas State University,
M.A.; Ed.D.
- Booty, Florine** A.D. Nursing
Texas Woman's University, B.S.N.
- Boyd, Alice** A.D. Nursing
Indiana University, B.S.N.; M.S.
- Brock, Dorothy S.** Director of Community
North Texas State Univ., Information English
B.A.; M.A.
- Bread, Aubrey H.** Radiologic Technology
Parkland School of Radiologic Technology,
R.T. (A.R.R.T.)
- Brougner, Patricia** Respiratory Therapy
University Texas, B.A.; A.R.I.T.
- Burns, Barbara A.** Communications and Speech
Texas Woman's University, B.S.; M.A.
- Carley, W. Ted** Dir., Division of Learning
North Texas State Univ., B.S.; M.S. Resources
- Cathey, Barbara** A.D. Nursing
Texas Woman's University, B.S.N.
- Cauthron, Linnie E.** A.D. Nursing
Tyler Jr. College, A.D.;
Texas Woman's University, B.S.N.
- Chamberlain, Enrique A.** Public Services Librarian
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.
- Clendenen, Kay** A.D. Nursing
University of Texas Medical Branch, B.S.N.
- Clifton, John E.** Guided Studies Math
North Texas State University, B.S.; M.Ed.
- Coleman, Juliette** Medical Office Assisting
Four "C" Business College, C.M.A.
- Collard, Lorraine** A.D. Nursing
Columbia University, B.S.N.
- Conaster, Cheryl** A.D. Nursing
Baylor University, B.S.N.
- Cox, John M.** Counselor, Co-ordinator of
Howard Payne College, B.S.; Testing Center
Southwestern Theol. Sem., M.R.E.;
University of Houston, M.A.
- Coy, William N.** Financial Aid Counselor
Eastern New Mexico Univ., B.A.; M.A.,
Univ. of Missouri, Ed.Sp.
- Cremer, Don G.** Dean of Students
E.T.S.U., B.A.; M.Ed.; Indiana University, Ed.D.
- Crom, Boyd W.** Radiology Technologic
Advanced Radiology Tech. School Technology
of Aviation Medicine, R.R.T.
- Curran, Fern A.** A.D. Nursing
Texas Christian Univ., B.S.N.; Texas
Woman's Univ., Masters, Nursing
- Currier, Glen** Sociology
University of St. Thomas, B.A.;
Sam Houston State University, M.A.
- David, Joe** Librarian, Technical Services
Texas A&I Univ., B.A.;
Univ. of Texas, M.L.S.
- Deek, Sami D.** Math & Engineering
Grace College, B.A.; Ball State Univ.,
M.S.; N.T.S.U., Ph.D. (candidate)
- 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,
Florida State Univ., B.A.,
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.
- Elliott, S. C.** Math & Engineering
University of Texas, B.S.; M.S.
- Erickson, Hobart L.** Police Science
San Diego Evening Jr. College, A.S.,
Police Science Assoc.
- Fauley, Carlotta** Vocational Nursing
Washington Univ. 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 University, B.S.; M.A.;
Baylor University Ed.D.
- Freeman, Valerie** Secretarial Careers
Univ. of Houston, B.S., M.Ed.; C.P.S.
- Gallagher, James P.** Anthropology
St. Louis Univ., B.S.; S.M.U., M.A.
- Gewertz, Irving D.** Architecture
Texas A&M Univ., B.A.; Registered Architect
State of Texas
- Gillett, Grover** Business
Texas Tech. Univ. B.B.A.; The University
of Texas, M.B.A.; C.P.A.
- Glenn, Mary Lou** Secretarial Careers
Southeastern State College of Okla., B.S.;
Univ. of Oklahoma, M.B.E.



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

Gooch, Steve Social Science
Baylor University, B.A., M.A.

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, and Mathematics
B.S.; T.C.U., M.S.; Ph.D.

Grissom, Anne Speech, Debate
Baylor Univ., B.A.; M.A.

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

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

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

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

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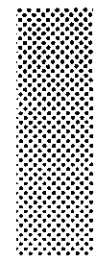
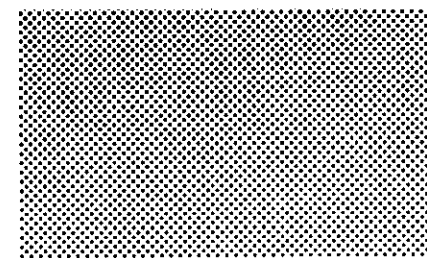
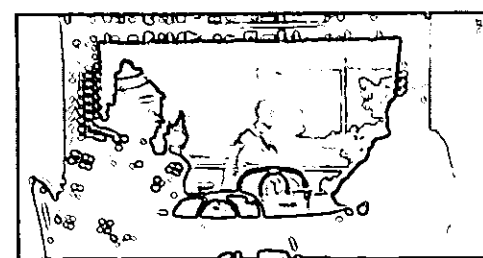
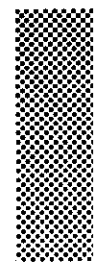
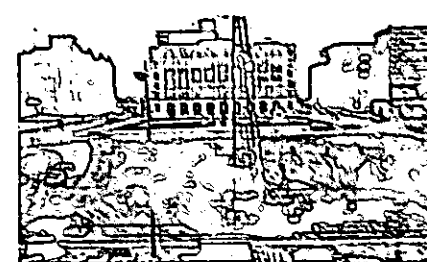
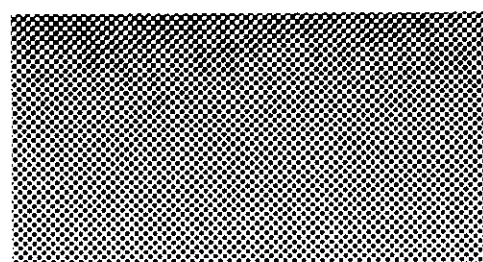
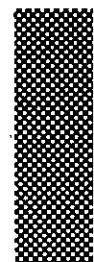
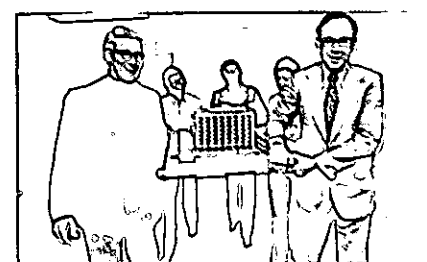
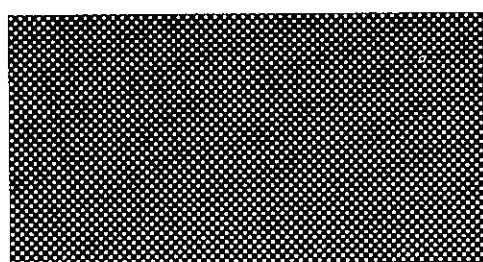
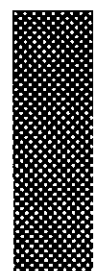
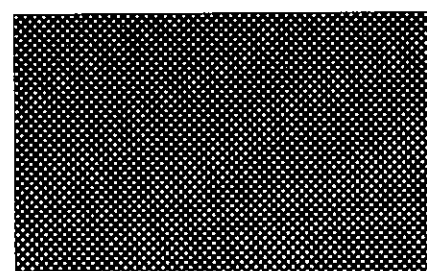
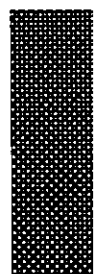
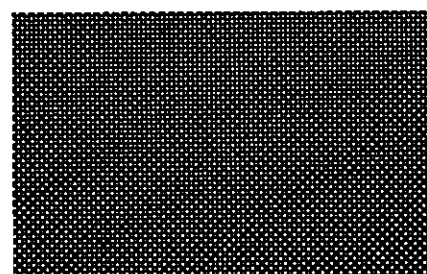
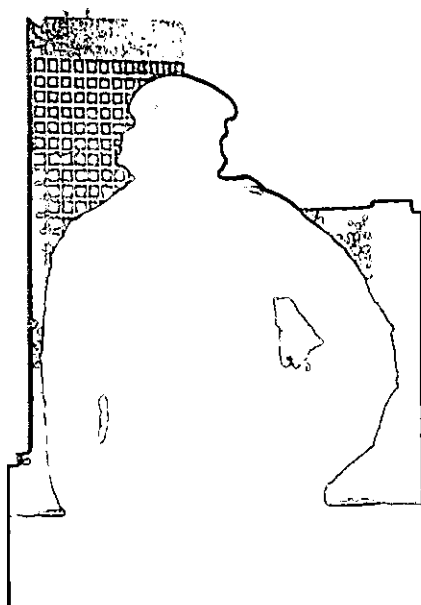
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1974-75 ACADEMIC CALENDAR

FALL SEMESTER, 1974

August 26	Faculty Reports
August 27-29	Registration
August 30	Professional Development
September 2	Labor Day Holiday
September 3	Classes begin 8:00 a.m.
September 9	Last day for tuition refund
November 27	Thanksgiving Holiday begins 10:00 p.m.
December 2	Classes resume 8:00 a.m.
December 6	Last day to withdraw with a grade of "W" 5:00 p.m.
December 13	Last day of classes
December 16-20	Final examinations
December 20	Semester closes 5 p.m.

SPRING SEMESTER, 1975

January 6	Faculty Reports
January 7-9	Registration
January 10 & 13	Professional Development
January 14	Classes begin 8:00 a.m.
January 20	Last day for tuition refund
February 21	Professional Development (to coincide with TJCTA Convention)
March 21	Spring break begins 5 p.m.
March 31	Classes resume 8 a.m.
May 2	Last day to withdraw with a grade of "W" 5:00 p.m.
May 13	Last day of classes
May 14-20	Final examinations
May 20	Semester closes 5:00 p.m. Graduation

SUMMER SESSIONS, 1975

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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SCHEDULE OF EXAMINATIONS

Fall Semester, 1974

Class Meeting Time	Date of Examination	Time of Examination
MWF 8:00- 8:50	Monday, December 16	8:00- 9:50
TR 9:30-10:50		10:00-11:50
MWF 11:00-11:50		12:00- 1:50
TR 11:00-12:20		2:00- 3:50
TR 8:00- 9:20	Tuesday, December 17	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 18	8:00- 9:50
TR 12:30- 1:50		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 19	8:00- 9:50
TR 3:00- 4:20		12:00- 1:50
MWF 4:00- 4:50		10:00-11:50

Spring Semester, 1975

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 11:00-12:20		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 12:30- 1:50		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

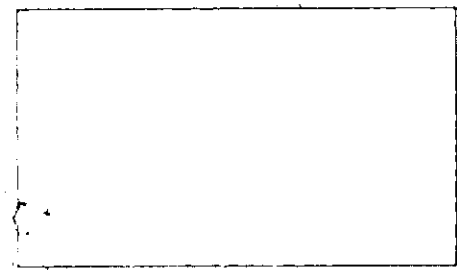
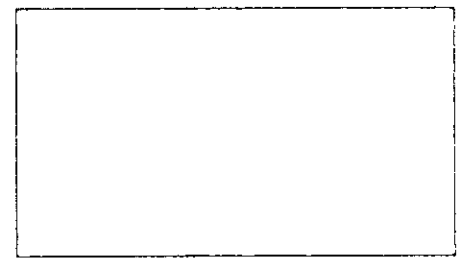
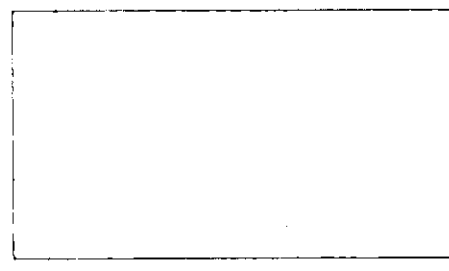
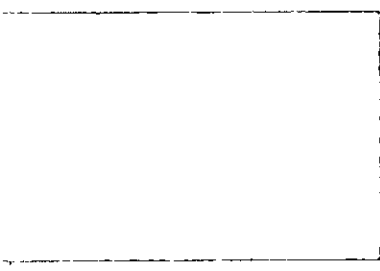
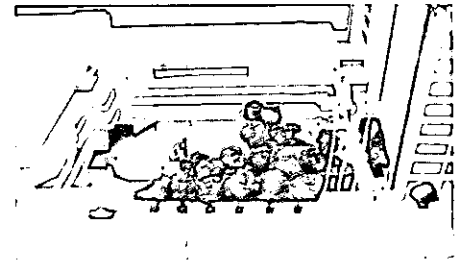
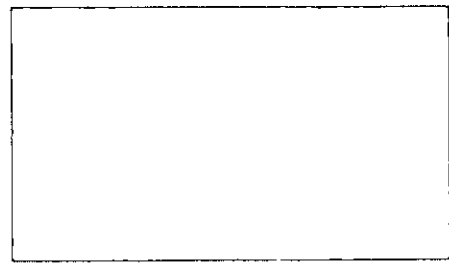
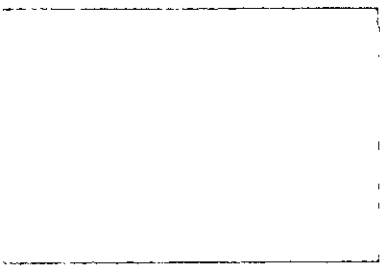
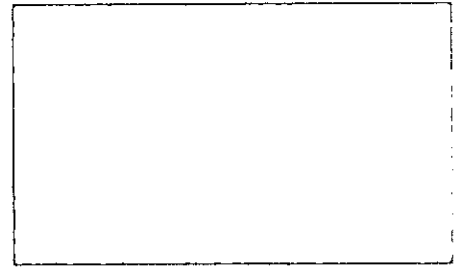
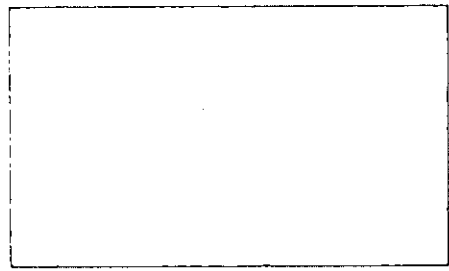
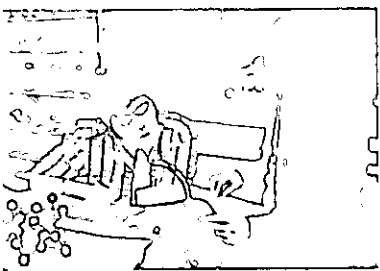
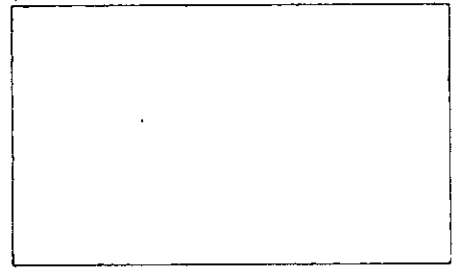
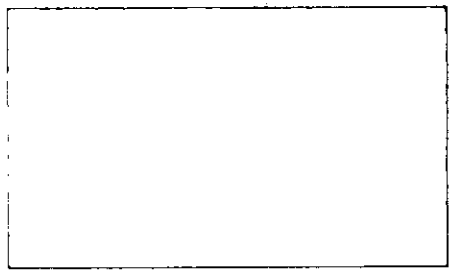
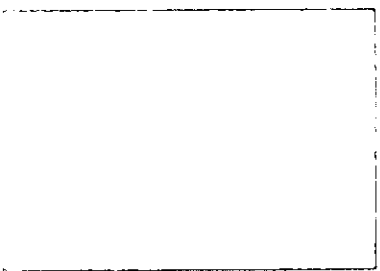
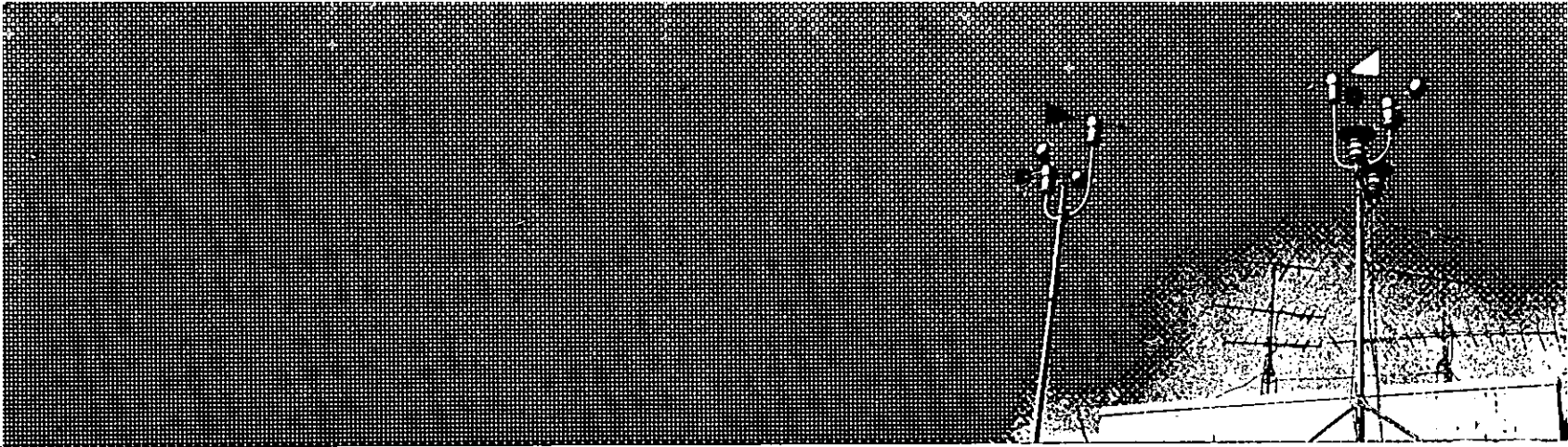
on Tuesday at the usual class time during Examination Week; after 5:30 classes which meet M, W should have the final examination on Monday at the usual time during Examination Week.



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