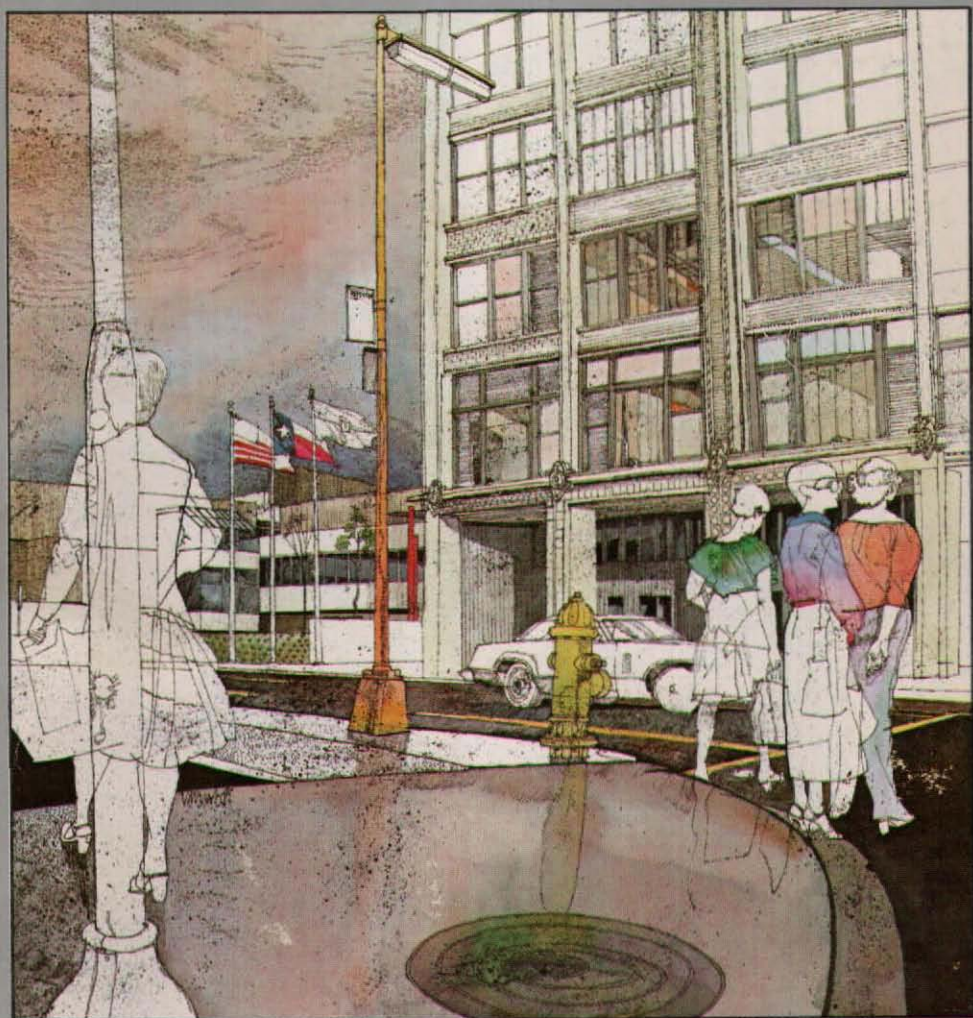




El Centro College 1980/1981

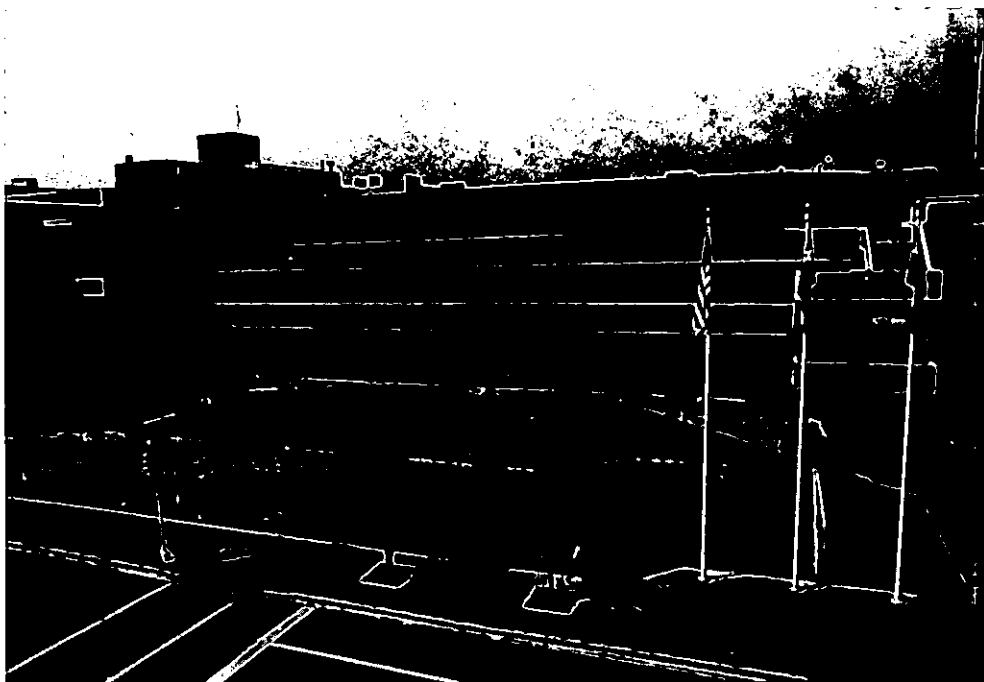


Dallas County Community College District

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El Centro College



EL CENTRO COLLEGE CATALOG

Member of the Southern Association of Colleges and Schools

Member of the American Association of Community and Junior Colleges

Member of the Association of Texas Colleges and Universities

Member of the League for Innovation in the Community College

El Centro College is also recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency

An Affirmative Action Equal Opportunity Institution

This catalog contains policies, regulations, and procedures in existence at the time this publication went to press. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. This catalog is for informational purposes and does not constitute a contract.

ACADEMIC CALENDAR, 1980-81
FALL SEMESTER, 1980

Aug. 18 (M)	Faculty Reports
Aug. 19-21 (T-R)	Registration
Aug. 22 (F)	Faculty Professional Development
Aug. 23 (S)	Saturday classes begin
Aug. 25 (M)	Classes begin
Aug. 29 (F)	Last day for tuition refund
Sept. 1 (M)	Labor Day holiday
Sept. 6 (S)	12th class day
Nov. 27 (F)	Thanksgiving holidays begin
Dec. 1 (M)	Classes resume
Dec. 8 (M)	Last day to withdraw "W"
Dec. 13 (S)	Final exams for Saturday classes
Dec. 15 (M)	Last day of classes
Dec. 16-19 (T-F)	Final examinations
Dec. 19 (F)	Semester closes

SPRING SEMESTER, 1981

Jan. 12 (M)	Faculty Reports
Jan. 13-15 (T-F)	Registration
Jan. 16 (F)	Faculty Professional Development
Jan. 17 (S)	Saturday classes begin
Jan. 19 (M)	Classes begin
Jan. 23 (F)	Last day for tuition refund
Jan. 30 (F)	12th class day
Mar. 6 (F)	Faculty Professional Development
Mar. 16 (M)	Spring Break begins
Mar. 20 (F)	Spring holiday for all employees
Mar. 23 (M)	Classes resume
Apr. 17 (F)	Easter holiday begins
Apr. 20 (M)	Classes resume
May 8 (F)	Last day to withdraw "W"
May 15 (F)	Last day of classes
May 16 (S)	Final exams for Saturday classes
May 18-21 (M-R)	Final examinations
May 21 (F)	Graduation
May 21 (R)	Semester closes

SUMMER SESSIONS, 1981

FIRST SESSION

May 29 (F)	Registration
June 1 (M)	Classes begin
June 2 (T)	Last day for tuition refund
June 4 (R)	4th class day
June 29 (M)	Last day to withdraw "W"
July 3 (F)	Independence Day holiday
July 6 (M)	Final examinations
July 8 (M)	Session closes

Second Session

July 7 (T)	Registration
July 9 (R)	Classes begin
July 10 (F)	Last day for tuition refund
July 14 (T)	4th class day
Aug. 6 (R)	Last day to withdraw "W"
Aug. 12 (W)	Final examinations
Aug. 12 (W)	Session closes

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EL CENTRO COLLEGE

GROWING WITH DOWNTOWN DALLAS

El Centro College is the first of the seven campuses of the Dallas County Community College District. It offers an exciting educational challenge to students in its role as an urban community college.

Located at the "hub" of the District in the heart of a revitalized downtown Dallas, El Centro interacts with its environment to make education come alive. For example, a legal assisting class can get a first-hand look at the judicial system by visiting the Dallas County Court House just around the corner. A government class can sit in on a City Council meeting in nearby City Hall. Business instructors can co-sponsor a seminar on finance with a downtown investment firm. Apparel design students can model their fashions before representatives of the apparel industry and before a camera from a television station just up the street.

The city truly becomes a laboratory in which El Centro students can test their classroom experience, but it is also a place to have fun. Just a short walk away are some of the most exciting cultural experiences in Dallas, such as concerts in One Main Place Plaza and Thanks-Giving Square or free movies and lectures in the Dallas Public Library. There are also sidewalk concerts in the Akard Street Mall by the Dallas Symphony Orchestra and an annual Arts Festival in Old City Park. During October, the downtown area is alive with a variety of festivities and cultural events known as Cityfest.

El Centro is an integral part of all this activity around it. It offers theatre and ballet performances, lunch hour forums, and lectures by visiting authors, celebrities, and poets of national renown.

Particularly significant is El Centro's special commitment to being one of the prime vehicles in Dallas to bring the arts to the downtown community. It is aided in this quest by



such nationally recognized artists as Arthur Mitchell and Mercedes McCambridge. Founder and artistic director of the Dance Theatre of Harlem, Mr. Mitchell began El Centro's dance program and returns to the College several times a year to conduct ballet master classes. Ms. McCambridge, a highly respected actress, has made a personal tradition out of working each year with El Centro's drama students and appearing with them in a theatre production.



The academically outstanding student is welcome, as well as the student who was never considered "college material" but who can develop college skills through El Centro's innovative developmental programs. Some students are completing their first two years at El Centro in anticipation of earning a four-year degree. Other students are hoping to break into the arts in the field of dance, theatre, photography, or painting. Still others are working toward an immediate career in one of 38 one-year and two-year technical/occupational programs, including data processing, fire protection technology, police science, interior design, architectural technology, and the largest and most comprehensive health occupations program of any community college in Texas.

Other programs also contribute to the events that make El Centro an exciting part of downtown. The nationally top-rated food service operations program sponsors an annual Culinary Arts Fair in which aspiring chefs exhibit gourmet dishes and demonstrate food preparation techniques. Apparel design students present fashion shows twice a year. Student organizations and academic divisions sponsor films, lectures, and presentations, ranging from conquering math anxiety to underwater photography to appreciating opera. Such events draw downtown workers as well as students.

Indeed, that downtown worker may be a student who is brushing up on shorthand or mid-management skills, taking a pottery course, or working toward a career change. El Centro places great value on offering people opportunities to meet a wide range of goals. The College consequently attracts a student body as diversified as can be found anywhere. Students fresh out of high school attend class with homemakers returning to college, professionals improving their career skills, and retired citizens finding new interests.



In short, there is no "typical" El Centro student. The College is a community of people who represent a cross section of the larger Dallas community.

EDUCATIONAL PHILOSOPHY: THE DOOR IS OPEN

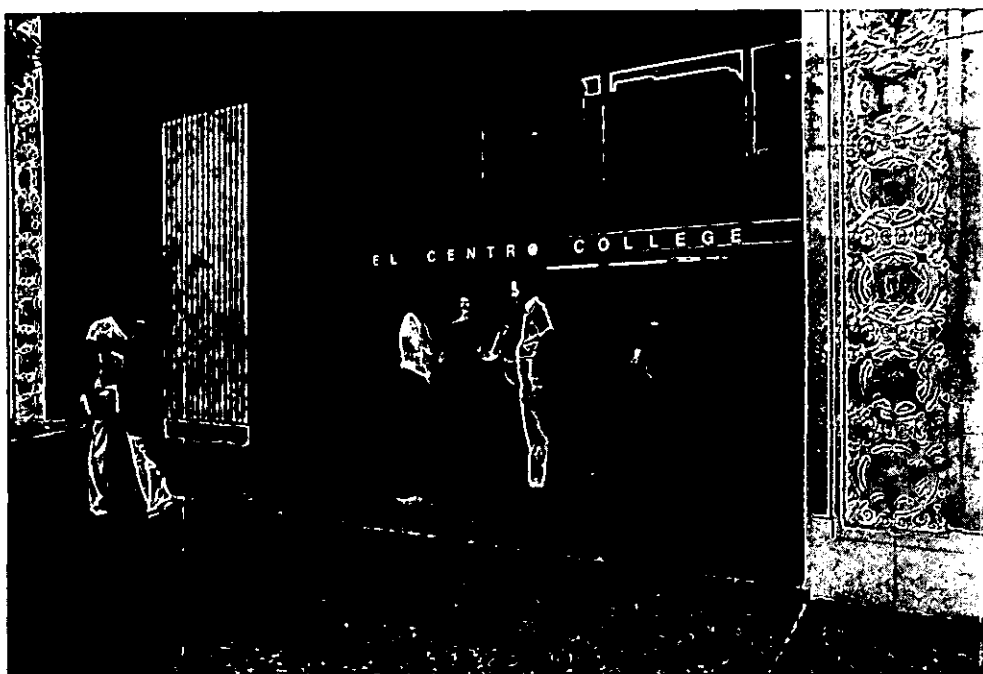
Students find that the educational atmosphere at El Centro is based on the premise that learning is a personal matter—an exchange of ideas and not an indoctrination, a forum for discussion and reasoning, a coming together of teacher and student on an interpersonal level. Office doors are open and instructors 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. Learning is an individual matter and a unique experience rather than the assembly line approach often dictated by numbers.



THE CAMPUS

Located in downtown's West End Historic District, the El Centro campus is bounded by Main, Lamar, Elm, and Market streets. The campus combines the best of traditional and modern architecture. A turn-of-the-century building renovated to accommodate classrooms is joined to a new wing of modern facilities. These include library and media services, a gymnasium and stress lab, health occupations laboratories, and a food service kitchen and cafeteria. Also included are a sculpture studio, two modern theatre facilities, and a ballet studio with a specially constructed springaire floor considered one of the best in the country. A landscaped green space with a terraced outdoor amphitheatre completes the campus and adds beauty to the surrounding downtown environment.





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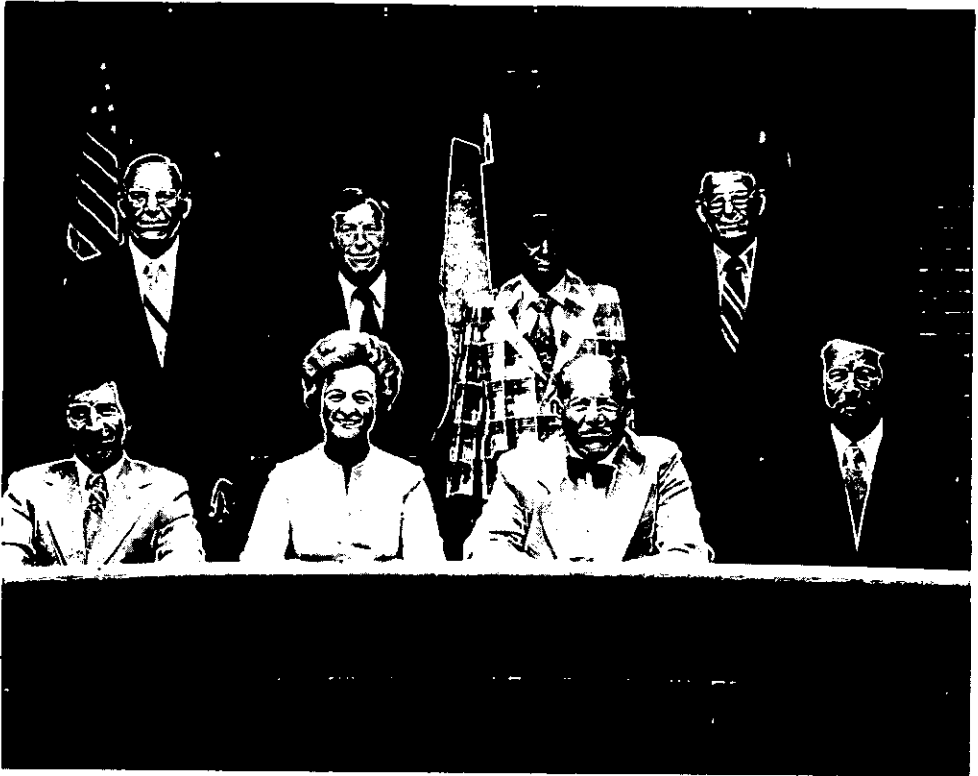
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Moore, John W., Jr.	Counselor
Grambling Univ., B.S.; Prairie View A&M Univ., M.Ed.	
Moore, H. Paxton, II	Administrative Assistant
Univ. of Texas, B.A.; Texas Christian Univ., M.A.	
Moran, Betty Wylie	Child and Family Development and Design
North Texas State Univ., B.S.; Texas Technological Univ., M.Ed.; Texas Woman's Univ., Ph.D.	
Morgan, Charlie R.	Counselor
East Texas State Univ., B.S., M.S.	
Mosby, Larry E.	Drafting and Design Technology
Prairie View A&M College, B.S.; North Texas State Univ., M.S.	
Murray, Darrel	Interior Design
Univ. of Oklahoma, B.A.; Parsons School of Design, N.Y. City, Certificate	
Myers, H. Wayne	Biology
Emporia State Univ., B.A., M.S.	
Nelson, Elizabeth	A.D. Nursing
St. Olaf College, B.A.; Texas Woman's Univ., M.S.	
Norman, Lois	A.D. Nursing
Baylor Univ., B.S.N.	
Page, Jean	Counselor
North Texas State Univ., B.S., M.Ed., Ed.D.	
Patterson, Sandra	A.D. Nursing
Northwestern, La., B.S.N.; Texas Woman's Univ., M.A.	
Peltier, Arlin G.	Chairman, Div. of Humanities
Louisiana State Univ., B.Mu.Ed., M.Mu.Ed.; Fulbright Scholar, Die Hochschule Fuer Musik, Hamburg, Germany	
Perdue, Beth	A.D. Nursing
West Texas State Univ., B.S.N., R.N.	
Phillips, Arbra M.	Developmental Mathematics
Paul Quinn College, B.S.; East Texas State Univ., M.A.	
Plog, Claudia E.	Data Processing
Texas A&I Univ., B.Mu., M.S.; Certificate of Data Processing, E.C.P.I.	
Potter, Frances M.	Apparel Design
Southern Methodist Univ., Certificate in Costume Designing	
Pouncey, Judy	Asst. Director of Community Services
North Texas State Univ., B.S.	
Pouncy, Gene E.	English and History
Southern Methodist Univ., B.F.A., M.L.A.	
Pritchett, Kathy	A.D. Nursing
Incarinate Word College, B.S.; Texas Woman's Univ., M.S., R.N.	
Ramsey, George E.	Spanish
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.	
Reaux, Eddie C.	Life Sciences
Univ. of Southwestern Louisiana, B.A., B.S., M.S.	
Reaves, Catherine	A.D. Nursing
Louisiana State Univ., B.S.N.; Texas Woman's Univ., M.A.	

Rector, Carey L.	Vice President of Business Services
Univ. of Houston, B.S.; Southern Methodist Univ., M.L.A.	
Reding, Diana L.	A.D. Nursing
Hartwick College, B.S., R.N.; East Texas State Univ., M.S.	
Rippetoe, William L.	Mathematics
East Central State College, B.S.; Southeastern State College, M.T.	
Robinson, Judith Christine	Radiography Technology
Physicians & Surgeons, R.T., A.R.R.T.	
Robinson, Emily B.	Secretarial Careers
Abilene Christian Univ., B.S.E.; North Texas State Univ., M.B.E.	
Rogers, Judy	A.D. Nursing
Texas Woman's Univ., B.S., R.N.	
Ross, Michael	Chairperson, Div. of Science and Math
East Texas State Univ., B.S., M.S.	
Rountree, Rhuwan C.	Chairperson, Div. of Social Sciences
East Texas State Univ., B.A., M.A.	
Rouze, Pamela	Developmental Writing/Reading
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.	
Ruffin, Herb	Dean of Instructional Services
Wichita State Univ., B.A., M.Ed.; Univ. of Kansas, Ed.D.	
Scardina, Patricia G.	Data Processing
Baton Rouge Business School	
Schenken, Nancy	A.D. Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., M.S.	
Schrup, John E.	Art
Univ. of Wisconsin, B.S., M.S., M.F.A.	
Schuster, Patrick B.	Police Science
Univ. of Texas at Arlington, B.A.	
Seaton, Norman	Data Processing
Univ. of Plano, B.A.; El Centro College, A.A.S., A.A.	
Silverman, Pincus	English
Denver Univ., B.A.; Southern Methodist Univ., M.Ed.; North Texas State Univ., Ed.D.	
Simonetti-Arnold, Lucille	Art
Hunter College, B.A.; Univ. of Dallas, M.A.; The Cooper Union, Certificate of Art	
Slaughter, Margie N.	A.D. Nursing
Texas Woman's Univ., B.S.N., M.S.	
Smith, Dana F.	Art
Stephens College, A.A.; Univ. of Texas, B.S. in Arts; North Texas State Univ., M.A.	
Smith, Laura V.	Vocational Nursing
Oak Park Hospital School of Nursing, R.N.; East Texas State Univ., B.S., M.S.	
Speyerer, Carol	A.D. Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S., R.N.	
Stahl, Dana	A.D. Nursing
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.	
Stirman, Nan E.	Dental Assistant
Board of the American Dental Asst. Assoc., C.D.A.; El Centro College, A.A.S.	
Stedtner, Cheryl	A.D. Nursing
Univ. of Kansas, B.S.N., R.N.; Texas Woman's Univ., M.S.	
Swope, John Dee	Architecture and Interior Design
Texas Tech Univ., B.Arch.; Registered Architect in State of Texas	
Tanner, Donald L.	Director of Counseling
Memphis State Univ., B.S.; Virginia Commonwealth Univ., M.Ed.	
Thomas, Charles Edward	Theatre and Humanities
West Texas State Univ., B.A., M.A.; Actor's Equity; Screen Actors Guild; American Guild of Variety Artists	
Thomas, Joe P.	Chemistry
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.	

Thorson, Marcelyn M.	Apparel Design
Pratt Institute, B.S.	
Tolentino, Albert E.	Counselor
New Mexico Highlands Univ., B.A., M.A.	
Trotter, Robert S., Jr.	Government
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.	
Ward, Joyce	Dance
Whitworth College, B.A.	
Watts, Mary Grace	Radiography Technology
Sphon Hospital, Corpus Christi, R.T., A.R.R.T.	
Wehrle, Betty	Assoc. Dean of Extended Day Programs
Baylor Univ., B.A.; North Texas State Univ., M.Ed.	
Wesson, Jerry W.	Human Development
East Texas State Univ., B.S., M.S., Ed.D.	
Wilson, Doris P.	Business
Prairie View A&M Univ., B.S.; Teachers College, Columbia Univ., M.A.	
Winborn, Martha	Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.	
Witherspoon, Joseph Ray	Asst. Dean of Community Services
North Texas State Univ., B.B.A.; Southern Methodist Univ., M.L.A.	
Wyckoff, Jean B.	Director, Health Center
Riverside General, R.N.; Univ. of Pittsburgh, B.S.N.Ed., M.L.; Royal Institute Public Health & Hygiene, M.R.I.P.H.H.	
Yestingsmeier, Jan	Respiratory Therapy
Deaconess Hospital School of Respiratory Therapy; El Centro College, A.A.S., C.R.T.T., R.R.T.; Univ. of Texas Health Science Center, B.S.	
Young, Gordon D.	Art
Univ. of Nebraska, B.F.A.; Tulane Univ., M.F.A.	
Zerwekh, JoAnn	A.D. Nursing
Univ. of Arizona, B.S.N.; Univ. of Texas at Arlington, M.S.N.	
Zimmermann, George A.	Data Processing
Fordham Univ., B.S.; Univ. of Texas at Dallas, M.A.S.	



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES,

Seated, left to right: Jerry Gilmore, vice-chairman; Pattie T. Powell, chairman; Bill J. Priest, chancellor and secretary to the Board; and Robert H. Power. Standing, left to right: Bob Beard; Bart Rominger; J. D. Hall; and Don Buchholz.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Chancellor	Bill J. Priest
Vice Chancellor of Academic Affairs	R. Jan LeCroy
Vice Chancellor of Business Affairs	Walter L. Pike
Assistant to the Chancellor	Ruth G. Shaw
Special Assistant to the Chancellor	Jan Sanders
Director of Computer Services	James R. Hill
Director of Development	Carole Shlipak
Director of Personnel	Quincy Ellis
Director of Planning and Accreditation	Bill Tucker
Director of Program Development	Linda Coffey
Director of Public Information	Claudia Robinson
Director of Special Services	Bonny S. Franke
Director of Technical Services	Paul E. Dumont
Legal Counselor	Robert Young



General Information



For the Seven
Member Colleges
of the Dallas County
Community College District

I. GENERAL INFORMATION

HISTORY OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students and employ over 1,900 full-time faculty and staff members.

The growth of the District into an educational system with such impact was not by chance. It took the careful planning and hard work of many people over a period of 15 years. In May, 1965, voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year the District's first college, El Centro, began operation in downtown Dallas.

Eastfield College and Mountain View College enrolled their first students in 1970, and the plans for a multi-campus district became a reality. Richland College became the District's fourth college in 1972.

The voters of Dallas County approved the sale of an additional \$85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven-college master plan, opened in 1978.

DISTRICT PHILOSOPHY AND GOALS

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college."



The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation, and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

The needs, abilities, and goals of each student are considered important. The focus is on creating an educational program for the individual rather than squeezing or stretching the individual to fit an "educational mold."

The District therefore has a place for different kinds of students. There is a place for the young person setting forth toward a degree in medicine, and a place for the adult delving into an interesting hobby to enrich leisure hours. There is a place for the person preparing to enter a trade or technical field with a year or two of studies, and a place for the employed individual wanting to improve occupational skills. There is a place for the very bright high school student ready to begin college work in advance of high school graduation, and a place for the high school dropout who now sees the need for education in today's complex society. In short, there is a place for everyone.

How do the colleges meet the educational needs of such a varied family? The answer is found in four categories of programs:

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.
2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.
3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.
4. For the person who simply wants to make life a little more interesting, the colleges offer community service programs on cultural, civic and other topics.

Additional programs are available for the high school student, dropout, and others with special needs.

The colleges help each student design the educational program that best meets individual needs. Every student is offered intensive counseling to define goals and identify abilities. Continued guidance is available throughout the student's college career in case goals and plans change. This emphasis on counseling, rare for some institutions, is routine at all District colleges.

DISTRICT RESPONSIBILITIES

To carry out the District philosophy, the colleges obviously must offer a range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development. In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

The colleges have a basic responsibility to provide educational and cultural leadership to the community. They must be sensitive to changing community needs and adapt readily to those needs. Individuals capable of continuing their educational development should be given the opportunity to improve their skills. Finally, to continue to meet its responsibilities in changing times, the college system must guard against stagnation.

Creativity and flexibility are therefore fostered at the District level and on each campus.

LEAGUE FOR INNOVATION

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 16 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America.

Membership commits the District to research, evaluation, and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap. The District provides equal opportunity in accord with Federal and State laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to higher administrative authority are considered on the merits of the case.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received. A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first twelve class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry.



No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without *written consent* from the student stating the information to be given, except as specified by law.

STUDENT CONSUMER INFORMATION SERVICES

Pursuant to Public Law 178, the College provides all students with information about its academic programs and financial aid available to students.

STANDARDS OF CONDUCT

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in this catalog.

II. ADMISSIONS AND REGISTRATION

GENERAL ADMISSIONS POLICY

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College may require certain assessment procedures for use in course placement, but the assessment is not used to determine admissions.

ADMISSION REQUIREMENTS

Beginning Freshmen

Students enrolling in college for the first time who fit one of the following categories may apply for admission:

- a. Graduates from an accredited high school.
- b. Graduates from an unaccredited high school who are 18 years of age.
- c. Students who are not high school graduates but who are 18 years of age and whose high school class has graduated.
- d. High school students recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of 6 hours of special study each semester. Students must continue to make normal progress toward high school graduation.

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college record. Academic standing for transfer applicants is determined by the Registrar's Office according to standards established by the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval. Contact the Admissions Office for further information.

Former Students

Students formerly enrolled in the Dallas County Community College District must submit an application for readmission to any District college. Students with unsettled financial debts at any District college will not be readmitted.

Non-Credit Students

Students enrolling for non-credit courses apply through Community Services.

International Students

The College is authorized under federal law to enroll non-immigrant alien students. International students are not admitted, however, until all admissions requirements are complete. International students must:

- a. complete a personal interview with the international student counselor and receive approval from the College administration,
- b. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher,
- c. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans,
- d. show evidence of sufficient financial support for the academic year,
- e. complete a health information form,
- f. fulfill all admission requirements for international students at least 30 days prior to registration,
- g. enroll as a full-time student (minimum of 12 credit hours),
- h. complete one full year at the admitting institution if the student has already been accepted by other U.S. educational institutions. (See government form I-20.)

Contact the Admissions Office for further information.

APPLICATION AND ADMISSION PROCEDURES

Applications may be submitted any time prior to registration, but applicants should submit materials at least three weeks before registration to insure effective counseling and schedule planning. Earlier application is desirable because the student's place in registration is determined by the date an applicant's admission file is complete. A late place in registration may mean that the student cannot register for some courses because they are already filled.

Applicants must submit the following material to the Admissions Office to have a complete admissions file:

- a. An official application, available from the Admissions Office.
- b. An official transcript from the last school (high school or college) attended. Students seeking certificates or associate degrees must submit official transcripts of all previous college work. The College's accrediting agency requires transcripts, and the College uses them in program advisement.
- c. Written proof from a medical office of (1) a negative tuberculin skin test or chest X-ray, (2) a polio immunization if the applicant is under 19 years of age, and (3) a diphtheria/tetanus injection within the last 10 years. This medical proof is required by state law (Senate Bill 27).

Once the above materials are submitted, the applicant is assigned a place in registration. All applicants may select only those classes available when they register. Students may enroll in certain courses at times other than regular semester registration. See Flexible Entry Courses in this catalog and contact the Registrar's Office for additional information.

TUITION

Tuition is charged on a sliding scale according to the number of credit hours for which a student is enrolled and the student's place of legal residence.



Tuition is subject to change without notice by the Board of Trustees or the Texas Legislature.

ADDITIONAL FEES

Additional fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a practical minimum. A graduation fee is not assessed, but each student must pay for cap and gown rental.

SPECIAL FEES AND CHARGES

Laboratory Fee: \$2 to \$8 a semester (per lab).

Physical Education Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

Private Music Lesson Fee: * \$35 for one hour per week (maximum) for one course, \$20 for one half hour per week.

Audit Fee: The charge for auditing a course is the same as if the course were taken for credit, except that a student service fee is not charged.

Credit by Examination: Fee of \$20 per examination per course.**

* Available only to music majors enrolled for 12 hours or more.

** This fee can change without prior notice.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
TUITION AND STUDENT SERVICES FEE
FALL AND SPRING SESSIONS, 1980-81**

Semester	Dallas County*			Out-of-District**			Out-of-State, or Out-of-Country***		
Cr. Hours	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	25	1	26	25	1	26	40	1	41
2	25	2	27	40	2	42	80	2	82
3	25	3	28	60	3	63	120	3	123
4	28	4	32	80	4	84	160	4	164
5	35	5	40	100	5	105	200	5	205
6	42	6	48	120	6	126	240	6	246
7	49	7	56	140	7	147	280	7	287
8	56	8	64	160	8	168	320	8	328
9	63	9	72	180	9	189	360	9	369
10	70	10	80	200	10	210	400	10	410
11	75	10	85	205	10	215	440	10	450
12	80	10	90	210	10	220	480	10	490
13	85	10	95	215	10	225	520	10	530
14	90	10	100	220	10	230	560	10	570
15	95	10	105	225	10	235	600	10	610
16	100	10	110	230	10	240	640	10	650
17	105	10	115	235	10	245	680	10	690
18	110	10	120	240	10	250	720	10	730
19	115	10	125	245	10	255	760	10	770
20	120	10	130	250	10	260	800	10	810

TUITION SCHEDULE FOR SUMMER SESSIONS, 1981

Semester Cr. Hours	Dallas County*	Out-of-District**	Out-of-State, or Out-of-Country***
1	25	30	45
2	25	60	90
3	30	90	135
4	40	120	180
5	50	150	225
6	60	180	270
7	64	184	310
8	68	188	350
9	72	192	390

*The Dallas County Community College District Board of Trustees has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

**The DCCCD Board of Trustees defines an Out-of-District student as: (1) a student eighteen (18) years of age or older who resides in a Texas county other than Dallas County; (2) a student who is less than eighteen (18) years of age whose parents do not live in Dallas County.

***A non-resident student is hereby defined to be a student 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 twelve (12) months immediately preceding the date of registration; or a student of eighteen (18) years of age who resides out of the state or who has not been a resident of the state twelve (12) months.

These definitions are intended as a guideline for the student. The student is referred to the Director of Admissions for a more complete definition.

REFUND POLICY

Student tuition and fees provide only a fraction of the cost of education. When students enroll in a class, they reserve places which cannot be made available to other students unless they officially drop the class during the first week of the semester. Also, the original enrollment of students represents a sizable cost to the District whether or not they continue in the class. Therefore, a refund is made only under the following conditions:

- a. No 100% refund is granted unless College error is involved.
- b. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. An 80% refund may be given through the first two class days of a six-week summer session or fast track semester. Refunds for Flexible Entry Courses are considered through completion of the second day of class from the date of enrollment.
- c. No refund is given for advanced placement or College Level Examination Program (CLEP) tests.
- d. A physician's statement must be submitted along with petitions when medical reasons account for withdrawal. Requests for refunds must be submitted before the end of the semester for which the refund is requested.
- e. No refund of less than \$4 for tuition and fees is made.

Refund Petition Forms are available in the Counseling Center and the Office of the Vice President of Student Services. Students who believe their refund requests are due to extenuating circumstances beyond the limits of the refund policy should state explicitly their circumstances on the Refund Petition Form. All requests for refunds are referred to the Refund Petition Committee. The Committee's recommendations are made to the Vice President of Student Services who notifies the student of the action taken. Refund checks normally require a minimum of one month from date of approval for processing.

RETURNED CHECKS

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition payment is returned, the student's enrollment is considered void.

ADVISEMENT PROCEDURES

When students are admitted to the College, they are invited to an advisement session. This session may be conducted individually or in a group with a counselor.

New students are expected to attend a Self-Assessment Lab or New Student Orientation for advisement. These sessions help students choose courses and programs of study. They are designed for students who are enrolling in college for the first time and who expect to attend full-time. The College may use tests and other means to counsel students about placement in courses and programs. Developmental studies are available for students who need skill development in reading, writing, or math. Test data, transcripts, previous work, and counseling may be used to determine placement in this program.

COURSE PREREQUISITES

Prerequisites are established for certain advanced courses to help assure that students have sufficient background in the subject area to maximize their probability of success in the course. The College recognizes that certain related life experiences may also provide necessary background for success in these courses. Therefore, the division chairperson is authorized to waive a course prerequisite.

CHANGE OF SCHEDULE

Students should be careful in registering to schedule courses only for the days and hours they can attend. Students requesting class changes should contact the Registrar's Office during the time specified in the class schedule. No change is complete until it has been processed by the Registrar's Office.

AUDITING A COURSE

Any person 18 years of age or older may, with the consent of the instructor, enroll in a course as an "audit student." Audit students may attend classes but do not take examinations or receive credit for the course unless they enroll in the course again as a regular student. The charge for auditing a course is the same as for taking it for credit, except that a student services fee is not assessed. Procedures for auditing a course are administered by the Registrar. No audits are approved prior to the first day of the second week of classes in the fall or spring semester. The deadline for auditing is the twelfth class day for a fall or spring semester and the fourth class day for a summer session. Most courses with laboratories may not be audited.

TRANSFER OF CREDITS

Transfer of credit is generally given for all passing work completed at accredited colleges and universities. The Registrar's Office evaluates all transfer credit. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

Credits earned in military service schools or through the U.S. Armed Forces Institute are reviewed by the Registrar and credit granted if applicable.

DROPPING A COURSE OR WITHDRAWING FROM COLLEGE

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form from a counselor and follow the prescribed procedure.



Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar. After that time students receive a performance grade in each course.

ADDRESS CHANGES AND SOCIAL SECURITY NUMBER

Each student has the responsibility to inform the Registrar's Office of changes in name or address. Each applicant for admission is asked to furnish a Social Security number. This number doubles as a student identification number and insures accuracy of student records. If a student does not have a Social Security number, another number is assigned for record keeping.

III. ACADEMIC INFORMATION

DEGREE REQUIREMENTS

The College confers the Associate in Arts and Sciences Degree upon students who have completed all general and specific requirements for graduation. 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 is granted by the District college at which the student took the last 15 hours or where the majority of hours were accrued.

Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

ASSOCIATE IN ARTS AND SCIENCES DEGREE

Students must have a minimum of 60 credit hours and a grade point average of at least "C" (2.0) to receive the Associate in Arts and Sciences Degree. These 60 hours may be earned at any District college. They must include:

- English 101-102 plus an additional 6 hours of English for a total of 12 credit hours in English.
- 8 credit hours in Laboratory Science (Music majors are exempt from this requirement. Check listing under subject field).
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of history or 3 credit hours of government may be earned through credit by examination. CLEP credit may not be used to meet this requirement.
- 3 credit hours in Humanities, selected from Theater 101, Art 104, Music 104, Humanities 101 or Philosophy 102. A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. Courses numbered 99 and below cannot be included to meet degree or

certificate requirements. Music 199, Art 199, and Theatre 199 may not be counted toward the 60 hour minimum. All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore year. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

ASSOCIATE IN APPLIED ARTS AND SCIENCES DEGREE AND CERTIFICATE CAREER PROGRAMS

Students must have a minimum of 60 credit hours and a grade point average of at least "C" (2.0) to receive the Associate in Applied Arts and Sciences Degree. For some programs, more than 60 credit hours are required. All prescribed requirements for the specific Technical/Occupational Program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of this catalog for a more detailed explanation.

The requirements for certificates are detailed under specific programs listed in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average is required.

A maximum of 4 physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below may not be included to meet degree or certificate requirements.

Music 199, Art 199, and Theatre 199 may not be counted toward the 60-hour minimum.

PROCEDURE FOR FILING DEGREE AND CERTIFICATE PLANS AND FOR GRADUATION

Students should request a degree plan from the Registrar's Office at the end of their freshman year.

Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. January and August graduates may participate in the next commencement if they desire, but they are not required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates thirty days prior to commencement.

Candidates for any degree or certificate must meet the requirement set forth in the catalog for the year of first enrollment unless they elect to graduate under the requirements of a later catalog. Candidates must indicate the catalog of their choice when they file a degree or certificate plan.

RECOMMENDED ACADEMIC LOAD

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the Registrar or the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than twenty hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is 6 credit hours.



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

CLASS ATTENDANCE

Students are expected to attend regularly all classes in which they are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. Generally, when absences reach a total equal to the number of credit hours for the course, the instructor files a drop for excessive absences. The student is notified by a letter from the Registrar's Office sent to the student's address of record. The effective drop date is stated in the letter. A student who desires to remain in class must contact the instructor within the time specified in the instructor's letter. With the instructor's approval, a student may be reinstated. Students dropped for excessive absences prior to the published withdrawal deadline receive a grade of "W." Students who do not attend class during the first twelve days of a long semester or the first four days of a summer session are dropped.

SCHOLASTIC STANDARDS: GRADES AND GRADE POINT AVERAGE

Final grades are reported for each student for every course 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
CR	Credit	Not Computed

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's *grade point average* is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 2.93:

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit Hours:		Total Grade Points:
12		35

$$35 \div 12 = 2.93$$

For repeated courses, only the latest grade earned is included in cumulative grade point averages. Transcripts do, however, indicate all work completed in the District, even if the latest grade is lower than a preceding grade. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course. An incomplete grade "I" may be given when an unforeseen

emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (one with a grade point value) within ninety days after the first day of classes in the subsequent semester. If the work is not completed after ninety days, the "I" is converted to a performance grade. An *Incomplete Contract* is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract. The "P" grade (Progress) may be awarded when a student has attended class regularly and the instructor has evidence that the student has made significant progress toward meeting course objectives, but the student has not met those objectives at a level appropriate for a performance grade (A-F). "P" grade may be computed as an "F" grade at some receiving colleges and universities. To earn credit for a course in which the student has a "P" grade, the student must re-enroll in that course.

ACCEPTABLE SCHOLASTIC PERFORMANCE

College work is measured in terms of credit hours. The number of credit hours offered for each course is given with the course description. Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0 or better. Grade points and hours earned in courses numbered 99 and below are included

in computing a student's scholastic standing, but they cannot be used to meet graduation requirements.

HONORS

Full-time students who complete at least 12 hours of credit and earn a grade point average of 3.00-3.49 are listed on the College's Honor Roll. Full-time students who complete at least 12 hours of credit and average 3.50-4.00 are placed on the Vice President's Honor List. Part-time students who take 6-11 credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. The Honor Roll, the Vice President's Honor List, and the Academic Recognition List are published each semester.

SCHOLASTIC PROBATION AND SCHOLASTIC SUSPENSION

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average. Students may be removed from probation when they earn a 2.0 cumulative grade point average. 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 are continued on scholastic probation. Students previously enrolled in college who are placed on scholastic probation are encouraged to enroll in a Human Development Course. Under special circumstances this course may be required for probationary students. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for one regular semester. For subsequent suspensions, students may not register for two regular semesters. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Services.



GRADE REPORTS

A grade report is issued to each student at the end of each semester and gives the grade earned in each course that semester. A transcript is the official record of college work and gives all grades earned throughout the college career. Transcripts are withheld from students who have not met financial or other obligations to the College. (See Student Codes and Expectations: "Financial Transactions with the College.")

WAIVING OF SCHOLASTIC DEFICIENCY

Any student in an academic transfer program may transfer to a career program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes to an academic transfer program, the original

conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use this opportunity should state his or her intentions in writing to the Registrar prior to registration. The student should also inform a counselor during the pre-registration advisement session.

TRANSCRIPTS OF CREDIT

Upon the written request of a student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. The transcript may be withheld, however, until the student has settled all obligations with the College. The first request for a transcript is filled without charge. Later requests are filled for a \$1 charge.

CLASSIFICATION OF STUDENTS

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

A student carrying fewer than 12 credit hours in a given semester.

Full-time:

A student carrying 12 or more credit hours in a given semester.

INSTRUCTORS

Instructors are not only educators from this college and other institutions of higher learning but also professional men and women from businesses, government, and the community. All share with students the knowledge and practical insight gained from years of experience in successful careers and vocations.



LEARNING RESOURCES CENTER AND LIBRARY OBLIGATIONS

The Learning Resources Center (LRC) supports classroom instruction. It is a place where students can find books and non-print materials to supplement classroom learning or where—if they choose—they can actually take a course. The LRC helps students to learn in their own ways and at their own speeds. It provides books, slides, tapes, and films. The College has a growing collection of books on a wide variety of general information areas to support Academic Transfer Programs and Technical/Occupational Programs. In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

Classroom Resource Services is a part of the LRC and supports the instructional program. It is responsible for all campus audio-visual equipment and non-print materials used in the classroom or by individual students and for the production of instructional materials.

Willful damage to library materials (or property) or actions disturbing users of the library may lead to the loss of library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript is issued until the student's library record is cleared.

IV. EDUCATIONAL AND SPECIAL OPPORTUNITIES

ACADEMIC TRANSFER STUDIES

Students who desire to earn a bachelor's degree may complete the first two years at this college before transferring to a four-year institution. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these schools.

TECHNICAL/OCCUPATIONAL PROGRAMS

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many Technical/Occupational Programs offered by the College. Technical/occupational courses carry college credit leading to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities will exist at the time the student completes training. The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies. They increasingly depend on DCCCD colleges to supply skilled personnel. A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional training needs.

CREDIT BY EXAMINATION

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Counseling Center has a list of courses available through this method.

The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course. The student pays an examination fee of \$20 per course examination. This fee must be paid prior to taking the examination and is not refundable.

The colleges credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the *receiving* institution.

Students must be currently enrolled at this college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program must be earned in residency. Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

NON-TRADITIONAL LEARNING

The College is committed to serve students and the community in the most effective manner possible while maintaining high standards of education. Students learn in a variety of ways and through a multitude of experiences, therefore, the College shall assess these learning activities and grant equivalent college credit according to the following guidelines:

1. A student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit may be granted for non-traditional learning as it relates to specific courses offered by the college assessing the learning experiences. Credit will be awarded on a course by course basis only.
3. A student is required to complete at least 12 semester hours of course work with the District prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Texas Education Agency.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate For Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in a Human Development Course to facilitate the process.

FLEXIBLE ENTRY COURSES

In keeping with its commitment to meet individual educational needs, the College makes available Flexible Entry Courses. These courses are self-paced, allowing students to work at their own speed. Students are cautioned to be aware of the time specified by the College as to when the course requirements need to be completed. Students may register for Flexible Entry Courses during the pre-semester registration periods or at regular times during the semester. Students should check with the Registrar to determine times for registration in these courses. Approval must be obtained for enrollment.

TELECOURSES

Students may take a variety of college credit courses via television. The schedule of telecourses varies each semester and may include courses in anthropology, astronomy, business, earth science, ecology, biology, English, economics, government, history, humanities, psychology, religion, and sociology. Content and credit for these courses are the same as for similar courses taken on campus. Telecourses include the viewing of television programs on KERA/Channel 13, plus reading, study guide and writing assignments. Students come to the campus for an orientation session at the beginning of the semester, for one to four discussion meetings, for three or four tests, and for laboratory sessions in science courses having laboratories. These campus visits are normally scheduled for a time convenient to the students. Field trips are required in some courses. Telecourses may be taken in conjunction with on-campus courses or by persons who are not enrolled in any on-campus courses. Students may register for telecourses by mail or through the regular on-campus registration process.

COOPERATIVE WORK EXPERIENCE EDUCATION

Students may enrich their education in certain career programs by enrolling in Cooperative Work Experience Courses. These courses allow students to combine classroom study with on-the-job experience at training stations approved by the College.

Students must have completed at least two courses in their occupational major to be eligible for Cooperative Work Experience.

A full-time student (carrying 12 credit hours or more) must take two courses which relate to the student's work experience, and a maximum of 4 credit hours may be in Cooperative Work Experience. Part-time students (carrying under 12 credit hours) may take a maximum of 4 credit hours of work experience. They must be concurrently enrolled in a course related to their work experience (or a support course to be applied toward their occupational degree or certificate).

To enroll in a Cooperative Work Experience Course, students must have the approval of their instructor/coordinator. Course credit is awarded at the rate of 1 credit hour for each 80 hours of approved work experience during the semester. The 80 hours is approximately 5 hours per week during a fall or spring semester.

Additional information regarding Cooperative Work Experience may be secured from the Cooperative Educational Programs having work experiences are indicated in the Course Descriptions Section of this catalog.

INTERNATIONAL STUDIES

Selected programs combine learning experiences with foreign travel. This travel-study is under the direct supervision of regular faculty members of this college or other colleges in the District. These courses support

specific learning objectives, and college credit may be earned by students who successfully meet the objectives.

HUMAN DEVELOPMENT

In Human Development Courses students can explore the relationship between meaningful education and some of the dilemmas or questions commonly brought to college. "Why learn" and "how to learn" are put in a perspective of "who is to learn." These courses are taught by counselors and other qualified instructors. They offer academic credit which transfers to most surrounding four-year institutions. The courses in human development enhance the total curriculum and blend in with the total concept of the community college.

EVENING AND WEEKEND COLLEGE

In dynamic, growing communities such as those encompassing this college, people have continuing educational needs, yet many of them have work schedules and personal involvements which make it impossible for them to attend college during normal daytime hours. For this reason, evening and weekend college courses offer the same broad spectrum of programs available for full-time day students. Courses are offered both on campus and at selected community locations. Evening and weekend courses offer high quality instruction; excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions. Information may also be obtained by contacting the Extended Day Administration Office.

SERVICEMEN'S OPPORTUNITY COLLEGE

In cooperation with other community colleges in the United States, colleges of the Dallas County Community College District participate in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military.

For further information, contact the Admissions Office.

COMMUNITY SERVICE PROGRAMS

Community Service Programs are an important element in the concept of the community college. They greatly expand the available opportunities for persons of all ages to participate in college programs and activities. And courses are offered throughout the year to meet a variety of community needs.

Community Service Programs are offered in the following categories:

- Continuing education opportunities for individuals who want to broaden their knowledge or learn new skills for different occupational fields.
- Cultural and community enrichment studies for groups and individuals seeking to enhance their quality of life.
- Personal entertainment and recreation for individuals wishing to explore new activities for personal growth and enjoyment.
- Resources for industry, government and professional groups needing to supplement their own training and development programs.

Community Service Programs offer short courses, seminars, workshops, and institutes. The type of course offering is determined by the nature of the material, instructional approach, and needs of the requesting individuals or organizations.

Generally there are no entrance requirements or examinations. Some courses may have age restrictions or may require a certain amount of experience for enrollment. Admission

is on a first-come, first-served basis. All one need do to register is fill out the form and pay the fee. Classes and activities are held on campus and in a variety of locations throughout the community. Most classes and activities are conducted on weekday evenings, but many are also held on weekdays and weekends.

Community Service Program instructors are professional men and women from the community who have proven experience in their fields. Their objective is to share their knowledge, insight, and experience, and to insure that students acquire a greater perspective of the subject and have a meaningful experience.

Although most Community Service Courses do not require textbooks, the nature of some special offerings do require the purchase of books or supplies. Students are notified of the need for texts and other materials at the first meeting.

Library privileges are available for Community Service students during the term they are registered. Contact the Community Service Office for further information.

CONTINUING EDUCATION UNITS (CEU'S)

Although no college credit is awarded for Community Service class participation, Continuing Education Units are transcribed for successful completion of most courses. The CEU, by nationwide definition, is "ten contact hours of participation in an organized continuing adult education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for the various continuing education activities one accumulates over a period of years.

V. STUDENT SERVICES

The College is committed to providing opportunities for each individual student's total educational development. Specific student services are integrated with the instructional program of the College to address individual needs for educational, personal, social, cultural, and career development.

STUDENT DEVELOPMENT AND ACTIVITIES

The Student Development Office plans and presents programs and activities for the general campus population. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Many programs and activities are offered to help the student develop life enriching skills. Other programs provide students with interesting and entertaining ways to spend leisure time on campus. The goal of all programs is to facilitate the development of cultured and well-rounded human beings. Student participation in the operation of programs is highly encouraged.

GUIDANCE AND COUNSELING SERVICES

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Confidential assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interest, personality and abilities.



2. Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Small group discussions led by counselors and focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Standardized testing to provide additional information about interests, personality and abilities needed in planning and making decisions.
6. Referral sources to provide indepth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or psychological problems.

TUTORING SERVICES

For students needing special temporary assistance in course work, tutoring services are available. Students are encouraged to seek services through self referral as well as through instructor referral.

TESTING AND EVALUATION CENTER

The Testing Center administers various tests. Types of tests include:

1. Psychological tests of personality, vocational interests, and aptitudes.
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. Diagnostic tests for appropriate class placement. These tests are very strongly recommended to insure student success.
4. Tests for selected national programs.

HEALTH CENTER

Health is the most fundamental human need, and a high standard of physical and mental health is a basic right of every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, free tuberculin skin tests and other screening programs, and programs of interest to students and faculty.

Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

SERVICES FOR HANDICAPPED STUDENTS

The Services for Handicapped Students Office offers a variety of support services to enable handicapped students to participate in the



full range of college experiences. Services are arranged to fit the individual needs of the student and include interpreters, notetakers, tutors, mobility assistants, loan of wheelchairs, readers for the blind, and tape recorders. Handicapped students should contact the office at least one month before registration. The office will provide students with an orientation session and registration information. For additional information, contact the Services for Handicapped Students Office or the Counseling Center.

STUDENT ORGANIZATIONS

Information about participation in any organization may be obtained through the Student Development Office. The development of student organizations is determined by student interest. Categories of organizations include:

- Co-curricular organizations pertinent to the educational goals and purposes of the College.
- Social organizations to provide an opportunity for friendships and promote a sense of community among students.
- Service organizations to promote student involvement in the community.
- Pre-professional and academic organizations to contribute to the development of students in their career fields.

INTERCOLLEGIATE ATHLETICS

Participation on athletic teams is voluntary on a non-scholarship basis for students who meet requirements established by the Metro Athletic Conference. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

INTRAMURAL SPORTS

The College provides a campus intramural program for students and staff and encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Development Office.

HOUSING

The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

CAMPUS SECURITY

Campus security is required by State law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are in full force within the campus community, specially trained and educated personnel are commissioned to protect College property, personal property, and individuals on campus. Security officers are certified peace officers. They have the power to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.



VI. FINANCIAL AID

Students who need financial aid to attend college can apply for grants, scholarships, loans, or job opportunities. These aid opportunities are provided in the belief that education should not be controlled by the financial resources of students.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. Early application allows the Financial Aid Office to prepare a realistic financial aid package.

Some of the grant, scholarship, loan and job programs available to students are outlined in the following paragraphs. Contact the Financial Aid Office for detailed information about any program.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

The Basic Grant is a federally funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college.

All students applying for financial assistance through the College must apply for a Basic Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Basic Grant is based on "financial need" and satisfactory academic progress. Applications and additional information concerning the Basic Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately four to six weeks. In response to the Basic Grant application, a Student Eligibility Report (SER) will be mailed directly to the student. The student should immediately review the SER to make sure it is correct and bring it to the Financial Aid Office. The exact amount of the Basic Grant award will depend upon the eligibility index on

the SER and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours for each semester.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students of exceptional need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. The SEOG must be matched by other sources of aid, such as BEOG, College Work/Study Program, private scholarships, etc. To be eligible, students must enroll for at least 6 credit hours, make satisfactory progress toward their educational goal and have financial need. Students must apply each year for the SEOG.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

The TPEG is a State program to assist students attending state-supported colleges. To be eligible, students must make satisfactory progress toward their educational goal and have financial need according to an approved needs analysis system. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPEG.

TEXAS PUBLIC EDUCATIONAL GRANT STATE STUDENT INCENTIVE GRANT (TPEG-SSIG)

The TPEG-SSIG is a State program. To qualify, students must enroll and remain in 12 credit hours per semester, make satisfactory progress toward their educational goal, be enrolled in an undergraduate course of study (not possess a bachelor's or graduate degree), be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPEG-SSIG.

HINSON-HAZLEWOOD COLLEGE STUDENT LOAN PROGRAM

The Hinson-Hazlewood College Student Loan Program is a state operated, federally insured student loan program. To qualify, students must enroll on at least a half-time basis (6 credit hours in the fall or spring semester), be a Texas resident, and demonstrate financial need. Students must apply for all other types of aid before applying for this loan, and they must apply each year to renew the loan.

Repayment begins nine to twelve months after the student ceases to be enrolled for at least one-half the normal course load. Repayment may extend up to 10 years, but a minimum payment of \$30 a month is required. The interest rate is 7% a year (adjusted).

SOCIAL SECURITY ADMINISTRATION

The Social Security Administration offers benefits to students who meet its criteria. The Admissions Office acts as liaison between students and the Social Security Administration. Students need to contact the regional Social Security Administration Office regarding eligibility.

BUREAU OF INDIAN AFFAIRS

The Bureau of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility.

Bureau of Indian Affairs
1100 Commerce - Room 2C44
Dallas, Texas 75202

VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission offers assistance to students who are vocationally handicapped as a result of a physical or mental disability. For further information, contact the closest office of the Texas Rehabilitation Commission listed in the telephone white pages under "Texas-State of" and "Rehabilitation Commission."



VETERANS' BENEFITS PROGRAM

The Veterans' Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare.

When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his or her benefits.

Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.

3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
5. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in the catalog.

The above V.A. regulations are subject to change without notice. Students should contact the Veterans' Affairs Office in order to be aware of current regulations and procedures.

HAZLEWOOD ACT

Under the Hazlewood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have their tuition and fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge and must now be residents of Texas. To apply, students must submit a Hazlewood Act application and a copy of their discharge papers to the Financial Aid Office.

STUDENT EMPLOYMENT

The College Work/Study Program is a Federal program to assist students through jobs both on and off campus. To be eligible, students must demonstrate financial need, be enrolled in 6 or more credit hours, and make satisfactory progress toward their educa-

tional goal. Students may work a maximum of 20 hours per week. *The Student Employment Program* provides some jobs on campus for students who do not meet the financial need requirement of the College Work/Study Program. Students must be enrolled in 6 or more credit hours and make satisfactory progress toward their educational goal. Students may work a maximum of 20 hours per week. The Placement Office helps any student who wants on-campus employment. This part-time employment may be in the form of on-campus placement, work-study programs, and off-campus student assistantships. See also the "Job Placement" section in this catalog.

ACADEMIC PROGRESS REQUIREMENT

Students who receive financial aid are required by government regulations to make measureable progress toward the completion of their course of study.

The 2.0 Grade Point Average (GPA) Requirement

- a. Students funded for full-time course loads must complete a full-time course load with a minimum GPA of 2.0 each semester an award is made.
- b. Students funded for part-time course loads are expected to achieve a minimum GPA of 2.0 on all courses funded each semester. No drops or withdrawals are allowed.

Academic Compliance

- a. If the 2.0 GPA requirement is not met once, a warning notice is mailed to the student. Transfer students entering the District on probation are considered to be in this category.
- b. If the 2.0 GPA requirement is not met twice, no award is made for six months.
- c. A third chance may be approved at the discretion of the Financial Aid Director after the six-month suspension period. The student must sign acknowledgement of conditional approval before the award is

made. If the 2.0 GPA requirement is not met three times, no award is made for two years.

- d. A fourth chance may be approved at the discretion of the Financial Aid Director after the two-year suspension period. If approved, the student must sign a warning notice before the award is made.

Students may appeal the Financial Aid Director's decisions to the Vice President of Student Services. The appeal must be in writing.

The Financial Aid Office reserves the right to review and cancel awards at any time because of (1) failure to maintain an acceptable academic record, (2) failure to meet the minimum course load requirements, (3) changes in the financial status of the student or the student's family, or (4) failure by the student to meet any regulations governing the program from which the student is receiving aid. It is understood that the student is aware of the conditions under which aid is offered and agrees to meet all requirements.

SHORT-TERM LOANS

The College offers students short-term loans. Students may borrow up to \$100 at no interest if funds are available. The loan must be repaid within sixty to ninety days or before the end of the semester in which the money is borrowed.

JOB PLACEMENT SERVICES

The Placement Office is available to assist any student in job placement, either on or off-campus. Job openings are listed in the Placement Office. The Placement Office also works directly with students and community employers to locate jobs and students qualified to fill them. Career placement assistance is available for students nearing the end of their course of study. In addition to listing full-time career opportunities, the Placement Office also assists students in developing resumes, preparing for interviews, and developing successful job search strategies.



VII. STUDENT CODES AND EXPECTATIONS

1. General Provisions

a. Purpose

(1) A student at a college of the Dallas County Community College District neither loses the rights nor escapes the responsibilities of citizenship. He is expected to obey both the penal and civil statutes of the State of Texas and the Federal Government and the Board of Trustees rules, college regulations and administrative rules. He may be penalized by the college for violating its standards of conduct even though he is also punished by State or Federal authorities for the same act.

(2) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

b. Scope

(1) This code applies to individual students and states the function of student, faculty, and administrative staff members of the college in disciplinary proceedings.

(2) The College has jurisdiction for disciplinary purposes over a person who was a student at the time he allegedly violated a Board policy, college regulation, or administrative rule.

c. Definitions In this code, unless the context requires a different meaning:

(1) "Class day" means a day on which classes before semester or summer session final examinations are regularly scheduled or on which semester or summer session final examinations are given;

(2) "Vice President of Student Services" means the Vice President of Student Services, his delegate(s) or his representative(s);

(3) "Director of Student Development" means the Director of Student Development, his delegate(s) or his representative(s);

(4) "Director of Campus Security" means the Director of Campus Security, his delegate(s) or his representative(s);

(5) "President" means the President of a college of the Dallas County Community College District;

(6) "Student" means a person enrolled in a college of the Dallas County Community College District, or a person accepted for admission to the College;

(7) All vice presidents, deans, associate deans, assistant deans, directors, and division chairmen of the College for the purposes of this code shall be called "administrators";

(8) "Complaint" is a written summary of the essential facts constituting a violation of a Board policy, College regulation or administrative rule;

(9) "Board" means the Board of Trustees, Dallas County Community College District;

(10) "Chancellor" means the Chancellor of the Dallas County Community College District;

(11) "Major violation" means one which can result in suspension or expulsion from the College or denial of degree;

(12) "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.

2. Standards of Conduct

a. Basic Standard: The basic standard of behavior requires a student:

(1) Not to violate any municipal, State, or Federal laws, and
(2) Not to interfere with or disrupt the orderly educational processes of any college of the Dallas County Community College District.

A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may be initiated, but the College expects from its students a higher standard of conduct than the minimum required to avoid discipline. The College expects all students to obey the law,

to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the College assumes an obligation to conduct himself in a manner compatible with the College function as an educational institution.

(1) Student Identification:

(a) Issuance and Use: I.D. cards will be distributed during the first week of school and will be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards are the property of the College. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the College. On withdrawal from school, a student must return his I.D. card to the Registrar's Office.

(b) Replacement Cards: If lost, duplicate I.D. cards may be obtained in the Business Office by payment of a \$4.00 charge.

(2) Use of District Facilities: Each college of the Dallas County Community College District is a public facility entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities which appear to be compatible with this purpose are approved through a procedure maintained in the Student Development Office. Activities which appear to be incompatible or in opposition to the purposes of education are normally disapproved. It is imperative that a decision be made prior to an event in order to fulfill the trust of the public. No public facility could be turned over to the indiscriminate use of anyone for a platform or forum to promote random causes. Thus, reasonable controls are exercised by college officials of the use of facilities to ensure the maximum use of the College for the purpose for which it was intended.

Therefore, anyone planning an activity at one of the colleges of the Dallas County Community College District which requires space to handle two or more persons to conduct an activity must have prior approval. Application forms to reserve space must be acquired through the Student Development Office. This office also maintains a statement on procedures for reserving space.

(3) Speech and Advocacy: Students have the right of free expression and advocacy; however, the time, place and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, non-interference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Student Development Office. An activity may be called a meeting when the following conditions prevail at the activity:

(a) When two or more persons are sitting, standing, or lounging so as to hear or see a presentation or discussion of a person or a group of persons.

(b) When any special effort to recruit an audience has preceded the beginning of discussions or presentations.

(c) When a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

(4) Disruptive Activities: Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or State law.

The following conditions shall normally be sufficient to classify behavior as disruptive:

(a) Blocking or in any other way interfering with access to any facility of the College.

(b) Inciting others to violence and/or participating in violent behavior, e.g., assault; loud or vulgar language spoken publicly; or any form of behavior acted out for the

purpose of inciting and influencing others.

(c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.

(d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the College.

Furthermore, the Vice President of Student Services shall enforce the provisions of the Texas Education Code, Section 4.30.

Education Code Section 4.30 provides:

(a) No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

(b) For the purposes of this section, disruptive activity means:

(1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

(2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

(3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.

(4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

(5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

(c) For the purpose of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

(d) A person who violates any provisions of this section is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

(e) Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

(f) Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

(5) Drinking of Alcoholic Beverages: Each college of the Dallas County Community College District specifically forbids the drinking of or possession of alcoholic beverages on its campus.

(6) Gambling: State law expressly forbids gambling of any kind on State property.

(7) Hazing: Each college of the Dallas County Community College District, as a matter of principle and because it is a violation of State law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors singly or in conjunction:

(a) Any actions which seriously imperil the physical well-being of any student (all walks and all calisthenics are held to be actions which seriously imperil the physical well-being of students and are, therefore, accordingly specifically prohibited).

(b) Activities which are by nature indecent, degrading, or morally offensive.

(c) Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.

The institutional policy is one discouraging all activities incompatible with the dignity of the college student and exercising disciplinary correction over such of these activities as escape from reasonable control, regulation, and decency. From the institutions' point of view, the responsibility for the control of hazing activities, if engaged in by an organization, rests in the elected and responsible officials of the group, as individuals, and in the group as a whole, since it sets and

approves the policy to be followed in these matters. It is accordingly recommended that all groups be informed that both their officers and the group itself will be held singularly and collectively responsible for any actions considered to be unreasonable, immoral, and irresponsible with the policy limits detailed above. Individual activity falling in this category shall be handled on an individual basis and will result in disciplinary action.

(8) Scholastic Dishonesty:

(a) The Vice President of Student Services may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

(b) "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.

(c) "Cheating on a test" includes:

(i) Copying from another student's test paper;

(ii) Using, during a test, materials not authorized by the person giving the test;

(iii) Collaborating with another student during a test without authority;

(iv) Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered test;

(v) Substituting for another student, or permitting another student to substitute for one's self, to take a test; and

(vi) Bribing another person to obtain an unadministered test or information about an unadministered test.

(d) "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

(e) "Collusion" means the unauthorized collaboration with another person in preparing written work for credit.

(9) Financial Transactions with the College:

(a) No student may refuse to pay or fail to pay a debt he owes to the College.

(b) No student may give the College a check, draft or order with the intent to defraud the College.

(c) A student's failure to pay the College the amount due on a check, draft or order, on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order, is prima facie evidence that the student intended to defraud the College.

(d) The Vice President of Student Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

(10) Other Offenses:

(a) The Vice President of Student Services may initiate disciplinary proceedings against a student who:

(i) Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions, or with other authorized activities on college premises;

(ii) Damages, defaces or destroys college property or property of a member of the college community or campus visitor;

(iii) Knowingly gives false information in response to requests from the College;

(iv) Engages in hazing, as defined by State law and college regulations;

(v) Forges, alters or misuses college documents, records, or I.D. cards;

(vi) Violates college policies or regulations concerning parking, registration of student organizations, use of college facilities, or the time, place, and manner of public expression;

(vii) Fails to comply with directions of college officials acting in the performance of their duties;

(viii) Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others;

- (ix) Illegally possesses, uses, sells or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
- (x) Commits any act which is classified as an indictable offense under either State or Federal law.

3. Disciplinary Proceedings

a. Administrative Disposition

(1) Investigation, Conference and Complaint:

(a) When the Vice President of Student Services Office receives information that a student has allegedly violated a Board policy, college regulation, or administrative rule, the Vice President or a subordinate delegated by him shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:

- (i) Dismiss the allegation as unfounded, either before or after conferring with the student; or
- (ii) Proceed administratively under 3(a) 3(d); or
- (iii) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

(b) The President may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a Board policy, college regulation, or administrative rule, when in the opinion of such official the interest of the College would best be served by such action.

(c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only authorized as by law.

(2) Summons:

(a) A student may be summoned to appear in connection with an alleged violation by sending him a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the Registrar's Office records. It is the student's responsibility to immediately notify the Registrar's Office of any change of address.

(b) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation and shall state the Vice President of Student Services' intention to handle the allegation as a minor or major violation.

(c) The Vice President of Student Services may place on disciplinary probation a student who fails without good cause to comply with a letter of summons, or the Vice President may proceed against the student under 3(a)(3).

(3) Disposition:

(a) At a conference with a student in connection with an alleged minor or major violation, the Vice President shall advise the student of his rights.

(b) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing under 3(b) of this code. If a student accepts administrative disposition, he shall sign a statement that he understands the nature of the charges, his right to a hearing or to waive the same, the penalty imposed, and his waiver of the right to appeal.

(c) The Vice President of Student Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Student Development and to the Director of Campus Security.

(d) The Vice President of Student Services may impose disciplinary action as follows:

- (i) For minor violations, any action authorized by 4a(1) through (8) of this code.
- (ii) For major violations, any action authorized by 4a of this code.

B. Student Discipline Committee

(1) Composition; Organization:

(a) When a student refuses administrative disposition of either a major or a minor violation, he is entitled to a hearing before the Student Discipline Committee. This

request must be made in writing on or before the third day following administrative disposition. The Committee shall be composed of any three administrative officers of the College. The Committee shall be appointed by the President for each hearing on a rotating basis or on a basis of availability.

(b) The Student Discipline Committee shall elect a Chairman from the three appointed members. The Chairman of the Committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the Chairman's ruling. All members of the Committee are eligible to vote in the hearing.

(c) Chairman: The Chairman shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.

(d) The Vice President of Student Services shall represent the College before the Student Discipline Committee and present evidence to support any allegations of violations of Board policy, college regulation, or administrative rules. The Vice President of Student Services may be assisted by legal counsel when in the opinion of the Vice President of Student Services the best interests of the student or the College would be served by such assistance.

(2) Notice:

(a) The Committee Chairman shall by letter notify the student concerned of the date, time and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian.

(b) The Chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time and place.

(c) The Student Discipline Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his designated representative in his absence, states in writing to the Committee that, because of extraordinary circumstances the requirements are inappropriate.

(d) The notice shall specify whether the charge or charges are considered minor violations or major violations; shall direct the student to appear before the Committee on the date and at the time and place specified, and shall advise the student of the following rights:

(i) To a private hearing;

(ii) To appear alone or with legal counsel (if charges have been evaluated as a major violation or if the College is represented by legal counsel);

(iii) To have his parents or legal guardian present at the hearing;

(iv) To know the identity of each witness who will testify against him;

(v) To cause the Committee to summon witnesses, require the production of documentary and other evidence possessed by the College, and to offer evidence and argue in his own behalf;

(vi) To cross-examine each witness who testifies against him;

(vii) To have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense, but the student is not permitted to record the hearing by electronic means;

(viii) To appeal to the Faculty-Student Board of Review, subject to the limitations established by 3c(1)(a) of this code.

(e) The Vice President of Student Services may suspend a student who fails without good cause to comply with a letter sent under this section, or, at his discretion, the Vice President of Student Services may proceed with the hearing in the student's absence.

(3) Preliminary Matters:

(a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the Committee or the

request by one of the students-in-interest, separate hearings may be held.

(b) At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairman with:

- (i) The name of each witness he wants summoned and a description of all documentary and other evidence possessed by the College which he wants produced;
- (ii) An objection that, if sustained by the Chairman of the Student Discipline Committee, would prevent the hearing;
- (iii) The name of legal counsel, if any, who appear with him;
- (iv) A request for a separate hearing, if any, and the grounds for such a request.

(c) When the hearing is set under waiver of notice or for other good cause determined by the Committee Chairman, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

(4) Procedure:

(a) The hearing shall be informal and the Chairman shall provide reasonable opportunities for witnesses to be heard. The College may be represented by staff members of the Vice President of Student Services Office, legal counsel and other persons designated by the President. The hearing shall be open to the public so long as space is available, but may include the following persons on the invitation of the student:

- (i) Representatives of the College Council;
- (ii) A staff member of the College newspaper;
- (iii) Representatives of the Faculty Association;
- (iv) Student's legal counsel; and
- (v) Members of the student's immediate family.

(b) The Committee shall proceed generally as follows during the hearing:

- (i) The Vice President of Student Services shall read the complaint;
- (ii) The Vice President of Student Services shall inform the student of his rights, as stated in the notice of hearing;
- (iii) The Vice President of Student Services shall present the College's case;
- (iv) The student may present his defense;
- (v) The Vice President of Student Services and the student may present rebuttal evidence and argument;
- (vi) The Committee will vote the issue of whether or not there has been a violation of Board policy, college regulation or administrative rule; if the Committee finds the student has violated a Board policy, college regulation or administrative rule, the Committee will determine an appropriate penalty.
- (vii) The Committee shall inform the student of the decision and penalty, if any;
- (viii) The Committee shall state in writing each finding of a violation of Board policy, college regulation or administrative rule, and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The Committee may include in the statement its reasons for the finding and penalty.

(5) Evidence:

(a) Legal rules of evidence shall not apply to hearings before the Student Discipline Committee, and the Committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable men in the conduct of their affairs. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling and Guidance Center, or the Office of the Vice President of Student Services where

such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff members and the student to be confidential. Committee members may freely question witnesses.

(b) The Committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a Board policy, college regulation or administrative rule.

(c) All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of extracts, or by incorporation by reference. Real evidence may be photographed or described.

(d) A student defendant may not be compelled to testify against himself.

(6) Record:

(a) The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and any other materials considered by the Committee; and the Committee's decisions.

(b) If notice of appeal is timely given as hereinafter provided, the Vice President of Student Services, at the direction of the Committee Chairman, shall send the record to the Board of Review, with a copy to the student appellant on or before the tenth class day after the notice of appeal is given.

c. Faculty-Student Board of Review

(1) Right to Appeal:

(a) In those cases in which the disciplinary penalty imposed was as prescribed in 4a(6) through (11), the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action under 3a(1)(b) to the Faculty-Student Board of Review. Disciplinary actions taken under 4a(1) through (5) cannot be appealed beyond the Student Discipline Committee. A student appeals by giving written notice to the Vice President of Student Services on or before the third class day after the day the decision or action is announced. This notice may be informal, but shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.

(b) Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided, but interim action may be taken as authorized under 3a(1)(b).

(2) Board Composition:

(a) The President shall appoint Boards of Review to hear appeals under this code. Each such Board shall have three faculty representatives and two students appointed by the President in alphabetical rotation from available members of the Review Panel.

(b) The Review Panel shall have twenty-five (25) members, selected as follows:

(i) Fifteen (15) representatives from the faculty, recommended by the President of the Faculty Association and appointed by the President of the College for three-year staggered terms.

(ii) Ten (10) students shall be appointed by the President of the College for one-year terms. Student members must have an overall 2.0 average on all college work attempted at the time of the nomination and must not have a discipline case pending.

(c) The President shall instruct the Board of Review members on students disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

(3) Consideration of Appeal:

(a) The Board of Review shall consider each appeal on the record of the Student Discipline Committee and for good cause shown, original evidence and newly discovered evidence may be presented.

(b) Upon timely appeal, the President shall select a Board of Review as aforesaid and shall notify the student

appellant and the Vice President of Student Services in writing of the time, date, and place of the hearing as determined by the President.

(c) The President will designate one of the members of the Board of Review to serve as Chairman.

(d) Appellate hearings will follow the procedure prescribed in 3b of this code.

(e) The Board of Review will hear oral argument and receive written briefs from the student appellant and Vice President of Student Services or their representatives.

(f) The Board of Review, after considering the appeal, may affirm the Student Discipline Committee's decision, reduce the penalty determined or otherwise modify the decision of the Student Discipline Committee, or dismiss the complaint.

(g) The Board of Review shall modify or set aside the finding of violation, penalty or both, if the substantive rights of the student were prejudiced because the Student Discipline Committee's finding of facts, conclusions or decisions were:

(i) In violation of a Federal or State law, Board policy, college regulation, administrative rule, or authorized procedure;

(ii) Clearly erroneous in view of the reliable probative and substantial evidence on the complete hearing; or

(iii) Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

(h) The Board of Review may not increase a penalty assessed by the Student Discipline Committee.

(4) Petition for Administrative Review

(a) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. The President shall automatically review every penalty of expulsion.

(b) A petition for review is informal but shall contain, in addition to the information required by 3c(1)(a), notice of appeal, the date of the Board of Review's action on the student's appeal and his reasons for disagreeing with the Board's action. A student shall file his petition with the President on or before the third class day after the day the Board of Review announces its action on the appeal. If the President rejects the petition, and the student appellant wishes to petition the Chancellor, he shall file the petition with the Chancellor on or before the third class day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he shall file the petition with the Chairman of said Board on or before the third class day after the day the Chancellor rejects the petition in writing.

(c) The President, the Chancellor, and the Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take. They may receive written briefs and hear oral argument during their review.

4. Penalties

a. Authorized Disciplinary Penalties: The Vice President of Student Services, under 3a, or the Student Discipline Committee, under 3b, or the Faculty-Student Board of Review, under 3c, may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

(1) Admonition

(2) Warning probation

(3) Disciplinary probation

(4) Withholding of transcript or degree

(5) Bar against readmission

(6) Restitution

(7) Suspension of rights or privileges

(8) Suspension of eligibility for official athletic and non-athletic extracurricular activities

(9) Denial of degree

(10) Suspension from the College

(11) Expulsion from the College

b. Definitions: The following definitions apply to the penalties provided in 4a:

(1) An "Admonition" is a written reprimand from the Vice President of Student Services to the student on whom it is imposed.

(2) "Warning probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

(3) "Disciplinary probation" indicates that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students will be placed on disciplinary probation for engaging in activities such as the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on campus facilities, and gambling.

(4) "Withholding of transcript or degree" is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.

(5) "Bar against readmission" is imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.

(6) "Restitution" is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

(7) "Disciplinary suspension" may be either or both of the following:

(a) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.

(b) "Suspension of eligibility for official athletic and non-athletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students will be placed on disciplinary suspension for engaging in activities such as the following: having intoxicating beverages in any college facility; destroying State property or student's personal property; giving false information in response to requests from the College; instigating a disturbance or riot; stealing; possession, use, sale or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under State or Federal law.

(8) "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

(9) "Suspension from the College" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or non-credit, for scholastic work at or through the College.

(10) "Expulsion" is permanent severance from the College. This policy shall apply uniformly to all of the colleges of the Dallas County Community College District.

In the event any portion of this policy conflicts with the State law of Texas, the State law shall be followed.



General Education Courses



For the Seven
Member Colleges
of the Dallas County
Community College District

DEFINITION OF TERMS

The following terms are used throughout the catalog and particularly in this section of Course Descriptions. A brief explanation follows each term.

1. *Concurrent Enrollment*
(a) Enrollment by the same student in two different colleges of the District at the same time, or (b) enrollment by a high school senior in a high school and one of the District colleges at the same time, or (c) enrollment by a student in two related courses in the same semester.
2. *Contact Hours* - The number of clock hours a student spends in a given course during the semester.
3. *Credit Hours (Cr.)* - College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.
4. *Elective* - A course chosen by the student that is not required for a certificate or degree.
5. *Flexible Entry Course* - A course that permits beginning or ending dates other than the beginning or ending of the semester. Consult the class schedule for further information.
6. *Laboratory Hours (Lab.)* - The number of clock hours in the fall or spring semester the student spends each week in the laboratory or other learning environment.
7. *Lecture Hours (Lec.)* - The number of clock hours in the fall or spring semester the student spends each week in the classroom.
8. *Major* - The student's main emphasis of study (for example, Automotive Technology, Psychology, etc.)
9. *Performance Grades* - Grades assigned point values, including A, B, C, D, and F.
10. *Prerequisite* - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

In the following course descriptions, the number of credit hours for each course is indicated in parenthesis opposite the course number and title. Courses numbered 100 (except Music 199, Art 199 and Theater 199) or above may be applied to requirements for associate degrees. Courses numbered below 100 are developmental in nature and may not be applied to degree requirements. Students are urged to consult their counselors or specific college catalogs for information about transferability of courses to four-year institutions. Course prerequisites may only be waived by the appropriate division chairperson.

All courses listed in this catalog may not be offered during the 1980-1981 year.

ANTHROPOLOGY (ANT) 100 (3) INTRODUCTION TO ANTHROPOLOGY (3 LEC.)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status.

ANTHROPOLOGY (ANT) 101 (3) CULTURAL ANTHROPOLOGY (3 LEC.)

Cultures of the world are surveyed and emphasis given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (This course is offered on campus and may be offered via television.)

ANTHROPOLOGY (ANT) 104 (3) AMERICAN INDIAN CULTURE (3 LEC.)

Native Americans are studied 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 (ANT) 110 (3)

THE HERITAGE OF MEXICO (3 LEC.)

Students may register for either History 110 or Anthropology 110 but may receive credit for only one of the two. This course (cross-listed as History 110) deals with the archeology of Mexico beginning with the first humans to enter the North American Continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires.

ANTHROPOLOGY (ANT) 208 (3)

MULTICULTURAL STUDIES (3 LEC.)

Prerequisite: Anthropology 101 or consent of instructor. This course is a multicultural approach to the study of modern Texas. Emphasis is on African, Anglo and Hispanic cultures. Field experiences and interviews are interspersed with lecture to provide opportunities for personal contact with various cultural behaviors.

ANTHROPOLOGY (ANT) 210 (3)

LANGUAGE, CULTURE AND PERSONALITY (3 LEC.)

Prerequisite: Anthropology 101 or consent of instructor. Interrelated aspects of language, culture and personality are presented. Special consideration is given to intellectual, social and behavioral problems characteristic of multilingual, multicultural societies.

ANTHROPOLOGY (ANT) 231 (3)

INTRODUCTION TO ARCHEOLOGY (3 LEC.)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times.

ART (ART) 103 (1)

INTRODUCTION TO ART (3 LAB.)

Materials and techniques of studio art are introduced for the non-major. Included are basic design concepts and traditional media. Laboratory fee.

ART (ART) 104 (3)

ART APPRECIATION (3 LEC.)

Films, lectures, slides and discussions focus on the theoretical, cultural and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness.

ART (ART) 105 (3)

SURVEY OF ART HISTORY (3 LEC.)

This course covers the history of art from prehistoric time through the Renaissance. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 106 (3)

SURVEY OF ART HISTORY (3 LEC.)

This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical and personal influences on art styles.

ART (ART) 110 (3)

DESIGN I (2 LEC., 4 LAB.)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape and size in composition is considered.

ART (ART) 111 (3)

DESIGN II (2 LEC., 4 LAB.)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement and texture is considered. Laboratory fee.

ART (ART) 114 (3)

DRAWING I (2 LEC., 4 LAB.)

This beginning course investigates various media, techniques and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself.

ART (ART) 115 (3)

DRAWING II (2 LEC., 4 LAB.)

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the

development of an individual approach to theme and content.

ART (ART) 116 (3)
INTRODUCTION TO JEWELRY I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, or the consent of the instructor. The basic techniques of fabrication and casting of metals are presented. Emphasis is on original design. Laboratory fee.

ART (ART) 117 (3)
INTRODUCTION TO JEWELRY II (2 LEC., 4 LAB.)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication and casting techniques are presented. Emphasis is on original design. Laboratory fee.

ART (ART) 118 (3)
CREATIVE PHOTOGRAPHY FOR THE ARTIST I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 114, or the consent of the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is black and white processing and printing techniques. Laboratory fee.

ART (ART) 119 (3)
CREATIVE PHOTOGRAPHY FOR THE ARTIST II (2 LEC., 4 LAB.)

Prerequisite: Art 118 or the consent of the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee.

ART (ART) 199 (1)
ART SEMINAR (1 LEC.)

Area artist, critics and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society.

ART (ART) 201 (3)
DRAWING III (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115, Sophomore standing and/or permission of the division chair. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee.

ART (ART) 202 (3)
DRAWING IV (2 LEC., 4 LAB.)

Prerequisites: Art 201, Sophomore standing and/or permission of the division chair. This course continues Art 201. Emphasis is on individual expression. Laboratory fee.

ART (ART) 203 (3)
ART HISTORY (3 LEC.)

Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe.

ART (ART) 204 (3)
ART HISTORY (3 LEC.)

Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America.

ART (ART) 205 (3)
PAINTING I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models and the imagination.

ART (ART) 206 (3)
PAINTING II (2 LEC., 4 LAB.)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression.

ART (ART) 208 (3)
SCULPTURE I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee.

ART (ART) 209 (3)
SCULPTURE II (2 LEC., 4 LAB.)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee.

ART (ART) 210 (3)

COMMERCIAL ART I (2 LEC., 4 LAB)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee.

ART (ART) 211 (3)

COMMERCIAL ART II (2 LEC., 4 LAB.)

Prerequisite: Art 210. This course continues Art 210. Added emphasis is on layout and design concepts. Work with simple art form reproduction techniques and the development of a professional portfolio are also included. Laboratory fee.

ART (ART) 212 (3)

ADVERTISING ILLUSTRATION (2 LEC., 4 LAB.)

Prerequisite: Art 210. Problems of the illustrator are investigated. Elements used by the illustrator are explored. Problem-solving projects are conducted.

ART (ART) 215 (3)

CERAMICS I (2 LEC., 4 LAB)

Prerequisites: Art 110, Art 111, Art 115 or the consent of the instructor. This course focuses on the building of pottery forms by coil, slab and use of the wheel. Glazing and firing are also included. Laboratory fee.

ART (ART) 216 (3)

CERAMICS II (2 LEC., 4 LAB.)

Prerequisite: Art 215 or the consent of the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee.

ART (ART) 220 (3)

PRINTMAKING I (2 LEC., 4 LAB)

Prerequisites: Art 110, Art 111, Art 115, or the consent of the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee.

ART (ART) 228 (3)

THREE-DIMENSIONAL DESIGN (2 LEC., 4 LAB.)

Prerequisite: Art majors: Art 110, 111, 114. Drafting Technology majors: Drafting 183, Engineering 186. Development of three-dimensional projects in metal, plastic, and wood through the stages of design: idea, sketches, research, working drawing, model and finished product. Emphasis is on function, material and esthetic form. Laboratory fee.

ASTRONOMY (AST) 101 (3)

DESCRIPTIVE ASTRONOMY (3 LEC.)

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors and meteorites. (This course is offered on campus and may be offered via television.)

ASTRONOMY (AST) 102 (3)

GENERAL ASTRONOMY (3 LEC.)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy and external galaxies.

ASTRONOMY (AST) 103 (1)

ASTRONOMY LABORATORY I (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This course includes night observations. Laboratory fee.

ASTRONOMY (AST) 104 (1)

ASTRONOMY LABORATORY II (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary

astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee.

ASTRONOMY (AST) 111 (4)

FUNDAMENTALS OF ASTRONOMY (3 LEC., 3 LAB.)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee.

ASTRONOMY (AST) 112 (4)

GENERAL INTRODUCTORY ASTRONOMY (3 LEC., 3 LAB.)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of time-keeping, use of spectra, and motions of stars and galaxies. Laboratory fee.

BIOLOGY (BIO) 101 (4)

GENERAL BIOLOGY (3 LEC., 3 LAB.)

This course is a prerequisite for all higher level biology courses and should be taken in sequence. Topics include the cell, tissue, and structure and function in plants and animals. Laboratory fee.

BIOLOGY (BIO) 102 (4)

GENERAL BIOLOGY (3 LEC., 3 LAB.)

This course is a continuation of Biology 101. Topics include Mendelian and molecular genetics, evolutionary mechanisms, and plant and animal development. The energetics and regulation of ecological communities are also studied. Laboratory fee.

BIOLOGY (BIO) 110 (4)

INTRODUCTORY BOTANY (3 LEC., 3 LAB.)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee.

BIOLOGY (BIO) 115 (4)

BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

Selected topics in biological science are presented for the non-science major. Topics include the cell concept and basic chemistry as it relates to biology. An introduction to genetics, evolution, cellular processes, such as mitosis, meiosis, respiration, and photosynthesis, and plant and animal reproduction is also covered. Laboratory fee. (This course is offered on campus and may be offered via television.)

BIOLOGY (BIO) 116 (4)

BIOLOGICAL SCIENCE (3 LEC., 3 LAB.)

Selected topics in biological science are presented for the non-science major. Topics include the systems of the human body, disease, drug abuse, aging, evolution, ecology, and people in relation to their environment. Laboratory fee.

BIOLOGY (BIO) 120 (4)

INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

This course is a foundation course for specialization in Associate Degree Nursing and Allied Health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. No science background is presupposed. Major topics include cell structure and function, organization of the body, tissues, organs, the blood and cardiovascular system, and the respiratory system. Emphasis is on homeostasis. Laboratory fee.

BIOLOGY (BIO) 121 (4)

INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisites: Biology 120. This course is a continuation of Biology 120. Major

topics include the neuro-muscular, digestive, excretory, and endocrine systems. Laboratory fee.

BIOLOGY (BIO) 203 (4)

INTERMEDIATE BOTANY (3 LEC., 3 LAB.)

Prerequisites: Biology 101 and 102.

The major plant groups are surveyed.

Emphasis is on morphology, physiology, classification, and life cycles.

Evolutionary relationships of plants to each other and their economic importance to humans are also covered. Laboratory fee.

BIOLOGY (BIO) 211 (4)

INVERTEBRATE ZOOLOGY (3 LEC., 3 LAB.)

Prerequisite: 8 hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee.

BIOLOGY (BIO) 216 (4)

GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. Microbes are studied. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms. Laboratory activities constitute a major part of the course. Laboratory fee.

BIOLOGY (BIO) 217 (4)

FIELD BIOLOGY (3 LEC., 4 LAB.)

Prerequisite: 8 hours of biological science. Plant and animal life are surveyed in relationship to their environment. Aquatic and terrestrial communities are studied with reference to ecological principles and techniques. Emphasis is on the classification, identification, and collection of specimens in the field. Laboratory fee.

BIOLOGY (BIO) 221 (4)

ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. This course examines the skeletal, muscular, and circulatory systems as related to humans. Emphasis is on structure,

function, and the interrelationships of the systems. Laboratory fee.

BIOLOGY (BIO) 222 (4)

ANATOMY AND PHYSIOLOGY II (3 LEC., 3 LAB.)

Prerequisite: Biology 221 or the consent of the 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.

BIOLOGY (BIO) 224 (4)

ENVIRONMENTAL BIOLOGY (3 LEC., 3 LAB.)

Prerequisite: 6 hours of biology. The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee.

BIOLOGY (BIO) 226 (4)

GENETICS (3 LEC., 3 LAB.)

This course focuses on genetics. Topics include Mendelian inheritance, recombination genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee.

BIOLOGY (BIO) 230 (4)

MAMMALIAN PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisite: 12 hours of biology, 8 hours of inorganic chemistry, or concurrent registration in organic chemistry, and the consent of the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee.

BIOLOGY (BIO) 235 (4)

COMPARATIVE ANATOMY OF THE VERTEBRATES (3 LEC., 4 LAB.)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrate class is studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee.

BUSINESS (BUS) 105 (3)

INTRODUCTION TO BUSINESS (3 LEC.)

This course provides an overall picture of business operations. Specialized fields within business organizations are analyzed. The role of business in modern society is identified. (This course is offered on campus and may be offered via television.)

BUSINESS (BUS) 143 (3)

PERSONAL FINANCE (3 LEC.)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems.

BUSINESS (BUS) 234 (3)

BUSINESS LAW (3 LEC.)

This course presents the historical and ethical background of the law and current legal principles. Emphasis is on contracts, property, and torts.

BUSINESS (BUS) 237 (3)

ORGANIZATIONAL BEHAVIOR (3 LEC.)

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included.

CHEMISTRY (CHM) 101 (4)

GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Developmental Mathematics 093 or the equivalent. This course is for science and science-related majors. It covers the laws and theories of matter. The laws and theories are used to understand 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.

CHEMISTRY (CHM) 102 (4)

GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include solutions and colloids,

chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is also included. Laboratory fee.

CHEMISTRY (CHM) 115 (4)

GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. It traces the development of theoretical concepts. These concepts are used to explain various observations and laws relating to chemical bonding reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. Also included is the descriptive chemistry of some common elements and inorganic compounds. Laboratory fee.

CHEMISTRY (CHM) 116 (4)

GENERAL CHEMISTRY (3 LEC., 3 LAB.)

Prerequisite: Chemistry 115. This course is for non-science majors. It covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed. The concept of structure is the central theme. Biochemistry topics include carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy, and plant biochemistry. Laboratory fee.

CHEMISTRY (CHM) 201 (4)

ORGANIC CHEMISTRY I (3 LEC., 4 LAB.)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces organic chemistry. The fundamental types of organic compounds are presented. Their nomenclature, classification, reactions, and applications are included. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory. Emphasis is on reaction mechanisms, stereochemistry, transition state theory, and organic synthesis. Laboratory fee.

CHEMISTRY (CHM) 202 (4)

ORGANIC CHEMISTRY II (3 LEC., 4 LAB.)

Prerequisite: Chemistry 201. This course is for science and science-

related majors. It is a continuation of Chemistry 201. Topics include aliphatic and aromatic systems, polyfunctional compounds, amino acids, proteins, carbohydrates, sugars, and heterocyclic and related compounds. Instrumental techniques are used to identify compounds. Laboratory fee.

CHEMISTRY (CHM) 203 (4)
QUANTITATIVE ANALYSIS (2 LEC., 6 LAB.)

Prerequisite: Chemistry 102, Mathematics 101 or Mathematics 104 or the equivalent. Principles for quantitative determinations are presented. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Gravimetric and volumetric analysis is emphasized. Colorimetry is introduced. Laboratory fee.

CHEMISTRY (CHM) 205 (2)
CHEMICAL CALCULATIONS (2 LEC.)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium.

CHEMISTRY (CHM) 234 (4)
INSTRUMENTAL ANALYSIS (2 LEC., 6 LAB.)

Prerequisite: Chemistry 203 or the consent of the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee.

COLLEGE LEARNING SKILLS (CLS) 100 (1)
COLLEGE LEARNING SKILLS (1 LEC.)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills and composition. This course may be repeated for a maximum of three credits.

COMMUNICATIONS (COM) 131 (3)
APPLIED COMPOSITION AND SPEECH (3 LEC.)

Communication skills are studied as a

means of preparing for one's vocation. Practice in writing letters, applications, resumes, and short reports is included.

COMMUNICATIONS (COM) 132 (3)
APPLIED COMPOSITION AND SPEECH (3 LEC.)

Prerequisite: Communications 131 or consent of instructor. The study of communication processes is continued. Emphasis is on written persuasion directly related to work. Expository techniques in business letters and documented reports are covered. Practice in oral communication is provided.

DANCE (DAN) 150 (3)
BEGINNING BALLET I (1 LEC., 3 LAB.)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee.

DANCE (DAN) 151 (3)
BEGINNING BALLET II (1 LEC., 3 LAB.)

Prerequisite: Dance 150. This course is a continuation of Dance 150. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee.

DANCE (DAN) 155 (1)
JAZZ I (3 LAB.)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee.

DANCE (DAN) 156 (1)
JAZZ II (3 LAB.)

Prerequisite: Dance 155 or the consent of the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee.

DANCE (DAN) 160 (3)

INTRODUCTION TO DANCE HISTORY (3 LEC.)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included.

DANCE (DAN) 250 (3)

INTERMEDIATE BALLET I (1 LEC., 3 LAB.)

Prerequisite: Dance 151. The development of ballet technique is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee.

DANCE (DAN) 251 (3)

INTERMEDIATE BALLET II (1 LEC., 3 LAB.)

Prerequisite: Dance 250. This course begins pointe work for women. Specialized beats and tours are begun for men. Individual proficiency and technical virtuosity are developed. Laboratory fee.

DANCE (DAN) 252 (1)

COACHING AND REPERTOIRE (2 LAB.)

Prerequisite: Dance 251 and the consent of the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee.

DEVELOPMENTAL COMMUNICATIONS (DC) 095 (3)

COMMUNICATION SKILLS (3 LEC.)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs.

DEVELOPMENTAL COMMUNICATIONS (DC) 120 (3)

COMMUNICATION SKILLS (2 LEC., 2 LAB.)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a

semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students.

DEVELOPMENTAL LEARNING**(DL) 094 (1)**

LEARNING SKILLS IMPROVEMENT (2 LAB.)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits.

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics Courses offer a review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111, and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139, and 195.

DEVELOPMENTAL MATHEMATICS**(DM) 060 (1)**

BASIC MATHEMATICS I (1 LEC.)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions.

DEVELOPMENTAL MATHEMATICS**(DM) 061 (1)**

BASIC MATHEMATICS II (1 LEC.)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percent, and basic operations with fractions.

DEVELOPMENTAL MATHEMATICS**(DM) 062 (1)**

PRE BUSINESS (1 LEC.)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, area and volume.

DEVELOPMENTAL MATHEMATICS**(DM) 063 (1)**

PRE ALGEBRA (1 LEC.)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers.

DEVELOPMENTAL MATHEMATICS**(DM) 064 (1)**

NURSING (1 LEC.)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing program.

DEVELOPMENTAL MATHEMATICS**(DM) 070 (1)**

ELEMENTARY ALGEBRA I (1 LEC.)

Prerequisites: Developmental Mathematics 090, 063 or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers and integers.

DEVELOPMENTAL MATHEMATICS**(DM) 071 (1)**

ELEMENTARY ALGEBRA II (1 LEC.)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions.

DEVELOPMENTAL MATHEMATICS**(DM) 072 (1)**

ELEMENTARY ALGEBRA III (1 LEC.)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

DEVELOPMENTAL MATHEMATICS**(DM) 073 (1)**

INTRODUCTION TO GEOMETRY (1 LEC.)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed.

DEVELOPMENTAL MATHEMATICS**(DM) 080 (1)**

INTERMEDIATE ALGEBRA I (1 LEC.)

Prerequisites: Developmental Mathematics 072, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers.

DEVELOPMENTAL MATHEMATICS**(DM) 081 (1)**

INTERMEDIATE ALGEBRA II (1 LEC.)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values.

DEVELOPMENTAL MATHEMATICS**(DM) 082 (1)**

INTERMEDIATE ALGEBRA III (1 LEC.)

Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring.

DEVELOPMENTAL MATHEMATICS**(DM) 090 (3)**

PRE ALGEBRA MATHEMATICS (3 LEC.)

This course is designed to develop an understanding of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals and percentages and to strengthen basic skills in mathematics. It is the most basic mathematics course and includes an introduction to algebra.

DEVELOPMENTAL MATHEMATICS**(DM) 091 (3)**

ELEMENTARY ALGEBRA (3 LEC.)

Prerequisite: Developmental Mathematics 090. This course is comparable to the first-year algebra course in high school. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

DEVELOPMENTAL MATHEMATICS**(DM) 093 (3)**

INTERMEDIATE ALGEBRA (3 LEC.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091. This course is comparable to the second-year algebra course in high school. It includes terminology of

sets, properties of real numbers, fundamental operations of polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic and systems of linear equations, and graphing.

DEVELOPMENTAL READING

Students can improve their performance in English courses by enrolling in Developmental Reading Courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in English 102 and the sophomore-level literature courses. See the catalog descriptions in reading for full course content.

DEVELOPMENTAL READING

(DR) 090 (3)

TECHNIQUES OF
READING/LEARNING (3 LEC.)

Comprehension, vocabulary development, and study skills are the focus of this course. Emphasis is on learning how to learn. Included are reading and learning experiences to strengthen the total educational background of each student. Meeting individual needs is stressed.

DEVELOPMENTAL READING

(DR) 091 (3)

TECHNIQUES OF READING AND
LEARNING (3 LEC.)

This course is a continuation of developmental reading 090. Meeting individual needs is stressed.

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit. Emphasis is on organization skills and research paper styles, and individual writing weaknesses.

DEVELOPMENTAL WRITING

(DW) 090 (3)

WRITING (3 LEC.)

Basic writing skills are developed. Topics include spelling, grammar, and vocabulary improvement. Principles of sentence and paragraph structure are

also included. Organization and composition are covered. Emphasis is on individual needs and strengthening the student's skills.

DEVELOPMENTAL WRITING

(DW) 091 (3)

WRITING (3 LEC.)

This course is a sequel to Writing 090. It focuses on composition. Included are skills of organization, transition, and revision. Emphasis is on individual needs and personalized assignments. Brief, simple forms as well as more complex critical and research writing may be included.

DEVELOPMENTAL WRITING

(DW) 092 (1)

WRITING LAB (3 LAB.)

This course is a writing workshop. Students are given instruction and supervision in written assignments. The research paper and editing are both included.

EARTH SCIENCE (ES) 117 (4)

EARTH SCIENCE (3 LEC., 3 LAB.)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. Laboratory fee. (This course is offered on campus and may be offered via television.)

ECOLOGY (ECY) 291 (3)

PEOPLE AND THEIR
ENVIRONMENT II (3 LEC.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (This course may be offered via television.)

ECONOMICS (ECO) 201 (3)

PRINCIPLES OF ECONOMICS I (3 LEC.)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic

organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.)

ECONOMICS (ECO) 202 (3)
PRINCIPLES OF ECONOMICS II (3 LEC.)

Prerequisite: Economics 201 or the consent of the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is on international economics and contemporary economic problems.

ENGINEERING (EGR) 101 (2)
ENGINEERING ANALYSIS (2 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or the consent of the instructor. This course surveys the field of engineering. Topics include the role of the engineer in society and branches and specialties in engineering. Engineering analysis and computer programming are introduced. Practice is provided in analyzing and solving engineering problems. Computational methods and devices with an introduction to computer programming are also covered.

ENGINEERING (EGR) 105 (3)
ENGINEERING DESIGN
GRAPHICS (2 LEC., 4 LAB.)

Graphic fundamentals are presented for engineering communications and engineering design. Topics include standard engineering graphical techniques, auxiliaries, sections, graphical analysis, and pictorial and working drawings. Laboratory fee.

ENGINEERING (EGR) 106 (3)
DESCRIPTIVE GEOMETRY (2 LEC., 4 LAB.)

Prerequisite: Drafting 183 or Engineering 105. This course provides training in the visualization of three-dimensional structures. Emphasis is on accurately representing these structures in drawings by analyzing the true

relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, developments, auxiliaries, and revolutions. Laboratory fee.

ENGINEERING (EGR) 107 (3)
ENGINEERING MECHANICS I (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126. This course is a study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual work, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented.

ENGINEERING (EGR) 108 (3)
COMPUTER METHODS IN
ENGINEERING (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126. Fundamental methods of numerical analysis with applications by computer programming are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolation, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered.

ENGINEERING (EGR) 201 (3)
ENGINEERING MECHANICS II (3 LEC.)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 227. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered.

ENGINEERING (EGR) 202 (3)
ENGINEERING MECHANICS OF
MATERIALS (3 LEC.)

Prerequisites: Engineering 107 and

credit or concurrent enrollment in Mathematics 227. Simple structural elements are studied. Emphasis is on forces, deformation, and material properties. The concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced.

ENGINEERING (EGR) 203 (3)
ENGINEERING PRODUCTION (1 LEC., 5 LAB.)

Prerequisite: Engineering 105 or the consent of the instructor. The standard machining of metals is covered. Layout, turning, boring, shaping, drilling, threading, milling, and grinding are all included. The manufacturing of interchangeable parts, fixtures, and jigs with applications is studied. Laboratory fee.

ENGINEERING (EGR) 204 (3)
ELECTRICAL SYSTEMS
ANALYSIS (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Mathematics 227. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered.

ENGINEERING (EGR) 205 (3)
PLANE SURVEYING (2 LEC., 4 LAB.)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Drafting 183. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee.

ENGINEERING (EGR) 206 (1)
ELECTRICAL ENGINEERING
LABORATORY (3 LAB.)

Prerequisite: Credit or concurrent enrollment in Engineering 204. Various

instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee.

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGLISH IN THE SOPHOMORE YEAR

English 201, 202, 203, 204, 205, 206, 215 and 216 are independent units of three credit hours 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 English courses.

ENGLISH (ENG) 101 (3)
COMPOSITION AND
EXPOSITORY READING (3 LEC.)

The development of skills is the focus of this course. Skills in writing and in the critical analysis of prose are included. (This course is offered on campus and may be offered via television.)

ENGLISH (ENG) 102 (3)
COMPOSITION AND
LITERATURE (3 LEC.)

Prerequisite: English 101. This course continues the development of skills in writing. Emphasis is on analysis of literary readings, expository writing, and investigative methods of research. (This course is offered on campus and may be offered via television.)

ENGLISH (ENG) 201 (3)
BRITISH LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of British literature are studied. The Old English Period through the 18th century is covered.

ENGLISH (ENG) 202 (3)

BRITISH LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of British literature are studied. The Romantic Period to the present is covered.

ENGLISH (ENG) 203 (3)

WORLD LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of continental Europe are studied. The Greek Classical Period through the Renaissance is covered.

ENGLISH (ENG) 204 (3)

WORLD LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of continental Europe, England, and America are studied. The time period since the Renaissance is covered.

ENGLISH (ENG) 205 (3)

AMERICAN LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of American writers before Walt Whitman are studied. Emphasis is on the context of the writers' times.

ENGLISH (ENG) 206 (3)

AMERICAN LITERATURE (3 LEC.)

Prerequisite: English 102. Significant works of American writers from Walt Whitman to the present are studied.

ENGLISH (ENG) 209 (3)

CREATIVE WRITING (3 LEC.)

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama.

ENGLISH (ENG) 210 (3)

TECHNICAL WRITING (3 LEC.)

Prerequisite: English 101 and 102 or Communications 131 and 132. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions.

ENGLISH (ENG) 215 (3)

STUDIES IN LITERATURE (3 LEC.)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by genre, period, or geographical region.

Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

ENGLISH (ENG) 216 (3)

STUDIES IN LITERATURE (3 LEC.)

Prerequisite: English 102. Selections in literature are read, analyzed, and discussed. Selections are organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit.

FRENCH (FR) 101 (4)

BEGINNING FRENCH (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

FRENCH (FR) 102 (4)

BEGINNING FRENCH (3 LEC., 2 LAB.)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

FRENCH (FR) 201 (3)

INTERMEDIATE FRENCH (3 LEC.)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed.

FRENCH (FR) 202 (3)

INTERMEDIATE FRENCH (3 LEC.)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied.

FRENCH (FR) 203 (3)

INTRODUCTION TO FRENCH LITERATURE (3 LEC.)

Prerequisite: French 202 or the consent of the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization.

FRENCH (FR) 204 (3)

INTRODUCTION TO FRENCH LITERATURE (3 LEC.)

Prerequisite: French 202 or the consent of the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization.

GEOGRAPHY (GPY) 101 (3)

PHYSICAL GEOGRAPHY (3 LEC.)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography.

GEOGRAPHY (GPY) 102 (3)

ECONOMIC GEOGRAPHY (3 LEC.)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered.

GEOGRAPHY (GPY) 103 (3)

CULTURAL GEOGRAPHY (3 LEC.)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion.

GEOLOGY (GEO) 101 (4)

PHYSICAL GEOLOGY (3 LEC., 3 LAB.)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee.

GEOLOGY (GEO) 102 (4)

HISTORICAL GEOLOGY (3 LEC., 3 LAB.)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils,

geologic maps, and field studies are used to interpret geologic history. Laboratory fee.

GEOLOGY (GEO) 202 (3)

INTRODUCTION TO ROCK AND MINERAL IDENTIFICATION (1 LEC., 3 LAB.)

Prerequisites: Geology 101 and Geology 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee.

GEOLOGY (GEO) 205 (4)

FIELD GEOLOGY (3 LEC., 3 LAB.)

Geological features, landforms, rocks, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification, and collection of specimens in the field. Laboratory fee.

GERMAN (GER) 101 (4)

BEGINNING GERMAN (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

GERMAN (GER) 102 (4)

BEGINNING GERMAN (3 LEC., 2 LAB.)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

GERMAN (GER) 201 (3)

INTERMEDIATE GERMAN (3 LEC.)

Prerequisite: German 102 or the equivalent or the consent of the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed.

GERMAN (GER) 202 (3)

INTERMEDIATE GERMAN (3 LEC.)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied.

GOVERNMENT (GVT) 201 (3)
AMERICAN GOVERNMENT (3 LEC.)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local government, parties, politics, and political behavior. The course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 202 (3)
AMERICAN GOVERNMENT (3 LEC.)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. This course satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and may be offered via television.)

GOVERNMENT (GVT) 205 (3)
STUDIES IN GOVERNMENT (3 LEC.)

Prerequisite: Sophomore standing and 6 hours of history or government. Selected topics in government are presented. The course may be repeated once for credit when different topics are presented.

GOVERNMENT (GVT) 231 (3)
MUNICIPAL AND COUNTY GOVERNMENT (3 LEC.)

The structure of municipal and county government is examined. Topics include organs of government, administration, court systems, taxation, utilities and public works, education, welfare, and other public services. Presentations are given by local officials. Surveys of area problems are stressed.

HISTORY (HST) 101 (3)
HISTORY OF THE UNITED STATES (3 LEC.)

The history of the United States is presented, beginning 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. (This course is offered on campus and may be offered via television.)

HISTORY (HST) 102 (3)
HISTORY OF THE UNITED STATES (3 LEC.)

Prerequisite: History 101 recommended. This course is a continuation of History 101. The history of the United States is surveyed from the reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.)

HISTORY (HST) 105 (3)
WESTERN CIVILIZATION (3 LEC.)

The civilization in the West from ancient time through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization.

HISTORY (HST) 106 (3)
WESTERN CIVILIZATION (3 LEC.)

This course is a continuation of History 105. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, the 19th century, the the social, economic, and political factors of recent world history.

HISTORY (HST) 110 (3)
THE HERITAGE OF MEXICO (3 LEC.)

Students may register for either History 110 or Anthropology 110 but

may receive credit for only one of the two. This course (cross-listed as Anthropology 110) deals with the archaeology of Mexico beginning with the first humans to enter the North American Continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, Toltec, and Aztec empires.

HISTORY (HST) 112 (3)
LATIN AMERICAN HISTORY (3 LEC.)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course.

HISTORY (HST) 120 (3)
AFRO-AMERICAN HISTORY (3 LEC.)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century.

HISTORY (HST) 204 (3)
AMERICAN MINORITIES (3 LEC.)

Prerequisites: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

HISTORY (HST) 205 (3)
STUDIES IN U.S. HISTORY (3 LEC.)

Prerequisite: Sophomore standing and 6 hours of American history. Selected topics in the history of the United States are presented. The course may be repeated once for credit when different topics are presented.

HUMAN DEVELOPMENT
(HD) 100 (1)
EDUCATIONAL ALTERNATIVES (1 LEC.)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars.

HUMAN DEVELOPMENT
(HD) 102 (1)
ORIENTATION (1 LEC.)

This course helps the student be successful in college. The student makes an individual contract with the instructor. Student experiences include appropriate subject packages such as "improving your vocabulary", "how to take notes", "study skills", and "listening skills." An evaluation session with a counselor is also included. A package may be composed of programmed materials, filmstrips, tapes, slides, seminars, learning activities, or other appropriate materials.

HUMAN DEVELOPMENT
(HD) 104 (3)
EDUCATIONAL AND CAREER
PLANNING (3 LEC.)

This course is designed to teach students the on-going process of decision making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered.

HUMAN DEVELOPMENT
(HD) 105 (3)
BASIC PROCESSES OF
INTERPERSONAL
RELATIONSHIPS (3 LEC.)

Interpersonal relations are explored through an applied study of theory and concepts of small group processes. Students are given an opportunity to participate in experiences to increase

one's sensitivity to self and to others. A variety of activities is planned, partly by each class, to meet specific needs of the students in the class.

HUMAN DEVELOPMENT

(HD) 106 (3)
PERSONAL AND SOCIAL
GROWTH (3 LEC.)

The interaction between a person and society is explored. Topics include understanding of self, influences of society contributing to the development of self, and success of the individual within a society. Adjustment to family, school, and society is developed.

HUMAN DEVELOPMENT

(HD) 107 (3)
DEVELOPING LEADERSHIP
BEHAVIOR (3 LEC.)

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communications skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions.

HUMANITIES (HUM) 101 (3)

INTRODUCTION TO THE
HUMANITIES (3 LEC.)

Related examples of humans' creative achievements are examined. Emphasis is on understanding the nature of humans and the values of human life. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.)

HUMANITIES (HUM) 102 (3)

ADVANCED HUMANITIES (3 LEC.)

Prerequisite: Humanities 101 and/or the consent of the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and

hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed.

JOURNALISM (JN) 101 (3)

INTRODUCTION TO MASS
COMMUNICATIONS (3 LEC.)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society.

JOURNALISM (JN) 102 (3)

NEWS GATHERING AND
WRITING (2 LEC., 3 LAB.)

Prerequisite: Typing ability. Beginning reporting is presented. Topics include types of news, leads, body treatment of a story, feature in the lead, facts, and background. A practice in writing straight news stories is provided.

JOURNALISM (JN) 103 (3)

NEWS GATHERING AND
WRITING (2 LEC., 3 LAB.)

Prerequisite: Journalism 102. This course is a continuation of Journalism 102. Complex news stories are written. Specialized writing is covered for sports, police news, markets, finance, society, amusements, government, and women's stories. Laboratory work on the student newspaper is required.

JOURNALISM (JN) 104 (1)

STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for a total of three credits.

JOURNALISM (JN) 105 (1)

STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 104.

JOURNALISM (JN) 201 (3)

EDITORIAL AND FEATURE WRITING (3 LEC.)

Prerequisites: 6 hours of journalism or the consent of the instructor. This course covers difficult news stories, editorials, and features. Research, interviewing techniques, and the development of feature stories for use in newspapers and magazines are emphasized.

JOURNALISM (JN) 202 (1)

STUDENT PUBLICATIONS (3 LAB.)

Prerequisite: The consent of the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings.

JOURNALISM (JN) 203 (1)

STUDENT PUBLICATIONS (3 LAB.)

This course may not be taken for credit concurrently with Journalism 102 or 103. The course is a continuation of Journalism 202.

JOURNALISM (JN) 204 (3)

NEWS EDITING AND COPY READING (3 LEC.)

Prerequisite: Journalism 102. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages.

LIBRARY SKILLS (LS) 101 (3)

INTRODUCTION TO LIBRARY RESEARCH (3 LEC.)

In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences:

(1) examination of the specific materials covered in the lecture, (2) completion of appropriate exercises

designed to build basic skills used in research, and (3) conference with each student to determine rate of progress and to provide guidance on an individual basis.

MATHEMATICS

(See also Developmental Mathematics. Supplementary instruction in mathematics is available through the Learning Resources Center.)

MATHEMATICS (MTH) 101 (3)

COLLEGE ALGEBRA (3 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course is a study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem, and algebraic proof.

MATHEMATICS (MTH) 102 (3)

PLANE TRIGONOMETRY (3 LEC.)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms, and complex numbers.

MATHEMATICS (MTH) 104 (5)

ELEMENTARY FUNCTIONS AND COORDINATE GEOMETRY I (5 LEC.)

Prerequisites: Two years of high school algebra or Developmental Mathematics 093. This course includes the concept of function, polynomials of one or more variables, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, exponential functions, logarithmic functions, trigonometric functions, complex numbers, vectors, functions of two variables and analytical geometry which includes conics, transformation of coordinates, polar coordinates, parametric equations and three dimensional space.

MATHEMATICS (MTH) 105 (5)ELEMENTARY FUNCTIONS AND
COORDINATE GEOMETRY II (5 LEC.)

Prerequisite: Mathematics 104. This course is a continuing study of the topics of Mathematics 104.

MATHEMATICS (MTH) 106 (5)ELEMENTARY FUNCTIONS AND
COORDINATE GEOMETRY III (5 LEC.)

Prerequisites: Two years of high school algebra and one semester of trigonometry. This course is a study of the algebra of functions. It includes polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors and analytic geometry which includes conics, transformation of coordinates, polar coordinates, and parametric equations.

MATHEMATICS (MTH) 107 (3)

FUNDAMENTALS OF COMPUTING (3 LEC.)

Prerequisite: Two years high school algebra or Developmental Mathematics 093. This course is an introductory course designed primarily for students desiring credit toward a minor or major in computer science. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

MATHEMATICS (MTH) 111 (3)MATHEMATICS FOR BUSINESS
AND ECONOMICS I (3 LEC.)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications to business and economics problems are emphasized.

MATHEMATICS (MTH) 112 (3)MATHEMATICS FOR BUSINESS
AND ECONOMICS II (3 LEC.)

Prerequisite: Mathematics 111. This course includes sequences and limits, differential calculus, integral calculus, and appropriate applications.

MATHEMATICS (MTH) 115 (3)

COLLEGE MATHEMATICS I (3 LEC.)

Prerequisites: One year of high school

algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements and sets of numbers. Historical aspects of selected topics are emphasized.

MATHEMATICS (MTH) 116 (3)

COLLEGE MATHEMATICS II (3 LEC.)

Prerequisite: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of selected topics are emphasized.

MATHEMATICS (MTH) 117 (3)FUNDAMENTAL CONCEPTS OF
MATHEMATICS FOR
ELEMENTARY TEACHERS (3 LEC.)

This course includes the structure of the real number system, geometry, and mathematical analysis. Emphasis is on the development of mathematical reasoning needed for elementary teachers.

MATHEMATICS 121 (3)

ANALYTIC GEOMETRY (3 LEC.)

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space.

MATHEMATICS (MTH) 126 (5)

INTRODUCTORY CALCULUS (5 LEC.)

Prerequisite: Mathematics 105 or 106 or 121 or equivalent. This course is a 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 functions.

MATHEMATICS (MTH) 130 (3)
BUSINESS MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts.

MATHEMATICS (MTH) 139 (3)
APPLIED MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or equivalent. An effort will be made to tailor this course to fit the needs of the students enrolled in each semester. The course is a study of commercial, technical, and other applied uses of mathematics.

MATHEMATICS (MTH) 202 (3)
INTRODUCTORY STATISTICS (3 LEC.)

Prerequisite: Two years of high school algebra or consent of instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields.

MATHEMATICS (MTH) 207 (3)
FORTRAN PROGRAMMING WITH APPLICATIONS (3 LEC.)

Prerequisites: Mathematics 107 or equivalent and Mathematics 101 or Mathematics 111 or Mathematics 104 or its equivalent. This course is a study of Fortran with emphasis on applications and programming of algorithmic language to solve numerical problems. Writing, testing, and executing typical Fortran programs are stressed. Emphasis is on applications for majors and minors in engineering, the sciences, mathematics, or business.

MATHEMATICS (MTH) 209 (3)
INTRODUCTORY APL PROGRAMMING (3 LEC.)

Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111

and Mathematics 107 or consent of instructor. This course is a study of APL with emphasis on applications. It is designed for partial fulfillment of degree requirements in computer science.

MATHEMATICS (MTH) 221 (3)
LINEAR ALGEBRA (3 LEC.)

Prerequisite: Mathematics 126 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformation.

MATHEMATICS (MTH) 222 (3)
CALCULUS I (3 LEC.)

Prerequisite: Mathematics 121. This course includes limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms.

MATHEMATICS (MTH) 223 (3)
CALCULUS II (3 LEC.)

Prerequisite: Mathematics 222. This course includes the indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series.

MATHEMATICS (MTH) 224 (3)
ADVANCED CALCULUS (3 LEC.)

Prerequisite: Mathematics 223. This course includes multiple integrals, partial differentiation, vector analysis, series and hyperbolic functions.

MATHEMATICS (MTH) 227 (4)
MATHEMATICAL ANALYSIS I (4 LEC.)

Prerequisite: Mathematics 126 or equivalent. This course is a continued study of techniques of differentiation and integration. This will include logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors.

MATHEMATICS (MTH) 228 (3)
MATHEMATICAL ANALYSIS II (3 LEC.)

Prerequisite: Mathematics 227 or equivalent. This course is a continued study of vectors, functions of several variables, partial derivatives, multiple

integrals, indeterminate forms, infinite series, and an introduction to differential equations.

MATHEMATICS (MTH) 230 (3)
DIFFERENTIAL EQUATIONS (3 LEC.)

Prerequisite: Mathematics 227 or consent of instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications.

MUSIC (MUS) 101 (4)
FRESHMAN THEORY (3 LEC., 3 LAB.)

Musicianship skills are developed. Emphasis is on tonal and rhythmic perception and articulation. The essential elements of music are presented, and sight-singing, keyboard, and notation are introduced.

MUSIC (MUS) 102 (4)
FRESHMAN THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 101 or the consent of the instructor. This course introduces part-writing and harmonization with triads and their inversions. Also included are the classification of chords, seventh chords, sight-singing, dictation, and keyboard harmony.

MUSIC (MUS) 103 (1)
GUITAR ENSEMBLE (3 LAB.)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit.

MUSIC (MUS) 104 (3)
MUSIC APPRECIATION (3 LEC.)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed.

MUSIC (MUS) 105 (1)
ITALIAN DICTION (2 LAB.)

The phonetic sounds of the Italian language are studied. Included is

selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 106 (1)
FRENCH DICTION (2 LAB.)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 107 (1)
GERMAN DICTION (2 LAB.)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors.

MUSIC (MUS) 110 (3)
MUSIC LITERATURE (3 LEC.)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance and Baroque eras.

MUSIC (MUS) 111 (3)
MUSIC LITERATURE (3 LEC.)

Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods.

MUSIC (MUS) 112 (3)
GUITAR LITERATURE AND MATERIALS (3 LEC.)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance.

MUSIC (MUS) 113 (3)
FOUNDATIONS OF MUSIC I (3 LEC.)

This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed.

MUSIC (MUS) 114 (3)

FOUNDATIONS IN MUSIC II (3 LEC.)

Prerequisite: Music 113. This course prepares students with limited music training for Music 101 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music.

MUSIC (MUS) 115 (2)

JAZZ IMPROVISATION (1 LEC., 2 LAB.)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit.

MUSIC (MUS) 117 (1)

PIANO CLASS I (2 LAB.)

This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit.

MUSIC (MUS) 118 (1)

PIANO CLASS II (2 LAB.)

The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit.

MUSIC (MUS) 119 (1)

GUITAR CLASS I (2 LAB.)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit.

MUSIC (MUS) 120 (1)

GUITAR CLASS II (2 LAB.)

Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit.

MUSIC (MUS) 121-143 (1)

APPLIED MUSIC-MINOR (1 LEC.)

This course is open to students enrolled in music theory, ensembles,

and other music major and minor courses. It provides private instruction in the student's secondary area, and consists of a one half-hour lesson a week. Fee required. Private music may be repeated for credit.

MUSIC (MUS) 150 (1)

CHORUS (3 LAB.)

Prerequisite: Consent of instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit.

MUSIC (MUS) 151 (1)

VOICE CLASS I (2 LAB.)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit.

MUSIC (MUS) 152 (1)

VOICE CLASS II (2 LAB.)

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit.

MUSIC (MUS) 155 (1)

VOCAL ENSEMBLE (3 LAB.)

A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit.

MUSIC (MUS) 156 (1)

MADRIGAL SINGERS (3 LAB.)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 160 (1)

BAND (3 LAB.)

Prerequisite: The consent of the

instructor is required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit.

MUSIC (MUS) 170 (1)
ORCHESTRA (3 LAB.)

Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit.

MUSIC (MUS) 171 (1)
WOODWIND ENSEMBLE (3 LAB.)

A group of woodwind instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 172 (1)
BRASS ENSEMBLE (3 LAB.)

A group of brass instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 173 (1)
PERCUSSION ENSEMBLE (3 LAB.)

A group of percussion instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 174 (1)
KEYBOARD ENSEMBLE (3 LAB.)

A group of keyboard instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 175 (1)
STRING ENSEMBLE (3 LAB.)

A group of string instrumentalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 176 (1)
SYMPHONIC WIND ENSEMBLE (3 LAB.)

In the symphonic wind ensemble

students study and perform stylistic literature of all periods. This course may be repeated for credit.

MUSIC (MUS) 177 (1)
CHAMBER ENSEMBLE (3 LAB.)

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit.

MUSIC (MUS) 181 (1)
LAB BAND (3 LAB.)

Prerequisite: The consent of the instructor. In the Lab Band students study and perform all forms of commercial music, such as jazz, pop, avant-garde, and soul. Student arranging, composing, and conducting is encouraged. This course may be repeated for credit.

MUSIC (MUS) 185 (1)
STAGE BAND (3 LAB.)

Prerequisite: The consent of the instructor. In the Stage Band students study and perform a wide variety of music. Emphasis is on the jazz-oriented, big-band styles of the 1960's. This may be repeated for credit.

MUSIC (MUS) 199 (1)
RECITAL (2 LAB.)

Students of private lessons perform before an audience one period each week. Credit for this course does not apply to the Associate Degree. This course may be repeated for credit.

MUSIC (MUS) 201 (4)
SOPHOMORE THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 101 and 102 or the consent of the instructor. This course is a continuation of the study of theory. Topics include larger forms, thematic development, chromatic chords such as the Neapolitan sixth and augmented sixth chords, and diatonic seventh chords. Advanced sight-singing, keyboard harmony, and ear training are also included.

MUSIC (MUS) 202 (4)
SOPHOMORE THEORY (3 LEC., 3 LAB.)

Prerequisite: Music 201 or the

equivalent or the consent of the instructor. This course is a continuation of Music 201. Topics include the sonata-allegro form and the ninth, eleventh, and thirteenth chords. New key schemes, impressionism, melody, harmony, tonality and formal processes of 20th century music are also included. Sight-singing, keyboard harmony, and ear training are developed further.

MUSIC (MUS) 203 (3)
COMPOSITION (3 LEC.)

Prerequisite: Music 101 and 102 or the consent of the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student's choice. The course may be repeated for credit.

MUSIC (MUS) 204 (2)
GUITAR PEDAGOGY (2 LEC.)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed.

MUSIC (MUS) 221-243 (2)
APPLIED
MUSIC-CONCENTRATION (1 LEC.)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration, and consists of two half-hour lessons a week. Fee required. Private music may be repeated for credit.

MUSIC (MUS) 251-270 (3)
APPLIED MUSIC-MAJOR (1 LEC.)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument, and consists of two half-hour lessons a week. Fee required.

APPLIED MUSIC

Subject to enrollment, students may receive private instruction in the

following courses: piano, organ, voice, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, saxophone, trumpet, french horn, trombone, baritone, tuba, percussion, guitar, electric bass, and drum set. Private music may be repeated for credit.

PHILOSOPHY (PHI) 102 (3)
INTRODUCTION TO
PHILOSOPHY (3 LEC.)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions.

PHILOSOPHY (PHI) 105 (3)
LOGIC (3 LEC.)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed.

PHILOSOPHY (PHI) 202 (3)
INTRODUCTION TO SOCIAL
AND POLITICAL PHILOSOPHY (3 LEC.)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility.

PHILOSOPHY (PHI) 203 (3)
ETHICS (3 LEC.)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life.

PHILOSOPHY (PHI) 207 (3)
HISTORY OF ANCIENT
PHILOSOPHY (3 LEC.)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle. Stoicism, Epicureanism, and Scholasticism are considered.

PHILOSOPHY (PHI) 208 (3)HISTORY OF MODERN
PHILOSOPHY (3 LEC.)

The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored.

PHILOSOPHY (PHI) 210 (3)

STUDIES IN PHILOSOPHY (3 LEC.)

Prerequisite: 3 hours of philosophy and the consent of the instructor. A philosophical problem, movement, or special topic is studied. The course topic changes each semester. This course may be repeated for credit.

PHOTOGRAPHY (PHO) 110 (3)INTRODUCTION TO
PHOTOGRAPHY AND
PHOTO-JOURNALISM (2 LEC., 4 LAB.)

Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee.

PHOTOGRAPHY (PHO) 111 (3)ADVANCED PHOTOGRAPHY AND
PHOTO-JOURNALISM (2 LEC., 4 LAB.)

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee.

PHOTOGRAPHY (PHO) 120 (4)COMMERCIAL
PHOTOGRAPHY I (3 LEC., 3 LAB.)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography.

The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee.

PHOTOGRAPHY (PHO) 121 (4)COMMERCIAL
PHOTOGRAPHY II (3 LEC., 3 LAB.)

This course is a continuation of Photography 120. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee.

**PHYSICAL EDUCATION
ACTIVITY COURSES**

The Physical Education Division provides opportunity for each student to become skilled in at least one physical activity for personal enjoyment of leisure time. Activity courses are open to both men and women. A laboratory fee is required. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

**PHYSICAL EDUCATION
NON-ACTIVITY COURSES**

PEH 101, 108, 109, 110, 144

**PHYSICAL EDUCATION
(PEH) 100 (1)**LIFETIME SPORTS
ACTIVITIES (3 LAB.)

Various lifetime sports are offered. Courses offered may include archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction is presented at the beginner and advanced-beginner levels. Both men and women participate. This course may be repeated for credit when students select different activities. Laboratory fee.

**PHYSICAL EDUCATION
(PEH) 101 (3)**

FUNDAMENTALS OF HEALTH (3 LEC.)

This course is for students majoring or

minoring in physical education or having other specific interest. Personal health and community health are studied. Emphasis is on the causes of mental and physical health and disease transmission and prevention.

PHYSICAL EDUCATION

(PEH) 104 (1)

TOUCH FOOTBALL/SOCCER (2 LAB.)

Touch football and soccer are taught and played. Emphasis is on skill development. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 108 (3)

SOCIAL RECREATION (3 LEC.)

The methods and materials for social activities for different age groups are introduced. Planning, organizing, and conducting the activities are included.

PHYSICAL EDUCATION

(PEH) 109 (3)

OUTDOOR RECREATION (3 LEC.)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered.

PHYSICAL EDUCATION

(PEH) 110 (3)

COMMUNITY RECREATION (3 LEC.)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered.

PHYSICAL EDUCATION

(PEH) 111 (1)

BEGINNING WRESTLING (2 LAB.)

The fundamentals, techniques, rules, and strategy of wrestling are presented. Emphasis is also on spectator appreciation. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 112 (1)

SOFTBALL AND SOCCER (2 LAB.)

Softball and soccer are taught and played. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 113 (1)

HANDBALL AND RACQUETBALL (2 LAB.)

Handball and racquetball are taught and played. Emphasis is on the development of skills. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 114 (1)

BEGINNING BADMINTON (2 LAB.)

The history, rules, and skills of badminton are taught. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 115 (1)

PHYSICAL FITNESS (3 LAB.)

The student's physical condition is assessed. A program of exercise for life is prescribed. Much of the course work is carried on in the Physical Performance Laboratory. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 116 (1)

INTRAMURAL ATHLETICS (2 LAB.)

Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 117 (1)

BEGINNING ARCHERY (2 LAB.)

Beginning archery is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 118 (1)

BEGINNING GOLF (2 LAB.)

Beginning golf is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 119 (1)

BEGINNING TENNIS (2 LAB.)

This course is designed for the beginner. Tennis fundamentals are taught and played. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 120 (1)**

BEGINNING BOWLING (2 LAB.)

Beginning bowling is taught and played. Equipment is furnished. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 121 (1)**

FOLK DANCE (2 LAB.)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 122 (1)**

BEGINNING GYMNASTICS (2 LAB.)

Beginning gymnastics is offered. Emphasis is on basic skills in tumbling and in the various apparatus events. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 123 (1)**

BEGINNING SWIMMING (2 LAB.)

This course teaches a non-swimmer to survive in the water. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 124 (1)**

SOCIAL DANCE (2 LAB.)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the reel, square dance, and other dances. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 125 (1)**

CONDITIONING EXERCISE (3 LAB.)

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 127 (1)**

BASKETBALL AND VOLLEYBALL (2 LAB.)

The techniques, rules, and strategy of basketball and volleyball are covered. Emphasis is on playing the games. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 128 (1)**

SOCIAL AND FOLK DANCE (2 LAB.)

Social and folk dance is introduced. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 129 (1)**

MODERN DANCE (2 LAB.)

This beginning course is designed to emphasize basic dance techniques, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required.

PHYSICAL EDUCATION**(PEH) 131 (1)**WEIGHT TRAINING AND
CONDITIONING (3 LAB.)

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 132 (1)**

SELF-DEFENSE (3 LAB.)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed.

PHYSICAL EDUCATION**(PEH) 134 (1)**

OUTDOOR EDUCATION (3 LAB.)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 144 (3)**INTRODUCTION TO PHYSICAL
EDUCATION (3 LEC.)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed.

Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing.

PHYSICAL EDUCATION

(PEH) 147 (3)

SPORTS OFFICIATING I (2 LEC., 2 LAB.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games.

PHYSICAL EDUCATION

(PEH) 148 (3)

SPORTS OFFICIATING II (2 LEC., 2 LAB.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games.

PHYSICAL EDUCATION

(PEH) 200 (1)

LIFETIME SPORTS
ACTIVITIES II (3 LAB.)

This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 210 (3)

SPORTS APPRECIATION FOR
THE SPECTATOR (3 LEC.)

This course is for students who desire a broader knowledge of major and minor sports. The rules, terminology, and philosophies of many sports are studied. Special emphasis is on football and basketball.

PHYSICAL EDUCATION

(PEH) 217 (1)

INTERMEDIATE ARCHERY (2 LAB.)

This course is for the student who has previous experience in archery. Target shooting and field archery are

emphasized. The student must furnish equipment. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 218 (1)

INTERMEDIATE GOLF (2 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in golf are developed beyond the "beginner" stage. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 219 (1)

INTERMEDIATE TENNIS (2 LAB.)

Prerequisite: The consent of the instructor. Skills and techniques in tennis are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 222 (1)

INTERMEDIATE GYMNASTICS (2 LAB.)

Prerequisite: Physical Education 122. Skills and techniques in gymnastics are developed beyond the "beginner" stage. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 223 (1)

INTERMEDIATE SWIMMING (2 LAB.)

Prerequisite: Beginning swim certificate or deep water swimmer. This course advances the swimmer's skills. Stroke analysis, refinement, and endurance are emphasized. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION

(PEH) 225 (2)

SKIN AND SCUBA DIVING (1 LEC., 2 LAB.)

Prerequisite: Physical Education 223 or the consent of the instructor. This course includes the use of equipment, safety, physiology, and open water diving. All equipment is supplied except mask, fins, and snorkel. The student may rent needed equipment at the time on registration. Students completing course requirements receive certification as basic scuba divers from the Professional Association of Diving Instructors (PADI) or the National Association of Underwater Instructors (NAUI). Laboratory fee.

PHYSICAL EDUCATION**(PEH) 226 (1)**

ADVANCED LIFE SAVING (2 LAB.)

Prerequisite: Physical Education 223 or deep water swim ability. This course qualifies students for the Red Cross Advanced Lifesaving Certificate. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 234 (2)**

WATER SAFETY INSTRUCTOR (1 LEC., 2 LAB.)

Prerequisite: Current Advanced Life Saving card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee.

PHYSICAL EDUCATION**(PEH) 236 (3)**

THE COACHING OF FOOTBALL AND BASKETBALL (2 LEC., 2 LAB.)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques.

PHYSICAL EDUCATION**(PEH) 238 (2)**

AQUATICS (1 LEC., 2 LAB.)

The techniques and procedures of selected water-related activities are studied. The use of the activities in recreation programs is included. Pool management, staff training, safety, and supervision of aquatics are also included.

PHYSICAL EDUCATION**(PEH) 257 (3)**

ADVANCED FIRST AID AND EMERGENCY CARE (3 LEC.)

The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included.

PHYSICAL SCIENCE**(PSC) 118 (4)**

PHYSICAL SCIENCE (3 LEC., 2 LAB.)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee.

PHYSICAL SCIENCE**(PSC) 119 (4)**

PHYSICAL SCIENCE (3 LEC., 2 LAB.)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee.

PHYSICS (PHY) 111 (4)

INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee.

PHYSICS (PHY) 112 (4)

INTRODUCTORY GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee.

PHYSICS (PHY) 117 (4)

CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee.

PHYSICS (PHY) 118 (4)

CONCEPTS IN PHYSICS (3 LEC., 3 LAB.)

This is for non-science majors. It intro-

duces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee.

PHYSICS (PHY) 131 (4)

APPLIED PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee.

PHYSICS (PHY) 132 (4)

APPLIED PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee.

PHYSICS (PHY) 201 (4)

GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Credit or concurrent enrollment in Mathematics 126 or 222. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

PHYSICS (PHY) 202 (4)

GENERAL PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 201 and credit or concurrent enrollment in Mathematics 223 or 227. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee.

PHYSICS (PHY) 203 (4)

INTRODUCTION TO MODERN PHYSICS (3 LEC., 3 LAB.)

Prerequisite: Physics 202. The principles of relativity, atomic physics, and nuclear physics are covered. Emphasis is on basic concepts, problem-solving, notation, and units. Laboratory fee.

PSYCHOLOGY (PSY) 103 (3)

SEX ROLES IN AMERICAN SOCIETY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Human sexuality is studied. The physiological, psychological, and sociological aspects are included.

PSYCHOLOGY (PSY) 105 (3)

INTRODUCTION TO PSYCHOLOGY (3 LEC.)

Principles of human behavior and problems of human experience are presented. Topics include heredity and environment, the nervous system, motivation, learning, emotions, thinking, and intelligence. (This course is offered on campus and may be offered via television.)

PSYCHOLOGY (PSY) 131 (3)

HUMAN RELATIONS (3 LEC.)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement.

PSYCHOLOGY (PSY) 201 (3)

DEVELOPMENTAL PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.)

PSYCHOLOGY (PSY) 202 (3)

APPLIED PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required.

PSYCHOLOGY (PSY) 205 (3)
PSYCHOLOGY OF PERSONALITY (3 LEC.)

Prerequisite: Psychology 105.
 Important factors of successful human adjustment such as child parent relationships, adolescence, anxiety states, defense mechanisms, and psychotherapeutic concepts are considered. Methods of personality measurement are also included.

PSYCHOLOGY (PSY) 207 (3)
SOCIAL PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYCHOLOGY (PSY) 210 (3)
SELECTED TOPICS IN PSYCHOLOGY (3 LEC.)

Prerequisite: Psychology 105. An elective course designed to deal with specific topics in psychology. Examples of topics might include "adult development," "adolescent psychology," and "behavioral research." Course may be repeated once for credit.

READING (RD) 101 (3)
EFFECTIVE COLLEGE READING (3 LEC.)

Comprehension techniques for reading fiction and non-fiction are presented. Critical reading skills are addressed. Analysis, critique, and evaluation of written material are included. Reading comprehension and flexibility of reading rate are stressed. Advanced learning techniques are developed in listening, note-taking, underlining, concentrating, and reading in specialized academic areas.

READING (RD) 102 (3)
SPEED READING AND LEARNING (3 LEC.)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized.

Learning and memory skills are also covered.

RELIGION (REL) 101 (3)
RELIGION IN AMERICAN CULTURE (3 LEC.)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life.

RELIGION (REL) 102 (3)
CONTEMPORARY RELIGIOUS PROBLEMS (3 LEC.)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying.

RELIGION (REL) 201 (3)
MAJOR WORLD RELIGIONS (3 LEC.)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion.

SOCIAL SCIENCE (SS) 131 (3)
AMERICAN CIVILIZATION (3 LEC.)

Theories and institutions of modern society are introduced. Psychological, historical, sociocultural, political, and economic factors are considered. The nature of the human being and the relationships of the individual are examined. Emphasis is on the national, state, and local experiences which affect daily life.

SOCIAL SCIENCES (SS) 132 (3)
AMERICAN CIVILIZATION (3 LEC.)

Prerequisite: Social Science 131. Topical studies are made of the theories and institutions of modern society. Psychological, historical, sociocultural, political, and economic

factors are all considered. Emphasis is on analyzing and applying theory to life experiences.

SOCIOLOGY (SOC) 101 (3)
INTRODUCTION TO SOCIOLOGY (3 LEC.)

This course is a study of the nature of society and the foundations of group life. Topics include institutions, social change, processes, and problems.

SOCIOLOGY (SOC) 102 (3)
SOCIAL PROBLEMS (3 LEC.)

Prerequisite: Sociology 101 or the consent of the instructor. Current group relationships in society are studied. The background, emergence, and scope of relationships are included. Emphasis is on the total community environment.

SOCIOLOGY (SOC) 103 (3)
SEX ROLES IN AMERICAN SOCIETY (3 LEC.)

Students may register for either Sociology 103 or Psychology 103 but may receive credit for only one. Human sexuality is presented. Topics include physiological, psychological, and sociological aspects.

SOCIOLOGY (SOC) 203 (3)
MARRIAGE AND FAMILY (3 LEC.)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included.

SOCIOLOGY (SOC) 204 (3)
AMERICAN MINORITIES (3 LEC.)

Prerequisite: Sociology 101 or 6 hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes.

SOCIOLOGY (SOC) 205 (3)
INTRODUCTION TO SOCIAL RESEARCH (3 LEC.)

Prerequisite: Sociology 101, Developmental Mathematics 091, or the equivalent. Principles and procedures in social research are presented. Topics include sources of data, techniques of collection, analysis, and statistical description.

SOCIOLOGY (SOC) 206 (3)
INTRODUCTION TO SOCIAL WORK (3 LEC.)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work.

SOCIOLOGY (SOC) 207 (3)
SOCIAL PSYCHOLOGY (3 LEC.)

Students may register for either Psychology 207 or Sociology 207 but may receive credit for one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

SOCIOLOGY (SOC) 210 (3)
FIELD STUDIES IN AMERICAN MINORITIES (3 LEC.)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting.

SOCIOLOGY (SOC) 231 (3)
URBAN SOCIAL PROBLEMS (3 LEC.)

The sociology of social institutions is studied. Topics include urbanization. Theories of formation, and the impact of urbanization on the individual.

SPANISH (SPA) 101 (4)
BEGINNING SPANISH (3 LEC., 2 LAB.)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee.

SPANISH (SPA) 102 (4)

BEGINNING SPANISH (3 LEC., 2 LAB.)

Prerequisite: Spanish 101 or the equivalent. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee.

SPANISH (SPA) 201 (3)

INTERMEDIATE SPANISH (3 LEC.)

Prerequisite: Spanish 102 or the equivalent or the consent of the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed.

SPANISH (SPA) 202 (3)

INTERMEDIATE SPANISH (3 LEC.)

Prerequisite: Spanish 201 or the equivalent. This course is a continuation of Spanish 201. Contemporary literature and composition are studied.

SPANISH (SPA) 203 (3)

INTRODUCTION TO SPANISH LITERATURE (3 LEC.)

Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization.

SPANISH (SPA) 204 (3)

INTRODUCTION TO SPANISH LITERATURE (3 LEC.)

Prerequisite: Spanish 202 or the equivalent or the consent of the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization.

SPEECH (SPE) 100 (1)

SPEECH LABORATORY (3 LAB.)

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit each semester.

SPEECH (SPE) 105 (3)

FUNDAMENTALS OF PUBLIC SPEAKING (3 LEC.)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches.

SPEECH (SPE) 109 (3)

VOICE AND ARTICULATION (3 LEC.)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation.

SPEECH (SPE) 110 (1)

FORENSIC WORKSHOP (2 LAB.)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit.

SPEECH (SPE) 201 (1)

FORENSIC WORKSHOP (2 LAB.)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit.

SPEECH (SPE) 205 (3)

DISCUSSION AND DEBATE (3 LEC.)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking.

SPEECH (SPE) 206 (3)

ORAL INTERPRETATION (3 LEC.)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement.

SPEECH (SPE) 208 (3)

GROUP INTERPRETATION (3 LEC.)

Prerequisite: Speech 105 and 206.
Various types of literature are studied for group presentation. Emphasis is on selecting, cutting and arranging prose and poetry, and applying reader's theatre techniques to the group performance of the literature. Although not an acting class, practical experience in sharing selections from fiction and non-fiction with audiences will be offered.

THEATRE (THE) 100 (1)

REHEARSAL AND PERFORMANCE (4 LAB.)

Prerequisite: To enroll in this course, a student must be accepted as a member of the cast or crew of a major production. Participation in the class will include the rehearsal and performance of the current theatrical presentation of the division. This course may be repeated for credit.

THEATRE (THE) 101 (3)

INTRODUCTION TO THE THEATRE (3 LEC.)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians.

THEATRE (THE) 102 (3)

CONTEMPORARY THEATRE (3 LEC.)

This course is a study of the modern theatre and cinema as art forms. The historical background and traditions of each form are included. Emphasis is on understanding the social, cultural, and aesthetic significance of each form. A number of modern plays are read, and selected films are viewed.

THEATRE (THE) 103 (3)

STAGECRAFT I (2 LEC., 3 LAB.)

The technical aspects of play production are studied. Topics include set design and construction, stage lighting, make-up, costuming, and related areas.

THEATRE (THE) 104 (3)

STAGECRAFT II (2 LEC., 3 LAB.)

Prerequisite: Theatre 103 or the consent of the instructor. This course is a continuation of theatre 103. Emphasis is on individual projects in set and lighting design and construction. The technical aspects of play production are explored further.

THEATRE (THE) 105 (3)

MAKE-UP FOR THE STAGE (3 LEC.)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee.

THEATRE (THE) 106 (3)

ACTING I (2 LEC., 3 LAB.)

The theory of acting and various exercises are presented. Body control, voice, pantomime, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied for stage presentation.

THEATRE (THE) 107 (3)

ACTING II (2 LEC., 3 LAB.)

Prerequisite: Theatre 106 or the consent of the instructor. This course is a continuation of Theatre 106. Emphasis is on complex characterization, ensemble acting, stylized acting; and acting in period plays.

THEATRE (THE) 108 (3)

MOVEMENT FOR THE STAGE (2 LEC., 3 LAB.)

Movement is studied as both a pure form and as a part of the theatre arts. It is also presented as a technique to control balance, rhythm, strength, and flexibility. Movement in all the theatrical forms and in the development of characterization is explored. This course may be repeated for credit.

THEATRE (THE) 109 (3)

VOICE AND ARTICULATION (3 LEC.)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation.

THEATRE (THE) 110 (3)

HISTORY OF THEATRE I (3 LEC.)

Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period.

THEATRE (THE) 111 (3)

HISTORY OF THEATRE II (3 LEC.)

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each as a part of the total culture of the period.

THEATRE (THE) 112 (3)

BEGINNING DANCE TECHNIQUE IN THEATRE (2 LEC., 3 LAB.)

Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed.

THEATRE (THE) 113 (3)

INTERMEDIATE DANCE (2 LEC., 3 LAB.)

Prerequisite: Theatre 112 or the consent of the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction.

THEATRE (THE) 115 (2)

MIME (1 LEC., 2 LAB.)

Prerequisite: Theatre 108. Mime is studied. Both the expressive significance and techniques of mime are included.

THEATRE (THE) 199 (1)

DEMONSTRATION LAB (1 LAB.)

This course provides practice before a live audience of theory learned in theatre class. Scenes studied in various drama classes are used to show contrast and different perspectives.

THEATRE (THE) 201 (3)

TELEVISION PRODUCTION I (2 LEC., 3 LAB.)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and video-tape recording.

THEATRE (THE) 202 (3)

TELEVISION PRODUCTION II (2 LEC., 3 LAB.)

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations.

THEATRE (THE) 203 (3)

BROADCASTING COMMUNICATIONS I (3 LEC., 2 LAB.)

The nature and practice of broadcasting are covered. Basic techniques of radio and television studio operations are introduced.

THEATRE (THE) 204 (3)

BROADCASTING COMMUNICATIONS II (3 LEC., 2 LAB.)

This course is a continuation of Theatre 203. Emphasis is on radio and television as mass media and practical applications in both radio and television.

THEATRE (THE) 205 (3)

SCENE STUDY I (2 LEC., 3 LAB.)

Prerequisite: Theatre 106 and 107. This course is a continuation of Theatre 107. Emphasis is on developing dramatic action through detailed study of the script. Students deal with stylistic problems presented by the staging of period plays and the development of realism. Rehearsals are used to prepare for scene work.

THEATRE (THE) 207 (3)

SCENE STUDY II (2 LEC., 3 LAB.)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer. Rehearsals are used to prepare for scene work.

THEATRE (THE) 208 (3)**INTRODUCTION TO TECHNICAL
DRAWING (2 LEC., 3 LAB.)**

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including groundplans, vertical sections, construction elevations, and spider perspective.

THEATRE (THE) 209 (3)**LIGHTING DESIGN (2 LEC., 3 LAB.)**

Prerequisite: Theatre 103 and 104. The design and techniques of lighting are covered. Practical experience in departmental productions is required for one semester.

THEATRE (THE) 235 (3)**COSTUME HISTORY (3 LEC.)**

Fashion costume and social customs are examined. The Egyptian, Greek, Roman, Gothic, Elizabethan, Victorian, and Modern periods are included.



Technical/Occupational Programs and Course Descriptions



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Occupational Education Programs 80-81	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	x	x	x	x	x	x	x
Accounting Technician	x	x	x	x	x	x	x
Advertising Art	x						
Air Conditioning & Refrigeration		x	x			x	
Commercial		x				x	
Residential		x				x	
Animal Medical Technology		x					
Apparel Design				x			
Architecture Technology				x			
Auto Body			x				
Auto Body Repair & Painting	x						
Automotive Technology Apprenticeship		x					
Automotive Machinist	x						
Automotive Mechanics	x	x	x				
Automotive Parts Counter Assistant	x						
Automotive Parts Sales & Service	x						
Automotive Technology	x	x	x				
Aviation Maintenance Technology					x		
Airframe					x		
Powerplant					x		
Aviation Technology					x		
Air Cargo Transport					x		
Aircraft Dispatcher					x		
Airline Marketing					x		
Career Pilot					x		
Fixed Base Operations/Airport Management					x		
Avionics Technology					x		
Banking & Finance				x		x	x
Banking Option				x		x	x
Credit and Financial Management				x		x	x
Credit Union Option				x		x	x
Savings and Loan Option				x		x	x
Building Trade Options						x	
Carpentry						x	
Electricity						x	
Child Development Administrative	x						
Child Development Assistant	x		x				
Child Development Associate	x		x				
Child Development, Infant and Toddler	x		x				
Commercial Music		x					
Arranger/Composer/Copyist		x					
Music Retailing		x					
Performing Musician		x					
Construction Management and Technology							x
Data Processing				x			
Data Processing Operator				x			
Data Processing Programmer				x			
Information Systems				x			
Key Entry/Data Control				x			
Small Computer Systems Information Specialist				x			
Diesel Mechanics						x	
Digital Electronics Technology			x				
Distribution Technology						x	
Drafting and Design Technology			x	x	x		
Educational Paraprofessional				x	x		x
Electronics Technology					x		
Radio/TV Repair					x		
Engineering Technology							x
Electric Power							x
Electro-Mechanical							x

Occupational Education Programs 80-81	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fluid Power							x
Quality Control							x
Fire Protection Technology				x			
Food Service				x			
Dietetic Assistant				x			
Food Service Operations				x			
School Food Service				x			
Graphic Arts			x				
Graphic Communications			x				
Horology					x		
Hotel/Motel Operations				x			
Human Services Associate							x
Mental Health Assistant							x
Social Work Assistant							x
Interior Design				x			
Legal Assistant				x			
Machine Shop					x		
Major Appliance Repair		x					
Medical: Associate Degree Nursing				x			
Dental Assistant Technology				x			
Medical Assistant Technology				x			
Medical Lab Technician				x			
Medical Transcriptionist				x			
Radiography Technology				x			
Respiratory Therapy Assistant				x			
Respiratory Therapy Technology				x			
Surgical Technology				x			
Vocational Nursing				x			
Mid-Management	x	x	x	x	x	x	x
Small Business Management		x	x	x	x	x	x
Motorcycle Mechanics		x					
Office Careers: General Office Occupations		x	x	x	x	x	x
Insurance Office Careers							x
Office Skills and Systems			x		x		x
Optical Technology						x	
Ornamental Horticulture Technology: Florist							x
Greenhouse Florist							x
Landscape Gardener							x
Landscape Nursery							x
Outboard Marine Engine Mechanics		x					
Pattern Design				x			
Police Science				x			
Postal Service Administration					x		
Real Estate						x	x
Retail Distribution and Marketing and Technology	x	x					
Commercial Design & Advertising		x					
Fashion Merchandising	x	x					
Retail Management	x	x					
Secretarial Careers	x	x	x	x	x	x	x
Administrative Secretary			x				
Educational Secretary							x
General Secretary	x	x	x	x	x	x	x
Legal Secretary		x				x	
Professional Secretary	x	x	x	x	x	x	x
Small Engine Mechanics		x					
Social Work Associate			x				
Solar Energy Technology						x	
Training Paraprofessionals for the Deaf			x				
Transportation Technology			x				
Welding Technology			x		x		

BHC Brookhaven College
MVC Mountain View College

CVC Cedar Valley College
NLC North Lake College

EFC Eastfield College
NLC North Lake College

ECC El Centro College
RLC Richland College

DCCCD PROGRAMS

The following programs offered by Dallas County Community College District may be taken by Tarrant County residents at in-county tuition rates:

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Audio-Video Technician	MVC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Marketing	MVC
Career Pilot	MVC
Fixed Base Operations	MVC
Avionics	MVC
Automotive Parts	BHC
Automotive Machinist	BHC
Building Trades	
Carpentry	NLC
Electrical	NLC
Chemical Quality Control	
Paint and Coatings Control Technician	MVC
Water Quality Control Tech.	MVC
Commercial Music	CVC
Construction Management	RLC
Diesel Mechanics	NLC
Distribution Technology	NLC
Engineering Technology	RLC
Electro Mechanical	RLC
Fluid Power	RLC
Quality Control	RLC
Food Service Operations	ECC
Graphic Communications	EFC
Horology	MVC
Hotel/Motel Operations	ECC
Human Services	EFC, RLC
Interior Design	ECC
Legal Assistant	ECC
Motorcycle & Marine, Small	
Engine Mechanics	CVC
Pattern Design	ECC
Optical Technology	NLC
Retail Distribution Mktg.	
Commercial Design and Advertising	CVC
Retail Management	BHC, CVC
Solar Energy Technology	NLC
Vocational Nursing	ECC

TCJC PROGRAMS

The following programs offered by Tarrant County Junior College may be taken by Dallas County residents at in-county tuition rates:

Program	Campus*
Agribusiness	NW
Civil/Construction Technology	NE
Dental Hygiene	NE
Emergency Medical Technology	NE
Food Store Marketing	NE
Industrial Supervision	S
Labor Studies	NE
Mechanical Technology	S
Cast Metals Technology	S
Nondestructive Evaluation	S
Power Transmission	S
Media Technology	NE
Medical Records Technology	NE
Physical Therapist Assistant	NE

*NE-Northeast Campus, NW-Northwest Campus, S-South Campus.

STUDENTS CONSIDERING TRANSFER TO A FOUR-YEAR INSTITUTION

The following programs have been designated to provide marketable skills in varied occupations. All courses in these technical/occupational programs are credit courses leading to an associate degree. Some courses are transferable to four-year institutions. Students who plan to transfer are advised to consult with a counselor to develop a technical/occupational course plan which best meets the degree requirements of the chosen four-year college or university.

ACCOUNTING ASSOCIATE

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
ACC 201—Principles of Accounting I	3	0	3
BUS 105—Introduction to Business	3	0	3
OFC 160—Office Machines	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
MTH 130—Business Mathematics or MTH 111—Mathematics for Business and Economics I	3	0	3
SPRING SEMESTER I			
ACC 202—Principles of Accounting II	3	0	3
MGT 136—Principles of Management	3	0	3
CS 175—Introduction to Computer Science	3	0	3
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
OFC 172—Beginning Typing or ACC 703, 713, 704 or 714—Work Experience	2 1	3 15-20	3 3-4
FALL SEMESTER II			
ACC 203—Intermediate Accounting	3	0	3
ACC 238—Cost Accounting or ACC 239—Income Tax Accounting	3	0	3
GVT 201—American Government	3	0	3
ECO 201—Principles of Economics I	3	0	3
ACC 803 or ACC 804—Work Experience or Elective	1	15-20	3-4
SPRING SEMESTER II			
*ACC 204—Managerial Accounting	3	0	3
BUS 234—Business Law	3	0	3
OFC 231—Business Correspondence	3	0	3
ECO 202—Principles of Economics II	3	0	3
ACC 813 or ACC 814—Work Experience or Elective	1	15-20	3-4
Total			60-62

* This course will be offered in the fall only.

Recommended Electives:

ACC 238—Cost Accounting	ACC 704—Cooperative Work Experience
ACC 239—Income Tax Accounting	ACC 714—Cooperative Work Experience
MGT 206—Principles of Marketing	ACC 803—Cooperative Work Experience
PSY 105—Introduction to Psychology	ACC 804—Cooperative Work Experience
ACC 205—Business Finance	ACC 813—Cooperative Work Experience
ACC 207—Intermediate Accounting II	ACC 814—Cooperative Work Experience
ACC 703—Cooperative Work Experience	

GENERAL INFORMATION AND OBJECTIVES

This program provides the student with a basic background for the many varied jobs in accounting. Graduates of this program should be able to keep a small set of books, assist in developing a set of books, make accounting entries in the accounting department of larger companies, and perform other duties required of junior accountants.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

ACCOUNTING TECHNICIAN

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
BUS 105—Introduction to Business	3	0	3
ACC 131—Bookkeeping I	3	0	3
OFC 160—Office Machines	3	0	3
MTH 130—Business Mathematics	3	0	3
SPRING SEMESTER			
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
ACC 132—Bookkeeping II	3	0	3
*OFC 172—Beginning Typing or OFC 174—Intermediate Typing	2	3	3
CS 175—Introduction to Computer Science	1	2	2
Elective	3	0	3
Total			29-30

* Students may be placed in OFC 174 based on proficiency level determined by previous training, experience, and/or placement tests.

GENERAL INFORMATION AND OBJECTIVES

This program provides the students 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 and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
DES 128—Introduction to Mass Production and Apparel (1st 8 Weeks)	4	0	2
DES 129—Industrial Garment Construction (1st 8 Weeks)	0	6	1
DES 234—History of Costume	3	0	3
DES 110—Basic Color Theory and Application	2	4	3
PDD 151—Pattern Drafting I (2nd 8 Weeks)	4	8	3
SPRING SEMESTER I			
DES 135—Textiles	2	2	3
DES 136—Fashion Sketching	2	4	3
DES 235—History of Costume	3	0	3
PDD 152—Pattern Drafting II (1st 8 Weeks)	4	8	3
PDD 153—Pattern Drafting III (2nd 8 Weeks)	4	8	3
FALL SEMESTER II			
DES 229—Advanced Garment Construction	2	3	3
PDD 254—Pattern Drafting IV (1st 8 Weeks)	4	8	3
PDD 255—Pattern Drafting V (2nd 8 Weeks)	4	8	3
APP 232—Design Development	2	4	3
APP 237—Style Trends and Research	2	0	2
SPRING SEMESTER II			
PDD 256—Pattern Drafting VI (1st 8 Weeks)	4	8	3
PDD 257—Pattern Drafting VII (2nd 8 Weeks)	4	8	3
APP 233—Design Development	2	4	3
APP 238—Style Trends and Research	2	0	2
DES 140—Draping or	0	2	1
PDD 812—Cooperative Work Experience	1	10	2
PDD 813—Cooperative Work Experience	1	15	3
PDD 814—Cooperative Work Experience	1	20	4
REQUIRED SUPPORT COURSES			
ENG 101—Composition and Expository Reading			3
ENG 102—Composition and Literature			3
PSY 105—Introduction to Psychology or			
HD 105—Basic Processes of Interpersonal Relationships			3
BUS 105—Introduction to Business			3
HUM 101—Introduction to Humanities			3
Total			68-71

Continued

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.

ADMISSION TO THE PROGRAM

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

ARCHITECTURAL TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
ARC 130—Architectural Graphics I	2	4	3
ARC 134—Freehand Drawing I	2	4	3
ARC 136—Introduction to Architecture I	2	4	3
ARC 233—History of Architecture—Survey to 1850	3	0	3
ARC 234—Building Technology—Materials and Methods	3	0	3
SPRING SEMESTER I			
ARC 133—Architectural Graphics II	2	4	3
ARC 135—Freehand Drawing II	2	4	3
ARC 137—Introduction to Architecture II	2	4	3
ARC 230—History of Modern Architecture	3	0	3
ARC 236—Construction Drawings	2	4	3
FALL SEMESTER II			
Algebra or Technical Math	3	0	3
ARC 240—Media Skills I	2	4	3
English or Communications	3	0	3
Physics 111, 131, 201, or ARC 800 Series	3	3	4
Cooperative Work Experience			
ARC 248—Architectural Design Grade II	2	6	4
SPRING SEMESTER II			
Trigonometry or Technical Math	3	0	3
English or Communications	3	0	3
Physics 112, 132, 202, or ARC 800 Series	3	3	4
Cooperative Work Experience			
ARC 241—Media Skills II	2	4	5
ARC 249—Architectural Design Grade II	2	6	4
Total			64

GENERAL INFORMATION AND OBJECTIVES

This program is designed to prepare the graduate for employment within the construction industry—architect's office, engineer or contractor's office or material supplier.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Counsel with an advisor before entering the program.

ARCHITECTURAL DRAFTING

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
ARC 130—Architectural Graphics I	2	4	3
ARC 134—Freehand Drawing I	2	4	3
ARC 136—Introduction to Architecture I	2	4	3
ARC 233—History of Architecture—Survey to 1850	3	0	3
ARC 234—Building Technology—Materials and Methods	3	0	3
SPRING SEMESTER			
ARC 133—Architectural Graphics II	2	4	3
ARC 135—Freehand Drawing II	2	4	3
ARC 137—Introduction to Architecture II	2	4	3
ARC 230—History of Modern Architecture	3	0	3
ARC 236—Construction Drawings	2	4	3
Total			30

GENERAL INFORMATION AND OBJECTIVES

This program is designed to prepare the student for employment as a draftsman or technician within an architect's office or related office such as engineer, contractor or material supplier.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Counsel with an advisor before entering the program.

ASSOCIATE DEGREE NURSING

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
SUMMER SESSION			
PHY SCI 118—Physical Science or †Lab Science Elective	3	2	4
FALL SEMESTER I			
NUR 141—Nursing I	4	9	7
BIO 120—Introduction to Human Anatomy and Physiology or			
BIO 221—Anatomy and Physiology I	3	2	4
*PSY 105—Introduction to Psychology	3	0	3
*ENG 101—Composition and Expository Reading	3	0	3
SPRING SEMESTER I			
NUR 142—Nursing II	4	9	7
BIO 121—Human Anatomy and Physiology or			
BIO 222—Anatomy and Physiology II	3	2	4
*PSY 201—Developmental Psychology	3	0	3
*ENG 102—Composition and Literature	3	0	3
SUMMER SESSION			
NUR 240—Nursing III	7	15	4
FALL SEMESTER II			
NUR 250—Nursing IV	5	12	9
*SOC 101—Introduction to Sociology	3	0	3
SPRING SEMESTER II			
NUR 255—Nursing V	5	12	9
*Elective	3	0	3
		Total	66

*May be taken during the initial summer session or prior to enrolling in the first nursing course.

† Lab science elective may be biology, chemistry, microbiology, but not geology or astronomy. ADN liaison counselor approval needed.

ALTERNATE CURRICULUM PATTERN FOR JANUARY ADMISSION

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
PHY SCI 118—Physical Science or *Lab Science Elective	3	2	4
SPRING SEMESTER I			
NUR 141—Nursing I	4	9	7
BIO 120—Introduction to Human Anatomy and Physiology or			
BIO 221—Anatomy and Physiology I	3	2	4
PSY 105—Introduction to Psychology	3	0	3
ENG 101—Composition and Expository Reading	3	0	3
SUMMER SESSION			
†NUR 240—Nursing III	7	15	4
FALL SEMESTER I			
NUR 142—Nursing II	4	9	7
PSY 201—Developmental Psychology	3	0	3
BIO 121—Human Anatomy and Physiology or			
BIO 222—Anatomy and Physiology II	3	2	4
ENG 102—Composition and Literature	3	0	3
SPRING SEMESTER II			
NUR 250—Nursing IV	5	12	9
SOC 101—Introduction to Sociology	3	0	3
FALL SEMESTER II			
NUR 255—Nursing V	5	12	9
Elective	3	0	3
	Total		66

*Lab science elective may include biology, chemistry, microbiology, but not geology or astronomy.

†Nursing 240 precedes Nursing 142 for January curriculum plan.

GENERAL INFORMATION AND OBJECTIVES

This program requires two calendar years of study. Upon completion of the program, the student is awarded an associate in applied arts and sciences degree. In order to be certified by the college as eligible to write the State Board Test Pool Examination for qualification as a registered nurse, a student must, in addition to satisfying degree requirements, comply with the minimum standards for testing prescribed by the Board of Nursing Examiners for the State of Texas. Students are required to be covered by professional liability insurance.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Contact counseling office for admission packet.
3. Admission to the first nursing course occurs twice a year, August and January. The curriculum plan must be followed in sequence under the plan entered.

BANKING AND FINANCE — BANKING OPTION

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
*BF 103—Introduction to Banking	3	0	3
MGT 136—Principles of Management	3	0	3
COM 131—Applied Composition and Speech	3	0	3
ECO 201—Principles of Economics I	3	0	3
Elective (Select from general electives)	3	0	3
SPRING SEMESTER I			
†BF 104—Money and Banking	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
ACC 201—Principles of Accounting I	3	0	3
ECO 202—Principles of Economics II	3	0	3
GVT 201—American Government	3	0	3
Elective (Select from general electives)	3	0	3
FALL SEMESTER II			
BUS 237—Organizational Behavior	3	0	3
CS 175—Introduction to Computer Science	3	0	3
Elective (Select from banking functions electives)	9	0	9
ACC 202—Principles of Accounting II	3	0	3
SPRING SEMESTER II			
†BF 204—Federal Regulations of Banking or			
†BF 205—Analyzing Financial Statements or			
†BF 206—Negotiable Instruments and the			
Payments Mechanism	3	0	3
BF 203—Public Relations and Marketing of			
Financial Services	3	0	3
OFC 231—Business Correspondence	3	0	3
Elective (Select from general electives)	3	0	3
Elective (Select from banking functions electives)	3	0	3
		Total	66
GENERAL ELECTIVES			
INS 209—Principles of Insurance	3	0	3
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Math	3	0	3
BUS 143—Personal Finance	3	0	3
OFC 159—Beginning Shorthand	3	2	4
OFC 160—Office Machines	3	0	3
OFC 162—Office Procedures	3	0	3
OFC 166—Intermediate Shorthand	3	2	4
OFC 172—Beginning Typing	2	3	3
OFC 174—Intermediate Typing	1	2	2
BUS 234—Business Law	3	0	3
‡ BF 713, 803, 813—Cooperative Work Experience	1	15	3

†BANKING FUNCTIONS ELECTIVES

BF 110—The Federal Reserve System	3	0	3
BF 111—Trust Functions and Services	3	0	3
BF 112—Installment Credit	3	0	3
BF 113—Credit Card Banking	3	0	3
‡BF 114—Teller Training	2	1	3
BF 115—Credit and Collection Principles	3	0	3
BF 116—Construction Lending	1	0	1
BF 117—Letters of Credit	2	0	2
BF 118—Installment Loan Interviews	1	0	1
BF 119—New Accounts	1	0	1
BF 120—Selling Bank Services	1	0	1
BF 121—Loss Prevention	1	0	1
BF 122—Safe Deposit	1	0	1
BF 123—Loan and Discount	1	0	1
BF 124—Stocks and Bonds	1	0	1
RE 131—Real Estate Finance	3	0	3

*Students may substitute Principles of Bank Operations (taken through the American Institute of Banking)

†Course may be offered through American Institute of Banking (AIB)

‡Enrollment only with consent of instructor.

CREDIT AND FINANCIAL MANAGEMENT OPTION

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
BF 101—Credit Management	3	0	3
COM 131—Applied Composition and Speech	3	0	3
MGT 136—Principles of Management	3	0	3
ECO 201—Principles of Economics I	3	0	3
* Elective	3	0	3
SPRING SEMESTER I			
BF 115—Credit and Collection Principles	3	0	3
BUS 234—Business Law	3	0	3
ECO 202—Principles of Economics II	3	0	3
CS 175—Introduction to Computer Science	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
FALL SEMESTER II			
BF 201—Advanced Credit Analysis	3	0	3
BUS 237—Organizational Behavior	3	0	3
ACC 201—Principles of Accounting I	3	0	3
GVT 201—American Government	3	0	3
* Elective	3	0	3
SPRING SEMESTER II			
BF 202—Credit Law	3	0	3
BF 203—Public Relations and Marketing of Financial Services	3	0	3
OFC 231—Business Correspondence	3	0	3
ACC 202—Principles of Accounting II	3	0	3
* Elective	3	0	3
	Total		60
†Credit and Financial Management Option Electives			
* BF 205—Analyzing Financial Statements	3	0	3
* BF 104—Money and Banking	3	0	3
* INS 209—Principles of Insurance	3	0	3
MTH 130—Business Math	3	0	3
* BUS 143—Personal Finance	3	0	3
OFC 159—Beginning Shorthand	3	2	4
OFC 160—Office Machines	3	0	3
OFC 162—Office Procedures	3	0	3
OFC 166—Intermediate Shorthand	3	2	4
OFC 172—Beginning Typing	2	3	3
OFC 174—Intermediate Typing	1	2	2
* ACC 238—Cost Accounting	3	0	3
‡ BF 713, 803, 813—Cooperative Work Experience	1	15	3

* To qualify as a candidate for National Institute of Credit Fellow Award, students must complete required courses indicated in the four semesters plus one course from the elective component of the curriculum designated by *

† Nine credit hours are required for the associate degree.

‡ Enrollment only with consent of instructor.

CREDIT UNION OPTION

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
BF 100—Introduction to the Credit Union Business	3	0	3
COM 131—Applied Composition and Speech	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
ECO 201—Principles of Economics I	3	0	3
Elective	3	0	3
SPRING SEMESTER I			
BF 115—Credit and Collection Principles	3	0	3
BUS 234—Business Law	3	0	3
CS 175—Introduction to Computer Science	3	0	3
MGT 136—Principles of Management	3	0	3
Elective	3	0	3
FALL SEMESTER II			
BF 200—Credit Union Management and Administration	3	0	3
BUS 237—Organizational Behavior	3	0	3
ACC 201—Principles of Accounting I	3	0	3
GVT 201—American Government	3	0	3
Elective	3	0	3
SPRING SEMESTER II			
BF 208—Financial Counseling and Credit Granting	3	0	3
BF 203—Public Relations and Marketing of Financial Services	3	0	3
OFC 231—Business Correspondence	3	0	3
ACC 202—Principles of Accounting II	3	0	3
Elective	3	0	3
Total			60
Recommended Electives:			
BF 110—The Federal Reserve System	3	0	3
BF 113—Credit Card Banking	3	0	3
* BF 114—Teller Training	2	1	3
BF 205—Analyzing Financial Statements	3	0	3
BF 206—Negotiable Instruments and the Payments Mechanism	3	0	3
OFC 159—Beginning Shorthand or OFC 166—Intermediate Shorthand	3	2	4
OFC 172—Beginning Typing or OFC 174—Intermediate Typing	2	3	3
OFC 160—Office Machines	1	2	2
OFC 162—Office Procedures	3	0	3
INS 209—Principles of Insurance	3	0	3
RE 130—Real Estate Practices and Principles	3	0	3
RE 131—Real Estate Finance	3	0	3

* Enrollment only with consent of instructor.

SAVINGS AND LOAN OPTION

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
BF 106—Introduction to the Savings Association Business	2	0	2
MGT 171—Introduction to Supervision	3	0	3
COM 131—Applied Composition and Speech	3	0	3
CS 175—Introduction to Computer Science	3	0	3
* Elective	3	0	3
SPRING SEMESTER I			
BF 107—Savings Association Operations	2	0	2
MGT 136—Principles of Management	3	0	3
ECO 201—Principles of Economics I	3	0	3
OFC 231—Business Correspondence	3	0	3
BF 105—Comparative Financial Institutions	3	0	3
* Elective	3	0	3
FALL SEMESTER II			
BF 207—Savings Account Administration	2	0	2
ACC 201—Principles of Accounting I	3	0	3
ECO 202—Principles of Economics II	3	0	3
BUS 237—Organizational Behavior	3	0	3
* Elective	3	0	3
SPRING SEMESTER II			
ACC 202—Principles of Accounting II	3	0	3
BF 203—Public Relations and Marketing of Financial Services	3	0	3
GVT 201—American Government	3	0	3
RE 130—Real Estate Practices and Principles	3	0	3
* Elective	3	0	3
		Total	60
Recommended Electives:			
BF 125—Saving Association Lending	3	0	3
BF 205—Analyzing Financial Statements	3	0	3
BF 115—Credit and Collection Principles	3	0	3
† BF 114—Teller Training	2	1	3
INS 209—Principles of Insurance	3	0	3
BUS 143—Personal Finance	3	0	3
OFC 162—Office Procedures	3	0	3
BUS 234—Business Law	3	0	3
MTH 130—Business Math	3	0	3
RE 131—Real Estate Finance	3	0	3
RE 135—Real Estate Appraisal	3	0	3
† BF 713, 803, 813—Cooperative Work Experience	1	15	3
* 12 credit hours required for associate degree and to qualify for IFE degree of distinction.			
† Enrollment only with consent of instructor.			

DATA PROCESSING — DATA PROCESSING PROGRAMMER OPTION

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
✓ CS 175—Introduction to Computer Science	3	0	3
✓ DP 139—Technician	2	4	3
✓ DP 137—Data Processing Math or MTH 130—Business Mathematics	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
ACC 131—Bookkeeping I or ACC 201—Principles of Accounting I	3	0	3
SPRING SEMESTER I			
✓ DP 133—Beginning Programming (COBOL)	3	4	4
✓ DP 138—Data Processing Logic	3	0	3
BUS 105—Introduction to Business	3	0	3
ACC 202—Principles of Accounting II	3	0	3
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
FALL SEMESTER II			
✓ DP 136—Intermediate Programming (COBOL)	3	4	4
✓ DP 131—RPG Programming or CS 176—FORTRAN Programming	2	2	3
DP or CS elective (any 200 level DP or CS course)			3-4
✓ DP 233—Operating Systems & Communications	3	4	4
ACC 203—Intermediate Accounting or ACC 238—Cost Accounting	3	0	3
SPRING SEMESTER II			
✓ DP 231—Advanced Programming (ALC)	3	4	4
✓ DP 232—Applied Systems	3	4	4
Approved elective (listed below)			3-4
ECO 201—Principles of Economics I	3	0	3
Total			62-64

Approved Electives:

- Any DP or CS course (including DP 700-800 Cooperative Work Experience)
- ✓ DP 129—Data Entry Concepts
- MGT 136—Principles of Management
- MGT 206—Principles of Marketing
- BUS 234—Business Law
- BUS 237—Organizational Behavior
- ECO 202—Principles of Economics II
- MTH 202—Introductory Statistics

Continued

GENERAL INFORMATION AND OBJECTIVES

This curriculum is intended for the preparation of entry-level or trainee computer programmers who will work in an applications setting to support the general, administrative, and organizational information processing function of industry, commerce, business and government service. It is designed as a two-year career program to prepare students for jobs. Graduates should be able to work in conjunction with a systems analyst in the programming environment usually found in a medium to large job shop. It is intended to provide a sufficient foundation so that graduates with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

INFORMATION SYSTEMS OPTION

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
CS 175—Introduction to Computer Science	3	0	3
DP 131—RPG Programming or CS 176—FORTRAN Programming	2	2	3
MTH 111—Mathematics for Business and Economics I	3	0	3
ENG 101—Composition and Expository Reading	3	0	3
ACC 201—Principles of Accounting I	3	0	3
SPRING SEMESTER I			
DP 133—Beginning Programming (COBOL)	3	4	4
MTH 112—Mathematics for Business and Economics II	3	0	3
ENG 102—Composition and Literature	3	0	3
ACC 202—Principles of Accounting II	3	0	3
BUS 105—Introduction to Business	3	0	3
FALL SEMESTER II			
DP 136—Intermediate Programming (COBOL)	3	4	4
MGT 136—Principles of Management	3	0	3
ACC 203—Intermediate Accounting or ACC 238—Cost Accounting or ACC 239—Income Tax Accounting	3	0	3
ECO 201—Principles of Economics I	3	0	3
Elective	3	0	3
SPRING SEMESTER II			
DP 231—Advanced Programming (ALC)	3	4	4
DP 700-800—Cooperative Work Experience or Elective			3-4
BUS 234—Business Law	3	0	3
ACC 204—Managerial Accounting	3	0	3
ECO 202—Principles of Economics II	3	0	3
	Total		63-64

Recommended Electives:

DP 232—Applied Systems
DP 233—Operating Systems & Communications
CS 240—Telecommunications I
Any DP or CS course
PSY 105—Introduction to Psychology
Sophomore English or American History or Government or
Humanities

GENERAL INFORMATION AND OBJECTIVES

This curriculum is intended for the preparation of students interested in systems work or other four-year degree programs. The curriculum includes many of the basic data processing courses as well as the basic requirements for four-year programs. There is a heavy emphasis on accounting. Students who plan to obtain baccalaureate degrees should determine what school they wish to transfer to and then seek the assistance of a counselor in planning their program to meet the requirements of the particular college to which they plan to transfer.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

SMALL COMPUTER SYSTEMS INFORMATION SPECIALIST OPTION

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
CS 175—Introduction to Computer Science	3	0	3
DP 139—Technician	2	4	3
DP 137—Data Processing Math or MTH 130—Business Mathematics	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
ACC 131—Bookkeeping I or ACC 201—Principles of Accounting I	3	0	3
SPRING SEMESTER I			
DP 140—Operations—Console	3	3	4
DP 243—Computer Center Management or DP or CS elective (including Data Entry Concepts)			3-4
DP 700-800—Cooperative Work Experience	1	15-20	3-4
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
ACC 132—Bookkeeping II or ACC 202—Principles of Accounting II	3	0	3
FALL SEMESTER II			
DP 133—Beginning Programming (COBOL)	3	4	4
DP 131—RPG Programming	2	2	3
DP 233—Operating Systems & Communications	3	4	4
DP138—Data Processing Logic	3	0	3
SPRING SEMESTER II			
DP 232—Applied Systems	3	4	4
DP 136—Intermediate Programming (COBOL) or DP or CS elective			3-4
MGT 136—Principles of Management	3	0	3
ECO 201—Principles of Economics I	3	0	3
BUS 105—Introduction to Business	3	0	3
Total			61-64

GENERAL INFORMATION AND OBJECTIVES

With the tremendous growth of small computers, an increased need exists for people who can function in a programmer/analyst/operator position within a small shop. This curriculum is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

DATA PROCESSING OPERATOR OPTION

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
CS 175—Introduction to Computer Science	3	0	3
DP 139—Technician	2	4	3
DP 137—Data Processing Math or MTH 130—Business Mathematics	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
ACC 131—Bookkeeping I or ACC 201—Principles of Accounting I	3	0	3
SPRING SEMESTER			
DP 140—Operations—Console	3	3	4
DP 243—Computer Center Management or DP or CS Elective (Including Data Entry Concepts)			3-4
DP 700-800—Series Cooperative Work Experience	1	15-20	3-4
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
ACC 132—Bookkeeping II or ACC 202—Principles of Accounting II	3	0	3
	Total		31-33

GENERAL INFORMATION AND OBJECTIVES

This certificate program is designed to develop skills and knowledge necessary to meet the demands of computer operations in today's modern business world; and to enable the student to function as an operator-trainee in any business data processing environment. Typical operator-trainee categories include RJE terminal operator, micro computer operator, mini computer operator, I/O or peripheral device operator, junior computer operator, or possibly console computer operator.

The program includes both classroom and laboratory work directed by experienced professionals using large, modern equipment.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

KEY ENTRY DATA CONTROL PROGRAM OPTION

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
CS 175—Introduction to Computer Science	3	0	3
DP 129—Data Entry Concepts	2	5	4
BUS 105—Introduction to Business	3	0	3
ACC 131—Bookkeeping I or ACC 201—Principles of Accounting I	3	0	3
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	0	3
SPRING SEMESTER			
DP 137—Data Processing Mathematics or MTH 130—Business Mathematics	3	0	3
DP 139—Technician	2	4	3
DP or CS Elective			3-4
ACC 132—Bookkeeping II or ACC 202—Principles of Accounting II	3	0	3
OFC 160—Office Machines	3	0	3
Total			31-32

GENERAL INFORMATION AND OBJECTIVES

The primary objective of this curriculum is to produce well prepared data entry device operators for entry level positions in local area industries. A secondary objective of this curriculum is to provide data entry operators with sufficient background to enable them, with further on-the-job training, to progress into other positions such as data entry supervisor, data control clerk, data control supervisor, tape/disk librarian, computer operator, documentation specialist, or possibly programmer.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

DENTAL ASSISTING TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
DA 140—Introduction to the Dental Profession	1	0	1
DA 141—Dental Anatomy and Physiology	3	3	4
DA 142—Dental Assisting I	2	4	3
DA 143—Dental Microbiology and Pathology	2	1	2
BIO 123—Human Anatomy and Physiology	3	2	4
SPRING SEMESTER I			
DA 144—Dental Materials I	3	3	4
DA 145—Dental Roentgenology I	2	1	2
DA 146—Dental Assisting II	2	1	2
OFC 172—Beginning Typing	2	3	3
English or Communications	3	0	3
FALL SEMESTER II			
DA 240—Dental Materials II	1	2	2
DA 241—Dental Roentgenology II	1	2	2
DA 242—Dental Office Administration I	3	0	3
DA 243—Dental Assisting Clinic Seminar I	3	0	3
DA 244—Dental Assisting Internship I	0	18	6
SPRING SEMESTER II			
DA 245—Dental Office Administration II	3	0	3
DA 246—Preventive Dentistry	3	0	3
DA 247—Dental Assisting Clinic Seminar II	3	0	3
DA 248—Dental Assisting Internship II	0	18	6
Elective	3	0	3
		Total	62

GENERAL INFORMATION AND OBJECTIVES

This program prepares the student for area employment in private dental offices and dental clinics. In addition to classroom work, students receive clinical experience in dental clinics, dental schools and other health agencies in the community. Upon completion of the program, the student is awarded an associate in applied arts and sciences degree. In order to be certified by the college as eligible to write the national examination of the Certifying Board of the American Dental Assistants, a student must, in addition to satisfying degree requirements, comply with the minimum standards for testing prescribed by the above mentioned Board. Students are required to be covered by professional liability insurance each year they are enrolled in DAT.

ADMISSION TO THE PROGRAM

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

DRAFTING AND DESIGN TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
DFT 183—Basic Drafting	2	6	4
DFT 160—Manufacturing Fundamentals or EGR 186—Manufacturing Processes	2	0	2
MTH 195—Technical Mathematics	3	0	3
SPRING SEMESTER I			
DFT 184—Intermediate Drafting	2	4	3
EGR 106—Descriptive Geometry	2	4	3
MTH 196—Technical Mathematics	3	0	3
FALL SEMESTER II			
*DFT 231—Electronic Drafting	2	4	3
*DFT 136—Geological and Land Drafting	2	4	3
DFT 135—Reproduction Processes	1	3	2
PHY 131—Applied Physics	3	3	4
Elective or DFT 703—Cooperative Work Experience	3 1	0 15	3 (3)
SPRING SEMESTER II			
*DFT 230—Structural Drafting	2	4	3
DFT Elective or Art Elective or DFT 803—Cooperative Work Experience	3 1	0 15	3 (3)
*DFT 232—Technical Illustration	2	4	3
Technical Elective	3	3	(3)
REQUIRED SUPPORT COURSES			
Communications or English			6
American History or American Government			6
Psychology or Human Development			3
Total			60-61

TECHNICAL ELECTIVES

Choose one of the following:

- DFT 713—Cooperative Work Experience
- DFT 813—Cooperative Work Experience
- DFT 234—Advanced Technical Illustration
- EGR 105—Engineering Graphics
- CS 175—Introduction to Computer Science

* Other drafting courses including DFT 713 and 813—Cooperative Work Experience, may be substituted upon approval. Cooperative work experience courses must have approval of instructor and cooperative education director.

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 bachelor's 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. No prior knowledge of drafting is required.

EDUCATIONAL PARAPROFESSIONAL EDUCATIONAL ASSOCIATE

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
EP 131—Introduction to Educational Processes I	3	0	3
EP 135—Arts and Crafts	3	0	3
Support and Elective Courses			9
SPRING SEMESTER I			
EP 129—Communication Skills for Educational Paraprofessional	3	0	3
EP 132—Introduction to Media	1	4	3
EP 133—Introduction to Educational Processes II	3	0	3
Support and Elective Courses			6
FALL SEMESTER II			
EP 804—Educational Paraprofessional	1	20	4
Support and Elective Courses			11
SPRING SEMESTER II			
EP 814—Educational Paraprofessional	1	20	4
Support and Elective Courses			11
		Total	60

SUPPORT COURSES:

Choose 12 hours from any of the following: Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, or sophomore-level English courses.

EP 245, 246, 247—Diversified Studies

HD 105—Basic Processes of Interpersonal Relationships

DM 090 or 091 or Math Elective

OFC 172—Beginning Typing

OFC 174—Intermediate Typing

OFC 160—Office Machines

PSY 105—Introduction to Psychology

PSY 201—Developmental Psychology

SOC 101—Introduction to Sociology

SOC 102—Social Problems

PEH 101—Fundamentals of Health

PEH 144—Introduction to Physical Education

PEH 257—Advanced First Aid and Emergency Care

Art or Music (or courses occupationally appropriate and approved by the EP instructor)

GENERAL INFORMATION AND OBJECTIVES

This program is designed to prepare educational paraprofessionals in a wide range of competencies needed for effective roles in public and non-public schools. A student can take courses required for the one-year educational assistant certificate and continue in the program to receive the two-year educational associate degree or may work directly toward the associate degree.

Educational paraprofessionals are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, and special education aides. Individuals working with handicapped children have found this program to be especially beneficial.

EDUCATIONAL ASSISTANT

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
EP 131—Introduction to Educational Processes I	3	0	3
EP 135—Arts and Crafts	3	0	3
Support and Elective Courses			9-10
SPRING SEMESTER			
EP 129—Communication Skills for Educational Paraprofessionals	3	0	3
EP 132—Introduction to Media	1	4	3
EP 133—Introduction to Educational Processes II	3	0	3
Support and Elective Courses			6-7
		Total	30-32

Students wishing to receive the one-year educational assistant certificate must take the five EP courses listed above (EP 129, 131, 132, 133, 135) plus an additional 15 credit-hours as approved from the overall Educational Paraprofessional Program for a total of 30 semester credit hours.

SUPPORT COURSES:

Choose 12 hours from any of the following: Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, or sophomore-level English courses.

EP 245, 246, 247—Diversified Studies

HD 105—Basic Processes of Interpersonal Relationships

DM 090 or 091 or Math Elective

OFC 172—Beginning Typing

OFC 174—Intermediate Typing

OFC 160—Office Machines

PSY 105—Introduction to Psychology

PSY 201—Developmental Psychology

SOC 101—Introduction to Sociology

SOC 102—Social Problems

PEH 101—Fundamentals of Health

PEH 144—Introduction to Physical Education

PEH 257—Advanced First Aid and Emergency Care

Art or Music (or courses occupationally appropriate and approved by the EP instructor)

GENERAL INFORMATION AND OBJECTIVES

The one-year educational assistant option to the Educational Paraprofessional Program has basically the same purpose as the associate degree program but offers the option of a shorter training period.

FIRE PROTECTION TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FPT 131—Introduction to Fire Protection	3	0	3
FPT 132—Fire Prevention Theory and Application	3	0	3
FPT 135—Introduction to Fire Administration	3	0	3
FPT 136—Fire Investigation and Arson	3	0	3
FPT 139—Fire Operations Strategy	3	1	4
FPT 231—Fire Protection Through Building Construction	3	0	3
FPT 232—Protection Systems in Industry	3	0	3
FPT 233—Fire Protection Systems	3	0	3
FPT 234—Industrial Fire Protection II	3	0	3
FPT 235—Fire Administration II	3	0	3
REQUIRED SUPPORT COURSES			
English			3
MTH 130—Business Mathematics			3
Speech			3
Government			3
CHM 115, 116—General Chemistry			8
CHM 170—Chemistry of Flammable Materials			3
FPT 243—Technical Writing			3
Any two of the following:			
FPT 236, FPT 237, FPT 240, FPT 238, FPT 239, FPT 241,			
FPT 242			6
* Electives			6
Total			69

* Electives must come from the list of recommended electives.

Recommended Electives:

- PSY 105—Introduction to Psychology
- SOC 101—Introduction to Sociology
- HD 105—Basic Processes of Interpersonal Relationships

GENERAL INFORMATION AND OBJECTIVES

The course work in this associate degree 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 COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FIRST YEAR			
FS 119—Food Service Equipment	3	0	3
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 124—Food Service Sanitation and Safety	3	0	3
FS 132—Food Purchasing, Handling and Storage	3	0	3
FS 135—Nutrition and Menu Planning	3	0	3
FS 136—Supervisory Techniques in Food Service	3	0	3
Any one of the following:	3	0	3
FS 138—Food Service Cost Control			
MTH 130—Business Mathematics			
ACC 131—Bookkeeping I			
ACC 201—Principles of Accounting I			
SECOND YEAR			
FS 220—Quantity Food Preparation and Service	3	5	4
FS 222—Advanced Quantity Food Preparation and Service	3	5	4
FS 237—Organization and Management	3	0	3
FS 804—Cooperative Work Experience	1	20	4
FS 814—Cooperative Work Experience	1	20	4
FS 242—Community Nutrition	3	3	4
FS 243—Clinical Nutrition or			
FS 244—Child Nutrition	3	3	4
REQUIRED SUPPORT COURSES			
COM 131 and 132—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading and			
ENG 102—Composition and Literature			6
HST 101 and 102—History of the United States or			
GVT 201 and 202—American Government			6
HD 105—Basic Processes of Interpersonal Relationships or			
HD 107—Developing Leadership Behavior or			
PSY 105—Introduction to Psychology or			
SOC 101—Introduction to Sociology			6
Total			66

Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station—equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his or her work experiences in a classroom setting.

GENERAL INFORMATION AND OBJECTIVES

The Dietetic Technician Program trains men and women to assume responsible positions in the institutional field of food service such as hospitals, extended care facilities, nursing homes, and community nutrition programs.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

FOOD SERVICE DIETETIC ASSISTANT

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 124—Food Service Sanitation and Safety	3	0	3
FS 136—Supervisory Techniques	3	0	3
FS 119—Food Service Equipment	3	0	3
FS 132—Food Purchasing, Handling, and Storage	3	0	3
FS 135—Nutrition and Menu Planning	3	0	3
FS 804—Cooperative Work Experience	1	20	4
REQUIRED SUPPORT COURSES			
COM 131—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading	3	0	3
MTH 130—Business Math	3	0	3
		Total	31

Before completing this program, the student will be required to work a minimum of 320 hours in an approved work station—equal time to be spent in food preparation and supervision. A weekly seminar enables the student to discuss his or her work experiences in a classroom setting.

GENERAL INFORMATION AND OBJECTIVES

The Dietetic Assistant 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.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

FOOD SERVICE OPERATIONS

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FIRST YEAR			
FS 119—Food Service Equipment	3	0	3
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 124—Food Service Sanitation and Safety	3	0	3
FS 132—Food Purchasing, Handling, and Storage	3	0	3
FS 135—Nutrition and Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Food Service Cost Control	3	0	3
MTH 130—Business Math	3	0	3
SECOND YEAR			
FS 220—Quantity Food Preparation and Service	3	5	4
FS 222—Advanced Quantity Food Preparation and Service	3	5	4
FS 233—Food Service Marketing	3	0	3
FS 804—Cooperative Work Experience	1	20	4
FS 814—Cooperative Work Experience	1	20	4
Any two of the following:			
FS 140—Elementary Bakery Training	2	4	(3)
FS 231—Food Service Financial Management	3	0	(3)
FS 238—Garde Manger Training	2	4	(3)
FS 239—Saucier Training	2	4	(3)
FS 247—Beverage Operations and Service	3	0	(3)
ACC 201—Principles of Accounting I	3	0	(3)
BUS 234—Business Law	3	0	(3)
BUS 237—Organizational Behavior	3	0	(3)
PEH 257—Advanced First Aid and Emergency Care	3	0	(3)
ECO 201—Principles of Economics I	3	0	(3)
FS 201—Special Topics in Food Service	1	0	(1)
FS 202—Special Topics in Food Service	2	0	(2)
FS 203—Special Topics in Food Service	3	0	(3)
REQUIRED SUPPORT COURSES			
COM 131 and 132—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading and			
ENG 102—Composition and Literature			6
HST 101 and 102—History of the United States or			
GVT 201 and 202—American Government			6
HD 105—Basic Processes of Interpersonal Relationships or			
HD 107—Developing Leadership Behavior or			
PSY 105—Introduction to Psychology or			
SOC 101—Introduction to Sociology			3
Total			67

GENERAL INFORMATION AND OBJECTIVES

The Food Service Operations Program trains students to assume responsible positions in the commercial sector of the food service industry. Courses are geared to cover the various operational functions of restaurants, hotel food service, cafeterias, coffee shops, and other types of fast food service.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

GENERAL OFFICE OCCUPATIONS

(Associate Degree in Applied Arts and Sciences and/or One-Year Certificate)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
COM 131—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading	3	0	3
OFC 160—Office Machines	3	0	3
*OFC 172—Beginning Typing	2	3	3
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Mathematics	3	0	3
SPRING SEMESTER I			
COM 132—Applied Composition and Speech or			
ENG 102—Composition and Literature	3	0	3
ACC 131—Bookkeeping I or			
ACC 201—Principles of Accounting I	3	0	3
*OFC 174—Intermediate Typing	1	2	2
OFC 162—Office Procedures	3	0	3
OFC 165—Introduction to Word Processing	3	0	3
A one-year certificate is awarded for the above one-year curriculum.			
FALL SEMESTER II			
†ACC 132—Bookkeeping II	3	0	3
PSY 131—Human Relations	3	0	3
OFC 231—Business Correspondence	3	0	3
*OFC 273—Advanced Typing	1	2	2
Elective			3-4
SPRING SEMESTER II			
OFC 256—Office Management	3	0	3
OFC 275—Secretarial Procedures	3	0	3
OFC 265—Word Processing Practices and Procedures	3	0	3
BUS 234—Business Law	3	0	3
BUS 237—Organizational Behavior	3	0	3
Elective			3-4
Total			61-62

* Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests.

† This course does not have to be taken if ACC 201 has been successfully completed, but an elective course must be substituted in its place.

SUGGESTED ELECTIVES:

OFC 803, 804, 813, 814—Secretarial Careers Cooperative
Education
DP 129—Data Entry Concepts
ECO 201—Principles of Economics I
PSY 105—Introduction to Psychology
SOC 101—Introduction to Sociology
MGT 136—Principles of Management

GENERAL INFORMATION AND OBJECTIVES

This program develops the knowledge, skills, and abilities necessary for assuming responsible positions in typing, transcribing, filing, and all general clerical areas.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

HOTEL-MOTEL OPERATIONS

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FIRST YEAR			
HMO 110—Principles of Hotel Administration	3	0	3
HMO 112—Hotel-Motel Housekeeping	3	0	3
HMO 114—Front Office Procedures	2	4	3
HMO 116—Hotel-Motel Engineering	3	0	3
FS 124—Food Service Sanitation	3	0	3
FS 136—Supervisory Techniques in Food Service	3	0	3
MTH 130—Business Math	3	0	3
SECOND YEAR			
HMO 210—Hotel-Motel Sales Development	3	0	3
HMO 212—Hotel-Motel Accounting	3	0	3
HMO 214—Hotel-Motel Law	3	0	3
HMO 216—Hotel-Motel Property Management	3	0	3
HMO 804—Cooperative Work Experience	1	20	4
HMO 814—Cooperative Work Experience	1	20	4
FS 247—Beverage Operations and Service	3	0	3
ELECTIVES			
Any three of the following:			9
FS 119—Food Service Equipment			
FS 132—Food Service Purchasing			
FS 135—Nutrition and Menu Planning			
FS 138—Food Service Cost Control			
FS 231—Food Service Financial Management			
ACC 131—Bookkeeping I			
MGT 136—Principles of Management			
ACC 201—Principles of Accounting I			
OFC 231—Business Correspondence			
BUS 234—Business Law			
BUS 237—Organizational Behavior			
PEH 257—Advanced First Aid and Emergency Care			
REQUIRED SUPPORT COURSES			
COM 131 and 132—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading and			
ENG 102—Composition and Literature			6
HST 101 and 102—History of the United States or			
GVT 201 and 202—American Government			6
HD 105—Basic Processes of Interpersonal Relationships or			
PSY 105—Introduction to Psychology or			
SOC 101—Introduction to Sociology or			
SOC 102—Social Problems			3
Total			68

Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station—of a hotel or motel. A weekly seminar enables the student to discuss his or her experience in a classroom setting.

GENERAL INFORMATION AND OBJECTIVES

The Hotel-Motel Operations Program trains students to assume responsible positions in hotels and motels of various sizes and types.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

INTERIOR DESIGN

(Professional Certificate in Interior Design)
(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
INT 120—Basic Planning	2	4	3
INT 121—Basic Color Theory for Interior Design	2	4	3
INT 144—Philosophy of Design	1	0	1
ART 105—Survey of Art History	3	0	3
ART 110—Design I	2	4	3
*DES 135—Textiles or	2	2	3
HD 105—Basic Processes of Interpersonal Relationships	3	0	3
SPRING SEMESTER I			
INT 123—Advanced Planning and Perspective	2	4	3
INT 124—Color and Lighting	2	4	3
INT 225—Architectural Drawing I	2	4	3
ART 106—Survey of Art History	3	0	3
*DES 135—Textiles or	2	2	3
HD 105—Basic Processes of Interpersonal Relationships	3	0	3
* DES 135 and HD 105 can be taken alternately in either the fall or spring semester. (All Interior and Design courses must be successfully completed before student will be admitted into the second year.)			
FALL SEMESTER II			
INT 222—History of Interior Arts I	5	0	5
INT 226—Architectural Drawing II	2	4	3
INT 233—Fabrications I	2	4	3
INT 235—Inner Space Composition and Presentation	2	4	3
SOC 102—Social Problems	3	0	3
SPRING SEMESTER II			
INT 223—History of Interior Arts II	5	0	5
INT 224—Interior Graphics and Illustration	2	4	3
INT 240—Design Sources	1	0	1
INT 234—Fabrications II	2	4	3
COM 132—Applied Composition and Speech	3	0	3
MGT 230—Salesmanship or			
ACC 131—Bookkeeping I or			
ACC 201—Accounting I	3	0	3

Continued

(All Interior courses must be successfully completed before student will be admitted into the third year.)

FALL SEMESTER III

INT 237—Advanced Principles of Interior Design	3	3	4
INT 342—20th Century Designs	3	0	3
*INT 343—Research and Presentation and/or	2	0	2
*INT 341—Special Project or	1	0	1
*INT 801, (802, 803)—Cooperative Work Experience	1	5(10,15)	1(2,3)

SPRING SEMESTER III

INT 238—Client Psychology Survey and Business Procedures	3	3	4
INT 239—Principles of Commercial Interior Design	3	3	4
*INT 343—Research and Presentation and/or	2	0	2
*INT 341—Special Project or	1	0	1
*INT 811 (812, 813)—Cooperative Work Experience	1	5(10,15)	1(2,3)
	Total		84(85,86)

* INT 343 is a required course which may be taken either semester.

INT 341 and INT 801 (811) are alternates to each other—only one is required. If the student chooses to enroll for Cooperative Work Experience (INT 801 or 811), the student will be assigned to a local design studio for the semester in order to acquire on-the-job training experience.

REQUIRED SUPPORT COURSES

ART 105—Survey of Art History
 ART 106—Survey of Art History
 ART 110—Design I
 ACC 131—Bookkeeping I or ACC 201—Accounting I or
 MGT 230—Salesmanship
 COM 132—Applied Composition and Speech
 HD 105—Basic Processes of Interpersonal Relationships
 SOC 102—Social Problems

GENERAL INFORMATION AND OBJECTIVES

The Interior Design Program qualifies the student to provide solutions for interior spaces of public structures and private residences. The curriculum includes studies in art, architecture, business, communications, sociology, and textiles with major concentration in interior design.

The program consists of six semesters of study in Interior Design and related courses. However, a student may file for an Applied Arts and Sciences degree after successful completion of the first two years of the program. A professional certificate is awarded upon successful completion of all courses identified in the six semester curriculum. The certificate qualifies the graduate to enter the profession of interior design as a beginning professional.

This program is fully accredited by F.I.D.E.R. (Foundation for Interior Design Education Research)

ADMISSION TO THE PROGRAM

1. Contact the Division of Counseling for application to the Interior Design program and for scheduling a time to take the design indicator test. Priority of entry is by date of application.
2. Fulfill all requirements for admission to El Centro College including the evaluation of transfer of credit from a recognized school.

LEGAL ASSISTANT

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
LA 131—Introduction to Legal Technology	3	0	3
LA 135—Texas Legal Systems	3	0	3
GVT 201—American Government	3	0	3
ENG 101—Composition and Expository Reading	3	0	3
ACC 201—Principles of Accounting I	3	0	3
SPRING SEMESTER I			
LA 133—Law of Real Property and Real Estate Transactions	3	0	3
LA 134—Principles of Family Law	3	0	3
OFC 231—Business Correspondence	3	0	3
ACC 202—Principles of Accounting II	3	0	3
LA 139—Legal Research and Drafting	1	2	2
Support Course (must be from required support course list)	3	0	3
FALL SEMESTER II			
LA 231—Wills, Trusts, and Probate Administration	3	0	3
LA 225—Business Organizations	3	0	3
LA 227—Civil Litigation	3	0	3
Support Course (must be from required support course list)	3	0	3
LA Elective	3	0	3 or 4
SPRING SEMESTER II			
LA 234—Personal Property, Sales and Credit Transactions	3	0	3
LA 235—Techniques of Legal Practice and Procedure	3	3	4
LA 233—Income Taxation and Legal Accounting	3	0	3
Support Course (must be from required support course list)	3	0	3
LA Elective	3	0	3 or 4
		Total	63 or 65

REQUIRED SUPPORT COURSES

The student will be required to take 3 courses from the support courses listed below:

- BUS 234—Business Law
- GVT 202—American Government
- BUS 237—Organizational Behavior
- SOC 101—Introduction to Sociology
- CS 175—Introduction to Computer Science
- HD 105—Basic Processes of Interpersonal Relationships
- ECO 201—Principles of Economics I
- PHI 105—Logic
- POL 134—Criminal Evidence and Procedure

Continued

REQUIRED ELECTIVE COURSES

The student will be required to take 2 courses from the LA Elective courses listed below:

- LA 803 or 804—Cooperative Work Experience
- LA 813 or 814—Cooperative Work Experience
- LA 236—Legal Office Management
- LA 248—Constitutional and Criminal Law
- LA 251—Complex Litigation and the Anti-Trust
and Securities Laws
- LA 255—Oil and Gas Law
- LA 232—Torts and Insurance Law and Claims
Investigation

GENERAL INFORMATION AND OBJECTIVES

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to a lawyer. The program was developed at the request of and in conjunction with the Dallas Bar Association. The four-semester curriculum consists of legal technology courses combined with liberal arts and business courses.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

MANAGEMENT CAREERS

This business management program offers several options of study designed to develop the fundamental skills, knowledge, attitudes, and experiences which enable men and women to function in decision-making positions as supervisors or junior executives. Successful completion of the program leads to the Associate Degree.

CORE COURSES (Required for all options)	LEC. HRS.	LAB. HRS.	CR. HRS.
BUS 105—Introduction to Business	3	0	3
ACC 201—Principles of Accounting I or ACC 131—Bookkeeping I and ACC 132—Bookkeeping II	3 (3) (3)	0 0 0	3 (3) (3)
ECO 201—Principles of Economics I	3	0	3
ECO 202—Principles of Economics II	3	0	3
CS 175—Introduction to Computer Science	3	0	3
MGT 136—Principles of Management	3	0	3
PSY 131—Human Relations	3	0	3
HUM 101—Introduction to the Humanities	3	0	3
		Total	24-27
SUPPORT COURSES (Required for all options)			
COM 131—Applied Composition and Speech*	3	0	3
COM 132—Applied Composition and Speech* Social Science	3	0	3
Humanities	3	0	3
MTH 111—Math. for Business & Economics I or MTH 112—Math. for Business & Economics II or MTH 130—Business Math	3	0	3
		Total	12

ADMINISTRATIVE MANAGEMENT OPTION

The Administrative Management option offers a continuation of the traditional management and business studies which were begun in the required core courses.

	LEC. HRS.	LAB. HRS.	CR. HRS.
ACC 202—Principles of Accounting II	3	0	3
MGT 206—Principles of Marketing	3	0	3
BUS 234—Business Law	3	0	3
MGT 242—Personnel Administration	3	0	3
BUS 237—Organizational Behavior	3	0	3
OFC 231—Business Communication	3	0	3
Electives			9
		Total	27

MID-MANAGEMENT OPTION

The Mid-Management option is a cooperative plan with members of the business community whereby the student attends college classes in management and related courses and concurrently works at a regular, paid, part-time or full-time job in a sponsoring business firm. To enter the Mid-Management option, students must make formal application and be interviewed by a member of the Mid-Management faculty before final acceptance will be granted.

	LEC. HRS.	LAB. HRS.	CR. HRS.
MGT 150—Management Training	0	20	4
MGT 154—Management Seminar: Role of Supervision	2	0	2
MGT 151—Management Training	0	20	4
MGT 155—Management Seminar: Personnel Management	2	0	2
MGT 250—Management Training	0	20	4
MGT 254—Management Seminar: Organizational Development	2	0	2
MGT 251—Management Training	0	20	4
MGT 255—Management Seminar: Business Strategy, the Decision Process & Problem Solving	2	0	2
Electives			3
		Total	27

SMALL BUSINESS MANAGEMENT OPTION

The Small Business Management option is designed to assist owners and managers of small businesses in developing the skills and techniques necessary for operation. This option is also designed for students who plan to become owners or operators of small businesses.

	LEC. HRS.	LAB. HRS.	CR. HRS.
MGT 206—Principles of Marketing	3	0	3
MGT 153—Small Business Management	3	0	3
MGT 157—Small Business Bookkeeping & Accounting Practices	3	0	3
MGT 210—Small Business Organization, Acquisition & Finance	3	0	3
MGT 211—Small Business Operations	3	0	3
MGT 234—Business Law	3	0	3
Electives			9
		Total	27

*Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. Students must take Speech 105 as an elective when substituting ENG 101 and 102.

MEDICAL ASSISTING TECHNOLOGY

(Associate Degree in Applied Arts and Sciences or One-Year Certificate in Medical Assisting Technology)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
BIO 123—Applied Anatomy and Physiology	3	2	4
*OFC 174—Intermediate Typing	1	2	2
MA 150—Orientation to Medical Office Careers	1	0	1
MA 151—Medical Terminology	4	0	4
MA 152—Medical Law and Ethics	2	0	2
MA 153—Medical Office Microbiology and Sterilization Procedures	2	2	3
SPRING SEMESTER			
MA 160—Medical Transcription	2	6	4
MA 161—Medical Office Administrative and Management Procedures	3	0	3
MA 162—Medical Office Bookkeeping and Insurance Procedures	3	0	3
MA 163—Medical Office Clinical Medical Assisting Procedures	2	2	3
MA 164—Medical Office Pharmacology and Drug Administration	2	2	3
SUMMER SESSION I			
MA 170—Medical Office X-Ray Orientation and Electromedical Instrumentation	5	5	3
MA 171—Medical Office Laboratory Procedures (Summer Only)	5	5	3
SUMMER SESSION II			
MA 172—Medical Assisting Externship (A minimum of 180 hours of supervised externship may be offered Fall, Spring, or Summer)	2	38	6
Total for Certificate			44
SUPPORT COURSES FOR ASSOCIATE DEGREE			
ENG 101—Composition and Expository Reading and Writing			
ENG 102—Composition and Literature or			
COM 131 and 132—Applied Composition and Speech			6
HUM 101—Introduction to the Humanities or			
HD 105—Basic Processes of Interpersonal Relationships			3
PSY 105—Introduction to Psychology			3
PEH 257—Advanced First Aid and Emergency Care			3
Elective			3
Total for Associate Degree			62

* If typing skills can be demonstrated with a minimum of 50 corrected wpm, OFC 174 will not be required.

Continued

GENERAL INFORMATION AND OBJECTIVES

This program provides specialized training in which the student develops basic skills and knowledge necessary to function as a medical secretary, administrative and clinical medical-office assistant. Employment is available in medical offices, clinics, hospitals and other organizations requiring a background in medical office procedures.

The program is designed so that the student may receive a certificate in one year or may complete a required number of support courses either before or after taking the medical assisting courses and receive an associate degree in applied arts and sciences.

A student must, in addition to satisfying certificate requirements for the college, comply with the minimum standards for testing prescribed by the Certifying Board of the American Association of Medical Assistants before being able to sit for the National Board Examination.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
 2. Conference with counselor and program coordinator.
 3. New students may enter in fall or spring semester.
- Students are required to be covered by professional liability insurance.

ACCREDITATION

The educational program for Medical Assistants has been accredited by the Committee on Allied Health Education and Accreditation in collaboration with the American Association of Medical Assistants, Inc.

MEDICAL LABORATORY TECHNICIAN

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
BIO 101—General Biology	3	3	4
CHM 101—General Chemistry	3	3	4
MLT 133—Hematology	3	4	4
MLT 135—Urinalysis	2	4	3
* MTH 101—College Algebra	3	0	3
SPRING SEMESTER I			
BIO 102—General Biology	3	3	4
CHM 102—General Chemistry	3	3	4
MLT 138—Immunology	3	4	4
PSY 105—Introduction to Psychology	3	0	3
SUMMER SESSION (12 Weeks)			
MLT 139—Clinical Practice I	2	33	8
FALL SEMESTER II			
BIO 221—Anatomy and Physiology	3	3	4
CHM 203—Quantitative Analysis	2	6	4
ENG 101—Composition and Expository Reading	3	0	3
MLT 229—Medical Microbiology I	3	4	4
SPRING SEMESTER II			
BIO 222—Anatomy and Physiology	3	3	4
ENG 102—Composition and Literature	3	0	3
MLT 231—Clinical Chemistry	3	4	4
MLT 236—Medical Microbiology II	3	4	4
SUMMER SESSION (12 Weeks)			
MLT 238—Clinical Practice II	2	33	8
Total			79

* Students without two 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 awarded an associate degree in applied arts and sciences. In order to be eligible to take the National Certifying Examination for Medical Laboratory Technician Associate Degree, a student must, in addition to satisfying degree requirements, comply with the minimum standards prescribed by the American Society of Clinical Pathologists. Students are required to be covered by professional liability insurance.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Interview with liaison counselor.
3. Interview with MLT faculty member.
4. Fulfill all requirements for admission to the Medical Laboratory Technician Program.
5. High school courses in biology and chemistry strongly recommended.

MEDICAL TRANSCRIPTION

(Nine-Month Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
BIO 123—Applied Anatomy and Physiology	3	2	4
OFC 172—Beginning Typing or	2	3	3
*OFC 174—Intermediate Typing	1	2	(2)
MA 150—Orientation to Medical Office Careers	1	0	1
MA 151—Medical Terminology	4	0	4
MA 152—Medical Law and Ethics	2	0	2
Oral or Written Communications	3	0	3
SPRING SEMESTER			
OFC 162—Office Procedures	3	0	3
OFC 174—Intermediate Typing or			
OFC 273—Advanced Typing	1	2	2
*MA 160—Medical Transcription	2	6	4
MA 161—Medical Office Administrative and			
Management Procedures	3	0	3
Oral or Written Communications	3	0	3
Total			31-32

* If typing skills can be demonstrated with a minimum of 50 corrected wpm, OFC 174 will not be required. A typing skill of 35 wpm must be attained before enrollment in MA 160.

GENERAL INFORMATION AND OBJECTIVES

This one-year certificate program prepares the student to function as a medical typist and/or medical transcriptionist. Job opportunities are available in physician's offices, hospitals, and clinics, the health insurance industry; public or private health foundations and institutions; medical schools and research centers.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Conference with counselor and program coordinator.

PATTERN DESIGN

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
DES 128—Introduction to Mass Production and Apparel (1st 8 Weeks)	4	0	2
DES 129—Industrial Garment Construction (1st 8 Weeks)	0	6	1
DES 234—History of Costume	3	0	3
DES 110—Basic Color Theory and Application	2	4	3
PDD 151—Pattern Drafting I (2nd 8 Weeks)	4	8	3
SPRING SEMESTER I			
DES 135—Textiles	2	2	3
DES 136—Fashion Sketching	2	4	3
DES 235—History of Costume	3	0	3
PDD 152—Pattern Drafting II (1st 8 Weeks)	4	8	3
PDD 153—Pattern Drafting III (2nd 8 Weeks)	4	8	3
FALL SEMESTER II			
DES 229—Advanced Garment Construction	2	3	3
PDD 254—Pattern Drafting IV (1st 8 Weeks)	4	8	3
PDD 255—Pattern Drafting V (2nd 8 Weeks)	4	8	3
SPRING SEMESTER II			
PDD 256—Pattern Drafting VI (1st 8 Weeks)	4	8	3
PDD 257—Pattern Drafting VII (2nd 8 Weeks)	4	8	3
DES 141—Grading or	0	2	1
PDD 812—Cooperative Work Experience	1	10	2
PDD 813—Cooperative Work Experience	1	15	3
PDD 814—Cooperative Work Experience	1	20	4
REQUIRED SUPPORT COURSES			
COM 131 and COM 132—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading and			
ENG 102—Composition and Literature			6
PSY 105—Introduction to Psychology or			
HD 105—Basic Processes of Interpersonal Relationships			3
American History, American Government			6
HUM 101—Introduction to Humanities			3
Total			62-64

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.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Contact the Humanities Division 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 COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
POL 134—Criminal Evidence and 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 and 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 and Delinquency	3	0	3
REQUIRED SUPPORT COURSES			
*ENG 101—Composition and Expository Reading and			
ENG 102—Composition and Literature or			
COM 131, 132—Applied Composition and Speech			6
HST 101, 102—History of the United States			6
Government			3
PSY 105—Introduction to Psychology			3
SOC 101—Introduction to Sociology or			
SOC 102—Social Problems			3
†Electives			18
		Total	60

* Recommended for students transferring into a BS or BA degree plan.

† If you plan to transfer to a bachelor of science degree program in criminal justice, you should check the four-year college or university catalog to determine elective courses you should take. If you plan to terminate your formal education with the associate degree (60 hours) it is recommended that you select at least three courses from the following list:

RECOMMENDED ELECTIVES:

- POL 146—Patrol Administration
- POL 233—Introduction to Criminalistics
- POL 242—Juvenile Procedures
- POL 243—Probation and Parole
- POL 244—Traffic Planning and Administration
- POL 245—Traffic Law
- POL 246—Penology
- POL 143—Practical Spanish for Public Service Personnel
- POL 144—Practical Spanish for Public Service Personnel
- HD 105—Basic Processes of Interpersonal Relationships

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.

RADIOGRAPHY TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
RAD 150—Introduction to Radiography Technology	2	2	3
RAD 152—Radiographic Procedures I	3	2	4
RAD 154—Radiographic Exposure and Physics I	2	2	3
RAD 156—Clinical Education I, Film Evaluation	0	16	2
SPRING SEMESTER I			
RAD 160—Radiographic Procedures II	3	2	4
RAD 162—Radiographic Exposure and Physics II	2	2	3
RAD 164—Clinical Education II, Film Evaluation	0	24	3
SUMMER SESSION			
RAD 170—Radiographic Procedures III	1	1	1
RAD 172—Radiographic Exposure III	1	1	1
RAD 174—Radiographic Physics III	1	1	1
RAD 176—Clinical Education III, Film Evaluation	0	32	4
FALL SEMESTER II			
RAD 250—Radiographic Exposure IV	1	1	1
RAD 252—Radiographic Procedures IV	1	1	1
RAD 254—Special Procedures	1	1	1
RAD 256—Clinical Education IV, Film Evaluation	0	24	3
SPRING SEMESTER II			
RAD 260—Imaging and Pathology	2	0	2
RAD 262—Radiation Biology and Radiation Protection	2	2	3
RAD 264—Clinical Education V, Film Evaluation	0	32	4
SUMMER SESSION			
RAD 270—Departmental Administration	2	0	2
RAD 272—Seminar	1	3	3
RAD 274—Clinical Education VI, Film Evaluation	0	32	4
REQUIRED SUPPORT COURSES			
Communications or English			6
BIO 120, 121—Human Anatomy and Physiology			8
MTH 139—Applied Mathematics or any 100 or above Math			3
PSY 207—Social Psychology			3
PSY 105—Introduction to Psychology			3
Total			76

GENERAL INFORMATION AND OBJECTIVES

This program is designed to prepare radiographers with understanding and skills in the field of diagnostic radiography. The student is assigned to several Dallas area hospitals for clinical education. Upon successful completion of the twenty-four month program, the student is awarded an associate in applied arts and sciences degree. In order to be certified by the College as prepared to write the American Registry of Radiologic Technologists Exam, a student must, in addition to satisfying degree requirements, comply with minimum standards for testing prescribed by the accrediting agency.

Continued

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Take battery of tests.
3. High school courses in biology and math suggested.
4. Attend program orientation session.
5. Personal interview with program coordinator.
6. Submit high school and college transcripts.

RESPIRATORY THERAPY TECHNOLOGY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
CHM 101—General Chemistry or CHM 115—General Chemistry	3	3	4
BIO 120—Human Anatomy and Physiology or BIO 221—Anatomy and Physiology I	3	3	4
RES 137—Basic Respiratory Therapy Skills and Procedures	3	6	4
RES 144—Pathology and Treatment Rationale I	2	0	2
ENG 101—Composition and Expository Reading	3	0	3
SPRING SEMESTER I			
CHM 102—General Chemistry or CHM 116—General Chemistry	3	3	4
BIO 121—Human Anatomy and Physiology or BIO 122—Anatomy and Physiology II	3	3	4
RES 145—Basic Technology I	3	4	4
RES 146—Pharmacology I	1	0	1
RES 147—Clinical Procedures II	0	8.8	2
RES 149—Pathology and Treatment Rationale II	2	0	2
SUMMER SESSION			
RES 150—Clinical Procedures III (6 Weeks)	0	16	2
RES 164—Basic Technology II (6 Weeks)	4	6	3
ENG 102—Composition and Literature (6 Weeks)	8	0	3
FALL SEMESTER II			
BIO 216—General Microbiology	3	4	4
RES 240—Pharmacology II	1	0	1
RES 241—Instruction and Management Methods I	1	1	1
RES 242—Advanced Physiology and Pathology	2	0	2
RES 243—Advanced Technology and Instrumentation I	2	3	3
RES 260—Clinical Procedures IV	0	16	4
SPRING SEMESTER II			
RES 246—Advanced Technology and Instrumentation II	2	3	3
RES 247—Instructional and Management Methods II	1	1	1
RES 248—Survey and Critique of Current Literature	3	0	3
RES 249—Seminar and Case Presentation	3	0	3
RES 261—Clinical Procedures V	0	16	4
SUMMER SESSION			
RES 262—Clinical Procedures VI (6 Weeks)	0	16	2
Total			73

GENERAL INFORMATION AND OBJECTIVES

The associate degree program seeks to qualify the individual upon graduation to perform at a high level of competence in the areas of specialized patient care, technical expertise, administrative, and educational functions.

The program is accredited by the American Medical Association Council on Medical Education through the Joint Review Committee for Respiratory Therapy Education. Upon completion of the program, the student is awarded an associate in applied arts and sciences degree. In order to be certified by the College as eligible to write the American Registry Exam, a student must, in addition to satisfying degree requirements, comply with the minimum standards for testing prescribed by the above mentioned committee.

ADMISSION TO THE PROGRAM

1. High school diploma or GED.
 2. Completion of testing including basic math and reading level.
 3. Completion of interviews with liaison counselor and program instructors.
 4. Completion of "Requirements for Admission" to El Centro College.
 5. Completion of math prerequisite for CHM 101 or 115.
 6. Students are required to be covered by professional liability insurance.
- Equivalency testing for advanced standing is available.
Written requests should be submitted well in advance of enrollment date.

RESPIRATORY THERAPY TECHNICIAN

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
PHY SCI 118—Physical Science	3	2	4
BIO 123—Applied Anatomy and Physiology or BIO 120 and BIO 121—Introduction to Human Anatomy and Physiology	3	2	4
RES 137—Basic Respiratory Therapy Skills and Practice I	3	6	4
RES 144—Pathology and Treatment Skills and Practice I	2	0	2
SPRING SEMESTER			
RES 138—Clinical Practice II	0	16	4
RES 141—Medications	2	0	2
RES 145—Basic Technology I	3	4	4
RES 149—Pathology and Treatment Rationale II	2	0	2
COM 131—Applied Composition and Speech	3	0	3
SUMMER SESSION I			
RES 160—Clinical Practice III (6 Weeks)	0	24	3
RES 164—Basic Technology II (6 Weeks)	4	6	3
SUMMER SESSION II			
RES 162—Clinical Practice IV (6 Weeks)	0	32	4
		Total	39

GENERAL INFORMATION AND OBJECTIVES

The Respiratory Therapy Technician Program seeks to provide the training necessary to qualify individuals for entrance into the field of skilled in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden and deepen technical and background knowledge and upgrade technical and therapeutic skills.

Continued

The program has been designed to conform to the "Essentials for an Approved Educational Program for the Respiratory Therapy Technician" approved by the American Medical Association Council on Medical Education and has been fully accredited by the Joint Review Committee for Respiratory Therapy Education, accrediting designate of the AMA-CME. Upon completion of the program, the student is awarded a certificate. In order to be certified by the College as eligible to write the National Technician Certification Exam administered by the NBRT, a student must, in addition to satisfying certificate requirements, comply with the minimum standards for testing as required by the accrediting agency.

ADMISSION TO THE PROGRAM

- 1. High school diploma or GED.
 - 2. Completion of testing including basic math and reading level.
 - 3. Completion of interviews with liaison counselor and program instructors.
 - 4. Completion of "Requirements for Admission" to El Centro College.
 - 5. Students are required to be covered by professional liability insurance.
- Equivalency testing for advanced standing is available.
Written requests should be submitted well in advance of enrollment date.

SCHOOL FOOD SERVICE

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FIRST YEAR			
FS 119—Food Service Equipment	3	0	3
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 124—Food Service Sanitation and Safety	3	0	3
FS 132—Food Purchasing, Handling, and Storage	3	0	3
FS 135—Nutrition and Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Food Service Cost Control	3	0	3
SECOND YEAR			
FS 220—Quantity Food Preparation and Service	3	5	4
FS 222—Advanced Quantity Food Preparation and Service	3	5	4
FS 237—Organization and Management	3	0	3
FS 242—Community Nutrition	3	3	4
FS 244—Child Nutrition	3	3	4
FS 804—Cooperative Work Experience	1	20	4
FS 814—Cooperative Work Experience	1	20	4
REQUIRED SUPPORT COURSES			
COM 131 and 132—Applied Composition and Speech or ENG 101—Composition and Expository Reading and ENG 102—Composition and Literature			6
HST 101 and 102—History of the United States or GVT 201 and 202—American Government			6
HD 105—Basic Processes of Interpersonal Relationships or HD 107—Developing Leadership Behavior or PSY 105—Introduction to Psychology or SOC 101—Introduction to Sociology			3
MTH 130—Business Mathematics			3
		Total	69

A "C" (2.0) average is required in major field—all food service courses.

Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station in a school food facility. A weekly seminar enables the student to discuss his or her work experiences in a classroom setting.

GENERAL INFORMATION AND OBJECTIVES

The School Food Service Program trains men and women to assume responsible positions in the management of school food service facilities in the public or private sector. Courses in food management, nutrition, basic, and quantity food preparation are the core of this curriculum. Afternoon and evening courses are offered during the regular academic semesters. During the months of June, July, and August accelerated courses are scheduled for those who desire to participate.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

SCHOOL FOOD SERVICE

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FS 119—Food Service Equipment	3	0	3
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 124—Food Service Sanitation and Safety	3	0	3
FS 135—Nutrition and Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Food Service Cost Control	3	0	3
FS 237—Organization and Management	3	0	3
FS 242—Nutrition Care I	3	3	4
HD 105—Basic Processes of Interpersonal Relationships	3	0	3
		Total	31

GENERAL INFORMATION AND OBJECTIVES

This 31 credit hour certificate program prepares the student to function as a school food service worker and advance to school cafeteria manager. All credits earned in this program may be applied towards the associate degree in School Food Service.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

CERTIFICATION

Upon completion of this program, the student will be awarded a certificate of completion by Texas School Food Service Association and a certificate of completion by El Centro College.

SECRETARIAL CAREERS— GENERAL SECRETARY

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
BUS 105—Introduction to Business	3	0	3
OFC 160—Office Machines	3	0	3
*OFC 172—Beginning Typing or	2	3	3
OFC 174—Intermediate Typing	1	2	(2)
OFC 159—Beginning Shorthand or	3	2	4
OFC 166—Intermediate Shorthand	3	2	(4)
COM 131—Applied Composition and Speech or			
ENG 101—Composition and Expository Reading	3	0	3
MTH 130—Business Mathematics	3	0	3
SPRING SEMESTER			
*OFC 174—Intermediate Typing or			
OFC 273—Advanced Typing	1	2	2
OFC 166—Intermediate Shorthand or			
OFC 266—Advanced Shorthand	3	2	4
OFC 162—Office Procedures	3	0	3
ACC 131—Bookkeeping I or			
ACC 201—Principles of Accounting I	3	0	3
OFC 165—Introduction to Word Processing	3	0	3
OFC 231—Business Correspondence	3	0	3
	Total		36-37

* Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests.

GENERAL INFORMATION AND OBJECTIVES

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

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

SECRETARIAL CAREERS— PROFESSIONAL SECRETARY

(Associate Degree in Applied Arts and Sciences)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER I			
BUS 105—Introduction to Business	3	0	3
MTH 130—Business Mathematics	3	0	3
*OFC 172—Beginning Typing or OFC 174—Intermediate Typing	2	3	3
*OFC 159—Beginning Shorthand or OFC 166—Intermediate Shorthand	1	2	(2)
COM 131—Applied Composition and Speech or ENG 101—Composition and Expository Reading	3	2	4
	3	0	3
SPRING SEMESTER I			
*OFC 174—Intermediate Typing or OFC 273—Advanced Typing	1	2	2
*OFC 166—Intermediate Shorthand or OFC 266—Advanced Shorthand	3	2	4
ACC 131—Bookkeeping I or ACC 201—Principles of Accounting I	3	0	3
OFC 162—Office Procedures	3	0	3
OFC 160—Office Machines	3	0	3
FALL SEMESTER II			
†OFC 266—Advanced Shorthand (if necessary)	3	2	4
†OFC 273—Advanced Typing (if necessary)	1	2	2
OFC 165—Introduction to Word Processing	3	0	3
CS 175—Introduction to Computer Science or BUS 234—Business Law	3	0	3
COM 132—Applied Composition and Speech or ENG 102—Composition and Literature	3	0	3
HUM 101, ART 104, MUS 104 or THE 101	3	0	3
Electives or OFC 803 or OFC 804—Cooperative Work Experience	1	15-20	3-4
SPRING SEMESTER II			
OFC 265—Word Processing Practices and Procedures	3	0	3
OFC 275—Secretarial Procedures	3	0	3
OFC 231—Business Correspondence	3	0	3
PSY 131—Human Relations	3	0	3
Electives or OFC 813 or OFC 814—Cooperative Work Experience	1	15-20	3-4
Total			64-67†

Continued

RECOMMENDED ELECTIVES:

- DP 129—Data Entry Concepts
- MGT 136—Principles of Management
- BUS 143—Personal Finance
- OFC 803—Cooperative Work Experience
- OFC 804—Cooperative Work Experience
- OFC 813—Cooperative Work Experience
- OFC 814—Cooperative Work Experience
- PSY 105—Introduction to Psychology
- SPE 105—Fundamentals of Public Speaking
- BUS 237—Organizational Behavior
- ECO 201—Principles of Economics

* Students will be placed in typing and shorthand courses on a proficiency level determined by previous training, experience, and/or placement tests.

† Total number of hours must equal 64-67 for graduation.

CREDIT GIVEN FOR CPS RATING

Credit toward an associate degree may be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. The courses for which credit may be granted are:

ACC 131—Bookkeeping I	3
OFC 159—Beginning Shorthand	4
OFC 162—Office Procedures	3
OFC 166—Intermediate Shorthand	4
OFC 172—Beginning Typing	3
OFC 174—Intermediate Typing	2
OFC 231—Business Correspondence	3
BUS 234—Business Law	3
OFC 275—Secretarial Procedures	3
PSY 131—Human Relations	3
Total	31

In order to receive credit, the applicant must:

1. Request direct notification be given to the registrar of the College by the Institute for Certifying Secretaries that the applicant has passed all sections of the exam.
2. Have earned 12 hours credit for courses at El Centro College before the advanced standing credit is posted on the applicant's record.

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 typing, 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 college.

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College.

SURGICAL TECHNOLOGY

(One-Year Certificate Program)

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
ENG 101—Composition and Expository Reading or			
COM 131—Applied Composition and Speech	3	0	3
BIO 123—Applied Anatomy and Physiology or	3	2	4
BIO 120—Introduction to Human Anatomy and Physiology and	3	2	4
BIO 121—Introduction to Human Anatomy and Physiology	3	2	4
ST 140—Medical Terminology	2	0	2
ST 141—Operating Room Techniques	6	10	8
SPRING SEMESTER			
HD 105—Basic Processes of Interpersonal Relationships or			
HD 106—Personal and Social Growth	3	0	3
ST 152—Operating Room Procedures	4	20	8
SUMMER SESSION (10 Weeks)			
ST 153—Clinical Practice	0	35	7
ST 154—Seminar	2	0	2
	Total		38-41

GENERAL INFORMATION AND OBJECTIVES

The Surgical Technology Program trains a person to provide services in the operating room under the supervision and responsibility of the operating room supervisor. The technologist, as part of the operating room team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the operating room. The surgical technologist prepares materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures. Summer session is ten weeks in length. Students are required to be covered by professional liability insurance.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
2. Conference with liaison counselor for the Surgical Technology Program.

**SURGICAL TECHNOLOGY
OPTION FOR GRADUATE REGISTERED NURSES****(One-Year Certificate Program)**

REQUIRED COURSES	LEC. HRS.	LAB. HRS.	CR. HRS.
FALL SEMESTER			
ST 140—Medical Terminology	2	0	2
ST 141—Operating Room Technique	6	10	8
SPRING SEMESTER			
HD 105—Basic Processes of Interpersonal Relationships	3	0	3
ST 160—Operating Room Procedures for Registered Nurses	4	20	8
		Total	21

GENERAL INFORMATION AND OBJECTIVES

This option teaches the registered nurse to provide safety, cleanliness and efficiency necessary for good patient care in the operating room. Basic principles of asepsis, preparation and care of surgical supplies and ethical-legal aspects are taught, as well as perioperative role responsibilities of the registered nurse.

ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College and the Surgical Technology Program.
 2. Conference with liaison counselor for the Surgical Technology Program.
 3. Current licensure by the Texas State Board of Nurse Examiners, or a graduate of an R.N. program.
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VOCATIONAL NURSING

(One-Year Certificate Program)

REQUIRED COURSES	CONTACT HRS.	CR. HRS.
*SPRING SEMESTER		
VN 130—Anatomy and Physiology	50	3
VN 131—Pharmacology	52	3
VN 132—Nutrition	32	2
VN 133—Geriatrics	12	1
VN 134—Professional Vocational Adjustment	18	1
VN 135—Mental Health and Mental Illness	34	2
VN 136—Microbiology	18	1
VN 137—Nursing Skills	299	7
VN 138—Introduction to Maternity Nursing	15	1
SUMMER SESSION		
VN 139—Maternity and Newborn	38	2
VN 140—Pediatrics	34	2
VN 141—Clinical Experience	509	8
‡ FALL SEMESTER		
VN 142—Medical Surgical Nursing	100	6
VN 143—Clinical Experience	462	9
	Total	48

* American Red Cross-First Aid required during spring semester, 15 clock hours.

‡ American Red Cross-Disaster Nursing included during fall semester, 12 clock hours.

GENERAL INFORMATION AND OBJECTIVES

This is a one-year program which meets the accreditation requirements of the State Board of Licenses 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

1. Fulfill all requirements for admission as a full-time student to El Centro College.
2. Complete an application sheet to the Vocational Nursing program in addition to the application to El Centro.
3. Contact liaison counselor to the Vocational Nursing program for additional information.

ACCOUNTING (ACC) 131 (3)

BOOKKEEPING I (3 LEC.)

The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed.

ACCOUNTING (ACC) 132 (3)

BOOKKEEPING II (3 LEC.)

Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced.

ACCOUNTING (ACC) 201 (3)

PRINCIPLES OF ACCOUNTING I (3 LEC.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Topics include depreciation, inventory valuation, credit losses, the operating cycle, and the preparation of financial statements. (This course is offered on campus and may be offered via television.)

ACCOUNTING (ACC) 202 (3)

PRINCIPLES OF ACCOUNTING II (3 LEC.)

Prerequisite: Accounting 201. Accounting procedures and practices for partnerships and corporations are studied. Topics include cost data and budget controls. Financial reports are analyzed for use by creditors, investors, and management.

ACCOUNTING (ACC) 203 (3)

INTERMEDIATE ACCOUNTING I (3 LEC.)

Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements.

ACCOUNTING (ACC) 204 (3)

MANAGERIAL ACCOUNTING (3 LEC.)

Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to

provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered.

ACCOUNTING (ACC) 205 (3)

BUSINESS FINANCE (3 LEC.)

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed.

ACCOUNTING (ACC) 207 (3)

INTERMEDIATE ACCOUNTING II (3 LEC.)

This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations and the analysis and interpretation of supplementary statements are also included.

ACCOUNTING (ACC) 238 (3)

COST ACCOUNTING (3 LEC.)

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budget, variance analysis, standard costs, and joint and by-product costing are also included.

ACCOUNTING (ACC) 239 (3)

INCOME TAX ACCOUNTING (3 LEC.)

Prerequisite: Accounting 202 or the consent of the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains, and losses. Emphasis is on common problems.

ACCOUNTING**ACC 703, 713, 803, 813 (3)**

(See Cooperative Work Experience)

ACCOUNTING**ACC 704, 714, 804, 814 (1)**

(See Cooperative Work Experience)

APPAREL DESIGN (APP) 232 (3)

DESIGN DEVELOPMENT (2 LEC., 4 LAB.)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or the consent of the instructor. The principles of good design for mass-produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee.

APPAREL DESIGN (APP) 233 (3)

DESIGN DEVELOPMENT (2 LEC., 4 LAB.)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or the consent of the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee.

APPAREL DESIGN (APP) 237 (2)

STYLE TRENDS AND RESEARCH (2 LEC.)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 232 or the consent of the instructor. This course is a study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior petite, junior, active sportswear, misses, and suits.

APPAREL DESIGN (APP) 238 (2)

STYLE TRENDS AND RESEARCH (2 LEC.)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or the consent of the instructor. This course is a continuation of the current trends in apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report.

APPAREL DESIGN**APP 812 (2)**

(See Cooperative Work Experience)

APPAREL DESIGN**APP 813 (3)**

(See Cooperative Work Experience)

APPAREL DESIGN**APP 814 (4)**

(See Cooperative Work Experience)

ARCHITECTURE (ARC) 130 (3)

ARCHITECTURAL GRAPHICS I (2 LEC., 4 LAB.)

Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee.

ARCHITECTURE (ARC) 133 (3)

ARCHITECTURAL GRAPHICS II (2 LEC., 4 LAB.)

Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing, linework and lettering in pencil and ink. Laboratory fee.

ARCHITECTURE (ARC) 134 (3)

FREEHAND DRAWING I (2 LEC., 4 LAB.)

This course covers pencil drawing with emphasis on eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee.

ARCHITECTURE (ARC) 135 (3)

FREEHAND DRAWING II (2 LEC., 4 LAB.)

Drawing with pen and ink is the main focus. Also included is the use of brush with ink and ink washes for tonal effects. Exercises use book references, human models and indoor-outdoor sketching. Laboratory fee.

ARCHITECTURE (ARC) 136 (3)INTRODUCTION TO
ARCHITECTURE I (2 LEC., 4 LAB.)

Basic design principles and their application to architectural design are studied. Human awareness and reaction to the environment and its effect on architectural problem-solving are emphasized. Laboratory fee.

ARCHITECTURE (ARC) 137 (3)

INTRODUCTION TO
ARCHITECTURE II (2 LEC., 4 LAB.)

This course is a continuation of Architecture 136. Emphasis is on methods of assembling information and making decisions for the formulation of architectural objectives. Laboratory projects include an application of programming research and analysis. Laboratory fee.

ARCHITECTURE (ARC) 230 (3)

HISTORY OF MODERN
ARCHITECTURE (3 LEC.)

Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spaces the Industrial Revolution to the present day.

ARCHITECTURE (ARC) 232 (3)

BASIC ARCHITECTURAL
PHOTOGRAPHY (2 LEC., 4 LAB.)

Prerequisites: Architecture 137 and sophomore standing. Basic theories of film, exposure, development, flash, filters, and printing are presented. Practical applications and uses in architectural illustrations are investigated. Emphasis is on good composition, negative and print qualities.

ARCHITECTURE (ARC) 233 (3)

HISTORY OF ARCHITECTURE
SURVEY TO 1850 (3 LEC.)

This course surveys architecture and influences upon its development to the time of the Industrial Revolution.

ARCHITECTURE (ARC) 234 (3)

BUILDING TECHNOLOGY—MATERIALS
AND METHODS (3 LEC.)

Prerequisite: Credit or concurrent enrollment in Architecture 236. Architectural materials and their uses are analyzed. Specifications and codes are introduced, and structural systems are investigated.

ARCHITECTURE (ARC) 236 (3)

CONSTRUCTION DRAWINGS (2 LEC., 4 LAB.)

Prerequisite: Architecture 130 or the consent of the instructor. Construction drawings are introduced. The relationship with design and specifications is

included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee.

ARCHITECTURE (ARC) 240 (3)

MEDIA SKILLS I (2 LEC., 4 LAB.)

This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil and felt tip markers are used on assorted materials in a variety of techniques.

ARCHITECTURE (ARC) 241 (3)

MEDIA SKILLS II (2 LEC., 4 LAB.)

Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included.

ARCHITECTURE (ARC) 248 (4)

ARCHITECTURAL DESIGN,
GRADE II (2 LEC., 6 LAB.)

Prerequisites: Architecture 130 and 137. Research into design theory is conducted to solve architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies.

ARCHITECTURE (ARC) 249 (4)

ARCHITECTURAL DESIGN,
GRADE II (2 LEC., 6 LAB.)

Prerequisite: Architecture 248. This course continues Architecture 248. Emphasis is on functional and aesthetic solutions based upon individual programming and research.

**ARCHITECTURAL TECHNOLOGY
(ARC) 802, 812 (2)**

(See Cooperative Work Experience)

**ARCHITECTURAL TECHNOLOGY
(ARC) 803, 813 (3)**

(See Cooperative Work Experience)

**ARCHITECTURAL TECHNOLOGY
(ARC) 804, 814 (4)**

(See Cooperative Work Experience)

**BANKING AND FINANCE
(BF) 100 (3)**

INTRODUCTION TO CREDIT
UNION BUSINESS (3 LEC.)

This course presents a survey of the history and philosophy of credit unions as a part of the U.S. economy. Topics include credit union organizational structure, legal basis, regulatory

agencies, general functions, duties of board and committees, reports, procedures, accounting statements, and data processing.

BANKING AND FINANCE

(BF) 101 (3)

CREDIT MANAGEMENT (3 LEC.)

Prerequisite: Banking and Finance 115. Methods of credit management and control are presented and applied to cases. Topics include making credit decisions, fixing credit limits, and handling complicated accounts.

Adjustments, extensions, composition settlements, assignments, reorganizations, and bankruptcies are also covered. Emphasis is on analysis of profitability, capacity to pay debts and provide essential services, and ability to withstand adversity. Trade credit is examined as a commitment of corporate assets.

BANKING AND FINANCE

(BF) 103 (3)

INTRODUCTION TO BANKING (3 LEC.)

This course is an overview of the internal organization and operation of the departments of a full service bank. Emphasis is on an operational perspective of banking services.

BANKING AND FINANCE

(BF) 104 (3)

MONEY AND BANKING (3 LEC.)

Basic economic principles related to money and banking are presented. Emphasis is on the practical application of the economics of money and banking to the financial institution. Topics include the structure of the commercial banking system and the nature and functions of money. Bank investments, loans, earnings, and capital are also covered. The federal reserve system, the treasury department, and the changing international monetary system are included.

BANKING AND FINANCE

(BF) 105 (3)

COMPARATIVE FINANCIAL INSTITUTIONS (3 LEC.)

The nature, functions, and relationships of different financial institutions

are explored. Money markets and capital are included. Banking, savings and loan, and financial credit institutions are investigated. The role, characteristics, operations, capabilities, and customer orientation of each are noted. The effect of state and federal regulatory agencies is also covered.

BANKING AND FINANCE

(BF) 106 (2)

INTRODUCTION TO THE SAVINGS ASSOCIATION BUSINESS (2 LEC.)

This course is an introduction to the modern business world and to the role of savings associations. The historical development, present-day organizations, competition, and future direction of associations are presented.

BANKING AND FINANCE

(BF) 107 (2)

SAVINGS ASSOCIATION OPERATIONS (2 LEC.)

This course is an overview of the internal operations of a savings association. Topics include the responsibilities of various departments and the interrelationship of all job assignments.

BANKING AND FINANCE

(BF) 110 (3)

FEDERAL RESERVE SYSTEM (3 LEC.)

The operations and policies of the federal reserve system are examined. Attention is given to international monetary affairs, especially the changing role of gold. Economic developments and goals which affect the stability of the American economy are explored. Federal reserve efforts to adapt and influence the changing economic environment are included.

BANKING AND FINANCE

(BF) 111 (3)

TRUST FUNCTIONS AND SERVICES (3 LEC.)

This course covers the services of institutions engaged in trust business. Topics include the history of trust services and institutions, trust powers and government supervision, and trust department services. Also included are

property, wills, estates, personal agencies, different kinds of trusts, and guardianship. Investment of trust funds and management of property and mortgages are also presented.

BANKING AND FINANCE

(BF) 112 (3)

INSTALLMENT CREDIT (3 LEC.)

Installment credit is the focus of this course. Topics include credit evaluation, open-end credit, marketing bank services, and collection policies and procedures. Also included are legal aspects, financial statement analysis, installment lending, and leasing. Management of the credit department, insurance, and rate structure and yields are also covered.

BANKING AND FINANCE

(BF) 113 (3)

CREDIT CARD BANKING (3 LEC.)

This course examines the operation of a bank charge plan. It briefly examines the marketing of credit cards.

BANKING AND FINANCE

(BF) 114 (3)

TELLER TRAINING (2 LEC., 1 LAB.)

The basics of teller operations are presented. The fundamentals of negotiable instruments and the care and handling of money are included. Other topics are deposits, checking and savings transactions, special teller functions, and balancing, cashing, and paying checks. The importance of public relations in the teller's job, security measures, fraud, and robbery are also covered.

BANKING AND FINANCE

(BF) 115 (3)

CREDIT AND COLLECTION PRINCIPLES (3 LEC.)

This course examines credit and collections. Topics include the nature and function of credit, types of credit, and bank and commercial credit. Also covered are credit risk, sources of information, analysis of agency reports, interchange services, and collection procedures.

BANKING AND FINANCE

(BF) 116 (1)

CONSTRUCTION LENDING (1 LEC.)

Construction lending in commercial banks is presented. Topics include an analysis of applications, permanent financing and loan participations and servicing. Commitment procedures, bonding and developer guarantees, and advances are covered. Inspections, legal work, unsecured construction financing, and land development loans are studied. Bank relationships with mortgage bankers are also included.

BANKING AND FINANCE

(BF) 117 (2)

LETTERS OF CREDIT (2 LEC.)

This course focuses on letters of credit. Shipping documents, mechanics of letters of credit, payment, reimbursement, and document examination are all included.

BANKING AND FINANCE

(BF) 118 (1)

INSTALLMENT LOAN INTERVIEWS (1 LEC.)

This course introduces the techniques of interviewing a loan customer. Topics include Regulation B requirements and the handling of problem customers.

BANKING AND FINANCE

(BF) 119 (1)

NEW ACCOUNTS (1 LEC.)

Basic problems in working with new bank accounts are surveyed. The function of the new account and its relationship with marketing are described. Various legal questions are explored, and the legal rights of survivorship are examined.

BANKING AND FINANCE

(BF) 120 (1)

SELLING BANK SERVICES (1 LEC.)

The recognition and meeting of customers' needs are the focus of this course. Topics include checking accounts, savings accounts, savings services, loans to individuals, safe deposit, travelers checks, and cross-selling.

BANKING AND FINANCE**(BF) 121 (1)**

LOSS PREVENTION (1 LEC.)

This course covers check examination and cashing. Check swindles, identification with and without credentials, holdups, and security procedures are all included.

BANKING AND FINANCE**(BF) 122 (1)**

SAFE DEPOSIT (1 LEC.)

Safe deposit operations are presented. Security concerns, access, insurance, contracts, and powers of attorney are included. Customer relations, record-keeping, and safekeeping procedures are also covered.

BANKING AND FINANCE**(BF) 123 (1)**

LOAN AND DISCOUNT (1 LEC.)

This course emphasizes promissory notes. Topics include calculating interest and discounting commercial paper. Guarantees and general collateral agreements are also covered. Processing documents which accompany notes secured by stocks, bonds, and savings account passbooks is presented. The concepts of attachment, perfection, priority, default, and foreclosure are also included.

BANKING AND FINANCE**(BF) 124 (1)**

STOCKS AND BONDS (1 LEC.)

The nature and function of stocks and bonds are presented. Topics include the transfer of ownerships and the kinds of stocks, bonds, and government securities.

BANKING AND FINANCE**(BF) 125 (3)**

SAVINGS ASSOCIATION LENDING (3 LEC.)

This course introduces the lending operations of saving associations. It concentrates on procedures for handling conventional family mortgage loans, home improvement loans, and mobile home loans. Savings association lending is included. The role of

government in home financing, the management of real estate owned, and whole loan sales and participations are also studied.

BANKING AND FINANCE**(BF) 200 (3)**

CREDIT UNION MANAGEMENT AND ADMINISTRATION (3 LEC.)

This course covers administration and provision of member services. Topics include loan policies, financial planning and analysis, personnel policies, member relations, delinquency control and collections, and risk management.

BANKING AND FINANCE**(BF) 201 (3)**

ADVANCED CREDIT ANALYSIS (3 LEC.)

Prerequisite: Banking and Finance 115. The techniques of making decisions about credit are studied. Methods of financial analysis are discussed and applied to the solution of business problems. Risk appraisal is also studied in terms of general economic conditions, the natures of particular businesses, and the conditions and trends in various industries.

BANKING AND FINANCE**(BF) 202 (3)**

CREDIT LAW (3 LEC.)

Laws regarding credit are examined. Emphasis is on credit regulation and commercial and consumer laws in Texas.

BANKING AND FINANCE**(BF) 203 (3)**

PUBLIC RELATIONS AND MARKETING OF FINANCIAL SERVICES (3 LEC.)

This course describes the importance of public relations to the finance industry. Public relations is considered for the industry as a whole and also for individual institutions, such as commercial banks, savings and loan associations, and credit unions. Emphasis is also placed on the promotion and marketing of financial services and the evaluation of different marketing practices.

BANKING AND FINANCE**(BF) 204 (3)**FEDERAL REGULATIONS OF
BANKING (3 LEC.)

The federal regulation of banking is covered. Topics include regulatory agencies, bank charters, bank reports and examinations, limitations on operations, and the regulation of expansion. Emphasis is on bank supervision rather than influence through fiscal and monetary policies.

BANKING AND FINANCE**(BF) 205 (3)**ANALYZING FINANCIAL
STATEMENTS (3 LEC.)

Prerequisite: Business 201. This course focuses on the characteristics and analysis of financial statements. The goals, methods, and tools of analysis are covered. Topics for analysis include profit and loss, accounts receivable, inventories, projected statements, cash budgets, and balance sheets. The relationship of balance sheet accounts to sales is also covered.

BANKING AND FINANCE**(BF) 206 (3)**NEGOTIABLE INSTRUMENTS AND THE
PAYMENTS MECHANISM (3 LEC.)

This course presents the legal aspects of negotiable instruments. Emphasis is on federal and state banking statutes, court decisions, and administrative regulations. Topics include the legal aspects of deposit, collection, dishonor and return, and payment of checks and other cash items. The relationship of various parties within a bank and between a bank and its depositors are explored. Some legal aspects of other bank operations are also introduced.

BANKING AND FINANCE**(BF) 207 (2)**SAVINGS ACCOUNT
ADMINISTRATION (2 LEC.)

The administration of savings accounts is described. Topics include insurance, procedures for opening accounts, and procedures for handling inactive accounts. Loans secured by savings accounts and creditor actions in

reaching debtors' accounts are also covered. Liquidity levels, advertising, and additional services to savers are included.

BANKING AND FINANCE**(BF) 208 (3)**FINANCIAL COUNSELING AND
CREDIT GRANTING (3 LEC.)

This course covers credit applicant interview and relations, credit investigation, determining credit worthiness, the credit/loan decision, loan rejections, legal considerations, and disclosure. Family resource management, consumer decision making, member benefits, counseling techniques, and applicant personalities are also presented and discussed.

BANKING AND FINANCE**(BF) 713, 803, 813 (3)**

(See Cooperative Work Experience)

BIOLOGY (BIO) 123 (4)APPLIED ANATOMY AND
PHYSIOLOGY (3 LEC., 2 LAB.)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee.

CHEMISTRY (CHM) 170 (3)CHEMISTRY OF FLAMMABLE
MATERIALS (3 LEC.)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control.

COMPUTING SCIENCE (CS) 175 (3)

INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)

This course is an introduction to the computer. The history of computers and their cultural impact are explored. Topics include vocabulary, flow charting, data representation, and procedure-oriented languages with general applications.

COMPUTING SCIENCE (CS) 176 (3)

FORTRAN PROGRAMMING (2 LEC., 2 LAB.)

Prerequisite: Mathematics 101 or Data Processing 137. This course provides programming skills for students who need to use the computer in their curriculum, particularly those in the math and science disciplines. Laboratory fee.

COMPUTING SCIENCE (CS) 230 (4)

ADVANCED ASSEMBLY LANGUAGE CODING (3 LEC., 3 LAB.)

Prerequisite: Data Processing 231. The development of programming skills using the assembly language instruction set of the system/360 is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulations techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

COMPUTING SCIENCE (CS) 240 (4)

TELECOMMUNICATIONS I (3 LEC., 4 LAB.)

Prerequisite: A minimum of 2 semesters of a high level language and credit in Data Processing 232, or the consent of the instructor. Telecommunications concepts are introduced. Topics include configuration of a teleprocessing network on a third generation computer, vocabulary, modems, terminal configuration, polling simulation, and common carrier characteristics. An existing telecommunications system and a student conceived national data system are investigated, analyzed, and designed.

COMPUTING SCIENCE (CS) 241 (4)

TELECOMMUNICATIONS II (3 LEC., 3 LAB.)

Prerequisite: Computing Science 240.

This course is a continuation of Computing Science 240. Topics include basic telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission, and polling techniques at the central unit. Laboratory fee.

COMPUTING SCIENCE (CS) 250 (3)

CONTEMPORARY TOPICS IN COMPUTER SCIENCE (3 LEC.)

Prerequisite: A minimum of two semesters of a high level language, or employment in the computer industry and the consent of the instructor. Recent developments and topics of current interest are studied.

COMPUTING SCIENCE (CS) 251 (4)

SPECIAL TOPICS IN COMPUTER SCIENCE AND DATA PROCESSING (3 LEC., 3 LAB.)

Prerequisite: Completion of at least one semester of any of the 5 data processing curriculum options, or employment in the computer industry and the consent of the instructor. Current developments in the rapidly changing field of computer science and data processing are studied. Topics will vary each semester, but may include such areas as basic programming for small computer systems, advanced RPGII concepts, PL/1 programming, or advanced data entry concepts. Laboratory fee.

COOPERATIVE WORK EXPERIENCE**701, 711, 801, 811 (1)****702, 712, 802, 812 (2)****703, 713, 803, 813 (3)****704, 714, 804, 814 (4)**

Prerequisite: Completion of two courses in the student's major or instructor or coordinator approval. These courses consist of seminars and on-the-job experience. Theory and instruction received in the courses of the students' major curricula are applied to the job. Students are placed in work-study positions in their technical occupational fields. Their skills and abilities to function

successfully in their respective occupations are tested. These work internship courses are guided by learning objectives composed at the beginning of each semester by the students, their instructors or coordinators, and their supervisors at work. The instructors determine if the learning objectives are valid and give approval for credit.

DATA PROCESSING (DP) 129 (4)

DATA ENTRY CONCEPTS (2 LEC., 5 LAB.)

Prerequisite: Business 172 or one year of typing in high school. This course provides skills using card-oriented and buffered display equipment. Emphasis is on speed and accuracy. Topics include performing the basic functions, record formatting with protected and variable fields, and using a variety of source documents. Program control and multiple program levels are also covered. Laboratory fee.

DATA PROCESSING (CS) 131 (3)

RPG PROGRAMMING (2 LEC., 2 LAB.)

Prerequisite: Data Processing 133 or the consent of the instructor. This course is for persons who require RPGII in job. Programming skills using RPGII are developed. Emphasis is on language techniques and not on operation and functioning of the equipment. Programming problems emphasize card processing, and will include basic listing, multiscard records, and multi-file processing. Laboratory fee.

DATA PROCESSING (DP) 133 (4)

BEGINNING PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: Data Processing 139 and Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 138 is advised. This course introduces programming skills using the COBOL language. Skills in problem analysis, flowcharting, coding, testing, and documentation are developed. Programs are designed to provide competency using cards. Laboratory fee.

DATA PROCESSING (DP) 136 (4)

INTERMEDIATE PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: Data Processing 133 and Data Processing 138. Study of COBOL language continues. Included are levels of totals, group printing concepts, table build and search techniques, ISAM disk concepts, matching record, and file maintenance concepts using disk. Laboratory fee.

DATA PROCESSING (DP) 137 (3)

DATA PROCESSING MATHEMATICS (3 LEC.)

This course introduces the principles of computer computation. Topics include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures.

DATA PROCESSING (DP) 138 (3)

DATA PROCESSING LOGIC (3 LEC.)

Prerequisites: Data Processing 139 and Computing Science 175 or the consent of the instructor. Concurrent enrollment in Data Processing 133 is advised. This course presents basic logic needed for problem solving with the computer. Topics include flowcharting standards, techniques for basic logic operations, table search and build techniques, types of report printing, conditional tests, multiple record types, and sequential file maintenance. System flowcharting is introduced.

DATA PROCESSING (DP) 139 (3)

TECHNICIAN (2 LEC., 4 LAB.)

Prerequisite: Credit or concurrent enrollment in Computing Science 175 or the consent of the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. The role of personnel in computer operations, data entry, scheduling, data control, and librarian functions is included. Other topics include the importance of job documentations, standards manuals, and error logs. The relationship between operating procedures and the operating system is described. Job control language and system

commands are also stressed. The flow of data between the user and the data processing department, and the relationship between operations and the other functional areas within the data processing department are covered. Laboratory fee.

DATA PROCESSING (DP) 140 (4)
OPERATIONS-CONSOLE (3 LEC., 3 LAB.)

Prerequisites: Data Processing 137 or Mathematics 130, and Data Processing 139, or the consent of the instructor. Operating systems are presented. Emphasis is on operation of a single-partitioned and multiprogramming DOS environment. Opportunity is provided to analyze and respond to system messages in both environments. Laboratory fee.

DATA PROCESSING (DP) 231 (4)
ADVANCED PROGRAMMING (3 LEC., 4 LAB.)

Prerequisite: Data Processing 136 or the consent of the instructor. This course focuses on the additional language capabilities and third generation hardware concepts. The assembly language instruction set of the IBM 360/370 is used. Included is an in-depth study of the standard instruction set and the decimal feature instructions. Data structure, system organization, linkage conventions, and selected macro-instructions are also presented. Laboratory fee.

DATA PROCESSING (DP) 232 (4)
APPLIED SYSTEMS (3 LEC., 4 LAB.)

Prerequisite: Data Processing 136. This course introduces and develops skills to analyze existing systems and to design new systems. Emphasis is on a case study involving all facets of system design from the original source of data to final reports. Flowcharts and documentation are included.

DATA PROCESSING (DP) 233 (4)
OPERATING SYSTEMS AND COMMUNICATIONS (3 LEC., 4 LAB.)

Prerequisite: Data Processing 133 or the consent of the instructor. Concepts and technical knowledge of an operating system, JCL, and utilities are presented. The internal functions of an operating system are analyzed.

Training is given in the use of JCL and utilities. The emphasis of the operating system depends on the computer system used. Laboratory fee.

DATA PROCESSING (DP) 236 (4)
ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)

Prerequisite: Data Processing 133 and 136, or the consent of the instructor. Advanced problem solving techniques are studied using the COBOL programming language. Emphasis is placed on sequential and random processing techniques using disk. Additional ANSI COBOL conventions are covered. Set/search table lookup, sort verb, report-writer, and modular programming techniques are included. Laboratory fee.

DATA PROCESSING (DP) 242 (4)
COMPUTER HARDWARE AND DATA BASE SYSTEMS (3 LEC., 4 LAB.)

Prerequisite: Computing Science 175, one year of a high level language, Data Processing 232, or the consent of the instructor. The organization and architecture of large, medium, small, mini, and micro computers are compared. Topics include digital number systems, machine language and assemblers, on-line and off-line data base systems, and data management. Currently used data bases (IMS, TOTAL, ADABAS, etc.) and graphic systems are emphasized. Laboratory fee.

DATA PROCESSING (DP) 243 (3)
COMPUTER CENTER MANAGEMENT (3 LEC.)

Prerequisite: Computing Science 175, a minimum of one semester of high level language, or the consent of the instructor. The management of a computer center is examined. Topics include analyzing, planning, organizing and controlling installations. The organization, production orientation, control, and personnel of the data processing department are covered. The effects of these functions on information and real-time systems are explored. Methods for computer selection and evaluation are described.

DATA PROCESSING**(DP) 701, 711, 801, 811 (1)**

(See Cooperative Work Experience)

DATA PROCESSING**(DP) 702, 712, 802, 812 (2)**

(See Cooperative Work Experience)

DATA PROCESSING**(DP) 703, 713, 803, 813 (3)**

(See Cooperative Work Experience)

DATA PROCESSING**(DP) 704, 714, 804, 814 (4)**

(See Cooperative Work Experience)

DENTAL ASSISTING (DA) 140 (1)INTRODUCTION TO THE
DENTAL PROFESSION (1 LEC.)

This course is a study of dentistry as it has evolved into a profession. The growth, development, and educational background of the dental association and auxiliary associations are described. The way the dental assistant student acquires and retains certification is explained. Personal requirements, professional conduct, and interpersonal relationships of the dental team are included. The legal, ethical, moral, and professional responsibilities of the dentist and auxiliaries are identified. Terminology relating to this course is also included.

DENTAL ASSISTING (DA) 141 (4)DENTAL ANATOMY AND
PHYSIOLOGY (3 LEC., 3 LAB.)

This course covers the study of embryology and the development of the face and oral cavity. Oral histology, eruption and exfoliation of the primary dentition, and eruption of the secondary dentition are included. The morphology of the teeth and the anatomy and physiology of the head and neck are also covered. Terminology relating to this is included. Laboratory fee.

DENTAL ASSISTING (DA) 142 (3)

DENTAL ASSISTING I (2 LEC., 4 LAB.)

The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments, are covered, including use of high-velocity

suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity findings are also covered. Laboratory fee.

DENTAL ASSISTING (DA) 143 (2)DENTAL MICROBIOLOGY AND
PATHOLOGY (2 LEC., 1 LAB.)

This course focuses on microbiology relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee.

DENTAL ASSISTING (DA) 144 (4)

DENTAL MATERIALS I (3 LEC., 3 LAB.)

Prerequisite: "C" average in Dental Assisting 140, 141, 142, and 143. The history, terminology, structure and properties of dental materials are studied. Dental laboratory equipment is presented, and the care and use of it explained. Safety rules and regulations used in the dental laboratory are identified. Weights and measurements and their uses in the dental laboratory are introduced. The techniques and skills of handling various materials are covered, including gypsum products, dental waxes, alginate impression materials, compound and shellac bases, dental cements, restorative materials, thermal basis, cavity liners, and abrasive and polishing agents, gold foils, nuva fill, and sealants are also included. Pouring casts and trimming and finishing study casts are covered. Laboratory fee.

DENTAL ASSISTING (DA) 145 (2)

DENTAL ROENTGENOLOGY I (2 LEC., 1 LAB.)

Prerequisite: "C" average in Dental Assisting 140, 141, 142, and 143. This course focuses on the history, terminology, and the theory of the roentgen ray. Topics include the care and safety

measures of X-ray equipment, radiation, hazards, and safety precautions for the patient and operator. Other topics include the care and storage of film, types of dental films used, and film composition. Exposing, processing, and mounting X-rays are covered, including the use of the open cone bisecting angle technique. Preventing faulty roentgenograms is also covered. Laboratory fee.

DENTAL ASSISTING (DA) 146 (2)
DENTAL ASSISTING II (2 LEC., 1 LAB.)

Prerequisite: "C" average in Dental Assisting 140, 141, 142, and 143. The dental specialties are studied. Included are endodontics, oral surgery and general anesthetic, orthodontics, pedodontics, periodontics, and prosthodontics. Pathology and public health, preparation, and instrumentation are also covered. The vital signs of a patient are explained and practice sessions are held. Hospital dentistry is introduced. The use of hand instruments is covered, including removing cement from dental restorations and bands, removing ligature ties, sutures, socket dressing, periodontal packs, and temporary medicinal fillings. Terminology relating to this course is also included. Laboratory fee.

DENTAL ASSISTING (DA) 240 (2)
DENTAL MATERIALS II (1 LEC., 2 LAB.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. This course is a continued study of dental materials. Students use all materials needed for everyday practice in the dental office. New materials are introduced, such as reversible hydrocolloids, asbestos and wax spacers, custom made trays, rubber base impression material, die stone, inlay wax, investment material, burnout, temporary acrylic jackets or crowns and temporary dentures. Spruing and casting procedures are included. Finishing castings and repairing prostheses are also covered. Terminology relating to this course is included. Laboratory fee.

DENTAL ASSISTING (DA) 241 (2)
DENTAL ROENTGENOLOGY II (1 LEC., 2 LAB.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. The study of dental X-ray is continued. Long, open cone, and parallel techniques, are introduced. Occlusal films, extraoral films, and panoramic procedures are covered. Practice is provided in short and long cone techniques and in processing, mounting, and filing dental films. Terminology relating to this course is included. Laboratory fee.

DENTAL ASSISTING (DA) 242 (3)
DENTAL OFFICE
ADMINISTRATION I (3 LEC.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. Front office routines of the dental office are studied in detail. Topics include dental team responsibilities, office policies for employee and patient, telephone techniques, greeting people, patient information, credit ratings, and appointment control. Referrals, patient charts, check and receipt writing, deposit slips, petty cash, day sheets, recall system inventory and supplies, filing, prescriptions, staff schedules, accounts payable, and banking procedures are also covered. Terminology relating to this course is included.

DENTAL ASSISTING (DA) 243 (3)
DENTAL ASSISTING CLINIC
SEMINAR I (3 LEC.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. Clinical experiences and problems encountered in the internship are shared and discussed. Counseling with individual students is provided.

DENTAL ASSISTING (DA) 244 (6)
DENTAL ASSISTING
INTERNSHIP I (18 LAB.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. Students receive chairside experience in dental assisting at dental clinics, the dental school, hospitals, and health agencies in the community. Students rotate among clinics every 6 weeks to gain as much work experience as possible.

DENTAL ASSISTING (DA) 245 (3)

DENTAL OFFICE
ADMINISTRATION II (3 LEC.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 244. This course is a continued study of front office procedures. Topics include collection control, correspondence, office records, laws pertaining to collections and records, and a business summary. Dental payment plans, third party insurance, radio-graphs in dental care programs, case presentations, income tax records, and patient psychology are also covered. Terminology relating to this course is covered.

DENTAL ASSISTING (DA) 246 (3)

PREVENTATIVE DENTISTRY (3 LEC.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 244. Preventive dentistry is presented. Topics include oral hygiene, use of the phase microscope in preparing dental plaque smears, learning and teaching a preventive program, and diet and nutrition. First aid, and cardio-pulmonary resuscitation emergencies are included. Pharmacology and drug and prescription laws applying to the dental office are covered. Terminology relating to this course is included.

DENTAL ASSISTING (DA) 247 (3)

DENTAL ASSISTING CLINIC
SEMINAR II (3 LEC.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 244. Clinical experiences and problems encountered in the internship are shared and discussed. Counseling with individual students is provided.

DENTAL ASSISTING (DA) 248 (6)

DENTAL ASSISTING
INTERNSHIP II (18 LAB.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 244. Students receive chairside experience in dental assisting and experience in office procedures at dental clinics, the dental school, hospitals, and health agencies in the community. Students rotate among clinics every 6 weeks to gain as much experience as possible.

DESIGN (DES) 128 (2)

INTRODUCTION TO MASS
PRODUCED APPAREL (2 LEC.)

Mass production in the fashion industry is analyzed.

DESIGN (DES) 129 (1)

INDUSTRIAL GARMENT
CONSTRUCTION (3 LAB.)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee.

DESIGN (DES) 135 (3)

TEXTILES (2 LEC., 2 LAB.)

This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used.

DESIGN (DES) 136 (3)

FASHION SKETCHING (2 LEC., 4 LAB.)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized.

DESIGN (DES) 234 (3)

HISTORY OF COSTUME (3 LEC.)

Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th century. Emphasis is on the customs which affect styles.

DESIGN (DES) 235 (3)

HISTORY OF COSTUME (3 LEC.)

Prerequisite: Design 234 or the consent of the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles.

DRAFTING (DFT) 135 (2)

REPRODUCTION PROCESSES (1 LEC., 3 LAB.)

Equipment and processes used to reproduce technical art are studied. Included are the graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting,

photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. The rapidly expanding field of computergraphics is also covered. Lab work includes the preparation of flats for offset printing of brochures. Laboratory fee.

DRAFTING (DFT) 136 (3)

GEOLOGICAL AND LAND
DRAFTING (2 LEC., 4 LAB.)

Prerequisite: Drafting 183 or the equivalent and Mathematics 196. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot a traverse and contour lines and to determine area and volumes. A set of drawings is prepared for residential subdivision, a shopping center, or some other type of land development.

DRAFTING (DFT) 160 (2)

MANUFACTURING
FUNDAMENTALS (2 LEC.)

Manufacturing fundamentals and production methods are studied. Modern fabrication techniques and equipment used in industry are presented. The functions and role of drafting are described.

DRAFTING (DFT) 182 (2)

TECHNICIAN DRAFTING (1 LEC., 3 LAB.)

This course focuses on the reading and interpretation of engineering drawings. Topics include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee.

DRAFTING (DFT) 183 (4)

BASIC DRAFTING (2 LEC., 6 LAB.)

This course is for students who have had little or no previous experience in drafting. Skill in orthographic, axonometric, and oblique sketching and drawing is developed. Topics include lettering, applied geometry, fasteners, sectioning, tolerancing, and auxiliaries. Experience is provided in using handbooks and other resource materials and in developing design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is on both mechanical skills and graphic theory. Laboratory fee.

DRAFTING (DFT) 184 (3)

INTERMEDIATE DRAFTING (2 LEC., 4 LAB.)

Prerequisite: Drafting 183 or the equivalent. Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. Drafting problems, design function, and specialized drafting areas are examined. Included are the detailing and assembling of machine parts, gears, cams, jigs, fixtures, metals, and metal forming processes. Drawing room standards and reproducing drawings are studied. Detail and assembly drawings are made. Laboratory fee.

DRAFTING (DFT) 230 (3)

STRUCTURAL DRAFTING (2 LEC., 4 LAB.)

Prerequisites: Drafting 184 and Mathematics 196. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components.

DRAFTING (DFT) 231 (3)

ELECTRONIC DRAFTING (2 LEC., 4 LAB.)

Prerequisite: Drafting 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic dia-

grams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices.

DRAFTING (DFT) 232 (3)
TECHNICAL ILLUSTRATION (2 LEC., 4 LAB.)

Prerequisite: Drafting 183. The rendering of three-dimensional drawings is covered. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipment and their environments. Technical sketching, and hand mechanical lettering, air brush retouching of photographs, handling of commercially prepared pressure sensitive materials, and layout of schematics, charts, and graphs are practiced. Laboratory fee.

DRAFTING (DFT) 234 (4)
ADVANCED TECHNICAL ILLUSTRATION (2 LEC., 6 LAB.)

Prerequisite: Drafting 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.

DRAFTING AND DESIGN TECHNOLOGY

(DFT) 703, 713, 803, 813 (3)
(See Cooperative Work Experience)

EDUCATIONAL PARAPROFESSIONAL (EP) 129 (3)
COMMUNICATION SKILLS FOR EDUCATIONAL PARAPROFESSIONAL (3 LEC.)

This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills.

EDUCATIONAL PARAPROFESSIONAL (EP) 131 (3)
INTRODUCTION TO EDUCATIONAL PROCESSES I (3 LEC.)

The role of the educational paraprofessional is defined. The organization and administration of the public school system are described. Special attention is given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the paraprofessional trainee observes and studies the developmental patterns of students. The principles of human growth and development are included.

EDUCATIONAL PARAPROFESSIONAL (EP) 132 (3)
INTRODUCTION TO MEDIA (1 LEC., 4 LAB.)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included.

EDUCATIONAL PARAPROFESSIONAL (EP) 133 (3)
INTRODUCTION TO EDUCATIONAL PROCESSES II (3 LEC.)

This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of the educational paraprofessional are covered.

EDUCATIONAL PARAPROFESSIONAL (EP) 135 (3)
ARTS AND CRAFTS FOR EDUCATIONAL PARAPROFESSIONALS (3 LEC.)

Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 231 (2)**
PARAPROFESSIONAL SEMINAR I (2 LEC.)

Classroom strategies, supervision techniques, and instructional skills are discussed. Educational paraprofessional trainees use their practicum experiences in the discussion in this seminar.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 232 (4)**
EDUCATIONAL PARAPROFESSIONAL PRACTICUM I (20 LAB.)

(See Cooperative Work Experience 804) This practicum includes experiences in learning environments under the direct supervision of a teacher. Principles of learning and motivation are applied to the teaching learning situation.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 235 (2)**
EDUCATIONAL PARAPROFESSIONAL SEMINAR II (2 LEC.)

Experiences in the classroom are combined with professional consultation and group experiences with other educational paraprofessionals. Small group interaction enables the trainee to share experiences, demonstrate specific skills, participate in simulated classroom situations, and clarify hypotheses.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 236 (4)**
EDUCATIONAL PARAPROFESSIONAL PRACTICUM II (20 LAB.)

(See Cooperative Work Experience 814) This practicum continues experiences in classrooms under the supervision of a teacher. Principles of learning and motivation are applied to the teaching-learning situation.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 245 (1)**
DIVERSIFIED STUDIES (1 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media,

library, physical education, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 246 (2)**
DIVERSIFIED STUDIES (2 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL (EP) 247 (3)**
DIVERSIFIED STUDIES (3 LEC.)

This course provides for specialized study by the educational paraprofessional. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor.

**EDUCATIONAL
PARAPROFESSIONAL
(EP) 802, 812 (2)**
(See Cooperative Work Experience)

**EDUCATIONAL
PARAPROFESSIONAL
(EP) 803, 813 (3)**
(See Cooperative Work Experience)

**EDUCATIONAL
PARAPROFESSIONAL
(EP) 804, 814 (4)**
(See Cooperative Work Experience)

FIRE PROTECTION (FPT) 131 (3)
INTRODUCTION TO FIRE PROTECTION (3 LEC.)

The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed.

FIRE PROTECTION (FPT) 132 (3)**FIRE PREVENTION THEORY & APPLICATION (3 LEC.)**

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards.

FIRE PROTECTION (FPT) 135 (3)**INTRODUCTION TO FIRE ADMINISTRATION (3 LEC.)**

This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer's position.

FIRE PROTECTION (FPT) 136 (3)**FIRE INVESTIGATION AND ARSON (3 LEC.)**

The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered.

FIRE PROTECTION (FPT) 138 (3)**INTRODUCTION TO FIRE OPERATIONS (3 LEC.)**

Fire operations and procedures are introduced. Topics include the proper use and operations of equipment, rescue procedures, communication systems, dispatch procedures, pump operations, and fire service hydraulics.

FIRE PROTECTION (FPT) 139 (4)**FIRE OPERATIONS STRATEGY (3 LEC., 1 LAB.)**

This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on pre-planning, study of conflagration problems, problem-solving, decision making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included.

FIRE PROTECTION (FPT) 231 (3)**FIRE PROTECTION THROUGH BUILDING CONSTRUCTION (3 LEC.)**

The fire resistance of building construction is considered. Included are building materials, assemblies and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied.

FIRE PROTECTION (FPT) 232 (3)**PROTECTION SYSTEMS IN INDUSTRY (3 LEC.)**

Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered.

FIRE PROTECTION (FPT) 233 (3)**FIRE PROTECTION SYSTEMS (3 LEC.)**

This course examines fire protection systems. Topics include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described.

FIRE PROTECTION (FPT) 234 (3)**INDUSTRIAL FIRE
PROTECTION II (3 LEC.)**

Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included.

FIRE PROTECTION (FPT) 235 (3)**FIRE ADMINISTRATION II (3 LEC.)**

Prerequisite: Fire Protection 135. Various aspects of the operation of a fire department are covered. Topics include insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered.

FIRE PROTECTION (FPT) 236 (3)**LEGAL ASPECTS OF FIRE
PROTECTION (3 LEC.)**

This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus.

FIRE PROTECTION (FPT) 237 (3)**HAZARDOUS MATERIALS II (3 LEC.)**

Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire fighting

techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures.

FIRE PROTECTION (FPT) 238 (3)**FIRE SAFETY EDUCATION (3 LEC.)**

Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks.

FIRE PROTECTION (FPT) 239 (3)**FIRE SERVICE
COMMUNICATIONS (3 LEC.)**

This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dispatching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances.

FIRE PROTECTION (FPT) 240 (3)**FIRE INSURANCE
FUNDAMENTALS (3 LEC.)**

The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule,

and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies.

FIRE PROTECTION (FPT) 241 (3)

ADVANCED FIRE LOSS
STATISTICAL SYSTEMS (3 LEC.)

This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed.

FIRE PROTECTION (FPT) 242 (3)

URBAN FIRE PROBLEM
ANALYSIS (3 LEC.)

The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied.

FIRE PROTECTION (FPT) 243 (3)

TECHNICAL WRITING FOR
FIREFIGHTERS (3 LEC.)

Prerequisite: English. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials.

FOOD SERVICE (FS) 119 (3)

FOOD SERVICE EQUIPMENT (3 LEC.)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service

facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered.

FOOD SERVICE (FS) 120 (3)

BASIC FOOD PREPARATION (2 LEC., 4 LAB.)

Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee.

FOOD SERVICE (FS) 122 (3)

ADVANCED FOOD PREPARATION (2 LEC., 4 LAB.)

Prerequisite: Food Service 120. This course is a continuation of Food Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis on high preparation techniques for high quality. Laboratory fee.

FOOD SERVICE (FS) 124 (3)

FOOD SERVICE SANITATION
AND SAFETY (3 LEC.)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dishwashing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid.

FOOD SERVICE (FS) 132 (3)

FOOD PURCHASING, HANDLING
AND STORAGE (3 LEC.)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered.

FOOD SERVICE (FS) 135 (3)

NUTRITION AND MENU
PLANNING (3 LEC.)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered.

FOOD SERVICE (FS) 136 (3)

SUPERVISORY TECHNIQUES
FOR FOOD SERVICE (3 LEC.)

Selecting, training, and supervising personnel for food service are studied. Personnel policies, job descriptions, teaching methods, schedule preparation, and work improvement are included.

FOOD SERVICE (FS) 138 (3)

FOOD SERVICE COST CONTROL (3 LEC.)

Prerequisites: Food Service 132 and Math 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation.

FOOD SERVICE (FS) 140 (3)

ELEMENTARY BAKERY
TRAINING (2 LEC., 4 LAB.)

This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee.

FOOD SERVICE (FS) 201 (1)

SPECIAL TOPICS IN FOOD
SERVICE (1 LEC.)

Prerequisite: The consent of the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which

include the total knowledge of food service processes. This course may be repeated for credit.

FOOD SERVICE (FS) 202 (2)

SPECIAL TOPICS IN FOOD
SERVICE (2 LEC.)

Prerequisite: The consent of the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit.

FOOD SERVICE (FS) 203 (3)

SPECIAL TOPICS IN FOOD
SERVICE (3 LEC.)

Prerequisite: The consent of the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food service. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit.

FOOD SERVICE (FS) 220 (4)

QUANTITY FOOD PREPARATION
AND SERVICE (3 LEC., 5 LAB.)

Prerequisite: Food Service 122. 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.

FOOD SERVICE (FS) 222 (4)

ADVANCED QUANTITY FOOD
PREPARATION AND SERVICE (3 LEC., 5 LAB.)

Prerequisite: Food Service 220. This course emphasizes the planning and management of quantity food pro-

duction. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee.

FOOD SERVICE (FS) 231 (3)

FOOD SERVICE FINANCIAL
MANAGEMENT (3 LEC.)

Financial aspects of food service are explored. Topics include profit planning, cost analysis, break-even point analysis, budgets, income statements, and balance sheets for commercial food service operations. Emphasis is on cost management, ratio analysis, and feasibility studies.

FOOD SERVICE (FS) 233 (3)

FOOD MARKETING (3 LEC.)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services.

FOOD SERVICE (FS) 237 (2)

ORGANIZATION AND
MANAGEMENT (3 LEC.)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized.

FOOD SERVICE (FS) 238 (3)

GARDE-MANGER TRAINING (2 LEC., 4 LAB.)

Prerequisite: Food Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee.

FOOD SERVICE (FS) 239 (3)

SAUCIER TRAINING (2 LEC., 4 LAB.)

Prerequisite: Food Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and

game are also covered. The proper set-up of the saucier station is also included. Laboratory fee.

FOOD SERVICE (FS) 242 (4)

COMMUNITY NUTRITION (3 LEC., 3 LAB.)

Prerequisite: Food Service 135. Nutrition knowledge is applied to the care for people. How people eat and why they eat are studied. Other topics include 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 evaluating nutrition care. Laboratory fee.

FOOD SERVICE (FS) 243 (4)

CLINICAL NUTRITION (3 LEC., 3 LAB.)

Prerequisite: Food Service 135. This course focuses on changes in nutrition necessary in illness and for special problems. Included are changes for individuals with cardiovascular disease, diabetes, weight control, malnutrition, and other health problems. Laboratory fee.

FOOD SERVICE (FS) 244 (4)

CHILD NUTRITION (3 LEC., 3 LAB.)

Prerequisite: Food Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. Laboratory fee.

FOOD SERVICE (FS) 245 (3)

ADVANCED PASTRY SHOP
TRAINING (2 LEC., 4 LAB.)

Prerequisite: Food Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advance techniques in continental pastries. Laboratory fee.

FOOD SERVICE (FS) 247 (3)

BEVERAGE OPERATIONS AND
SERVICE (3 LEC.)

This course deals with beverage service in the commercial sector. Topics include basic bar operations,

sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service.

FOOD SERVICE

(FS) 804, 814 (4)

(See Cooperative Work Experience)

HOTEL-MOTEL OPERATIONS

(HMO) 110 (3)

PRINCIPLES OF HOTEL
ADMINISTRATION (3 LEC.)

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collection of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth.

HOTEL-MOTEL OPERATIONS

(HMO) 112 (3)

HOTEL-MOTEL HOUSEKEEPING (3 LEC.)

This course focuses on the methods, procedures, and policies of housekeeping in a hotel or motel. Topics include departmental organization, employee supervision, work organization and assignments, materials and equipment, and room design and layout.

HOTEL-MOTEL OPERATIONS

(HMO) 114 (3)

FRONT OFFICE PROCEDURES (2 LEC., 4 LAB.)

The everyday procedures of the front desk are covered. The use of the guest registration card and other forms are included. Also included are the operation of the room rack, selling of rooms, reservations and inquiries, and general problems. Methods of handling accounts in hotels of various sizes are presented. The operation of NCR 4200 is covered, and its uses are thoroughly analyzed.

HOTEL-MOTEL OPERATIONS

(HMO) 116 (3)

HOTEL-MOTEL MAINTENANCE
AND ENGINEERING (3 LEC.)

This course examines the maintenance and engineering departments. Preventive programs and maintenance procedures are covered.

HOTEL-MOTEL OPERATIONS

(HMO) 210 (3)

HOTEL-MOTEL SALES
DEVELOPMENT (3 LEC.)

The techniques of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets.

HOTEL-MOTEL OPERATIONS

(HMO) 212 (3)

HOTEL-MOTEL ACCOUNTING (3 LEC.)

The principles of hotel and motel accounting are presented. Topics include the meaning and purposes of accounting, journalizing, periodic adjustments, and formal statements. Emphasis is on the analysis of financial statements for making decisions in the operation of hotels and motels.

HOTEL-MOTEL OPERATIONS

(HMO) 214 (3)

HOTEL-MOTEL LAW (3 LEC.)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved.

HOTEL-MOTEL OPERATIONS

(HMO) 216 (3)

HOTEL-MOTEL PROPERTY
MANAGEMENT (3 LEC.)

All phases of property management are studied. Emphasis is on the guest's first impressions. Staffing, training, capital investments, cost analysis, rentals, and renovation of all types and sizes of properties are included.

HOTEL/MOTEL OPERATIONS

(HMO) 804, 814 (4)

(See Cooperative Work Experience)

INTERIOR DESIGN (INT) 120 (3)

BASIC PLANNING (2 LEC., 4 LAB.)

Prerequisites: Interior Design major and concurrent enrollment in Interior Design 121. This course focuses on the use of drafting instruments. Included is the drawing of two- and three-dimensional forms, floor plans, interior elevations, furniture layouts, and electrical plans. The reading of blueprints, use of architectural symbols, and printing are emphasized.

INTERIOR DESIGN (INT) 121 (3)

BASIC COLOR THEORY FOR INTERIOR DESIGN (2 LEC., 4 LAB.)

Prerequisites: Interior Design major and concurrent enrollment in Interior Design 120. Color theory and systems are studied. Mixing techniques for transparent and opaque pigments are covered. The use of values, tints, and intensities is practiced. Basic color schemes and color psychology are applied to Interior Design 120 projects.

INTERIOR DESIGN (INT) 123 (3)

ADVANCED PLANNING AND PERSPECTIVE (2 LEC., 4 LAB.)

Prerequisites: Interior Design 120 and 121 and concurrent enrollment in Interior Design 124 and 225. The student applies 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 (INT) 124 (3)

COLOR AND LIGHTING (2 LEC., 4 LAB.)

Prerequisites: Interior Design 120 and 121 and concurrent enrollment in Interior Design 123. The interrelationship of color and lighting is applied to total space concepts. Qualitative and quantitative aspects of lighting are assessed in relation to color schemes. A study is made of fixtures. Electrical plans and specifications are correlated with projects in Interior Design 123.

INTERIOR DESIGN (INT) 144 (1)

PHILOSOPHY OF DESIGN (1 LEC.)

Prerequisites: Current enrollment in Interior Design Program or the consent

of the instructor. Readings and discussions of selected major designers and architects whose philosophy and work have influenced the course of 20th century design are studied.

INTERIOR DESIGN (INT) 222 (5)

HISTORY OF INTERIOR ARTS I (5 LEC.)

Prerequisites: Interior Design 123, 124, and 225 and concurrent enrollment in Interior Design 226 and 233. The evolution of the interior arts and related architectural development are surveyed. The Egyptian Period through the French Period is covered.

INTERIOR DESIGN (INT) 223 (5)

HISTORY OF INTERIOR ARTS II (5 LEC.)

Prerequisites: Interior Design 222, 226, and 233 and concurrent enrollment in Interior Design 224, 225 and 235. The study of the history of interior arts is continued. The English Period through Oriental Period is covered.

INTERIOR DESIGN (INT) 224 (3)

INTERIOR GRAPHICS AND ILLUSTRATION (2 LEC., 4 LAB.)

Prerequisites: Interior Design 222, 226, and 233 and concurrent enrollment in Interior Design 223, and 234. Design projects based on traditional styles are developed. Mechanical systems and acoustical considerations are studied. Both formal and informal presentations are made. Projects include working drawings.

INTERIOR DESIGN (INT) 225 (3)

ARCHITECTURAL DRAWINGS I (2 LEC., 4 LAB.)

Prerequisites: Interior Design 120 and 121 and concurrent enrollment in Interior Design 123 and 124. A basic residential floor plan is designed. All working drawings are prepared, including plot plan, foundation plan, details, sections, and elevations.

INTERIOR DESIGN (INT) 226 (3)

ARCHITECTURAL DRAWING II (2 LEC., 4 LAB.)

Prerequisites: Interior Design 123, 124, 225 and concurrent enrollment in Interior Design 222 and 233. Three-dimensional objects are rendered from still life, and human and architectural forms. Emphasis is on freehand perspective in mixed media.

INTERIOR DESIGN (INT) 233 (3)

FABRICATIONS I (2 LEC., 4 LAB.)

Prerequisites: Interior Design 123, 124, and 225 and concurrent enrollment in Interior Design 222 and 226. This course provides for the student a practical working knowledge of crafts and techniques involved in constructions and installations. The student is required to study and implement good design principles using the materials studied in this course. Laboratory fee.

INTERIOR DESIGN (INT) 234 (3)

FABRICATIONS II (2 LEC., 4 LAB.)

Prerequisites: Interior Design 222, 226, 233, and 235 and concurrent enrollment in Interior Design 223 and 224. This course is a continuation of Interior Design 233. Emphasis is on crafts and techniques involved in constructions and installations. Laboratory fee.

INTERIOR DESIGN (INT) 235 (3)INNER SPACE COMPOSITION
AND PRESENTATION (2 LEC., 4 LAB.)

Prerequisites: Interior Design 123, 124, and 225 and concurrent enrollment in Interior Design 222, 226, and 233. All elementary principles of interior design are used for problem-solving assignments. Emphasis is on quick sketch solutions.

INTERIOR DESIGN (INT) 237 (4)ADVANCED PRINCIPLES OF
INTERIOR DESIGN (3 LEC., 3 LAB.)

Prerequisites: Interior Design 223, 224, 234, and 235 and concurrent enrollment in Interior Design 340, 342, and 341 or 811. This course focuses on the organization of all aspects of interior and related exterior space. Color and design of all materials are coordinated. Professional problem solving and formal presentation for contemporary design are stressed. Emphasis is on contemporary residential interior projects.

INTERIOR DESIGN (INT) 238 (4)CLIENT PSYCHOLOGY SURVEY
AND BUSINESS PROCEDURES (3 LEC., 3 LAB.)

Prerequisites: Interior Design 237, 340, 342, and 811 or 341, and concurrent enrollment in Interior Design 239 and 343. This course is study of designer

and client relations. Topics include the analysis of the client's needs by interview and survey, the calculation of the proper design and presentation for the individual client and the application of client psychology principles. The use of source catalogs, showrooms, local crafts, and workrooms is also included. Cost estimates, contracts, studio organization, professional ethics, and the coordination of orders, fabrics, and installations are also covered.

INTERIOR DESIGN (INT) 239 (4)PRINCIPLES OF COMMERCIAL
INTERIOR DESIGN (3 LEC., 3 LAB.)

Prerequisites: Interior Design 237, 341, 342, or 811 and concurrent enrollment in Interior Design 238 and 343. This course is a continuation of Interior Design 237. Field trips to professional studios, workrooms and factories are included. Emphasis is on the study of traditional and contemporary commercial interiors. The latest trends and materials are surveyed and used. A study and application of acoustics is included.

INTERIOR DESIGN (INT) 240 (1)

DESIGN SOURCES (1 LEC.)

Prerequisites: Interior Design 123 and 124 and concurrent enrollment in Interior Design 224 and 234. This is an independent study (seminar) course designed to allow students to do the in-depth research of existing sources of materials, furnishings, accessories, fabricators, and workrooms that is necessary to implement design jobs.

INTERIOR DESIGN (INT) 341 (1)

SPECIAL PROJECT (1 LEC.)

Prerequisites: Interior Design 223, 224, and 235 and concurrent enrollment in Interior Design 237 and 342. A design problem is assigned to each student. All work is accomplished outside of class, with complete presentation of the problem and its solution due at the end of the semester. Analysis, plan, illustration, and presentation are included. Consultation with the instructor is scheduled regularly. The scope of the problem is directed and controlled by the instructor.

INTERIOR DESIGN (INT) 342 (3)

20th CENTURY DESIGNS (3 LEC.)

Prerequisites: Interior Design 223, 224, 234, and 235 and concurrent enrollment in Interior Design 237 and 811 or 341. This course focuses on interior design in the 20th century and current developments in environmental design.

INTERIOR DESIGN (INT) 343 (2)

RESEARCH AND PRESENTATION (2 LEC.)

Prerequisites: Interior Design 237, 341, or 811, and 342 and concurrent enrollment in Interior Design 238 and 239. A research problem is studied in depth and solved through the development of a complete design process. All steps are included, from the survey to defense of the final presentation before a jury.

INTERIOR DESIGN (INT) 801, 811 (1)

(See Cooperative Work Experience)

INTERIOR DESIGN (INT) 802, 812 (2)

(See Cooperative Work Experience)

LEGAL ASSISTANT (LA) 131 (3)

INTRODUCTION TO LEGAL TECHNOLOGY (3 LEC.)

Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American Law, are also included. Legal research, bibliography, legal drafting, and writing are also covered.

LEGAL ASSISTANT (LA) 133 (3)

LAW OF REAL PROPERTY AND REAL ESTATE TRANSACTION (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these instruments are examined. The system of recording and the search of public documents are also covered.

LEGAL ASSISTANT (LA) 134 (3)

PRINCIPLES OF FAMILY LAW (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures, and separation agreements are studied.

LEGAL ASSISTANT (LA) 135 (3)

TEXAS LEGAL SYSTEMS (3 LEC.)

Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed.

LEGAL ASSISTANT (LA) 139 (2)

LEGAL RESEARCH AND DRAFTING (1 LEC., 2 LAB.)

Prerequisite: Legal Assistant 131 and 135 and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reporters, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee.

LEGAL ASSISTANT (LA) 225 (3)

BUSINESS ORGANIZATIONS (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course is a study of the practical aspects of the law of business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited

Partnership Act, and the Model Business Corporation Act (as they have been used and adopted in Texas law).

LEGAL ASSISTANT (LA) 227 (3)
CIVIL LITIGATION (3 LEC.)

Prerequisites: Legal Assistant 131 and 135, English 101 or the consent of the instructor. This course is an overview of civil litigation in both state and federal court with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production) pretrial proceedings (motions to dismiss, motions for summary judgment, pretrial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., products liability, civil rights, securities and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law.

LEGAL ASSISTANT (LA) 231 (3)
WILLS, TRUSTS, AND
PROBATE ADMINISTRATION (3 LEC.)

Prerequisites: Legal Assistant 133 and 135 or the consent of the instructor. The forms and principles of law for wills and trusts are covered. The organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed.

LEGAL ASSISTANT (LA) 232 (3)
TORT AND INSURANCE LAW
AND CLAIMS INVESTIGATION (3 LEC.)

Prerequisites: Legal Assistant 131 and 135, and English 101 or the consent of the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied.

LEGAL ASSISTANT (LA) 233 (3)
INCOME TAXATION AND LEGAL
ACCOUNTING (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and Business 202 or the consent of the instructor. This course is a study of federal, state and local income taxation. Individuals and tax-paying entities such as estates, trusts and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax-related documents. Accounting related to legal problems is also introduced.

LEGAL ASSISTANT (LA) 234 (3)
PERSONAL PROPERTY, SALES
AND CREDIT TRANSACTIONS (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and English 101 or the consent of the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various instruments and legal research projects. The uniform commercial code and its effect are also included.

LEGAL ASSISTANT (LA) 235 (4)
TECHNIQUES OF LEGAL
PRACTICE AND PROCEDURES (3 LEC., 3 LAB.)

Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions,

answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee.

LEGAL ASSISTANT (LA) 236 (2)

LEGAL OFFICE MANAGEMENT (2 LEC.)

Prerequisites: Legal Assistant 231 and 233 and Business 202. All aspects of law office management are covered.

Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered.

LEGAL ASSISTANT (LA) 248 (3)

CONSTITUTIONAL AND CRIMINAL LAW (3 LEC.)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are procedural due process and discrimination, rights and privileges of citizenship, states powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues.

LEGAL ASSISTANT (LA) 251 (3)

COMPLEX LITIGATION AND THE ANTITRUST AND SECURITIES LAWS (3 LEC.)

Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of complex litigation, including discovery and pretrial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of complex litigation.

LEGAL ASSISTANT (LA) 255 (3)

OIL AND GAS LAW (3 LEC.)

Prerequisites: Legal Assistant 133 or the consent of the instructor. Oil and gas law's history, terminology and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interests, and major regulatory agencies are also discussed.

LEGAL ASSISTANT

(LA) 803, 813 (3)

(See Cooperative Work Experience)

LEGAL ASSISTANT

(LA) 804, 814 (4)

(See Cooperative Work Experience)

MATHEMATICS (MTH) 195 (3)

TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Development Mathematics 091 or the equivalent. This course is designed for technical students. It covers a general review of arithmetic, the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems.

MATHEMATICS (MTH) 196 (3)

TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles.

MEDICAL ASSISTING

TECHNOLOGY (MA) 150 (1)

ORIENTATION TO MEDICAL OFFICE CAREERS (1 LEC.)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course introduces the medical office and the roles of the medical assistant and medical transcriptionist. The professional and interpersonal

relationships of the medical office worker with office personnel, the patient, the physician, and others are studied. The history of medicine is introduced, including the great men and women of medicine and their discoveries.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 151 (4)**
MEDICAL TERMINOLOGY (4 LEC.)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or the consent of the instructor. This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 152 (2)**
MEDICAL LAW AND ETHICS (2 LEC.)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician's legal responsibilities.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 153 (3)**
MEDICAL OFFICE
MICROBIOLOGY AND
STERILIZATION PROCEDURES (2 LEC., 2 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program. This course is a study of fundamental microbiology and methods of sanitation, asepsis, and sterilization. The operation of sterilization equipment, application of the principles of asepsis in handwashing, dressings, and creating and maintaining a sterile field are included. The proper disposal of contaminated materials is demonstrated.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 160 (4)**
MEDICAL TRANSCRIPTION (2 LEC., 6 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Business 174 or the equivalent with a GPA of 2.0 or better or the consent of the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 161 (3)**
MEDICAL OFFICE —
ADMINISTRATIVE AND
MANAGEMENT PROCEDURES (3 LEC.)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical recordkeeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The fundamentals of a medical office, care of equipment, ordering of office supplies, and office house-keeping are covered.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 162 (3)**
MEDICAL OFFICE BOOKKEEPING AND
INSURANCE PROCEDURES (3 LEC.)

Prerequisite: Admission to the Medical Assisting Technology Program. The fundamentals of medical office bookkeeping and financial record-keeping are studied. The pegboard system is covered and computerized accounting is introduced. Appraisal of health insurance plans is covered, including a study of benefits and claims procedures with an emphasis on the completion of claim forms.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 163 (3)**

MEDICAL OFFICE CLINICAL MEDICAL
ASSISTING PROCEDURES (2 LEC., 2 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program. The role of the clinical medical assistant is introduced in lectures and in laboratory experiences. Topics include techniques in the examining room, patient handling and preparation, taking and recording vital signs, and assisting the physician with examination, treatments, minor surgery, and office emergencies. The ordering, storing and inventory of medical supplies and care of equipment are also included.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 164 (3)**

MEDICAL OFFICE PHARMACOLOGY AND
DRUG ADMINISTRATION (2 LEC., 2 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 170 (3)**

MEDICAL OFFICE X-RAY
ORIENTATION AND ELECTROMEDICAL
INSTRUMENTATION (5 LEC., 5 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program. This course prepares students to communicate instructions to the patient for proper preparation for X-ray examinations. The identification of safety hazards and precautions related to X-ray equipment is included. The handling and storage of X-rays are demonstrated. Methods of electrocardiography are explained, including operation of the machine, specific

techniques and mounting the tracing. The operation and care of other electromedical instruments, ultrasound, and ultraviolet light are also covered. Laboratory fee.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 171 (3)**

MEDICAL OFFICE LABORATORY
PROCEDURES (5 LEC., 5 LAB.)

Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee.

**MEDICAL ASSISTING
TECHNOLOGY (MA) 172 (6)**

MEDICAL ASSISTING
EXTERNSHIP (2 LEC., 38 LAB.)

Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the Medical Assisting faculty. A minimum of 180 hours is required in the clinical setting for externship.

**MEDICAL LAB TECHNOLOGY
(MLT) 133 (4)**

HEMATOLOGY (3 LEC., 4 LAB.)

Prerequisite: Acceptance into the Medical Laboratory Technician Program with an ACT composite score of 18 and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee.

MEDICAL LAB TECHNOLOGY**(MLT) 135 (3)**

URINALYSIS (2 LEC., 4 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 Medical Laboratory Technology 133. This course is an orientation to the medical laboratory and a study of the theory and laboratory procedures used in the analysis of urine. Laboratory fee.

MEDICAL LAB TECHNOLOGY**(MLT) 138 (4)**

IMMUNOLOGY (3 LEC., 4 LAB.)

Prerequisite: "C" average in Medical Laboratory Technology 133 and 135. The theory and principles of immunology are presented. Laboratory procedures used in the serological and immunohematological examination of blood and serum are considered. Laboratory fee.

MEDICAL LAB TECHNOLOGY**(MLT) 139 (8)**

CLINICAL PRACTICE I (2 LEC., 33 LAB.)

Prerequisite: "C" average in Medical Laboratory Technology 138 and an overall "C" average in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and urinalysis. The student is assigned to a clinical laboratory.

MEDICAL LAB TECHNOLOGY**(MLT) 229 (4)**

MEDICAL MICROBIOLOGY I (3 LEC., 4 LAB.)

Prerequisite: Completion of the first year of the Medical Laboratory Technician Program. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic technique, susceptibility testing of bacteria, quantification of bacteria in body fluids, and the isolation and identification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized.

MEDICAL LAB TECHNOLOGY**(MLT) 231 (4)**

CLINICAL CHEMISTRY (3 LEC., 4 LAB.)

Prerequisite: "C" average in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee.

MEDICAL LAB TECHNOLOGY**(MLT) 236 (4)**

MEDICAL MICROBIOLOGY II (3 LEC., 4 LAB.)

Prerequisite: Medical Lab Technology 229. This course is a continuation of Medical Lab Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi and parasites.

MEDICAL LAB TECHNOLOGY**(MLT) 238 (8)**

CLINICAL PRACTICE II (2 LEC., 33 LAB.)

Prerequisite: "C" average in Medical Lab Technology 229 and 231 with an overall "C" average in non-technical course work. This course provides supervised experience in diagnostic microbiology and clinical chemistry. The student is assigned to a clinical laboratory.

MID-MANAGEMENT (MGT) 136 (3)

PRINCIPLES OF MANAGEMENT (3 LEC.)

The process of management is studied. The functions of planning, organizing, leading, and controlling are included. Particular emphasis is on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques.

MID-MANAGEMENT (MGT) 150 (4)

MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in approved Mid-Management Program. This course provides for supervised employment in the student's chosen field. It gives practical experience to students preparing for careers in business management.

MID-MANAGEMENT (MGT) 151 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in approved Mid-Management Program. This course is a continuation of Mid-Management 150. It provides for supervised employment in the student's chosen field.

MID-MANAGEMENT (MGT) 153 (3)
SMALL BUSINESS MANAGEMENT (3 LEC.)

The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management.

MID-MANAGEMENT (MGT) 154 (2)
MANAGEMENT SEMINAR: ROLE OF SUPERVISION (2 LEC.)

Prerequisites: Concurrent enrollment in Mid-Management 150 and preliminary interview by Mid-Management Faculty. This course is for students majoring in mid-management. Emphasis is on the development of management skills, goal-setting, planning, leadership, communication, and motivation as applied to the student's work experiences.

MID-MANAGEMENT (MGT) 155 (2)
MANAGEMENT SEMINAR: PERSONNEL MANAGEMENT (2 LEC.)

Prerequisites: Mid-Management 150 and 154 and concurrent enrollment in Mid-Management 151. The principles, policies, and practices of the personnel function as applied to the student's work experiences are studied.

MID-MANAGEMENT (MGT) 157 (3)
SMALL BUSINESS BOOKKEEPING AND ACCOUNTING PRACTICES (3 LEC.)

This course focuses on basic bookkeeping and accounting techniques for the small business. The techniques are applied to the analysis and preparation of basic financial statements.

MID-MANAGEMENT (MGT) 206 (3)
PRINCIPLES OF MARKETING (3 LEC.)

The scope and structure of marketing are examined. Marketing functions,

consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed.

MID-MANAGEMENT (MGT) 210 (3)
SMALL BUSINESS CAPITALIZATION, ACQUISITION AND FINANCE (3 LEC.)

The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included.

MID-MANAGEMENT (MGT) 211 (3)
SMALL BUSINESS OPERATIONS (3 LEC.)

Problems of daily operations of small business are introduced. Topics include compliance with regulations, personnel administration, accounts receivable management, and business insurance.

MID-MANAGEMENT (MGT) 212 (1)
SPECIAL PROBLEMS IN BUSINESS (1 LEC.)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed upon relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of 3 hours credit.

MID-MANAGEMENT (MGT) 230 (3)
SALESMANSHIP (3 LEC.)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied.

MID-MANAGEMENT (MGT) 242 (3)
PERSONNEL ADMINISTRATION (3 LEC.)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development; interactions with others, labor management relations, and

government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered.

MID-MANAGEMENT (MGT) 250 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisites: Mid-Management 150 and Mid-Management 151; concurrent enrollment in Mid-Management 254. This course consists of supervised employment in the student's chosen field. It is intended to provide increased supervisory responsibility for students preparing for careers in business management.

MID-MANAGEMENT (MGT) 251 (4)
MANAGEMENT TRAINING (20 LAB.)

Prerequisites: Mid-Management 150 and 151; concurrent enrollment in Mid-Management 255. This course continues Mid-Management 250. It is intended to provide supervised employment in the student's chosen field.

MID-MANAGEMENT (MGT) 254 (2)
MANAGEMENT SEMINAR:
ORGANIZATIONAL DEVELOPMENT (2 LEC.)

Prerequisites: Mid-Management 151 and Mid-Management 155; concurrent enrollment in Mid-Management 250. Organizational objectives and management of human resources are studied. The various approaches to organizational theory are applied to the student's work experiences.

MID-MANAGEMENT (MGT) 255 (2)
MANAGEMENT SEMINAR:
BUSINESS STRATEGY, THE DECISION
PROCESS AND PROBLEM SOLVING (2 LEC.)

Prerequisites: Mid-Management 250 and Mid-Management 254; concurrent enrollment in Mid-Management 251. Business strategy and the decision-making process are applied to the first-line supervisor and middle-management positions. Emphasis is on applying the student's course knowledge to work experiences.

NURSING (NUR) 141 (7)
NURSING I (4 LEC., 9 LAB.)

Prerequisites: Admission to the program. "C" grade in lab science elective. "C" grade in Biology 120 or

concurrent enrollment. Credit or concurrent enrollment in Psychology 105 and English 101. Nursing I is the basic course in nursing which serves as a foundation on which the other nursing courses build and expand. Included are an introduction to nursing as a profession, the nursing process, communication, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, and loss are explored in all age groups. Selected clinical experiences enable the student to begin to assess patients and plan, implement, and evaluate nursing care for all age groups. A system of measurement competency is a required component of the pharmacology introduction. Laboratory fee.

NURSING (NUR) 142 (7)
NURSING II (4 LEC., 9 LAB.)

Prerequisites: "C" grade in Nursing 141, Biology 120, and lab science elective. "C" grade in Biology 121 or concurrent enrollment. Credit or concurrent enrollment in Psychology 201 and English 102. Nursing II focuses on application of the basic principles, concepts, and skills from Nursing I. Psychological and physiological stress is further explored with discussion of anxiety, neurosis, pregnancy, labor, delivery, surgery, inflammation and shock. Problems of cell proliferation, infectious diseases, and impaired nutrition affecting all age groups are presented and discussed. Selected clinical experiences continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solutions competency is a required component of this course. Laboratory fee.

NURSING (NUR) 240 (4)
NURSING III (7 LEC., 15 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, lab science elective, and Biology 120 and 121. Nursing III is a continuation of Nursing II, focusing on post-partum, newborn, postoperative and psychiatric care of patients. The

concepts of pain and health teaching are explored. The use of modules emphasizes an individual learning approach. Selected clinical experiences include a psychiatric rotation. Laboratory fee.

NURSING (NUR) 250 (9)

NURSING IV (5 LEC., 12 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, 240, lab science elective and Biology 120 and 121. Psychology 105 and 201 and English 101 and 102. Credit or concurrent enrollment in Sociology 101. Nursing IV emphasizes a conceptual approach to care of patients in all age groups with more complex health care problems. Discussion includes rehabilitation, problems of immobility, moderately impaired oxygen exchange, inflammation, and elimination. Selected clinical experiences focus on application of the nursing process, with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee.

NURSING (NUR) 255 (9)

NURSING V (5 LEC., 12 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, 240, 250, lab science elective and Biology 120 and 121. Psychology 105 and 201, English 101 and 102, and Sociology 101. Credit or concurrent enrollment in elective above 100 level. Nursing V is a continuation of Nursing IV with emphasis on increasingly complex situations. Concepts related to problems of sensory deprivation and overload, severely impaired oxygen exchange, severe fluid and electrolyte imbalance and crisis are discussed as related to the nursing process. In addition, the role transition process is explored. Selected clinical experiences focus on continued application of the nursing process to a group of patients, stressing independent decision making. A pharmacology application competency is a required component of the course. Laboratory fee.

OFFICE CAREERS (OFC) 159 (4)

BEGINNING SHORTHAND (3 LEC., 2 LAB.)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand (Diamond Jubilee Series) are introduced. Included is the development of the ability to read, write and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed.

OFFICE CAREERS (OFC) 160 (3)

OFFICE MACHINES (3 LEC.)

This course focuses on the development of skills in using office machines. Adding machines, printing calculators, electronic display calculators, and electronic printing calculators are included. Emphasis is on developing the touch system for both speed and accuracy.

OFFICE CAREERS (OFC) 162 (3)

OFFICE PROCEDURES (3 LEC.)

Prerequisite: Office Careers 172 or one year of typing in high school. The duties, responsibilities, and personal qualifications of the office worker are emphasized. Topics include filing, reprographics, mail, telephone, financial transactions, and job applications.

OFFICE CAREERS (OFC) 165 (3)

INTRODUCTION TO WORD PROCESSING (3 LEC.)

Prerequisite: Office Careers 174 or concurrent enrollment in Office Careers 174. This course introduces word processing and describes its effect on traditional office operations. Word processing terminology and concepts for organizing word processing centers are studied. Training in the transcription and distribution of business communications is provided. English skills and mechanics are reinforced.

OFFICE CAREERS (OFC) 166 (4)

INTERMEDIATE SHORTHAND (3 LEC., 2 LAB.)

(Formerly Business 164) Prerequisites: Office Careers 159 or one year of shorthand in high school, Office Careers 172 or one year of typing in

high school. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading of shorthand outlines, speed building dictation, and producing mailable copy. Special attention is given to English fundamentals, such as grammar and punctuation.

OFFICE CAREERS (OFC) 172 (3)
BEGINNING TYPING (2 LEC., 3 LAB.)

This course is for students with no previous training in typewriting. Fundamental techniques in typewriting are developed. The skills of typing manuscripts, business letters, and tabulations are introduced.

OFFICE CAREERS (OFC) 174 (2)
INTERMEDIATE TYPING (1 LEC., 2 LAB.)

Prerequisite: Office Careers 172 or one year of typing in high school. Typing techniques are developed further. Emphasis is on problem solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts is also stressed.

OFFICE CAREERS (OFC) 231 (3)
BUSINESS COMMUNICATIONS (3 LEC.)

Prerequisites: Credit in Office Careers 172 or one year of typing in high school; credit in Communications 131 or English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

OFFICE CAREERS (OFC) 256 (3)
OFFICE MANAGEMENT (3 LEC.)

This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training and supervision of employees are covered. Office planning, organizing,

and controlling techniques are presented. Responsibilities of the office manager are also included.

OFFICE CAREERS (OFC) 265 (3)
WORD PROCESSING
PRACTICES AND PROCEDURES (3 LEC.)

Prerequisite: Office Careers 165. This course concerns translating ideas into words, putting those words on paper, and turning that paper into communication. Emphasis is on training in composing and dictating business communications. Teamwork skills, priorities, scheduling, and procedures are included. Researching, storing, and retrieving documents, and managing word processing systems are also covered. Transcribing and magnetic keyboarding skills are developed. Typing skills and English mechanics are reinforced.

OFFICE CAREERS (OFC) 266 (4)
ADVANCED SHORTHAND (3 LEC., 2 LAB.)

Prerequisites: Office Careers 166 or two years of shorthand in high school, Office Careers 174 or two years of typing in high school. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under time conditions is also stressed. Vocabulary and extensive production work capabilities are developed.

OFFICE CAREERS (OFC) 273 (2)
ADVANCED TYPING (1 LEC., 2 LAB.)

Prerequisite: Office Careers 174 or two years of typing in high school. Decision-making and production of all types of business materials under time conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded.

OFFICE CAREERS (OFC) 275 (3)
SECRETARIAL PROCEDURES (3 LEC.)

Prerequisites: Credit or concurrent enrollment is Office Careers 174, credit or concurrent enrollment in either Office Careers 166 or Office Careers 265. Emphasis is on initiative, creative thinking, and follow-through. Topics include in-basket exercises,

decision-making problems, and use of shorthand and transcription skills. Public and personal relations, supervisory principles, business ethics, and the organizing of time and work are also covered.

OFFICE CAREERS (OFC) 803, 813 (3)
(See Cooperative Work Experience)

OFFICE CAREERS (OFC) 804, 814 (4)
(See Cooperative Work Experience)

PATTERN DESIGN (DES) 110 (3)
BASIC COLOR THEORY AND APPLICATION (2 LEC., 4 LAB.)

The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee.

PATTERN DESIGN (DES) 140 (1)
DRAPING (2 LAB.)

Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee.

PATTERN DESIGN (DES) 141 (1)
GRADING (2 LAB.)

Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee.

PATTERN DESIGN (DES) 229 (3)
ADVANCED CLOTHING CONSTRUCTION (2 LEC., 3 LAB.)

Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee.

PATTERN DESIGN (PDD) 151 (3)
PATTERN DRAFTING I (2 LEC., 4 LAB.)

The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee.

PATTERN DESIGN (PDD) 152 (3)
PATTERN DRAFTING II (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee.

PATTERN DESIGN (PDD) 153 (3)
PATTERN DRAFTING III (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee.

PATTERN DESIGN (PDD) 254 (3)
PATTERN DRAFTING IV (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee.

PATTERN DESIGN (PDD) 255 (3)
PATTERN DRAFTING V (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee.

PATTERN DESIGN (PDD) 256 (3)
PATTERN DRAFTING VI (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee.

PATTERN DESIGN (PDD) 257 (3)
PATTERN DRAFTING VII (2 LEC., 4 LAB.)

Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee.

PATTERN DESIGN (PDD) 812 (2)
(See Cooperative Work Experience)

PATTERN DESIGN (PDD) 813 (3)
(See Cooperative Work Experience)

PATTERN DESIGN (PDD) 814 (4)
(See Cooperative Work Experience)

POLICE SCIENCE (POL) 134 (3)

CRIMINAL EVIDENCE AND
PROCEDURE (3 LEC.)

This course is a study of trial and courtroom procedure. Topics include parties in the case, rules of evidence, decision, and punishment. Due process is emphasized.

POLICE SCIENCE (POL) 137 (3)

POLICE COMMUNITY
RELATIONS (3 LEC.)

The role of the individual officer in getting and holding public support is examined. Topics include human relations, public information and relationships with violators and complainants.

POLICE SCIENCE (POL) 140 (3)

INTRODUCTION TO LAW
ENFORCEMENT (3 LEC.)

The history of U.S. systems of justice is surveyed, including the police system. Topics include police problems, and crime trends and statistics. The organization and jurisdiction of local, state, and federal enforcement agencies are covered. Professional opportunities and personnel qualifications are also studied. Emphasis is on analysis of modern trends and thinking in the police service.

POLICE SCIENCE (POL) 141 (3)

POLICE ORGANIZATION AND
ADMINISTRATION (3 LEC.)

Prerequisite: Police Science 140. This course focuses on organization and administration. Topics include philosophies of organization structures, and administrative processes and management. Traditional organizational concepts, administrative techniques, personnel policies, and operating systems are also covered.

POLICE SCIENCE (POL) 142 (3)

LEGAL ASPECTS OF LAW
ENFORCEMENT (3 LEC.)

Prerequisite: Police Science 140. This course is an orientation to criminal law in the American justice system. Topics include criminal statutes, case law, legal definitions, and procedures of law enforcement.

POLICE SCIENCE (POL) 143 (3)

PRACTICAL SPANISH FOR
PUBLIC SERVICE PERSONNEL (3 LEC.)

This course is primarily for police officers. It focuses on communication skills with the Spanish-speaking community. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included.

POLICE SCIENCE (POL) 144 (3)

PRACTICAL SPANISH FOR
PUBLIC SERVICE PERSONNEL (3 LEC.)

Prerequisite: Police Science 143. This course is a continuation of Police Science 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued.

POLICE SCIENCE (POL) 146 (3)

PATROL ADMINISTRATION (3 LEC.)

Prerequisite: Police Science 140. All aspects of patrol are presented. The philosophy, history, role, functions, organization, and operation of patrol are included. Operational and administration problems are studied and alternate solutions analyzed.

POLICE SCIENCE (POL) 233 (3)

INTRODUCTION
CRIMINALISTICS (3 LEC.)

Prerequisites: Police Science 140 and 240. Physical evidence in criminal investigation is studied. Topics include the recognition, collection, preservation, and laboratory processing of evidence. Instrumental methods are surveyed. Photographs of evidence from actual cases are examined using various identification and comparison techniques.

POLICE SCIENCE (POL) 240 (3)

CRIMINAL INVESTIGATION (3 LEC.)

Prerequisite: Police Science 140. This course covers the theory and practical aspects of a complex investigation. Topics include investigative techniques, legal procedures, and scientific analysis. Criminalistics and crime scene search are also included.

POLICE SCIENCE (POL) 241 (3)

POLICE ROLE IN CRIME AND DELINQUENCY (3 LEC.)

Prerequisite: Police Science 140. Philosophies of preventing and controlling delinquency are introduced. Topics include police services for delinquent, neglected, and special-problem juveniles, and organization for dealing with delinquent behavior. Sociological, psychological, and biological factors relating to criminal activity are explored. Legal concepts in the treatment of juvenile offenders are reviewed.

POLICE SCIENCE (POL) 242 (3)

JUVENILE PROCEDURES (3 LEC.)

Prerequisite: Police Science 140. The course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth.

POLICE SCIENCE (POL) 243 (3)

PROBATION AND PAROLE (3 LEC.)

Prerequisite: Police Science 140. Criminal corrections are introduced. The history of corrections is included.

POLICE SCIENCE (POL) 244 (3)

TRAFFIC PLANNING AND ADMINISTRATION (3 LEC.)

Prerequisite: Police Science 140. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions.

POLICE SCIENCE (POL) 245 (3)

TRAFFIC LAW (3 LEC.)

Prerequisite: Police Science 140. This course focuses on the principles of traffic control, traffic law enforcement, and traffic court procedures. Texas traffic laws are stressed. Topics include professional approaches to deal with traffic law violators and the police role in accident prevention and investigation. The principles of education, enforcement, and engineering are also included.

POLICE SCIENCE (POL) 246 (3)

PENOLOGY (JAIL OPERATION AND MANAGEMENT) (3 LEC.)

Prerequisite: Police Science 140. The concepts of penology are presented. The operation and management of a penal institution are studied, and the rationale for the penal institution is covered.

RADIOGRAPHY TECHNOLOGY**(RAD) 150 (3)**

INTRODUCTION TO RADIOGRAPHY TECHNOLOGY (2 LEC., 2 LAB.)

Prerequisites: Admission to program and concurrent enrollment in Radiography Technology 152, 154, and 156. This course introduces students to the goals, philosophies, and organization of the radiography program. Other subjects included are history of X-ray, medical ethics, basic radiation protection, interpersonal relationships, and principles of patient care.

RADIOGRAPHY TECHNOLOGY**(RAD) 152 (4)**

RADIOGRAPHIC PROCEDURES I (3 LEC., 2 LAB.)

Prerequisites: Admission to program and concurrent enrollment in Radiography Technology 150, 154, and 156. This course is an integrated study of medical terminology, patient care, and osteology and positioning of the upper extremities and lower extremities, pectoral and pelvic girdle. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 154 (3)**

RADIOGRAPHIC EXPOSURE AND PHYSICS I (2 LEC., 2 LAB.)

Prerequisites: Admission to program and concurrent enrollment in Radiography Technology 150, 152, and 156. This course is an introduction to the prime exposure factors and factors influencing radiographic quality. An analysis of physical principles related to matter, energy and basic electricity is included. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 156 (2)**

CLINICAL EDUCATION I,
FILM EVALUATION (16 LAB.)

Prerequisites: Concurrent enrollment in Radiography Technology 150, 152, and 154. The first seven weeks consist of a study of radiographic processing techniques, basic radiographic procedures, basic radiographic exposure, film evaluation, and a seminar session. For the remaining weeks, the student is assigned to a Dallas area hospital for supervised clinical education in a radiology department in which an adequate variety and number of examinations are available. Students work closely with experienced registered radiographers, where they observe and assist in handling patients as they undergo radiographic examination.

RADIOGRAPHY TECHNOLOGY**(RAD) 160 (4)**

RADIOGRAPHIC
PROCEDURES II (3 LEC., 2 LAB.)

Prerequisites: "C" grade in Radiography Technology 150, 152, and 156 and concurrent enrollment in Radiography Technology 162 and 164. This course is an integrated study of medical terminology, patient care, and osteology and positioning of the thoracic cage, and vertebral spine. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 162 (3)**

RADIOGRAPHIC EXPOSURE AND
PHYSICS II (2 LEC., 2 LAB.)

Prerequisites: "C" grade in Radiography Technology 150, 152, 154 and 156 and concurrent enrollment in Radiography Technology 160 and 164. Technic formation and conditions influencing exposure factors are covered. An analysis of physical principles related to magnetism, induction principles and transformers, basic X-ray tubes and rectifiers are included. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 164 (3)**

CLINICAL EDUCATION II,
FILM EVALUATION (24 LAB.)

Prerequisite: "C" grade in Radiography Technology 150, 152, 154 and 156 and concurrent enrollment in Radiography Technology 160 and 162. Students receive clinical education in a hospital radiology department.

RADIOGRAPHY TECHNOLOGY**(RAD) 170 (1)**

RADIOGRAPHIC
PROCEDURES III (1 LEC., 1 LAB.)

Prerequisite: "C" grade in Radiography Technology 160, 162, and 164, Biology 120 (summer start), and Biology 121 (fall start) and concurrent enrollment in Radiography Technology 172, 174, and 176. This course is an integrated study of medical terminology, patient care, and osteology and positioning of the skull. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 172 (1)**

RADIOGRAPHY EXPOSURE III (1 LEC., 1 LAB.)

Prerequisites: "C" grade in Radiography Technology 160, 162, and 164 and concurrent enrollment in Radiography Technology 170, 174, and 176. This course is an intermediate study of exposure factors. Laboratory fee.

RADIOGRAPHY TECHNOLOGY**(RAD) 174 (1)**

RADIOGRAPHIC PHYSICS III (1 LEC., 1 LAB.)

Prerequisites: "C" grade in Radiography 160, 162, and 164 and concurrent enrollment in Radiography 170, 172, and 176. This course is an analysis of physical principles involved in the production of X-rays, and interaction of X-rays in matter and detection of X-rays.

RADIOGRAPHY TECHNOLOGY**(RAD) 176 (4)**

CLINICAL EDUCATION III,
FILM EVALUATION (32 LAB.)

Prerequisites: "C" grade in Radiography Technology 160, 162, and 164 and concurrent enrollment in Radiography Technology 170, 172, and 174. Students receive clinical

education in a hospital radiology department.

**RADIOGRAPHY TECHNOLOGY
(RAD) 250 (1)**

RADIOGRAPHIC EXPOSURE IV (1 LEC., 1 LAB.)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 252, 254, and 256. Image quality and quality assurance are covered. Laboratory fee.

**RADIOGRAPHY TECHNOLOGY
(RAD) 252 (1)**

RADIOGRAPHIC PROCEDURES IV (1 LEC., 1 LAB.)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 250, 254, and 256. This course is a continuing study of osteology and positioning of the skull and miscellaneous radiographic procedures. Laboratory fee.

**RADIOGRAPHY TECHNOLOGY
(RAD) 254 (1)**

SPECIAL PROCEDURES (1 LEC., 1 LAB.)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176, Biology 120 and 121, and concurrent enrollment in Radiography Technology 250, 252, and 256. The equipment, anatomy, and basic procedures pertinent to invasive special procedures are introduced.

**RADIOGRAPHY TECHNOLOGY
(RAD) 256 (4)**

CLINICAL EDUCATION IV,
FILM EVALUATION (24 LAB.)

Prerequisites: "C" grade in Radiography Technology 170, 172, 174, and 176 and concurrent enrollment in Radiography Technology 250, 252, and 254. Students receive clinical education in a hospital radiology department.

**RADIOGRAPHY TECHNOLOGY
(RAD) 260 (2)**

IMAGING AND PATHOLOGY (2 LEC.)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology

262 and 264. This course is an integrated study of the various imaging modalities utilized in radiography and related fields. Various pathologic conditions of the body and their impact on the radiographic process are introduced.

**RADIOGRAPHY TECHNOLOGY
(RAD) 262 (3)**

RADIATION BIOLOGY AND
RADIATION PROTECTION (2 LEC., 2 LAB.)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology 260 and 264. This course is an analysis of the effects of ionizing radiation on biologic systems. The application of radiation limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations are covered. Laboratory fee.

**RADIOGRAPHY TECHNOLOGY
(RAD) 264 (4)**

CLINICAL EDUCATION V,
FILM EVALUATION (32 LAB.)

Prerequisites: "C" grade in Radiography Technology 250, 252, 254, and 256 and concurrent enrollment in Radiography Technology 260 and 262. Students receive clinical education in a hospital radiology department.

**RADIOGRAPHY TECHNOLOGY
(RAD) 270 (2)**

DEPARTMENTAL MANAGEMENT (2 LEC.)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 272 and 274. This course is an introduction to radiology department planning, design and management.

**RADIOGRAPHY TECHNOLOGY
(RAD) 272 (3)**

SEMINAR (1 LEC., 3 LAB.)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 270 and 274. This course is a seminar session to prepare students for job interviews, to

write resumes, and to develop an appreciation for their role as a radiographer in the community. A comprehensive review of major subject areas is included.

RADIOGRAPHY TECHNOLOGY

(RAD) 274 (4)

CLINICAL EDUCATION VI,
FILM EVALUATION (32 LAB.)

Prerequisites: "C" grade in Radiography Technology 260, 262, and 264 and concurrent enrollment in Radiography Technology 270 and 272. Students receive clinical education in a hospital radiology department.

RESPIRATORY THERAPY

(RES) 137 (4)

BASIC RESPIRATORY THERAPY
SKILLS AND PRACTICE I (3 LEC., 6 LAB.)

The field of respiratory therapy is introduced. The therapy and hospital environment are also presented. Instruction, observation and practice in the laboratory and in the hospital of patient care and respiratory therapy techniques are included. Laboratory fee.

RESPIRATORY THERAPY

(RES) 138 (4)

CLINICAL PRACTICE II (16 LAB.)

Prerequisite: A grade of "C" or better in all Respiratory Therapy courses. Practice is provided in procedures related to periodic positive pressure therapy and chest physiotherapy. Special pediatric assemblies are also covered. Volume ventilators are introduced.

RESPIRATORY THERAPY

(RES) 141 (2)

MEDICATIONS (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides instruction in the identification, classification, dosage and dilution calculation, and principal and side effects of inhalational medications. The identification of other medications in common use and their possible effect on cardio-respiratory function is included.

RESPIRATORY THERAPY

(RES) 144 (2)

PATHOLOGY AND TREATMENT
RATIONALE I (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides a description of the normal conditions and the deviation from normal in specific disease states with an assessment of reversability and an expression of the intent of therapy.

RESPIRATORY THERAPY

(RES) 145 (4)

BASIC TECHNOLOGY I (3 LEC., 4 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides instruction in specific details of design and function of respiratory therapy equipment, routine maintenance procedures, and detection and correction of malfunction. It also provides practice in adapting, applying, and modifying equipment in the patient care situation. Laboratory fee.

RESPIRATORY THERAPY

(RES) 146 (1)

PHARMACOLOGY I (1 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course covers rapidly the material included in medications. Then, for the student with a foundation in physiology and chemistry, it provides the detail of the mode of action, interaction and indications for respiratory, cardiovascular, central nervous system, renal, and antimicrobial medications.

RESPIRATORY THERAPY

(RES) 147 (2)

CLINICAL PROCEDURES II (8.8 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. Provides practice in procedures related to periodic positive pressure therapy, chest physiotherapy, tent therapy.

RESPIRATORY THERAPY**(RES) 149 (2)**PATHOLOGY AND TREATMENT
RATIONALE II (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Pathology and Treatment Rationale I. It includes the spectrum of commonly encountered disease states and associated gas exchange and ventilatory defects and their potential reversability with therapy.

RESPIRATORY THERAPY**(RES) 150 (2)**

CLINICAL PROCEDURES III (8.8 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides continuing practice in patient care procedures plus cardiopulmonary resuscitation techniques, checking and testing CPR equipment, systems assembly for gas mixtures, and special pediatric assemblies.

RESPIRATORY THERAPY**(RES) 160 (3)**

CLINICAL PRACTICE III (24 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides practice in periodic pressure therapy.

RESPIRATORY THERAPY**(RES) 162 (4)**

CLINICAL PRACTICE IV (32 LAB.)

Prerequisite: "C" or better in all Respiratory Therapy courses. This course provides continued practice of respiratory therapy procedures in critical care areas with emphasis on continuous ventilation and blood gases.

RESPIRATORY THERAPY**(RES) 164 (3)**

BASIC TECHNOLOGY II (4 LEC., 6 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. A continuation of Basic Technology I with emphasis on continuous ventilation and volume ventilators. Laboratory fee.

RESPIRATORY THERAPY**(RES) 240 (1)**

PHARMACOLOGY II (1 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Pharmacology I.

RESPIRATORY THERAPY**(RES) 242 (2)**ADVANCED PHYSIOLOGY AND
PATHOLOGY (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides study, in depth, of disease states related to cardiorespiratory function and the application and interpretation of related diagnostic, evaluative, and therapeutic procedures.

RESPIRATORY THERAPY**(RES) 243 (3)**ADVANCED TECHNOLOGY AND
INSTRUMENTATION I (2 LEC., 3 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides instruction in basic electricity, electronics, mechanics, and fluidics and their application and use in the design and function of volume ventilators and other equipment. Laboratory fee.

RESPIRATORY THERAPY**(RES) 246 (3)**ADVANCED TECHNOLOGY AND
INSTRUMENTATION II (2 LEC., 3 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Respiratory Therapy 243. It includes instruction, discussion, and practice related to laboratory and monitoring equipment and use test evaluation of new equipment. Laboratory fee.

RESPIRATORY THERAPY**(RES) 248 (3)**SURVEY AND CRITIQUE OF
CURRENT LITERATURE (3 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides instruction in the 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

(RES) 249 (3)
SEMINAR AND CASE
PRESENTATION(3 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides physician-directed in-depth study, presentation, and discussion of case histories involving cardiorespiratory problems.

RESPIRATORY THERAPY

(RES) 254 (1)
INSTRUCTION AND
MANAGEMENT METHODS I(1 LEC., 1 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to give the potential therapist direction and practice in education of co-workers, physicians, patients, families of patients, and departmental trainees or students. Laboratory fee.

RESPIRATORY THERAPY

(RES) 255 (1)
INSTRUCTION AND
MANAGEMENT METHODS II(1 LEC., 1 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to provide the potential therapist with instruction, discussion, and practice in problem-solving related to respiratory therapy department operations. Laboratory fee.

RESPIRATORY THERAPY

(RES) 260 (4)
CLINICAL PROCEDURES IV (16 LAB.)

Prerequisite: A grade of "C" or better in all Respiratory Therapy courses. Practice is provided in periodic positive pressure therapy with critical patients and in the emergency and recovery rooms. Practice is also provided in the care of continuous ventilator patients, including monitoring and equipment change, observation, and assistance in airway care, and weaning procedures.

RESPIRATORY THERAPY

(RES) 261 (4)
CLINICAL PROCEDURES V (16 LAB.)

Prerequisite: A grade of "C" or better in all Respiratory Therapy courses. Practice is provided in assuming total responsibility for continuous ventilator patients. Monitoring, airway care, and weaning are all included. Students participate in pre-operative evaluation, observation of surgery, and post-operative management of thoracic surgery patients. Students also participate in pediatric intensive care, acute and chronic disease management, and cardiopulmonary rehabilitation.

RESPIRATORY THERAPY

(RES) 262 (2)
CLINICAL PROCEDURES VI (16 LAB.)

Prerequisite: A grade of "C" or better in all Respiratory Therapy courses. This course is the student's final exposure to critical care procedures and validation of all respiratory therapy procedures previously learned. It is the last clinical course before graduation.

SURGICAL TECHNOLOGY

(SGT) 140 (2)
MEDICAL TERMINOLOGY (2 LEC.)

The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary.

SURGICAL TECHNOLOGY

(SGT) 141 (8)
OPERATING ROOM TECHNIQUES
(6 LEC., 10 LAB.)

Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications studied. Also the basic care and safety of the patient in the operating room is presented. Laboratory fee.

SURGICAL TECHNOLOGY**(SGT) 152 (8)**OPERATING ROOM PROCEDURES
(4 LEC., 20 LAB.)

Prerequisites: A grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medication, instrumentation, and complications related to selected surgical procedures. Laboratory fee.

SURGICAL TECHNOLOGY**(SGT) 153 (7)**

CLINICAL PROCEDURES (35 LAB.)

Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures.

SURGICAL TECHNOLOGY**(SGT) 154 (2)**

SEMINAR (2 LEC.)

Prerequisites: A grade of "C" in Surgical Technology 140, 141, and 152 and successful completion of curriculum requirements. This course is a study of special problems which correlate with the individual needs of students during clinical practice. Continuing education is discussed in this seminar.

SURGICAL TECHNOLOGY**(SGT) 160 (8)**OPERATING ROOM PROCEDURES
FOR REGISTERED NURSES (4 LEC., 20 LAB.)

Prerequisites: A grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the

registered nurse in pre-operative and post-operative visitation and in complications of surgery are presented.

VOCATIONAL NURSING (VN) 130 (3)ANATOMY AND PHYSIOLOGY
(50 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The theory on structure and function of the body and its systems is studied. This is a 12-week course, 50 clock hours.

VOCATIONAL NURSING (VN) 131 (3)

PHARMACOLOGY (52 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. This course focuses on drugs. The classification, calculation, and administration techniques of drugs are all included. Emphasis is on the effects of drugs. This is a 13-week course, 52 clock hours.

VOCATIONAL NURSING (VN) 132 (2)

NUTRITION (32 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. In this course proper nutrition for good health is presented. Diet therapy is included. This is a 7-week course, 32 clock hours.

VOCATIONAL NURSING (VN) 133 (1)

GERIATRICS (12 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The older person is studied. Physiological, psychological, social, and emotional conditions are included. This is a 5-week course, 12 clock hours.

VOCATIONAL NURSING (VN) 134 (1)PROFESSIONAL VOCATIONAL
ADJUSTMENT (18 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The meaning of "vocational nurse" is introduced. The requirements, expectations, and opportunities of vocational nursing are explored. This is a 6-week course; 18 clock hours.

VOCATIONAL NURSING (VN) 135 (2)

MENTAL HEALTH AND MENTAL
ILLNESS (34 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The significance of good mental health is stressed as it relates to individual needs. The effects, treatment, and nursing care of mental illness are included. This is a 6-week course, 34 clock hours.

VOCATIONAL NURSING (VN) 136 (1)

MICROBIOLOGY (18 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The causes of illness are examined. Emphasis is on the importance of maintaining cleanliness to control disease. This is a 6-week course, 18 clock hours.

VOCATIONAL NURSING (VN) 137 (7)

NURSING SKILLS (4 LEC., 14 LAB., 299
CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The basic theory of vocational nursing is studied, and vocational nursing skills are practiced in a classroom-lab-hospital setting. This is a 17-week course, 299 clock hours. Laboratory fee.

VOCATIONAL NURSING (VN) 138 (1)

INTRODUCTION TO MATERNITY
NURSING (15 CONTACT HOURS)

Prerequisite: Admission to the Vocational Nursing Program. The theory of obstetrics is introduced. This is a 5-week course, 15 clock hours.

VOCATIONAL NURSING (VN) 139 (1)

MATERNITY AND NEWBORN
(38 CONTACT HOURS)

Prerequisite: Successful completion of all spring semester courses in Vocational Nursing. This course introduces the study of the family and related subjects, such as human development. Emphasis is on pregnancy, childbirth, postnatal care, and the newborn. This is a 7-week course, 38 clock hours. Students not completing this course successfully will be dropped from the program.

VOCATIONAL NURSING (VN) 140 (2)

PEDIATRICS (34 CONTACT HOURS)

Prerequisite: Successful completion of all spring semester courses in Vocational Nursing. This course covers health, growth periods, and diseases during childhood. This is a 6-week course, 34 clock hours. Students not completing this course successfully will be dropped from the program.

VOCATIONAL NURSING (VN) 141 (8)

CLINICAL EXPERIENCE (509 CONTACT HOURS)

Prerequisite: Successful completion of all spring semester courses in Vocational Nursing. The theory and skills of nursing care are applied. The physical, emotional, and spiritual needs of the patient are included. This is a 16-week course, 509 clock hours. Students not meeting the clinical requirements will be dropped from the program.

VOCATIONAL NURSING (VN) 142 (6)

MEDICAL AND SURGICAL
NURSING (100 CONTACT HOURS)

Prerequisite: Successful completion of all spring and summer semester courses in Vocational Nursing. This course is a study of medical and surgical conditions involving the body systems. Emphasis is on nursing care, observations, reporting, and recording. This is an 18-week course, 100 clock hours. Students not completing this course successfully will be dropped from the program.

VOCATIONAL NURSING (VN) 143 (9)

CLINICAL EXPERIENCE (462 CONTACT HOURS)

Prerequisite: Successful completion of all previous Vocational Nursing courses. The theory and skills of vocational nursing are applied in a hospital. Emphasis is on safe, competent nursing care. This is an 18-week course, 462 clock hours. Students who do not meet the requirements of this course will be dropped from the program.

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