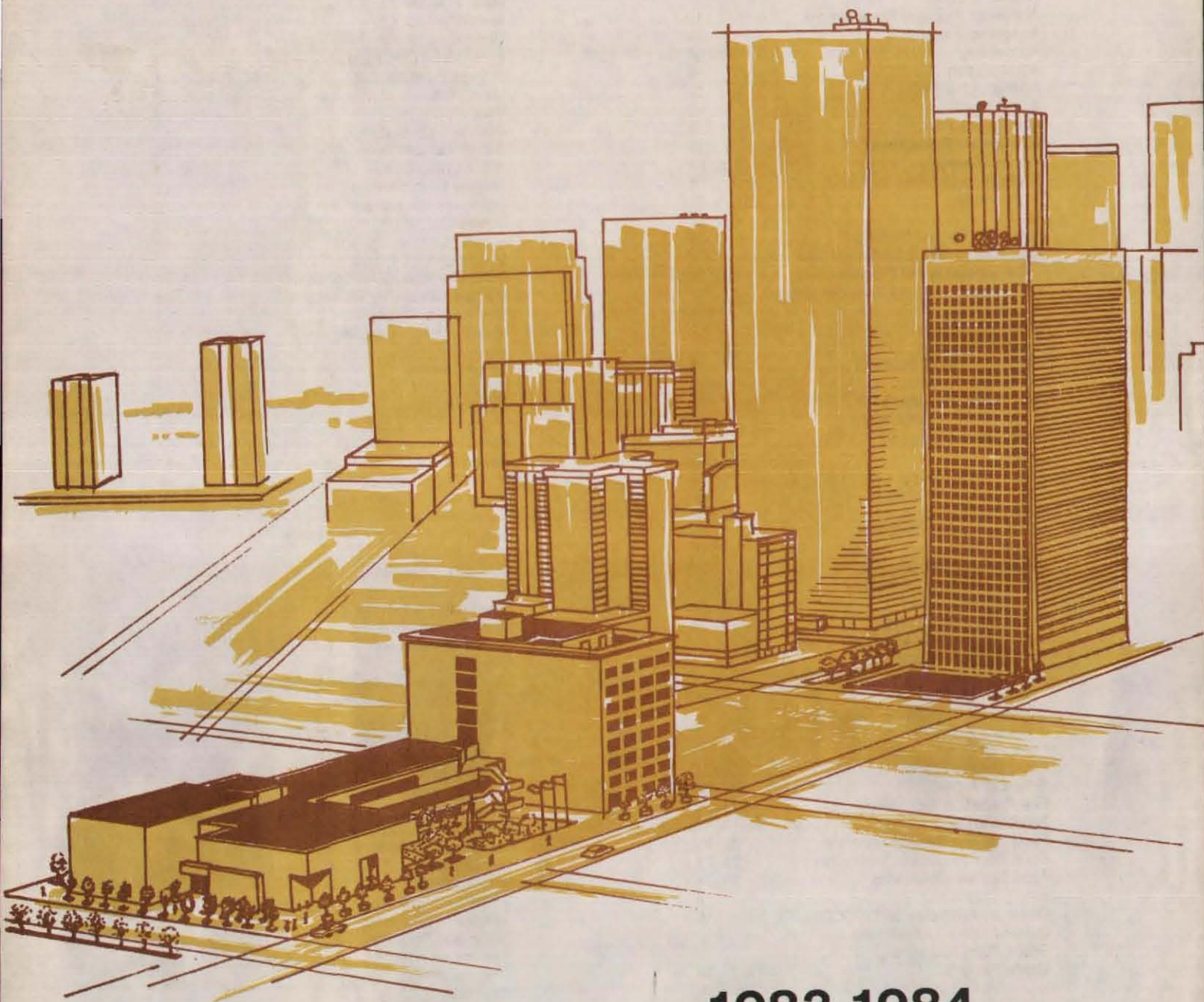


# El Centro College



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# EL CENTRO COLLEGE

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# General Information



This catalog contains policies, regulations, and procedures in existence at the time this publication went to press. The District Colleges reserve 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 information purposes and does not constitute a contract.

## 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.



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.

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.

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.

### JOB TRAINING CENTER

The Job Training Center, an integral part of the diverse educational program of El Centro College, is located in a separate facility at 1403 Corinth Street in Dallas. The center provides skills training for the unemployed, underemployed and disadvantaged adults of Dallas County. The vocational and technical training offered in the non-credit courses at the center provides entry-level skills to those interested in seeking employment in the Dallas area. Programs are currently offered in air conditioning and heating, auto mechanics, auto paint and body repair, clerical skills, production machine operator skills and welding.





#### 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.

#### Accreditation

El Centro College is a member of

- The Southern Association of Colleges and Schools
- The American Association of Community and Junior Colleges
- The Association of Texas Colleges and Universities
- The League for Innovation in the Community College.

El Centro is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

## ACADEMIC CALENDAR

### SUMMER SESSIONS, 1983

#### First Session

May 27 (F)	Registration
May 30 (M)	Memorial day holiday
May 31 (T)	Classes begin
June 1 (W)	Last day for tuition refund
June 3 (F)	4th class day
June 24 (F)	Last day to withdraw "W"
June 30 (R)	Final examinations
June 30 (R)	Semester closes

#### Second Session

July 5 (T)	Registration
July 7 (R)	Classes begin
July 11 (M)	Last day for tuition refund
July 12 (T)	4th class day
Aug. 4 (R)	Last day to withdraw "W"
Aug. 10 (W)	Final examinations
Aug. 10 (W)	Semester closes

### FALL SEMESTER, 1983

Aug. 17 (W)	Faculty reports
Aug. 18, 19, 22 (RFM)	Registration
Aug. 23 (T)	Faculty development
Aug. 24 (W)	Classes begin
Aug. 27 (S)	Saturday classes begin
Aug. 31 (W)	Last day for tuition refund
Sept. 5 (M)	Labor Day holiday
Sept. 7 (W)	12th class day
Nov. 24 (R)	Thanksgiving holidays begin
Nov. 28 (M)	Classes resume
Dec. 2 (F)	Last day to withdraw "W"
Dec. 13 (T)	Last day of classes
Dec. 14-16, 19 (WRFM)	Final examinations
Dec. 17 (S)	Final exams, Sat. classes
Dec. 19 (M)	Semester closes

### SPRING SEMESTER, 1984

Jan. 9 (M)	Faculty reports
Jan. 10-12 (TWR)	Registration
Jan. 13 (F)	Faculty development
Jan. 14 (S)	Saturday classes begin
Jan. 16 (M)	Classes begin
Jan. 23 (M)	Last day for tuition refund
Jan. 27 (F)	12th class day
Feb. 16 (R)	District Conference Day
Feb. 17 (F)	Faculty development
Mar. 19 (M)	Spring break begins
Mar. 23 (F)	Spring holiday for all employees
Mar. 26 (M)	Classes resume
Apr. 20 (F)	Easter holidays begin
Apr. 23 (M)	Classes resume
Apr. 27 (F)	Last day to withdraw "W"
May 9 (W)	Last day of classes
May 10-11, 14-15 (RFMT)	Final examinations
May 12 (S)	Final exams, Sat. classes
May 15 (T)	Graduation
May 15 (T)	Semester closes

### SUMMER SESSIONS, 1984

#### First Session

May 25 (F)	Registration
May 28 (M)	Memorial Day holiday
May 29 (T)	Classes begin
May 30 (W)	Last day for tuition refund
June 1 (F)	4th class day
June 25 (M)	Last day to withdraw "W"
July 2 (M)	Final examinations
July 2 (M)	Semester closes

#### Second Session

July 5 (R)	Registration
July 9 (M)	Classes begin
July 10 (T)	Last day for tuition refund
July 12 (R)	4th class day
Aug. 3 (F)	Last day to withdraw "W"
Aug. 10 (F)	Final examinations
Aug. 10 (F)	Semester closes

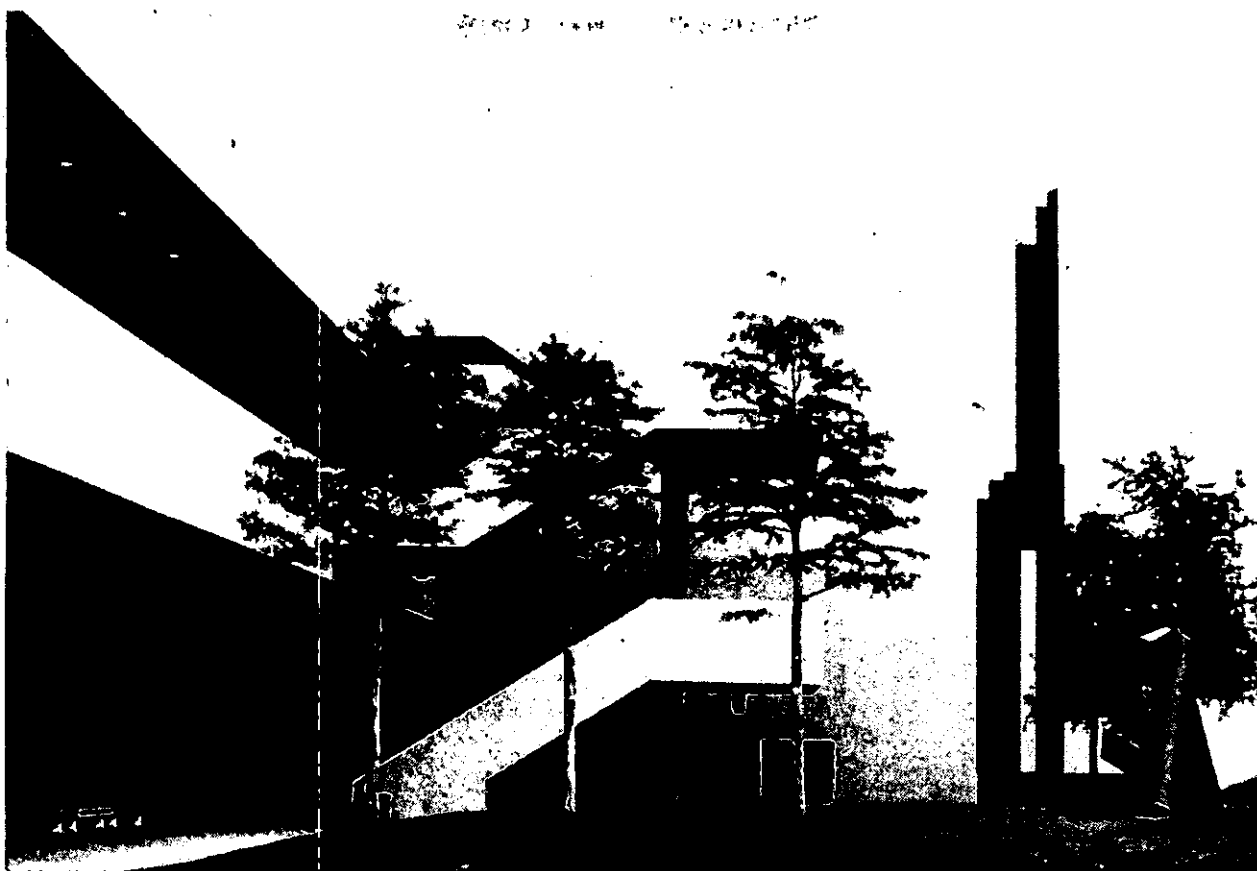


#### **DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

*Top from left: Don Buchholz, Chairman; Bob Beard, Vice Chairman; Jerry Gilmore; Pattie T. Powell. Bottom from left; Trammell Crow; J. D. Hall; Bob Bettis; R. Jan LeCroy, Chancellor.*

#### **DALLAS COUNTY COMMUNITY COLLEGE DISTRICT ADMINISTRATORS**

Chancellor .....	R. Jan LeCroy
Vice Chancellor of Business Affairs .....	Ted B. Hughes
Vice Chancellor of Educational Affairs .....	Terry O'Banion
Assistant Chancellor of Planning and Development Affairs .....	Bill Tucker
Associate Vice Chancellor of Educational Affairs .....	Ruth Shaw
Assistant to the Chancellor .....	Jackie Caswell
Director of Development .....	Carole Shlipak
Legal Counsel .....	Robert Young
Special Assistant to the Chancellor .....	Lehman Marks
Director of Business Services .....	Robb Dean
Director of Educational Resources .....	Rodger Pool
Director of Computer Services .....	Jim Hill
Director of Community & Student Programs .....	Richard McCrary
Director of Facilities Management .....	Edward Bogard
Director of Personnel Services and Development .....	Barbara K. Barnes
Director of Planning, Research and Evaluation .....	Colin Shaw
Director of Public Information .....	Claudia Robinson
Director of Purchasing .....	Mavis Williams
Director of Resource Development .....	Bonny Franke
Director of Technical Services .....	Paul Dumont



## EL CENTRO COLLEGE ADMINISTRATION

President .....	Queen F. Randall	746-2010
Vice President of Instruction .....	Patsy Fulton	746-2019
Vice President of Student Services .....	Michael A. Rooney	746-2017
Vice President of Business Services .....	Bill Fishback	746-2015
Associate Dean, Technical Occupational .....	Ray Witherspoon	746-2023
Associate Dean, Learning Resources .....	Ruth Watkins	746-2167
Associate Dean, Health Occupations .....	Kay Eggleston	746-2269
Assistant Dean, Community Service .....	Judy Pouncey	746-2141
Assistant Dean, Health Occupations .....	Michael Laman	746-2271
Assistant Dean, Health Occupations .....	Carol Speyerer	746-2269
Director of Admissions and Registrar .....	Robert Bennett	746-2116
Director of Counseling .....	Kenneth Berryman	746-2067
Director of Evening Programs .....	Shirl Wilson	746-2157
Director of Financial Aid .....	Elizabeth Disco-Allan	746-2097
Director of Job Training Center .....	Marshall Holman	746-2152
Director of Public Information .....	Janet James	746-2037
Director of Physical Plant .....	Bobby Hunt	746-2057
Director of Safety/Security .....	Thurman Randle	746-2232
Director of Student Development .....	Howard Finney	746-2137
Director of Student Health Services .....	Jean Wyckoff	746-2113
Assistant Director of Community Services .....	Nancy Faris	746-2142
Assistant to the President .....	Janice Trammell	746-2013
Information Systems User Coordinator .....	Derone Head	746-2032

## DIVISION CHAIRPERSONS

Business .....	Ron Stimson	746-2202
Communications and Mathematics .....	Mamie McKnight	746-2247
Fine and Applied Arts .....	John Gunter	746-2337
Health Occupations .....	Kay Eggleston	746-2269
Physical and Social Sciences .....	Rhuwan Rountree	746-2392



# I. GENERAL INFORMATION

## HISTORY OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

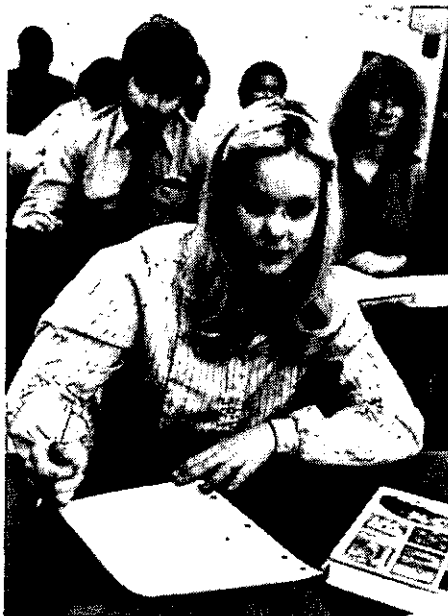
The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students and employ over 1,900 full-time faculty and staff members.

The growth of the District into an educational system with such impact was not by chance. 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 17 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 requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, 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:

- Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.
- Graduates of an unaccredited high school who are 18 years of age or older.
- Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.
- High school seniors 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. supply official transcripts for all previous academic work with a minimum "C" average.

Contact the Admissions Office for 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 (Tex. ED. Code 2.09). 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.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
TUITION AND STUDENT SERVICES FEE\***

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	\$ 41	\$ 1	\$ 42
2	25	2	27	42	2	44	82	2	84
3	25	3	28	63	3	66	123	3	126
4	32	4	36	84	4	88	164	4	168
5	40	5	45	105	5	110	205	5	210
6	48	6	54	126	6	132	246	6	252
7	56	7	63	147	7	154	287	7	294
8	64	8	72	168	8	176	328	8	336
9	72	9	81	189	9	198	369	9	378
10	80	10	90	210	10	220	410	10	420
11	86	10	96	216	10	226	451	10	461
12	92	10	102	222	10	232	492	10	502
13	98	10	108	228	10	238	533	10	543
14	104	10	114	234	10	244	574	10	584
15	110	10	120	240	10	250	615	10	625
16	116	10	126	246	10	256	656	10	666
17	122	10	132	252	10	262	697	10	707
18	128	10	138	258	10	268	738	10	748
19	134	10	144	264	10	274	779	10	789
20	140	10	150	270	10	280	820	10	830

**TUITION SCHEDULE FOR SUMMER SESSIONS**

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 following definitions are brief guidelines only; please discuss any questions regarding proper tuition classification with Admissions Office personnel.

A Dallas County resident is one who (1) resides in Dallas County and (2) qualifies as an in-state resident. Texas law defines an in-state resident as an individual "who is employed full-time in Texas for the 12-month period preceding registration." The Dallas County Community College District Board of Trustees has waived the difference in tuition between the out-of-state or out-of-district rates and Dallas County rates for a person and his/her dependents who owns real estate, business or personal, within Dallas County. For information on documents necessary to prove such ownership or dependency, consult the Admissions Office. Classification as a state resident or qualification for a waiver of out-of-state fees applies only to U.S. citizens or permanent resident aliens.

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 or (2) a student who is less than eighteen (18) years of age whose parents live in a Texas county other than Dallas County. In either case, state residency requirements must be fulfilled (see above).

An out-of-state student is one who has come to Texas from out-of-state within the 12-month period prior to registration. Anyone who enrolls as an out-of-state student is presumed to remain out-of-state as long as the residence of the individual in Texas is for the purpose of attending school. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition and fees.

\*The tuition schedule above is subject to change without notice by action of the District Board of Trustees or the State of Texas.

## **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:* \$45 for one hour per week (maximum) for one course, \$25 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:* A fee will be charged for each examination.\*\*

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

\*\*This fee can change without prior notice.

## **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 is returned by a bank for any reason, including stop payment, the college business office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Services may also implement disciplinary procedures.

## **ADVISEMENT PROCEDURES**

Individual assessment of skill levels is an important part of student success in college. Therefore, the District has provided an assessment process available through the counseling centers at each of the District colleges. Information gained from assessment is used to advise students in the selection of courses which can provide the best possible opportunity for academic success. All students are required to go through an assessment process and should schedule it prior to initial registration. 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.

## **NON-CREDIT STUDENT (AUDIT)**

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade or credit for a course. An instructor may give an examination if he determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student.

## **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 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 must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. 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 will substitute Music 101-102 for this requirement.)
- 12 credit hours of History 101-102 and Government 201-202. No substitutions are allowed. Only 3 credit hours of history and 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 Theater 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.

Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered. If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, then the student may be required to graduate under a later catalog at the discretion of the institution.

#### 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. 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 by the instructor. After this time, it is the responsibility of the student to withdraw from the course. A student, however, may be dropped from the class roll prior to the published withdrawal deadline notice for lack of attendance at the discretion of the instructor.

If an instructor drops a student, 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."

## 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
F	Failing	0 points
I	Incomplete	Not Computed
WX	Progress; re-enrollment required	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.

If a student believes an error has been made in determining a course grade, the instructor or appropriate division office should be contacted as soon as possible. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

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 regular 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.

Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when the student can re-enroll for course completion prior to the certification date in the next regular semester. If the student re-enrolls and completes the course requirements, the "WX" remains for the first enrollment; a performance grade is given for the second

enrollment. If the student does not re-enroll, the "WX" is converted to a performance grade.

## 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.

## 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 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 the immediately following semester or summer session without special permission. 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 the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions 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.

## 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.

## 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 District 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 for each 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 may not be earned through credit by examination except as approved by the Vice President of Instruction.

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. (CLEP exam does not meet this requirement.)

### 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 often 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 and on cable, 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 Education Office. The Technical/Occupational 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 the faculty. 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 division 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. Assessment 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. The Financial Aid Needs Analysis Forms take 4-6 weeks to process. 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 and deadlines for applying. Some of the colleges have established priority deadlines for state grants and scholarships.

### PELL GRANT

The PELL 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 PELL Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for PELL Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the PELL Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 4-6 weeks. In response to the PELL Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring it to the Financial Aid Office. The exact amount of the PELL Grant award will depend upon the aid index on the SAR 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 each semester. Students must apply each year.

### SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG is a Federal program to help pre-baccalaureate students with eligibility based solely on need. The amount of a SEOG award depends on the individual student's needs, the total number of applicants, and funds available. 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 the 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 for credit and some non-credit courses. Students must apply each year for the TPEG.

### TEXAS PUBLIC EDUCATIONAL — STATE STUDENT INCENTIVE GRANT (TPE-SSIG)

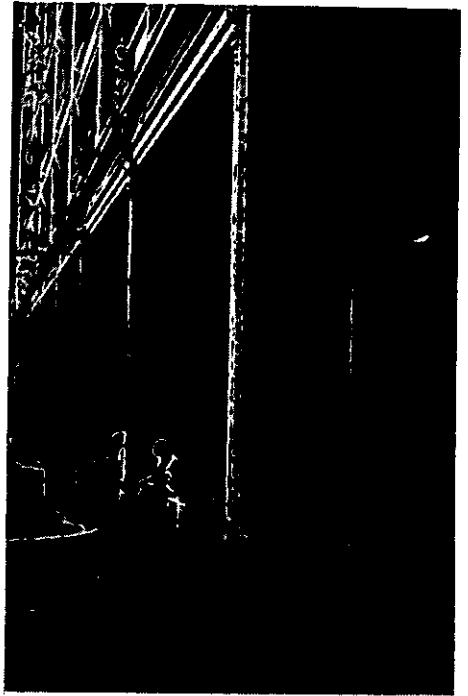
The TPE-SSIG is a state program. To qualify, students must enroll for at least 6 credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Student must apply each year for the TPE-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. New students must have applied for and been denied a Texas Guaranteed Student Loan before applying for this 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 9% a year (adjusted).



### 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 educational goal. Students will generally work 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 will generally work 20 hours per week.

### SOCIAL SECURITY ADMINISTRATION

The Social Security Administration has offered benefits to students who met its criteria. However, most students who are not currently receiving Social Security Educational Benefits will not be eligible in Fall, 1982, because of a phase out of this program as part of the Omnibus Budget Reconciliation Act. Students need to contact the regional Social Security Administration Office regarding eligibility. The Admissions Office on campus acts as liaison between students and the Social Security Administration after eligibility has been established.

## 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 for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

## 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 some 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.

## 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. For a detailed description of the requirements, contact the Financial Aid Office.

### *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 Service. 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. Normally, a loan would not exceed tuition, fees, and books, but check with the Financial Aid Office for further details. 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. DALLAS COUNTY COMMUNITY COLLEGE DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES

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  - b. Scope
  - c. Definitions
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3. Campus Regulations
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## 1. General Provisions

### a. Preamble

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. The District's primary concern is the student. Each college attempts to provide an environment which views students in a wholistic manner encouraging and inviting them to learn and grow independently, stressing the process and the acquisition of skills. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and of room for growth and development. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus and, indeed, in the larger community. Students must exercise these freedoms with responsibility.

### 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. Acquaintance with Policies, Rules, Regulations

The Student Rights and Responsibilities statement is subject to change by action of the Board of Trustees. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the offices of the Vice President of Student Services and Student Development. The college will hold each student responsible for compliance with these policies, rules and regulations. The student is responsible for obtaining published materials to update the items in this statement. Students are also expected to comply with all federal, state and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on the College or on the educational process.

## 3. Campus Regulations

### 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 and must be shown on request of a representative 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.
- 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 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. These reasonable controls are exercised by college officials for 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 that 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 (following page).

## 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 purposes 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) **Drugs:** Each college of the Dallas County Community College District specifically forbids the illegal possession, use, sale or purchase of drugs, narcotics, or hallucinogens on or off campus.
- (7) **Gambling:** State law expressly forbids gambling of any kind on state property.

- (8) **Hazing:** Each college of the Dallas County 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 activities as escape from reasonable control, regulation, and decency. From the institution's point of view, the reasonability 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 as a whole, 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.

#### (9) Academic Dishonesty

- (a) The Vice President of Student Services may initiate disciplinary proceedings against a student accused of academic dishonesty.
- (b) "Academic 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 on one's written work offered for credit.
- (e) "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

#### (10) Financial Transactions with the College

- (a) No student may refuse to pay or fail to pay debt he owes to the college.
- (b) No student may give the college a check, draft or order with 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 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.

#### (11) 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.

#### 4. 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 allegations as unfounded, either before or after conferring with the student; or
  - (ii) Proceed administratively and impose disciplinary action; 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 as authorized 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 as stated below in the sections of **Disposition and Penalties**.

#### (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. 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 of 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 this code in the section on **Penalties** (from 1-8, i.e. Admonition through Suspension of eligibility);
  - (ii) For major violations, any action authorized by this code in the section on **Penalties** (from 1-11, i.e. Admonition through Expulsion).

#### 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 sixth working day following administrative disposition. The Committee shall be composed of **equal numbers of students, administrators and faculty 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 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;

### (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 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, 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.
- (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, the Student Discipline Committee, or the Faculty-Student Board of Review 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 above:

- (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.

### (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 member 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.

### b. Faculty-Student Board of Review

#### (1) Right to Appeal

- (a) In those cases in which the disciplinary penalty imposed was as prescribed in the section on Penalties, (6) Restitution through (11) Expulsion, the student may appeal the decision of the Student Discipline Committee, or the decision of the President in an interim action to the Faculty-Student Board of Review. Disciplinary actions taken under the section on Penalties, (1) Admonition through (5) Bar against readmission, 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 the section on Disciplinary Disposition which authorizes the President to take immediate interim disciplinary action.

#### (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 student disciplinary policies, rules, and hearing procedures as soon as practicable after the members are appointed.

- (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 the Faculty-Student Board of Review section.
- (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 upon 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.

- (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 of 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 for 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.

#### 6. Parking and Traffic

##### (a) Reserved Parking Areas

These reserved areas are designated by signs; all other parking areas are open and are non-reserved.

- (1) Handicapped persons, College visitors
- (2) Motorcycles

##### (b) Tow Away Areas

- (1) Handicapped persons area
- (2) Fire Lanes
- (3) Parking or driving on campus in areas other than those designated for vehicular traffic
- (4) Parking in "No Parking" zone
- (5) Parking on courtyards

##### (c) General Information

- (1) College parking areas are regulated by state, municipal and campus statutes. College campus officers are commissioned to cite violators.
- (2) All vehicles which park on the campus of the College must bear a parking decal emblem. The parking decal may be secured from the College Security Division or during fall and spring registration periods. No fee is charged for the decal.
- (3) Placement of decal emblem:
  - (a) Cars: Lower left corner of rear bumper.
  - (b) Motorcycles, Motor Bikes, etc., Gas tank
- (4) Campus Speed Limits
  - (a) 10 M.P.H. in parking areas
  - (b) 20 M.P.H. elsewhere on campus.

\*Unless otherwise posted.
- (5) All handicapped parking must be authorized and handicapped decal displayed on vehicle prior to parking in handicapped reserved areas.

#### (d) Campus Parking and Driving Regulations

- (1) The Colleges, acting by and through their Board of Trustees are authorized by state law to promulgate, adopt and enforce campus parking and driving regulations. Campus officers are commissioned police officers, and as such, all traffic and criminal violations are within their jurisdiction.
- (2) The College has authority for the issuance and use of suitable vehicle identification insignia as permits to park and drive on campus. Permits may be suspended for the violation of campus parking and driving regulations.
- (3) The College campus officers have the authority to issue the traffic tickets and summons of type now used by the Texas Highway Patrol. It is the general policy to issue these tickets for violations by visitors and persons holding no College permit. These tickets are returnable to the Justice of Peace Court in which the college is located. Furthermore the campus officers are authorized to issue campus citations which are returnable to the Department of Safety and Security at the Business Office.
- (4) Under the direction of the College President, the Department of Safety and Security shall post proper traffic and parking signs.
- (5) Each student shall file an application for a parking permit with the Security Office upon forms prescribed by the College.
- (6) These traffic regulations apply not only to automobiles but to motor bikes, motorcycles and ordinary bicycles.

#### (e) Procedures

- (1) All motor vehicles must be parked in the parking lots between the parking lines. Parking in all other areas, such as campus drives, curb areas, courtyards, and loading zones, will be cited.
- (2) Citations may be issued for:
  - (a) Speeding (the campus speed limit is 20 M.P.H. except where posted)
  - (b) Reckless driving
  - (c) Double parking
  - (d) Driving wrong way in one-way lane
  - (e) Parking in "No Parking" lane
  - (f) Improper parking (parts of car outside the limits of a parking space).
  - (g) Parking in wrong area (for example, handicapped or "No Parking" areas)
  - (h) Parking trailers or boats on campus
  - (i) Parking or driving on campus in areas other than those designated for vehicular traffic
  - (j) Violations of all state statutes regulating vehicular traffic.
  - (k) Failure to display parking permit
  - (l) Collision with another vehicle or any sign or immovable object
- (3) A citation is notice that a student's parking permit has been suspended. The service charge to reinstate the parking and driving permit must be paid at the Business Office. Failure to pay the service charge will result in the impoundment of a vehicle that is parked on campus and whose decal has been suspended.
- (4) A person who receives a campus citation shall have the right within ten days to appeal in writing to the Vice President of Business, accompanied by whatever reason the person feels that the citation should not have been issued.
- (5) If it becomes necessary to remove an improperly parked vehicle, an independent wrecker operator may be called. The owner of the vehicle will be charged the wrecker fee in addition to the service charge for reinstatement of driving and parking privileges.
- (6) Visitors to campus are also required to follow College regulations.
- (7) The service charge for reinstatement of the parking and driving permit will be \$5.00 per citation.
- (8) Four citations per car during an academic year will result in permanent suspension of parking and driving permit for the balance of that academic year. A new total commences on August 1 of each year.
- (9) The College is not responsible for the theft of vehicles on campus or their contents.





# Course Descriptions

## 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 1983-84 year.

**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 I (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 II (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 I (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 II (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) 128 (3)**  
HISTORY OF ARCHITECTURE I (3 LEC.)

This course includes the development of influences on architecture from ancient man through the Byzantine period.

**ARCHITECTURE (ARC) 129 (3)**  
HISTORY OF ARCHITECTURE II (3 LEC.)

This course includes the development of influences on architecture from the Romanesque period to the Industrial Revolution.

**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) 146 (3)**  
ARCHITECTURAL DESIGN — GRADE 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) 147 (3)**  
ARCHITECTURAL DESIGN — GRADE I (2 LEC., 4 LAB.)

Prerequisite: Architecture 146. The application of design principles to architectural experiences is investigated. Analysis, schematic study, and the development of spatial problems related to human occupancy and needs are studied. Emphasis is placed on the development and integration of skills needed to formulate and communicate design concepts. Laboratory fee.

**ARCHITECTURE (ARC) 150 (3)**  
BUILDING TECHNOLOGY I — MATERIALS AND METHODS (2 LEC., 4 LAB.)

Architectural materials and their uses are analyzed. Specifications and codes are introduced, and structural systems are investigated. Laboratory fee.

**ARCHITECTURE (ARC) 153 (3)**  
CONSTRUCTION DRAWINGS — WOOD FRAME (2 LEC., 4 LAB.)

Prerequisite: Architecture 130 or the consent of the instructor. Construction drawings are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee.

**ARCHITECTURE (ARC) 220 (3)**  
PERSONALITIES IN ART AND ARCHITECTURE (3 LEC.)

This course includes an in-depth study of the influential people throughout history who were the motivating human factors behind the evolutionary development of art and architecture.

**ARCHITECTURE (ARC) 226 (3)**  
SURVEY OF INTERIOR ARCHITECTURE I (3 LEC.)

This course includes a survey of historical interior architecture development beginning with the ancient civilizations.

**ARCHITECTURE (ARC) 227 (3)**  
SURVEY OF INTERIOR ARCHITECTURE II (3 LEC.)

This course is a continuation of Survey of Interior Architecture I. This course includes the historical development of interior architecture to the present.

**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 147, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee.

**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) 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) 242 (3)**  
PRESENTATION I (2 LEC., 4 LAB.)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or the consent of the instructor. This is a course in professional delineation wherein the student produces from a given set of architectural drawings finished interior and exterior renderings utilizing the principles of design, perspective, composition, freehand, and mechanical drawing capabilities and rendering techniques. Laboratory fee.

**ARCHITECTURE (ARC) 243 (3)**  
PRESENTATION II (2 LEC., 4 LAB.)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or the consent of the instructor. This course is a continuation of Presentation I. Laboratory fee.

**ARCHITECTURE (ARC) 245 (3)**  
DESIGN SKETCHING (2 LEC., 4 LAB.)

Prerequisites: Architecture 133 or Interior Design 123 or Art 115 or the consent of the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students' own design. Concepts in various media are the main activities. Laboratory fee.

**ARCHITECTURE (ARC) 246 (3)**  
ARCHITECTURAL DESIGN — GRADE II (2 LEC., 4 LAB.)

Prerequisites: Architecture 130 and 147. Research into design theory is conducted to solve architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee.

**ARCHITECTURE (ARC) 247 (3)**  
ARCHITECTURAL DESIGN — GRADE II (2 LEC., 4 LAB.)

Prerequisite: Architecture 246. This course is a continuation of Architecture 246. Emphasis is on functional and aesthetic solutions based upon individual programming and research. Laboratory fee.

**ARCHITECTURE (ARC) 251 (3)**  
BUILDING TECHNOLOGY II — HEAVY CONSTRUCTION (2 LEC., 4 LAB.)

Prerequisite: Architecture 150. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee.

**ARCHITECTURE (ARC) 252 (3)**  
BUILDING TECHNOLOGY III — SPECIFICATIONS AND OFFICE PRACTICE (2 LEC., 4 LAB.)

Prerequisites: Architecture 150 and Architecture 153 or the consent of the instructor. Introduction and practice is provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee.

**ARCHITECTURE (ARC) 254 (3)**  
CONSTRUCTION DRAWINGS II — STEEL  
FRAME (2 LEC., 4 LAB.)

Prerequisites: Architecture 150 and Architecture 153 or the consent of the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee.

**ARCHITECTURE (ARC) 255 (3)**  
CONSTRUCTION DRAWINGS III — CONCRETE  
AND MASONRY (2 LEC., 4 LAB.)

Prerequisite: Architecture 153. This course involves the study of concrete and masonry construction techniques and their construction drawings. Included are structural drawings, details, schedules, plans, sections, and elevations. Laboratory fee.

**ARCHITECTURE (ARC) 256 (3)**  
CONSTRUCTION DRAWINGS IV — DETAILING  
(2 LEC., 4 LAB.)

Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee.

**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)

**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 artists, 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. This course may be repeated for credit.

**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) 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) 217 (3)**  
WATERCOLOR I (2 LEC., 4 LAB.)

Prerequisites: Art 110, Art 111 and Art 115 or the consent of the instructor. Art 217 is a studio course exploring techniques in water base media. Emphasis

is placed on exploration of a variety of modes and techniques as a means to original expression.

**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) 222 (3)**  
PRINTMAKING II (2 LEC., 4 LAB.)

Prerequisite: Art 220. This course is a continuation of Printmaking I. 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.

**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) 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.)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. 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. Emphasis is on homeostasis. Laboratory fee.

**BIOLOGY (BIO) 121 (4)**  
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee.

**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.

**BIOLOGY (BIO) 216 (4)**  
GENERAL MICROBIOLOGY (3 LEC., 4 LAB.)

Prerequisites: Biology 102 or Biology 121 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: Eight hours of biological science or the consent of the division chairperson. Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit.

**BIOLOGY (BIO) 221 (4)**  
ANATOMY AND PHYSIOLOGY I (3 LEC., 3 LAB.)

Prerequisite: Biology 102 or the consent of the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human 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 circulatory, respiratory, urinary, digestive, reproductive; and endocrine systems. Emphasis is placed on the interrelationships of these systems. 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) 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.)  
Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or 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)**  
CHEMICAL SCIENCES (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)**  
CHEMICAL SCIENCES (3 LEC., 3 LAB.)

Prerequisite: Chemistry 115 or the consent of the instructor. 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) 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.

**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.

**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.

**COMPUTING SCIENCE (CS) 174 (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 towards a minor or major in computer science or other scientific field. It includes a study of algorithms and an introduction to a procedure-oriented language with general applications.

**COMPUTING SCIENCE (CS) 175 (3)**  
INTRODUCTION TO COMPUTER SCIENCE (3 LEC.)

This course is an introduction to the fundamentals of information processing machines. Topics include history of computers, vocabulary, cultural impact, development of basic algorithms, number systems, and applications of elementary programming logic made through the use of the BASIC programming language.



**COMPUTING SCIENCE (CS) 181 (3)**

INTRODUCTION TO FORTRAN  
PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to computing techniques using the FORTRAN language. Emphasis is on applications used to solve numeric problems in engineering, physical science, and mathematics. Laboratory fee.

**COMPUTING SCIENCE (CS) 182 (3)**

INTRODUCTION TO BASIC PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the BASIC programming language. Proficiency will be developed as the student codes and executes several BASIC programs using interactive computing equipment. Laboratory fee.

**COMPUTING SCIENCE (CS) 183 (3)**

INTRODUCTION TO PL/1 PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. Study of PL/1 language with numeric and non-numeric applications. Computing techniques will be developed in such areas as program design, basic aspects of string processing, recursion, internal search/sort methods, and simple data structures. Laboratory fee.

**COMPUTING SCIENCE (CS) 184 (3)**

INTRODUCTION TO COBOL PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 or the consent of the instructor based on equivalent experience. An introduction to the COBOL programming language. Topics will include algorithmic processes, problem solving methods, programming style, flow charts, and various files processing techniques. Emphasis is on the language, its flexibility and power rather than on applications. Laboratory fee.

**COMPUTING SCIENCE (CS) 185 (3)**

INTRODUCTION TO PASCAL PROGRAMMING (2 LEC., 2 LAB.)

Prerequisites: Computing Science 174 or Computing Science 175 and Math 101 or the consent of the instructor based on equivalent experience. This course is an introduction to PASCAL. Topics will include problem solving and structured programming

techniques introduced through examples from applications such as text processing, numerical computing, and simulation, together with programming assignments. 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) 250 (3)**

CONTEMPORARY TOPICS IN COMPUTER  
SCIENCE (3 LEC.)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. Topics may include introduction to micro/mini computer systems, programming languages, or other advanced data processing concepts such as CICS. May be repeated when topics vary.

**COMPUTING SCIENCE (CS) 251 (4)**

SPECIAL TOPICS IN COMPUTER SCIENCE (3 LEC., 3 LAB.)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer science and data processing are studied. Such topics may include advanced programming language concepts in BASIC, RPG II and RPG III, and PASCAL, or advanced data entry concepts. May be repeated when topics vary. 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.

**DANCE (DAN) 116 (1)**

REHEARSAL AND PERFORMANCE (2 LAB.)

This course supplements beginning dance techniques classes. Basic concepts of approaching work on the concert stage - stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit.

**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) 200 (1)**

REHEARSAL AND PERFORMANCE (4 LAB.)

Prerequisite: Dance 116 or the consent of the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit.

**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.

**DATA PROCESSING (DP) 129 (4)**

DATA ENTRY CONCEPTS (2 LEC., 5 LAB.)

Prerequisite: Office Careers 172 or one year of typing in high school or equivalent. This course provides skills using 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, multiple programs, and program chaining are also covered. Laboratory fee.

**DATA PROCESSING (DP) 133 (4)**

BEGINNING PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: 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. Laboratory fee.

**DATA PROCESSING (DP) 136 (4)**

INTERMEDIATE PROGRAMMING (3 LEC., 4 LAB.)

Prerequisites: Data Processing 133 and Data Processing 138 or the consent of the instructor. 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.)

Prerequisites: One year of high school algebra or Developmental Math 091 or the consent of the instructor. 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)**

SYSTEMS ANALYSIS AND DATA PROCESSING LOGIC (3 LEC.)

Prerequisite: 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) 142 (3)**

RPG PROGRAMMING (2 LEC., 2 LAB.)

Prerequisite: Data Processing 133 or the consent of the instructor. This course introduces programming skills using the RPG II language. Emphasis is on language techniques and not on operation and functioning of the equipment. Programming problems emphasize card images and disk processing, and will include basic listings with levels of totals, multicard records, exception reporting, look ahead feature, and multifile processing. 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 basic concepts and instructions in the IBM 360/370 Assembler language, using the standard instruction set emphasizing the decimal features, with a brief introduction to fixed point operations using registers. Selected macro instructions, table handling, editing printed output, and reading memory dumps are included. Laboratory fee.

**DATA PROCESSING (DP) 232 (4)**

APPLIED SYSTEMS (3 LEC., 4 LAB.)

Prerequisite: Data Processing 136 or the consent of the instructor. 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) 234 (4)**

ADVANCED ASSEMBLY LANGUAGE CODING (3 LEC., 3 LAB.)

Prerequisite: Data Processing 231. The development of programming skills using the assembly language instruction set is covered. Topics include indexing, indexed sequential file organization, table search methods, data and bit manipulation techniques, code translation, advanced problem analysis, and debugging techniques. Floating point operations are introduced. Laboratory fee.

**DATA PROCESSING (DP) 236 (4)**

ADVANCED COBOL TECHNIQUES (3 LEC., 4 LAB.)

Prerequisites: Data Processing 133 and Data Processing 136 or the consent of the instructor. This course provides advanced programming techniques using structured programming with the COBOL language. Random and sequential updating of disk files, table handling, report writer, the internal sort verb, and calling and copying techniques are emphasized. Laboratory fee.

**DATA PROCESSING (DP) 240 (4)**

TELECOMMUNICATIONS I (3 LEC., 4 LAB.)

Prerequisite: A minimum of two semesters of a high level language and credit in Data Processing 138 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. Laboratory fee.

**DATA PROCESSING (DP) 241 (4)**

TELECOMMUNICATIONS II (3 LEC., 3 LAB.)

Prerequisite: Data Processing 240 or the consent of the instructor. This course is a continuation of Data Processing 240. Topics include basic

telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission, and polling techniques at the central unit. 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) 244 (3)**

BASIC PROGRAMMING (2 LEC., 2 LAB.)

Prerequisite: Computing Science 175 or the consent of the instructor. This course covers the fundamentals of the BASIC programming language. Students gain proficiency by writing and debugging programs using interactive microcomputers. Laboratory fee.

**DATA PROCESSING (DP) 246 (4)**

DATA BASE SYSTEMS (3 LEC., 4 LAB.)

Prerequisites: Data Processing 136 or the consent of the instructor. This course is an introduction to applications program development in database environment with emphasis on loading, modifying, and querying a database using a higher-level language. Discussion and application of data structures; indexed and direct file organizations; storage devices, data analysis, design, and implementation; and data administration are included. Laboratory fee.

**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) 136**

GENERAL DENTAL ANATOMY AND PHYSIOLOGY (3 LEC., 3 LAB.)

The biology of the nine (9) body systems, embryology, and the development of the face and oral cavity are studied. Oral histology, eruption and exfoliation of the primary dentition and eruption of the secondary dentition morphology of the teeth, head, and neck anatomy are included. Laboratory fee.

**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) 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, radiographs 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) 249 (4)**

DENTAL ASSISTING INTERNSHIP I (13 LAB.)

Prerequisite: "C" average in Dental Assisting 144, 145, and 146. Students receive practical assisting experience at chairside in dental clinics, dental schools, and hospital and health agencies in the community. Students rotate among clinics every 5 weeks.

**DENTAL ASSISTING (DA) 250 (1)**

DENTAL ASSISTING CLINIC SEMINAR II (3 LEC.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 249. This course involves the sharing of clinical experience and the discussing of problems that have been encountered during the dental assisting internship in

dental clinics, hospitals, and offices. Special counseling with individual students is provided.

**DENTAL ASSISTING (DA) 252 (3)**  
DENTAL ASSISTING INTERNSHIP II (31 LAB.)

Prerequisite: "C" average in Dental Assisting 240, 241, 242, 243, and 249. In this course, students receive practical dental assisting experience at chairside and office procedures experience in private dental offices, dental clinics, dental schools, hospitals, and other health agencies in the community.

**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.

**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) 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.

**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.

**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.

**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.

**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.

**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) 185 (4)**  
ARCHITECTURAL DRAFTING (2 LEC., 6 LAB.)

This course begins with architectural lettering, and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks.

**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 diagrams, 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) 233 (4)**  
MACHINE DESIGN (2 LEC., 6 LAB.) (128 CONTACT HOURS)

Prerequisites: Drafting 184, Physics 131, and credit or concurrent enrollment in Engineering 186 and Mathematics 196. The principles of physics, statics, strength of materials, and physical properties of materials are applied to the design of machine elements. Topics include function, environment, production, problems, and cost. Emphasis is on the practical application of design principles in graphic form.

**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

**DRAFTING (DFT) 246 (3)**  
ADVANCED CAD - ELECTRONIC  
(2 LEC., 4 LAB.)

Prerequisite: Drafting 245. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to printed circuit board and integrated circuit design. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee.

**DRAFTING (DFT) 248 (3)**  
ADVANCED CAD - MECHANICAL  
(2 LEC., 4 LAB.)

Prerequisite: Drafting 245. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee.

**DRAFTING AND DESIGN  
TECHNOLOGY  
(DFT) 703, 713, 803, 813 (3)**  
(See Cooperative Work Experience)

**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) 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.

### 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.

### FIRE PROTECTION (FPT) 131 (3) FUNDAMENTALS OF 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 (3 LEC.)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public coop-

eration and image, recognition of the 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) FIRE ADMINISTRATION I (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 AND ARSON INVESTIGATION (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) 137 (3) HAZARDOUS MATERIALS I (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.

### FIRE PROTECTION (FPT) 140 (3) FIRE FIGHTING TACTICS AND STRATEGY (3 LEC.)

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) BUILDING CODES AND 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)**  
INDUSTRIAL FIRE PROTECTION I (3 LEC.)

Safeguards for business and industrial organizations are presented. Topics include plants 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) 110 (3)**  
PRINCIPLES OF FOOD AND BEVERAGE ADMINISTRATION (3 LEC.)

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed.

**FOOD SERVICE (FS) 112 (3)**  
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) 116 (3)**  
SUPERVISION FOR HOSPITALITY SERVICES (3 LEC.)

Recruiting, selecting, training and supervising personnel for food and lodging service are studied. Personnel policies, job descriptions, training methods, scheduling and work improvement are included.

**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) 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 production. 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) 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) 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)

**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.

**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) 205 (4)**  
FIELD GEOLOGY (3 LEC., 3 LAB.)

Prerequisites: Eight credit hours of geology or the consent of the instructor. Geological features, landforms, 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. This course may be repeated for credit.

**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.

**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.)

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, 19th century, and the social, economic, and political factors of recent world history.

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

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course 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, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two.

**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.

**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)****201 (1)**  
SPECIAL TOPICS IN HOTEL—MOTEL  
OPERATIONS (1 LEC.)

Prerequisite: The consent of the instructor. Students participate in identifying, defining and analyzing current topics of interest in the operation of a lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit.

**HOTEL—MOTEL OPERATIONS (HMO)****202 (2)**  
SPECIAL TOPICS IN HOTEL—MOTEL  
OPERATIONS (2 LEC.)

Prerequisite: The consent of instructor. Students participate in identifying, defining and analyzing current topics of interest in the operation of a lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit.

**HOTEL-MOTEL OPERATIONS (HMO)****203 (3)**  
SPECIAL TOPICS IN HOTEL—MOTEL  
OPERATIONS (3 LEC.)

Prerequisite: The consent of the instructor. Students participating in identifying, defining and analyzing current topics of interest in the operation of a lodging property. The course emphasizes present industry needs and problems and students are guided to other realistic and workable solutions which include the total knowledge of food service processes. This course may be repeated for credit.

**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) 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) 804, 814 (4)**  
(See Cooperative Work Experience)**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)**  
SPECIAL TOPICS IN HUMAN DEVELOPMENT (1  
LEC.)

This is a course intended to help the student succeed in college. Topics such as stress management, communications training for the handicapped, career exploration techniques, or educational concerns of adult students may be included. This course may be repeated for credit.

**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.)

This course is designed to help the student increase self-awareness and to learn to relate more effectively to others. Students are made aware of their feelings, values, attitudes and behaviors. The course content focuses on developing communication skills such as assertiveness, verbal and non-verbal behavior, listening, and conflict resolution.

**HUMAN DEVELOPMENT (HD)****106 (3)**  
PERSONAL AND SOCIAL GROWTH (3 LEC.)

This course focuses on the interaction between the individual and society. Societal influences, adjustment to social change, personal roles, and problem-solving are stressed. Components of a healthy personality, alternative behaviors, and lifestyles that demonstrate a responsibility to self and society are studied.

**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 communication 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.



**HUMAN DEVELOPMENT (HD)****110 (1)****ASSESSMENT OF PRIOR LEARNING****(1 LEC.)**

**Prerequisite:** Limited to students in Technical/Occupational programs. The consent of the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit.

**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.

**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 basic drawing and the use of drafting instruments. Included are the drawing of two and three-dimensional forms, floor plans, interior elevations, sections, and furniture. The reading of architectural drawings, producing good quality lettering and line work, use of architectural symbols, and printing are emphasized. Laboratory fee.

**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 studied and applied to interior design projects.

**INTERIOR DESIGN (INT) 123 (3)****ADVANCED PLANNING AND PERSPECTIVE (2 LEC., 4 LAB.)**

**Prerequisites:** Interior Design 120 and Interior Design 121 and concurrent enrollment in Interior Design 124 and 225. The student studies methods and principles of one and two point perspective. Basic interior design principles are investigated and applied to furniture layouts and space distribution. 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 and 225. 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 lighting fixtures. Electrical plans and specifications are correlated with projects in interior Design 225.

**INTERIOR DESIGN (INT) 144 (1)****PHILOSOPHY OF DESIGN (1 LEC.)**

**Prerequisites:** Current enrollment in the Interior Design Program or the consent of the instructor. The course includes readings and discussion of selected topics influencing design practice including the works of major designers and architects of the 20th Century, materials and methods of construction, and organization and structure of the design profession, including professional organizations.

**INTERIOR DESIGN (INT) 222 (5)****HISTORY OF INTERIOR ARTS I (5 LEC.)**

**Prerequisites:** Interior Design 123, 124, 225, and concurrent enrollment in Interior Design 226, 233, and 235. The evolution of the interior arts and related architectural developments are surveyed. The Antiquities, Gothic, Renaissance, and French styles are studied.

**INTERIOR DESIGN (INT) 223 (5)****HISTORY OF INTERIOR ARTS II (5 LEC.)**

**Prerequisites:** Interior Design 222, 226, 233 and 235 and concurrent enrollment in Interior Design 224 or architecture 245. The study of the history of interior arts is continued. The English, American, and Oriental styles are studied.

**INTERIOR DESIGN (INT) 224 (3)****INTERIOR GRAPHICS AND ILLUSTRATION (2 LEC., 4 LAB.)**

**Prerequisites:** Interior Design 222, 226, 233 and 235 and concurrent enrollment in Interior Design 223. Design projects based on traditional styles are developed. Both formal and informal presentations are made. Projects include working drawings. Laboratory fee.

**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. Wood frame construction is studied. Introduction is made to construction drawings. A basic residential floor plan, from which working drawings are prepared, is given to the student. The working drawings include floor plans, sections, elevations, schedules, and details. Lettering, line quality, and dimensioning are emphasized. Laboratory fee.

**INTERIOR DESIGN (INT) 226 (3)****ARCHITECTURAL DRAWING II (2 LEC., 4 LAB.)**

**Prerequisites:** Interior Design 123, 124, and 225, and concurrent enrollment in Interior Design 222, 223 and 235. Three-dimensional objects are rendered from interior and architectural forms. Renderings are completed in several 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, 226 and 235. This course provides the student with a practical working knowledge of crafts and techniques involved in construction and installations. The student is required to study and implement good design principles using the materials studied in the course. 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, 233. All elementary principles of interior design are used for problem solving assignments. Emphasis is on quick sketch solutions by informal presentation. Laboratory fee.

**INTERIOR DESIGN (INT) 237 (4)****ADVANCED PRINCIPLES OF INTERIOR DESIGN (3 LEC., 3 LAB.)**

**Prerequisites:** Interior Design 223, 224, 233 and 240, and concurrent enrollment in Interior Design 345 and 811. This course focuses on the



organization of all aspects of interior space and its relationship to 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. Laboratory fee.

**INTERIOR DESIGN (INT) 238 (4)**  
PROFESSIONAL PRACTICE: INTERIORS (3 LEC., 3 LAB.)

Prerequisites: Interior Design 237, 345, and 811, and concurrent enrollment in Interior Design 239 and 343. This course is the study of designer and client relations and standard interior design practice and procedures. 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 included.

**INTERIOR DESIGN (INT) 239 (4)**  
PRINCIPLES OF COMMERCIAL INTERIOR DESIGN (3 LEC., 3 LAB.)

Prerequisites: Interior Design 237, 345, and 811, and the concurrent enrollment in Interior Design 238 and 343. This course is a continuation of Interior Design 237. Emphasis is on the study of commercial interiors. The latest trends and materials are surveyed and used. Barrier-free interior design for the handicapped is included.

**INTERIOR DESIGN (INT) 240 (1)**  
DESIGN SOURCES (1 LEC.)

Prerequisites: Interior Design 123 and 124. This is a study (seminar) course designed to allow students to do in-depth research of existing sources of materials, furnishings, accessories, fabricators, and workrooms that is necessary to implement design projects.

**INTERIOR DESIGN (INT) 341 (1)**  
SPECIAL PROJECT (1 LEC.)

This course may be taken as an alternative to interior design 811 with the consent of the Interior Design faculty. 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. The scope of the problem is directed and controlled by the instructor.

**INTERIOR DESIGN (INT) 343 (2)**  
RESEARCH AND PRESENTATION (2 LEC.)

Prerequisites: Interior Design 237, 345, and 341 or 811, and concurrent enrollment in Interior Design 238 and 239. This is an independent study course to allow the student to improve upon areas of individual weakness. A research problem is studied in depth and solved through the development of the complete design process. All steps are included from the survey to the defense of the final presentation.

**INTERIOR DESIGN (INT) 345 (5)**  
HISTORY OF MODERN DESIGN (5 LEC.)

Prerequisites: Interior Design 223, 224, and concurrent enrollment in Interior Design 237 and 801. This course surveys the evolution of modern (contemporary) design from the Industrial revolution to the present. Focus is made on the influences of technological advances, art movements, and the changes in society's attitudes on the development of contemporary design. Special attention is given to significant designers, architects, furniture designers, and their effect on the modern movement. Research projects are required.

**INTERIOR DESIGN (INT) 801, 811 (1)**

(See Cooperative Work Experience)

**INTERIOR DESIGN (INT) 802, 812 (2)**

(See Cooperative Work Experience)

**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. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper.

**JOURNALISM (JN) 103 (3)**  
NEWS GATHERING AND WRITING (2 LEC., 3 LAB.)

Prerequisite: Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. Students study and practice writing more complex stories, such as features, profiles, fol-

low-up stories, and sidebars. Students are required to write for the campus newspaper.

**JOURNALISM (JN) 104 (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) 105 (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. This course is a continuation of Journalism 104.

**JOURNALISM (JN) 106 (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. The course is a continuation of Journalism 105.

**JOURNALISM (JN) 201 (3)**  
FEATURE WRITING (3 LEC.)

Prerequisite: Six hours of journalism or the consent of the instructor. This course covers research, interviewing techniques, and the development of feature stories for use in newspapers and magazines.

**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.

**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)

**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

**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.

**MANAGEMENT (MGT) 150 (4)**  
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 154 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the comple-

tion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 151 (4)**  
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 155 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 153 (3)**  
SMALL BUSINESS MANAGEMENT  
(48 CONTACT HOURS)

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.

**MANAGEMENT (MGT) 154 (2)**  
MANAGEMENT SEMINAR, ROLE OF SUPERVISON (2 LEC.)

Prerequisite: Concurrent enrollment in Management 150 or the consent of the instructor. This seminar is designed to explore the role of the supervisor from an applied approach. Emphasis is on improving leadership skills, motivational techniques, effective time management, goal-setting, planning and overcoming communication problems.

**MANAGEMENT (MGT) 155 (2)**  
MANAGEMENT SEMINAR, PERSONNEL MANAGEMENT (2 LEC.)

Prerequisite: Concurrent enrollment in Management 151 or the consent of the instructor. This course is designed to explore the manager's role in attracting, selecting, and retaining qualified employees. Planning for and recruiting employees, selecting high performers, improving interviewing skills, conducting performance appraisals, training, EEO legislation, and labor relations are emphasized through an applied approach.

**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.

**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.

**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.

**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.

**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 three hours credit.

**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.

**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.

**MANAGEMENT (MGT) 250 (4)**  
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 254 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the comple-

tion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 251 (4)**  
MANAGEMENT TRAINING (20 LAB.)

Prerequisite: Concurrent enrollment in Management 255 or the consent of the instructor. This course consists of supervised on-the-job training, giving practical experience to students of Business Management. The course is designed to develop the student's managerial skills through the completion of job-related projects which will enhance and complement classroom knowledge.

**MANAGEMENT (MGT) 254 (2)**  
MANAGEMENT SEMINAR: ORGANIZATIONAL DEVELOPMENT (2 LEC.)

Prerequisite: Concurrent enrollment in Management 250 or the consent of the instructor. The role of managers in managing human resources, group interaction and team building, motivational dynamics, improving interpersonal communication skills, and dealing with company politics and conflict are explored in this course through an applied approach.

**MANAGEMENT (MGT) 255 (2)**  
MANAGEMENT SEMINAR: PLANNING, STRATEGY, AND THE DECISION PROCESS (2 LEC.)

Prerequisite: Concurrent enrollment in Management 251 or the consent of the instructor. This course is designed to develop managerial skills in individual and group decision-making and cause analysis. Rational and creative problem-solving skills are developed. Personal and organizational strategy skills are enhanced.

**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) 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) 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) 124 (5)**  
CALCULUS I (5 LEC.)

Prerequisite: Mathematics 105 or 106 or 121 or the equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications.

**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) 195 (3)**  
TECHNICAL MATHEMATICS (3 LEC.)

Prerequisite: One year of high school algebra or Developmental 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 topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions and the solution of triangles.

**MATHEMATICS (MTH) 225 (4)**  
CALCULUS II (4 LEC.)

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications.

**MATHEMATICS (MTH) 226 (3)**  
CALCULUS III (3 LEC.)

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications.

**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 housekeeping 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 recordkeeping 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 LABORATORY TECHNOLOGY (MLT) 139 (8)**

CLINICAL PRACTICE I (35 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 LABORATORY TECHNOLOGY (MLT) 238 (8)**

CLINICAL PRACTICE II (35 LAB.)

Prerequisite: "C" average in Medical Laboratory 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.

**MUSIC (MUS) 101 (4)**

FRESHMAN THEORY (3 LEC., 3 LAB.)

Musicianship skills are developed. Emphasis is on tonal and rhythmic perception and articulation. The essen-

tial 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) 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) 108 (1)**

ENGLISH DICTION (2 LAB.)

The phonetic sounds of the English 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) 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) 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) 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) 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) 217 (1)**  
PIANO CLASS III (2 LAB.)

Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately.

**MUSIC (MUS) 218 (1)**  
PIANO CLASS IV (2 LAB.)

Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for



the music major, but is also open to any interested student. It is recommended that music majors also study privately.

**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.

**NURSING (NUR) 141 (7)**  
NURSING I (4 LEC., 11 LAB.)

Prerequisites: Admission to the program and "C" grade in Biology 120 or 221. "C" grade or concurrent enrollment in Biology 121 or 222, Psychology 105 and English 101. Nursing I is the basic course in nursing which serves as a foundation on which other nursing courses will build and expand. Included are introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain, and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess patients, plan, implement and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee.

**NURSING (NUR) 142 (7)**  
NURSING II (4 LEC., 11 LAB.)

Prerequisites: Minimum of "C" grade in Nursing 141, Biology 120 or 221, Biology 121 or 222, Psychology 105 and English 101. Minimum of "C" grade or concurrent enrollment in Microbiology 216, Psychology 201 and English 102. This course focuses on application of the basic principles, concepts, and skills from Nursing I. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery including care of the newborn, surgery, abnormal cell proliferation, impaired nutrition, and maladaptive behavior in all age groups. Selected clinical experiences continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee.

**NURSING (NUR) 240 (4)**  
NURSING III (7 LEC., 15 LAB.)

Prerequisites: Minimum of "C" grade in Nursing 141, Nursing 142, Biology 120 or Biology 221, 121, or Biology 222, Microbiology 216, Psychology 105, 201, and English 101. Minimum of "C" grade in Nursing 250 and minimum of "C" grade in Sociology 101 is required for the January admission curriculum plan. This course emphasizes application of the nursing process to the care of the postpartum patient, patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 240 in the January admission curriculum plan. Laboratory fee.

**NURSING (NUR) 250 (9)**  
NURSING IV (5 LEC., 12 LAB.)

Prerequisites: "C" grade in Nursing 141, 142, Biology 120 or 221, 121 or 222, Microbiology 216, Psychology 105, 201 and English 101, 102. "C" grade in Nursing 240 for August admission curriculum plan. "C" grade or concurrent enrollment in Sociology 101. Nursing IV emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immunological/inflammatory response, 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, Biology 120 or 221, 121 or 222, Microbiology 216, Psychology 105, 201, English 101, 102, and Sociology 101. Credit or concurrent enrollment in elective above 100 level. Nursing V emphasizes a conceptual approach to care of patients in all age groups with problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance. The role transition process and current issues affecting the practice of nursing are 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) 103 (4)**  
SPEEDWRITING THEORY (3 LEC., 2 LAB.)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or one year of Typing. The principles of speedwriting are introduced. Included is the development of the ability to read, write and transcribe speedwriting notes. Basic spelling, grammar and punctuation rules are reviewed.

**OFFICE CAREERS (OFC) 104 (3)**  
SPEEDWRITING DICTATION AND TRANSCRIPTION (3 LEC.)

Prerequisite: Office Career 103, Office Careers 172, or one year of Typing. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling and punctuation rules.

**OFFICE CAREERS (OFC) 143 (1)**  
CONTEMPORARY TOPICS IN OFFICE CAREERS (1 LEC.)

Prerequisite: The consent of the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours.

**OFFICE CAREERS (OFC) 150 (3)**  
FILING PRACTICES (2 LEC., 2 LAB.)

This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of

manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies.

**OFFICE CAREERS (OFC) 152 (3)**  
INTRODUCTION TO RECORDS MANAGEMENT (3 LEC.)

A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures and career ladders.

**OFFICE CAREERS (OFC) 159 (4)**  
BEGINNING SHORTHAND (3 LEC., 2 LAB.)

Prerequisites: Credit or concurrent enrollment in Office Careers 172 or one year of typing in high school. The principles of Gregg Shorthand 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. Laboratory fee.

**OFFICE CAREERS (OFC) 160 (3)**  
OFFICE CALCULATING MACHINES (3 LEC.)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and fundamentals are reviewed.

**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.)

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, speedbuilding, and grammar. Laboratory fee.

**OFFICE CAREERS (OFC) 167 (3)**  
LEGAL TERMINOLOGY AND TRANSCRIPTION (3 LEC.)

Prerequisite: Completion of Office Careers 174 or typing speed of 50 words per minute; completion of Office Careers 165. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms.

**OFFICE CAREERS (OFC) 172 (3)**  
BEGINNING TYPEWRITING (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. Laboratory fee.

**OFFICE CAREERS (OFC) 173 (3)**  
INTERMEDIATE TYPING (2 LEC., 3 LAB.)

Prerequisites: 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 are also covered. Laboratory fee.

**OFFICE CAREERS (OFC) 176 (1)**  
BEGINNING TYPING I (1 LEC., 1 LAB.)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee.

**OFFICE CAREERS (OFC) 178 (1)**  
BEGINNING TYPING III (2 LAB.)

Prerequisite: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skills are also included. Laboratory fee.

**OFFICE CAREERS (OFC) 187 (2)**  
INTERMEDIATE SHORTHAND I (2 LEC.)

Prerequisite: Prior shorthand experience equivalent to office careers 159 or one year in high school. This course is for students who have a basic knowledge of Gregg

Shorthand Theory and ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters.

**OFFICE CAREERS (OFC) 188 (1)**  
INTERMEDIATE SHORTHAND II (1 LEC.)

This course is designed for students who have a sound knowledge of Gregg Shorthand Theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. The typing of accurate and attractive letters from shorthand notes is emphasized.

**OFFICE CAREERS (OFC) 189 (1)**  
INTERMEDIATE SHORTHAND III (2 LAB.)

This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand Theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities.

**OFFICE CAREERS (OFC) 192 (1)**  
OFFICE MACHINES I (1 LEC.)

Business mathematical skills needed to operate office machines are reviewed. Ten-key touch development is introduced. Speed development is incorporated with accuracy requirements.

**OFFICE CAREERS (OFC) 193 (1)**  
OFFICE MACHINES II (1 LEC.)

Prerequisite: Office Careers 192. This course covers extensive training on the basic office machines. Speed development and business applications are included.

**OFFICE CAREERS (OFC) 194 (1)**  
OFFICE MACHINES III (1 LEC.)

Prerequisite: Office Careers 192. Extensive training on basic office machines is continued. Speed development and business applications are 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) 250 (3)**  
RECORDS CONTROL (3 LEC.)

Prerequisite: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives.

**OFFICE CAREERS (OFC) 252 (3)**  
MICROGRAPHICS (3 LEC.)

Prerequisites: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card and COM) selection, recording, retrieval, and reproduction and technologies in an information system are studied. Special emphasis is on micrographic systems, system design, and micrographic standards.

**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, 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 timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee.

**OFFICE CAREERS (OFC) 273 (2)**  
ADVANCED TYPING APPLICATIONS (1 LEC 2 LAB.)

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. Laboratory fee.

**OFFICE CAREERS (OFC) 274 (3)**  
LEGAL SECRETARIAL PROCEDURES (3 LEC.)

Prerequisite: Office Careers 174 or typing speed of 50 words per minute; Office Careers 166 or shorthand dictation speed of 80 words per minute. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of the law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a Legal Secretary are described.

**OFFICE CAREERS (OFC) 275 (3)**  
SECRETARIAL PROCEDURES (48 CONTACT HOURS)

Prerequisites: Credit or concurrent enrollment in 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) 703, 713, 803, 813 (3)**  
(See Cooperative Work Experience)

**OFFICE CAREERS (OFC) 704, 714, 804, 814 (4)**  
(See Cooperative Work Experience)

**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)

**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) 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.

**PHOTOGRAPHY (PHO) 207 (3)**  
PHOTOGRAPHY FOR PUBLICATIONS (2 LEC., 4 LAB.)

This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee.

**PHYSICAL EDUCATION COURSES**

The Physical Education Department 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, 114, 147

**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 (3 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 (3 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)**  
BEGINNING SOFTBALL AND SOCCER (3 LAB.)

Basic softball and soccer skills, rules and strategies are taught. Class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 113 (1)**  
BEGINNING HANDBALL AND RACQUETBALL  
(3 LAB.)

Basic handball and racquetball skills, rules and strategies are taught and class tournaments are conducted. 24 class hours are devoted to each activity. Laboratory fee.

**PHYSICAL EDUCATION (PEH)  
114 (1)**

BEGINNING BADMINTON (3 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 (3 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 (3 LAB.)

Basic skills, rules and strategies of archery are taught. Equipment is furnished. Laboratory fee.

**PHYSICAL EDUCATION (PEH) 118 (1)**

BEGINNING GOLF (3 LAB.)

Basic skills, rules and strategies of golf are taught. Equipment is furnished. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****119 (1)**

BEGINNING TENNIS (3 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 (3 LAB.)

Basic skills, rules and strategy of bowling are taught. All equipment is furnished at an off campus bowling lane. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****121 (1)**

FOLK DANCE (3 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 (3 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)****124 (1)**

SOCIAL DANCE (3 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)****126 (1)**

AEROBIC DANCE (3 LAB.)

This is a dance class which rhythmically combines dance movement with walking, jogging, and jumping to cause sustained vigorous combination of steps, geared to raise the heart rate to a proper target zone for conditioning purposes. Each routine can be "danced" at different intensities, depending on the physical condition of each participant. A uniform is required. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****127 (1)**

BEGINNING BASKETBALL AND VOLLEYBALL (3 LAB.)

Basic basketball and volleyball rules, skills and strategies are taught and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****128 (1)**

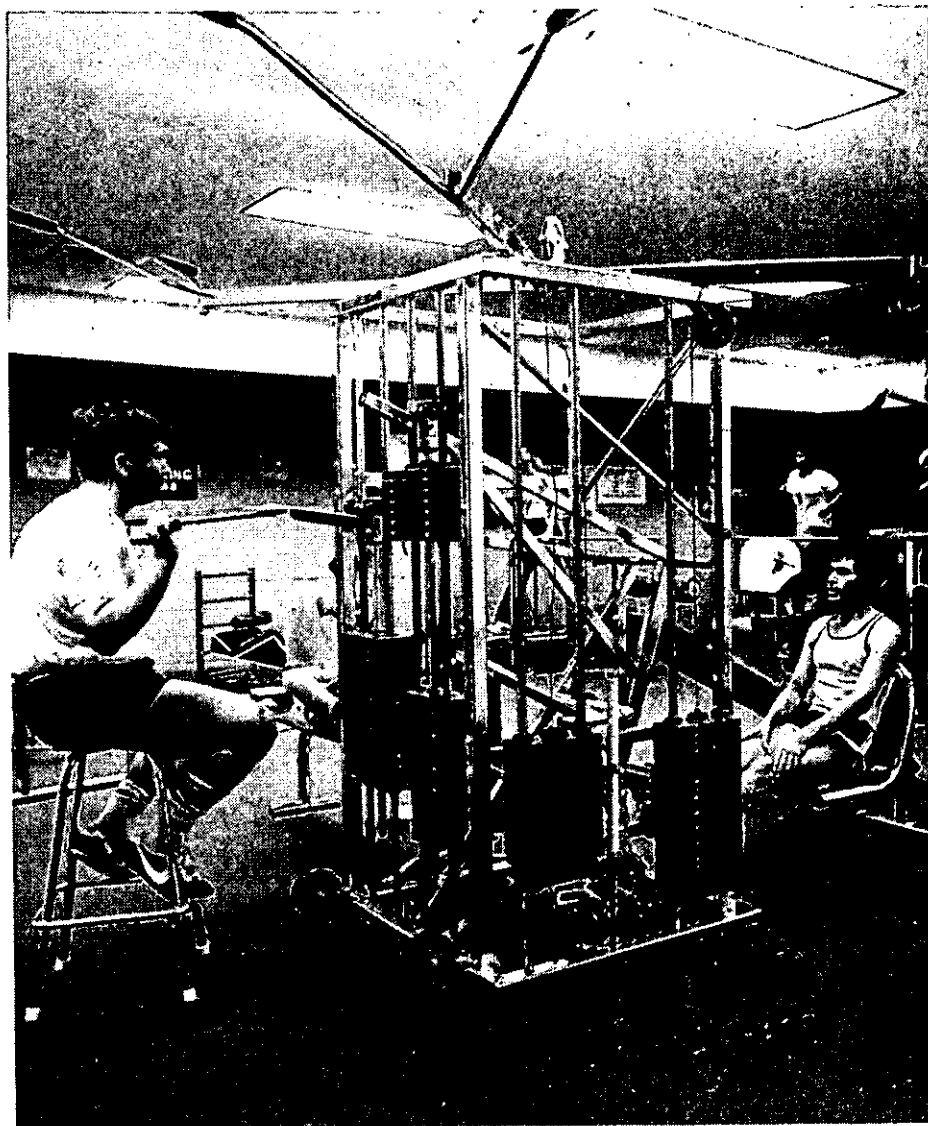
SOCIAL AND FOLK DANCE (3 LAB.)

Social and folk dance is introduced. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****129 (1)**

MODERN DANCE (3 LAB.)

This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee.



**PHYSICAL EDUCATION (PEH)****130 (1)**  
BEGINNING TUMBLING AND TRAMPOLINE  
(3 LAB.)

Basic skills and techniques involved in tumbling and trampolining are taught. 24 class hours will be devoted to each activity. Laboratory fee.

**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)****219 (1)**  
INTERMEDIATE TENNIS (3 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 (3 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)****232 (1)**  
INTERMEDIATE SELF DEFENSE (3 LAB.)

Prerequisite: Physical Education 132 or the consent of the instructor. Students will be introduced to intermediate forms of defense and combination of self defense methods. Emphasis is on practical application of self defense movements. Laboratory fee.

**PHYSICAL EDUCATION (PEH)****233 (1)**  
JOGGING FOR FITNESS (3 LAB.)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. 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) 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., 3 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., 3 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) 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.

**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.

**PSYCHOLOGY (PSY) 103 (3)**  
HUMAN SEXUALITY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality.



**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) 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.

**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 technics, 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.

**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.

**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: "C" or better in all Respiratory Therapy courses. Practice in procedures related to cleaning and sterilization, periodic positive therapy, humidity and aerosol therapy, and chest physiotherapy is provided.

**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.)

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)****147 (2)**

CLINICAL PROCEDURES II (8.8 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. Practice in procedures related to cleaning and sterilization, periodic positive pressure therapy, humidity and aerosol therapy, and chest physiotherapy is provided.

**RESPIRATORY THERAPY (RES)****150 (2)**

CLINICAL PROCEDURES III (16 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of practice of procedures related to periodic positive pressure therapy, humidity and aerosol therapy, and chest physiotherapy, with emphasis on the critically ill patient.

**RESPIRATORY THERAPY (RES)****152 (2)**

PHARMACOLOGY (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides instruction in the identification, classification, dosage, and principal effects and side effects of cardiopulmonary medications. Drugs affecting the cardiopulmonary system are also discussed.

**RESPIRATORY THERAPY (RES)****160 (3)**

CLINICAL PRACTICE III (24 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is a continuation of Clinical Practice II with introduction to continuous ventilation.

**RESPIRATORY THERAPY (RES)****162 (4)**

CLINICAL PRACTICE IV (32 LAB.)

Prerequisite: "C" or better in all Respiratory Therapy courses. Continued practice in respiratory therapy procedures with emphasis on continuous ventilation and pediatric and neonatal therapy is provided.

**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)****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 measurement of spirometry, pulmonary mechanics, lung volumes, and airway resistance. Emphasis is on equipment operation, testing techniques, data calculations, and interpretation. 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 Advanced Technology and Instrumentation I. Laboratory fee.

**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)****256 (2)**INSTRUCTION AND MANAGEMENT METHODS II  
(2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course is designed to provide instruction, discussion, and practice in problem solving related to respiratory therapy department operations.

**RESPIRATORY THERAPY (RES)****257 (3)**

ADVANCED PHYSIOLOGY AND PATHOLOGY (3 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative, and therapeutic procedures.

**RESPIRATORY THERAPY (RES)****260 (4)**

CLINICAL PROCEDURES IV (16 LAB.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides practice in intensive care procedures, including ventilator monitoring, airway care, and weaning. Students participate in preoperative evaluation, observation of thoracic surgery, and postoperative management of thoracic surgery patients. Practice in emergency and recovery room procedures is also provided.

**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.

**RESPIRATORY THERAPY (RES)****270 (2)**

VENTILATOR PATIENT MANAGEMENT (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. The need for mechanical ventilation, complications which may incur, and basic weaning procedures are discussed. This course correlates different disease states with alternative methods of ventilator management.

**RESPIRATORY THERAPY (RES)****271 (2)**

PEDIATRIC RESPIRATORY THERAPY (2 LEC.)

Prerequisite: "C" or better in all previous Respiratory Therapy courses. This course provides an in-depth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients.

**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.)

This course is a study of social problems which typically include: crime, poverty, minorities, deviancy, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns.

**SOCIOLOGY (SOC) 103 (3)**

HUMAN SEXUALITY (3 LEC.)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality.

**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) 208 (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) 209 (3)**

SELECTED TOPICS (3 LEC.)

Prerequisite: Sociology 101 or the consent of the instructor. This is an elective course designed to deal with specific topics in sociology. Examples of topics might be: "urban sociology," "women in society," or "living with divorce." As the topics change, this course may be repeated once for credit.

**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) 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.

**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.

**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) 199 (1)**

DEMONSTRATION LAB (1 LAB.)

This course provides practice before a live audience of theory learned in theatre classes. Scenes studied in various drama classes are used to show contrast and different perspectives. This course may be repeated for credit.

**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) 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.

**VOCATIONAL NURSING (VN)****144 (3)**

HEALTH MAINTENANCE THROUGH THE LIFE CYCLE (3 LEC.)

Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics, normal nutrition for all ages; mental health principles; and the prevention and control of disease.

**VOCATIONAL NURSING (VN)****145 (3)**

NURSING PROCESS I (3 LEC.)

Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of the course.

**VOCATIONAL NURSING (VN)****150 (8)**

CLINICAL II (28 LAB.)

Prerequisite: Completion of Vocational Nursing 147, 148 with a grade of "C" or better. Must be concurrently enrolled in Vocational Nursing 149. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included.



**VOCATIONAL NURSING (VN)****152 (6)****NURSING PRACTICE (24 LAB.)**

Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee.

**VOCATIONAL NURSING (VN)****153 (8)****MATERNAL CHILD HEALTH (7 LEC., 3 LAB.)**

Prerequisite: Completion of Vocational Nursing 144, 145, 146 and all support courses with grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee.

**VOCATIONAL NURSING (VN)****154 (7)****MATERNAL CHILD HEALTH CLINICAL (28 LAB.)**

Prerequisites: Completion of Vocational Nursing 144, 145, 146 and all support courses with grade of "C" or better. Must be concurrently enrolled in Vocational Nursing 147. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee.

**VOCATIONAL NURSING (VN)****155 (10)****NURSING PROCESS II (8 LEC., 4 LAB.)**

Prerequisites: Completion of Vocational Nursing 147, 148 with grade of "C" or better. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. The topic of professional and vocational adjustment to the employee role is included. Laboratory fee.

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Career Education Programs	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	x	x	x	x	x	x	x
Advertising Art	x						
Air Conditioning & Refrigeration		x	x			x	
Animal Medical Technology		x					
Apparel Design				x			
Architectural Technology				x			
Architectural Drafting				x			
Auto Body Technology	x		x				
Automotive Parts, Sales & Service	x						
Automotive Technology Apprenticeship		x					
Automotive Technology	x	x	x				
Aviation Maintenance Technology					x		
Aviation Technology					x		
Air Cargo Transport					x		
Aircraft Dispatcher					x		
Airline Marketing					x		
Air Traffic Control					x		
Career Pilot					x		
Fixed Base Operations/Airport Management					x		
Banking and Finance							x
Banking							x
Credit & Financial Management							x
Credit Union							x
Savings & Loan							x
Building Trades						x	
Carpentry—Residential & Commercial						x	
Electrical						x	
Child Development Associate	x		x				
CDA Training Certificate	x		x				
Special Child	x		x				
Administrative	x		x				
Infant-Toddler	x		x				
Commercial Music		x					
Arranger/Composer/Copyist		x					
Music Retailing		x					
Recording Technology		x					
Construction Management & Technology							x
Data Processing							
Information Systems				x			
Key Entry/Data Control				x			
Operator				x			
Programmer	x	x	x	x	x	x	x
Small Computer Systems Information Specialist				x			
Diesel Mechanics						x	
Distribution Technology						x	
Drafting & Design Technology			x	x	x		
Electronics Design Option			x				
Educational Paraprofessional/Assistant							x
Electronics Technology			x		x		
Avionics					x		
Digital Electronics			x				
Engineering Technology							x
Electric Power							x
Electro-Mechanical							x
Fluid Power							x
Manufacturing Engineering							x
Quality Control							x

BHC — Brookhaven College  
CVC — Cedar Valley College  
EFC — Eastfield College

ECC — El Centro College  
MVC — Mountain View College

NLC — North Lake College  
RLC — Richland College

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fire Protection Technology				x			
Food Service				x			
Dietetic Assistant & Technician				x			
Food Service Operations				x			
School Food Service				x			
Graphic Arts/Communications			x				
Horology		x					
Hotel-Motel Operations				x			
Interior Design				x			
Legal Assistant				x			
Machine Parts Inspection					x		
Machine Shop					x		
Major Appliance Repair		x					
Management Careers	x	x	x	x	x	x	x
Administrative Management	x	x	x	x	x	x	x
Mid-Management	x	x	x	x	x	x	x
Purchasing Management			x			x	
Sales, Marketing & Retail Management	x	x					
Small Business Management		x			x	x	x
Medical				x			
Associate Degree Nursing	x*		x**	x		x**	x**
Dental Assisting Technology				x			
Medical Assisting Technology				x			
Medical Laboratory Technology				x			
Medical Transcription				x			
Radiography Technology				x			
Respiratory Therapy Technology				x			
Surgical Technology				x			
Vocational Nursing			x*	x		x*	
Motorcycle Mechanics		x					
Office Careers	x	x	x	x	x	x	x
Administrative Assistant	x	x	x	x	x	x	x
General Office Certificate	x	x	x	x	x	x	x
Insurance Certificate							x
Legal Secretary	x	x	x	x	x	x	x
Professional Secretary	x	x	x	x	x	x	x
Records Management	x	x		x			
Optical Technology						x	
Ornamental Horticulture Technology							x
Florist & Greenhouse Florist							x
Landscape Nursery & Gardener							x
Outboard Marine Engine Mechanics		x					
Pattern Design				x			
Precision Optics Technology						x	
Police Science Technology				x			
Postal Service Administration					x		
Real Estate						x	x
Retail Distribution and Marketing	x	x					
Commercial Design & Advertising		x					
Fashion Marketing	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		

\* Programs are offered at the designated colleges through El Centro College

\*\* Second Year courses are offered at the designated colleges through El Centro College

# Technical-Occupational Programs

## ACCOUNTING ASSOCIATE

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles.

The Associate in Applied Arts and Sciences Degree is awarded for successful completion of at least 63 credit hours as outlined below. Students desiring a less comprehensive program that emphasizes bookkeeping procedures and practices should consider the General Office Certificate with elective emphasis on accounting careers. The General Office Certificate is available in the Office Careers Program.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech or*	3
ENG 101 Composition and Expository Reading	
MTH 130 Business Mathematics or	3
MTH 111 Mathematics for Business and*Economics	
OFC 160 Office Calculating Machines	3
	<u>15</u>
<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II	3
COM 132 Applied Composition and Speech or*	3
ENG 102 Composition and Literature	
CS 175 Introduction to Computer Science	3
MGT 136 Principles of Management	3
† OFC 172 Beginning Typing	3
	<u>15</u>
<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting	3
ECO 201 Principles of Economics I	3
GVT 201 American Government	3
† Electives	3-6
	<u>15-18</u>

	CREDIT HOURS
<b>SEMESTER I</b>	
DES 128 Introduction to Mass Production and Apparel (1st 8 weeks)	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
DES 110 Basic Color Theory and Application	3
PDD 151 Pattern Drafting I (2nd 8 Weeks)	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
	<u>15</u>
<b>SEMESTER II</b>	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 Weeks)	3
PDD 153 Pattern Drafting III (2nd 8 Weeks)	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	
	<u>18</u>
<b>SEMESTER III</b>	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 3 Weeks)	3
PDD 255 Pattern Drafting V (2nd 8 Weeks)	3
APP 232 Design Development I	3
APP 237 Style Trends and Research I	2
PSY 105 Introduction to Psychology or	3
HD 105 Basic Processes of Interpersonal Relationships	
	<u>17</u>
<b>SEMESTER IV</b>	
PDD 256 Pattern Drafting VI (1st 8 Weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 Weeks)	3
APP 233 Design Development I	3
APP 238 Style Trends and Research II	2
DES 140 Draping or	1
PDD 812 Cooperative Work Experience or	2
PDD 813 Cooperative Work Experience or	3
PDD 814 Cooperative Work Experience	4
BUS 105 Introduction to Business	3
HUM 101 Introduction to Humanities	3
	<u>18-21</u>
Minimum Hours Required	68-71

SEMESTER IV		
ACC 238	Cost Accounting or	3
ACC 239	Income Tax Accounting	
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
† Electives		3-6
		15-18

Minimum Hours Required: 63

† Electives — A minimum of 9 credit hours must be selected from the following

ACC 205	Business Finance	3
ACC 207	Intermediate Accounting II	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
ACC 703-713	Cooperative Work Experience	3
803-813		
ACC 704-714	Cooperative Work Experience	4
804-814		
BUS 143	Personal Finance	3
BUS 237	Organizational Behavior	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science and	4
	Data Processing	
MGT 206	Principles of Marketing	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
SPE 105	Fundamentals of Public Speaking	3
Any CS or DP Programming course		

\* ENG 101 and ENG 102 may be substituted for COM 131 and COM 132 provided that SPE 105 is also taken

† Students who can demonstrate proficiency by previous training, experience, or placement tests may substitute a course from the electives listed for this program

## APPAREL DESIGN

(Associate Degree)

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 saleable designs. Upon successful completion of the 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 Counseling Division to schedule a time to take the design Indicator Test. Priority of entry is by date of application.
2. Fulfill all requirements for admission at El Centro College.

## ARCHITECTURAL DRAFTING

(Certificate)

Upon completion of the architectural courses listed below, the student will be issued a certificate in architectural drafting from El Centro College.

		CREDIT HOURS
SEMESTER I		
ARC 130	Architectural Graphics I	3
ARC 134	Freehand Drawing I	3
ARC 146	Architectural Design, Grade I	3
ARC 150	Building Technology I - Methods and Materials	3
ARC 128	History of Architecture I	3
		15

SEMESTER II		
ARC 133	Architectural Graphics II	3
ARC 135	Freehand Drawing II	3
ARC 147	Architectural Design, Grade I	3
ARC 153	Construction Drawings I - Wood Frame	3
ARC 129	History of Architecture II	3
		15

Minimum Hours Required: 30

## ARCHITECTURAL TECHNOLOGY

(Associate Degree)

This program is designed to meet the flexible requirements of the student for preparation for employment within the construction industry - architect's office, engineer or contractor's office or material supplier - or for the student who wishes to continue the study of architecture or environmental design at a senior institution.

		CREDIT HOURS
SEMESTER I		
ARC 130	Architectural Graphics I	3
ARC 134	Freehand Drawing I	3
ARC 146	Architectural Design, Grade I	3
ARC 150	Building Technology I - Methods and Materials	3
ARC 128	History of Architecture I	3
		15

SEMESTER II		
ARC 133	Architectural Graphics II	3
ARC 135	Freehand Drawing II	3
ARC 147	Architectural Design, Grade I	3
ARC 153	Construction Drawings I - Wood Frame	3
ARC 129	History of Architecture II	3
		15

<b>9 SEMESTER III</b>		
ARC 230	History of Modern Architecture	3
Architecture Elective*		3
Architecture Elective*		3
English or Communications		3
Algebra or Technical Math		3
		<hr/> 15

<b>SEMESTER IV</b>		
Architecture Elective*		3
Architecture Elective*		3
Architecture Elective*		3
Architecture Elective*		3
English or Communications		3
		<hr/> 15

Minimum Hours Required 60

**\* Architectural Electives**

ARC 220	Personalities in Art and Architecture
ARC 226	Survey of Interior Architecture I
ARC 227	Survey of Interior Architecture II
ARC 232	Basic Architectural Photography
ARC 240	Media Skills I
ARC 241	Media Skills II
ARC 242	Presentation I
ARC 243	Presentation II
ARC 245	Design Sketching
ARC 246	Architectural Design — Grade II
ARC 247	Architectural Design — Grade II
ARC 251	Building Technology II — Heavy Construction
ARC 252	Building Technology III — Specifications
ARC 254	Construction Drawings II — Steel Frame
ARC 255	Construction Drawings III — Concrete and Masonry
ARC 256	Construction Drawings IV — Detailing

## ASSOCIATE DEGREE NURSING

(Associate Degree)

The Associate Degree Nursing Program is a two-year program of study which requires 66 credit hours for an Associate Degree in Applied Arts and Sciences. Upon completion of the program and complying with minimum standards for testing prescribed by the board of Nursing Examiners for the State of Texas, the student is eligible to write the State Board Test Pool Examination for qualifications as a registered nurse. 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.

### 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.
4. Biology courses must be completed in the semester as indicated below or prior to the semester indicated. A "C" grade is required to enroll in the next nursing course.

### JANUARY ADMISSION

#### Prerequisite to Program Admission

		CREDIT HOURS
* BIO 120	Introduction to Human Anatomy and Physiology or	4
BIO 221	Anatomy and Physiology I	

### SEMESTER I

NUR 141	Nursing I	7
BIO 121	Introduction to Human Anatomy and Physiology or	4
BIO 222	Anatomy and Physiology II	
ENG 101	Composition and Expository Reading	3
PSY 105	Introduction to Psychology	3
		<hr/> 17

### SEMESTER II

NUR 142	Nursing II	7
BIO 216	General Microbiology	4
ENG 102	Composition and Literature	3
PSY 201	Developmental Psychology	3
		<hr/> 17

### SEMESTER III

NUR 250	Nursing IV	9
SOC 101	Introduction to Sociology	3
		<hr/> 12

### SUMMER SESSION

NUR 240	Nursing III	4
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### SEMESTER IV

NUR 255	Nursing V	9
Elective		3
		<hr/> 12

Minimum Hours Required :

66

\* Biology 115 recommended prior to Biology 120 if no previous high school biology

## DATA PROCESSING PROGRAMMER

(Associate Degree)

This curriculum is intended for the preparation of entry-level or trainee computer programmers who will work in an applications setting to support the

- 4 Biology courses must be completed in the semester as indicated below or prior to the semester indicated. A "C" grade is required to enroll in the next nursing course.

AUGUST ADMISSION		CREDIT HOURS
Prerequisite to Program Admission		
* BIO 120	Introduction to Human Anatomy and Physiology or	4
BIO 221	Anatomy and Physiology I	
SEMESTER I		
NUR 141	Nursing I	7
BIO 121	Introduction to Human Anatomy and Physiology or	4
BIO 222	Anatomy and Physiology II	
ENG 101	Composition and Expository Reading	3
PSY 105	Introduction to Psychology	3
		17
SEMESTER II		
NUR 142	Nursing II	7
BIO 216	General Microbiology	4
ENG 102	Composition and Literature	3
PSY 201	Developmental Psychology	3
		17
SUMMER SESSION		
NUR 240	Nursing III	4
SEMESTER III		
NUR 250	Nursing IV	9
SOC 101	Introduction to Sociology	3
		12
SEMESTER IV		
NUR 255	Nursing V	9
Elective		3
		12
Minimum Hours Required :		66

\* Biology 115 recommended prior to Biology 120 if no previous high school biology

## ASSOCIATE DEGREE NURSING

(Associate Degree)

The Associate Degree Nursing Program is a two-year program of study which requires 66 credit hours for an Associate Degree in Applied Arts and Sciences. Upon completion of the program and complying with minimum standards for testing prescribed by the board of Nursing Examiners for the State of Texas, the student is eligible to write the State Board Test Pool Examination for qualifications as a registered nurse. Students are required to be covered by professional liability insurance.

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.

		CREDIT HOURS
SEMESTER I		
CS 175	Introduction to Computer Science	3
BUS 105	Introduction to Business or	3
MGT 136	Principles of Management	
DP 137	Data Processing Mathematics or any business math*	3
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	
ACC 201	Principles of Accounting I**	3
		15
SEMESTER II		
DP 133	Beginning Programming (COBOL)	4
DP 138	Systems Analysis and Data Processing Logic	3
ECO 201	Principles of Economics I or	3
ECO 202	Principles of Economics II	
ACC 202	Principles of Accounting II	3
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	
		16
SEMESTER III		
DP 136	Intermediate Programming (COBOL)	4
DP 142	RPG Programming or	3
DP 244	Basic Programming	
DP 233	Operating Systems and Communications	4
ACC 203	Intermediate Accounting or	3
ACC 238	Cost Accounting	
† Elective		3-4
		17-18
SEMESTER IV		
DP 231	Advanced Programming (ALC)	4
DP 232	Applied Systems	4
DP 236	Advanced COBOL Techniques or other 200 level DP or CS course	3-4
Any approved DP or CS course		3-4
		14-16
Minimum Hours Required		62-65



† Electives — Must be selected from the following  
Any DP or CS course (including DP 700-800 Cooperative Work Experience)

DP 129	Data Entry Concepts	4
MGT 136	Principles of Management	3
MGT 206	Principles of Marketing	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
ECO 202	Principles of Economics II	3
MTH 202	Introductory Statistics	3
ENG 210	Technical Writing	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3

\* MTH 111, MTH 112, MTH 130 or an equivalent business math course

\*\* ACC 131 — Bookkeeping I, and ACC 132 — Bookkeeping II may be substituted for  
ACC 201 — Principles of Accounting

NOTE Students may obtain credit toward a degree or certificate for only one of each of the pairs of courses listed below

DP 133 or CS 184  
DP 231 or CS 186  
DP 244 or CS 182  
CS 175 or CS 174

## INFORMATION SYSTEMS

(Associate Degree)

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 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

		CREDIT HOURS
<b>SEMESTER I</b>		
CS 175	Introduction to Computer Science	3
DP 133	Beginning Programming (COBOL)	4
MTH 111	Mathematics for Business and Economics I	3
ENG 101	Composition and Expository Reading	3
ACC 201	Principles of Accounting I	3
		<hr/> 16
<b>SEMESTER II</b>		
DP 136	Intermediate Programming (COBOL)	4
MTH 112	Mathematics for Business and Economics II	3
ENG 102	Composition and Literature	3
BUS 105	Introduction to Business	3
ACC 202	Principles of Accounting II	3
		<hr/> 16

ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	<hr/> 15
<b>SEMESTER II</b>		
DP 140	Operations-Console	4
DP 243	Computer Center Management or	3-4
DP or CS	Elective (including Data Entry Concepts)	
DP 700-800	Cooperative Work Experience	3-4
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	
ACC 132	Bookkeeping II or	3
ACC 202	Principles of Accounting II	<hr/> 16-18

<b>SEMESTER III</b>		
DP 133	Beginning Programming (COBOL)	4
BUS 105	Introduction to Business	3
DP 233	Operating Systems and Communications	4
DP 138	Systems Analysis and Data Processing Logic	3
		<hr/> 14

<b>SEMESTER IV</b>		
DP 232	Applied Systems	4
DP 136	Intermediate Programming (COBOL) or	3-4
DP or CS	Elective	
MGT 136	Principles of Management	3
ECO 201	Principles of Economics I	3
DP 142	RPG Programming or	3
DP 244	BASIC Programming	
		<hr/> 16-17
<b>Minimum Hours Required</b>		<hr/> 61-64

\* MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course

## DATA PROCESSING OPERATOR

(Certificate)

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 prepare students to function as operator-trainees 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 equipment.

SEMESTER III		
DP 142	RPG Programming or	3
DP 244	BASIC Programming	
MGT 136	Principles of Management	3
ACC 203	Intermediate Accounting or	3
ACC 238	Cost Accounting or	
ACC 239	Income Tax Accounting	
ECO 201	Principles of Economics I	3
† Elective		3
		15

SEMESTER IV		
DP 231	Advanced Programming (ALC)	4
DP 700-800	Cooperative Work Experience or	3-4
† Elective		
BUS 234	Business Law	3
ACC 204	Managerial Accounting	3
ECO 202	Principles of Economics II	3
		16-17

Minimum Hours Required 63-64

† Recommended Electives  
 DP 232 Applied Systems  
 DP 233 Operating Systems and Communications  
 DP 240 Telecommunications I  
 Any DP or CS course not listed  
 PSY 105 Introduction to Psychology  
 Sophomore English or American History or Government or Humanities

### SMALL COMPUTER SYSTEMS INFORMATION SPECIALIST

(Associate Degree)

With the tremendous growth of small computers, an increased need for one who can function in a programmer/analyst/operator position within a small shop exists. 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

		CREDIT HOURS
SEMESTER I		
CS 175	Introduction to Computer Science	3
DP 139	Technician	3
DP 137	Data Processing Math or any business mathematics*	3
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	

#### ADMISSION TO THE PROGRAM

Fulfill all requirements for admission to El Centro College

		CREDIT HOURS
SEMESTER I		
CS 175	Introduction to Computer Science	3
DP 139	Technician	3
DP 137	Data Processing Math or any business mathematics*	3
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	
		15

SEMESTER II		
DP 140	Operations-Console	4
DP 243	Computer Center Management or	3-4
DP or CS	Elective (including Data Entry Concepts)	
DP 700-800	Cooperative Work Experience	3-4
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	
ACC 132	Bookkeeping II or	3
ACC 202	Principles of Accounting II	
		16-18

Minimum Hours Required

31-33

\* MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course

### KEY ENTRY/DATA CONTROL PROGRAM

(Certificate)

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

		CREDIT HOURS
SEMESTER I		
CS 175	Introduction to Computer Science	3
DP 129	Data Entry Concepts	4
BUS 105	Introduction to Business	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	

72	COM 131	Applied Composition and Speech or	3
	ENG 101	Composition and Expository Reading	
			16
SEMESTER II			
	DP 137	Data Processing Math or any business mathematics*	3
	DP 139	Technician	3
	DP or CS Elective		3-4
	ACC 132	Bookkeeping II or	3
	ACC 202	Principles of Accounting II	
	OFC 160	Office Calculating Machines	3
			15-16
	Minimum Hours Required		31-32

\* MTH 111, MTH 112, MTH 130 or an equivalent business mathematics course

## DENTAL ASSISTING TECHNOLOGY

(Certificate)

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.

The program is designed so that the student is awarded a certificate of completion in one year and may complete a required number of support courses either before or after the program to receive an Associate in Applied Arts and Sciences. The student will also be eligible to write the certification examination offered by the Dental Assisting National Board to become a "Certified Dental Assistant."

### ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College
  2. Contact counseling office for admission packet
- Students are required to carry professional liability insurance.

### ACCREDITATION

The Dental Assistant Program has received full accreditation status from the Commission on Dental Accreditation of the American Dental Association.

		CREDIT HOURS
SEMESTER I		
DA 140	Introduction to the Dental Profession	1
DA 136	General & Dental Anatomy & Physiology	4
DA 142	Dental Assisting I	3
DA 143	Dental Microbiology and Pathology	2
DA 144	Dental Materials I	4
DA 145	Dental Roentgenology I	2
DA 146	Dental Assisting II	2
	English or Communications	3
		21

MTH 196	Technical Mathematics or	3
MTH 102	Plane Trigonometry	
		14-15
SEMESTER III		
	Drafting Course*	3-4
EGR 106	Descriptive Geometry	3
† Technical Elective or Co-op**		3
GVT 201	American Government or	3
HST 101	History of the United States	
HD 105	Basic Processes of Interpersonal Relationships or	3
PSY 131	Human Relations	
		15-16
SEMESTER IV		
	Drafting Course*	3
	Drafting Course* or Co-op**	3
† Technical Elective		3
PHY 131	Applied Physics	4
GOV 202	American Government or	3
HST 102	History of the United States	
		16
	Minimum Hours Required	60

\* Drafting Courses to be selected from the following

DFT 136	Geological and Land Drafting	3
DFT 184	Intermediate Drafting	3
DFT 185	Architectural Drafting	4
DFT 230	Structural Drafting	3
DFT 231	Electronic Drafting	3
DFT 232	Technical Illustration	3
DFT 234	Advanced Technical Illustration	4
DFT 235	Building Equipment (Mechanical and Electrical)	3
DFT 236	Piping and Pressure Vessel Design	3
DFT 246	Advanced CAD - Electronic	3
DFT 248	Advanced CAD - Mechanical	3
DFT 245	Computer Aided Design	3
DFT 250	Sheet Metal Design	3
DFT 251	Industrial Design	3

\*\* Drafting Co-op Courses to be selected from the following

DFT 703	Cooperative Work Experience	3
DFT 713	Cooperative Work Experience	3
DFT 803	Cooperative Work Experience	3
DFT 813	Cooperative Work Experience	3
DFT 704	Cooperative Work Experience	4
DFT 714	Cooperative Work Experience	4
DFT 804	Cooperative Work Experience	4
DFT 814	Cooperative Work Experience	4

† Technical Electives may be selected from Drafting, Applied Science or Engineering Technologies as approved by the Drafting Department

**SEMESTER II**

DA 240	Dental Materials II	2
DA 241	Dental Roentgenology II	2
DA 242	Dental Office Administration II	3
DA 243	Dental Assisting Clinic Seminar I	3
DA 249	Dental Assisting Internship I	4
DA 245	Dental Office Administration II	3
DA 246	Preventive Dentistry	3
OFC 172	Beginning Typing	3
		<u>23</u>

**SUMMER SEMESTER (6 weeks only)**

DA 250	Dental Assisting Clinic Seminar II	1
DA 252	Dental Assisting Internship II	3
		<u>4</u>

Minimum Hours Required 48

Students who wish to continue for the second year must complete a minimum of 60 credit hours to obtain the Associate in Applied Science Degree

The following courses are suggested

HD 105	Basic Processes of Interpersonal Relationships	3
BIO 123	Human Anatomy and Physiology	4
Electives		<u>5</u>
		12

**DRAFTING AND DESIGN TECHNOLOGY**

(Associate Degree)

This program prepares the student for employment in a wide range of industries as a drafter or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. Enrollment in Drafting Cooperative Work Experience Courses (Co-op) provides on-the-job experience while in the program.

CREDIT  
HOURS

**SEMESTER I**

DFT 183	Basic Drafting	4
DFT 135	Reproduction Processes	2
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	
MTH 195	Technical Mathematics or	3
MTH 101	College Algebra	
† Technical Elective		3
		<u>15</u>

**SEMESTER II**

DFT 160	Manufacturing Fundamentals	2
Drafting Course*		3-4
Drafting Course* or Co-op**		3
COM 132	Applied Composition and Speech or	3
ENG 102	Composition and Literature	

**FIRE PROTECTION TECHNOLOGY**

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their background by the FPT consultant, the FPT counselor or the Social Science division chairperson. Three courses are offered each long semester at night on a flip-flop basis to accommodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1988 may be obtained by contacting the Social Science division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

**ADMISSION TO THE PROGRAM**

Fulfill all requirements for admission to El Centro College

CREDIT  
HOURS

**SEMESTER I**

FPT 131	Fundamentals of Fire Protection	3
FPT 132	Fire Prevention	3
*FPT 241	Advanced Fire Loss Statistical Systems	3
ENG 101	Composition and Expository Reading	3
MTH 130	Business Mathematics	3

**SEMESTER II**

FPT 135	Fire Administration I	3
FPT 136	Fire and Arson Investigation	3
*FPT 240	Fire Insurance Fundamentals	3
SPE 105	Fundamentals of Public Speaking	3
GVT 201	American Government	3

**SEMESTER III**

FPT 140	Fire Fighting Tactics and Strategy	3
*FPT 239	Fire Service Communications	3
FPT 231	Buildings Codes and Construction	3
CHM 115	Chemical Sciences	4

**SEMESTER IV**

FPT 232	Industrial Fire Protection I	3
FPT 137	Hazardous Materials I	3
*FPT 238	Fire Safety Education	3
CHM 116	Chemical Sciences	4

**SEMESTER V**

FPT 233	Fire Protection Systems	3
FPT 234	Industrial Fire Protection II	3
*FPT 237	Hazardous Materials	3
**PSY 105	Introduction to Psychology	3

74	SEMESTER VI		
	FPT 235	Fire Administration II	3
	FPT 243	Technical Writing for Firefighters	3
	*FPT 236	Legal Aspects of Fire Protection	3
	**SOC 101	Introduction to Sociology or	3
	HD 105	Basic Processes of Interpersonal Relationships	

Minimum Hours Required 69

\*FPT electives (Any two may be chosen)

\*\*Recommended electives

### FOOD SERVICE DIETETIC TECHNICIAN

(Associate Degree)

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

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

#### ADMISSION TO THE PROGRAM

Fulfill all requirements for admission at El Centro College

		CREDIT HOURS
SEMESTER I		
FS 112	Organization and Management	3
FS 119	Food Service Equipment	3
FS 120	Basic Food Preparation	3
FS 124	Food Service Sanitation and Safety	3
COM 131	Applied Composition and Speech* or	3
ENG 101	Composition and Expository Reading	
		15
SEMESTER II		
FS 116	Supervision for Hospitality Services	3
FS 122	Advanced Food Preparation	3
FS 132	Food Purchasing, Handling and Storage	3
FS 135	Nutrition and Menu Planning	3
COM 132	Applied Composition and Speech* or	3
ENG 102	Composition and Expository Reading	
HD 105	Basic Processes of Interpersonal Relationships**	3
		18
SEMESTER III		
FS 220	Quantity Food Preparation and Service	4
FS 242	Community Nutrition	4
FS 804	Cooperative Work Experience***	4
HST 101	History of the United States**** or	3
GVT 201	American Government	
		15

SEMESTER II		
FS 122	Advanced Food Preparation	3
FS 135	Nutrition and Menu Planning	3
FS 116	Supervision for Hospitality Services	3
FS 814	Cooperative Work Experience	4
MTH 130	Business Math	3

16

Minimum Hours Required 31

### FOOD SERVICE OPERATIONS

(Associate Degree)

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 at El Centro College

		CREDIT HOURS
SEMESTER I		
FS 110	Principles of Food and Beverage Administration	3
FS 119	Food Service Equipment	3
FS 120	Basic Food Preparation	3
FS 124	Food Service Sanitation and Safety	3
COM 131	Applied Composition and Speech* or	3
ENG 101	Composition and Expository Reading	
MTH 130	Business Math	3
		18
SEMESTER II		
FS 116	Supervision for Hospitality Services	3
FS 122	Advanced Food Preparation	3
FS 132	Food Purchasing Handling and Storage	3
FS 135	Nutrition and Menu Planning	3
COM 132	Applied Composition and Speech* or	3
ENG 102	Composition and Expository Reading	
		15
SEMESTER III		
FS 138	Food Service Cost Control	3
FS 220	Quantity Food Preparation and Service	4
HST 101	History of the United States** or	3
GVT 201	American Government	
HD 105	Basic Processes of Interpersonal Relations***	3
FS 804	Cooperative Work Experience****	4
		17

- \*ENG 101 and ENG 102 may be substituted for COM 131 and COM 132
- \*\*HD 107, PSY 105 or SOC 101 may be substituted for HD 105
- \*\*\*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 supervision. A weekly seminar enables the student to discuss his or her work experience in a classroom setting. This requirement is fulfilled by enrolling in FS 804 and FS 814
- \*\*\*\*GVT 201 and GVT 202 may be substituted for HST 101 and HST 102
- \*\*\*\*\*MTH 130, ACC 131 or ACC 201 may be substituted for FS 138

(Certificate)

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, 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 the curriculum.

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 in supervision. A weekly seminar enables the student to discuss his or her work experiences in a classroom setting.

### ADMISSION TO THE PROGRAM

**Fulfill all requirements for admission at El Centro College**

75

†ELECTIVES Three (3) credit hours must be selected from the following

FS 112	Organization and Management	3
FS 140	Elementary Bakery Training	3
FS 201	Special Topics in Food Service	1
FS 202	Special Topics in Food Service	2
FS 203	Special Topics in Food Service	3
FS 238	Garde Manger Training	3
FS 239	Saucier Training	3
FS 245	Advanced Pastry Shop Training	3
FS 247	Beverage Operations and Service	3
ACC 201	Principles of Accounting I	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
PEH 257	Advanced First Aid and Emergency Care	3
ECO 201	Principles of Economics I	3

\*ENG 101 and ENG 102 may be substituted for COM 131 and COM 132

\*\*GVT 201 and GVT 202 may be substituted for HST 101 and HST 102

\*\*\*HD 107, PSY 105 or SOC 101 may be substituted for HD 105

\*\*\*\*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 supervision. A weekly seminar enables the student to discuss his or her work experience in a classroom setting. This requirement is fulfilled by enrolling in FS 804 and FS 814.

(Associate Degree)

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 at El Centro College

		CREDIT HOURS
SEMESTER I		
HMO 110	Principles of Hotel Administration	3
HMO 112	Hotel-Motel Housekeeping	3
COM 131	Applied Composition and Speech* or	3
ENG 101	Composition and Expository Reading	
HD 105	Basic Processes of Interpersonal Relationships**	3
CS 175	Introduction to Computer Science	3
MTH 130	Business Math	3
		<hr/> 18



SEMESTER II		
HMO 114	Front Office Procedures	3
HMO 116	Hotel-Motel Maintenance Engineering	3
COM 132	Applied Composition and Speech*	3
ENG 132	Composition and Expository Reading	
FS 110	Principles of Food and Beverage Administration	3
FS 116	Supervision for Hospitality Services	3
BUS 234	Business Law	3
		18
SEMESTER III		
HMO 210	Hotel-Motel Sales Development	3
HMO 804	Cooperative Work Experience***	4
FS 124	Food Service Sanitation and Safety	3
ACC 201	Principles of Accounting I****	3
HST 101	History of the United States***** or	3
GVT 201	American Government	
		16
SEMESTER IV		
HMO 814	Cooperative Work Experience***	4
FS 247	Beverage Operations and Service	3
HST 102	History of the United States***** or	3
GVT 202	American Government	
†Electives		6
		16
Minimum Hours Required		68
†ELECTIVES Six (6) hours must be selected from the following		
HMO 214	Hotel-Motel Law	3
FS 119	Food Service Equipment	3
FS 132	Food Service Purchasing	3
FS 135	Nutrition and Menu Planning	3
FS 138	Food Service Cost Control	3
FS 233	Food Marketing	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
OFC 172	Beginning Typing	3
PEH 257	Advanced First Aid and Emergency Care	3
OFC 231	Business Communications	3
SPE 105	Fundamentals of Public Speaking	3
HMO 201	Special Topics in Hotel-Motel Operations	1
HMO 202	Special Topics in Hotel-Motel Operations	2
HMO 203	Special Topics in Hotel-Motel Operations	3

\*ENG 101 and ENG 102 may be substituted for COM 131 and COM 132

\*\*PSY 105, SOC 101 or SOC 102 may be substituted for HD 105

\*\*\*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 experience in a classroom setting. This requirement is fulfilled by enrolling in HMO 804 and HMO 814

\*\*\*\*ACC 131 or MGT 157 may be substituted for ACC 201

\*\*\*\*\*GVT 201 and GVT 202 may be substituted for HST 101 and HST 102

(All Interior and Design courses must be successfully completed before a student will be admitted into the second year of study)

SEMESTER III		
INT 222	History of Interior Arts I	5
INT 226	Architectural Drawing II	3
INT 233	Fabrications**	3
INT 235	Inner Space Composition and Presentation	3
SOC 102	Social Problems	3
		17

SEMESTER IV		
INT 223	History of Interior Arts II	5
INT 224	Interior Graphics and Illustration	3
INT 240	Design Sources	1
ARC 245	Design Sketching	3
COM 132	Applied Composition and Speech	3
MGT 230	Salesmanship or	3
ACC 131	Bookkeeping I or	
ACC 201	Accounting I	
		18

(All Interior and Architecture courses must be successfully completed before a student will be admitted into the third year of study)

SEMESTER V		
INT 237	Advanced Principles of Interior Design	4
INT 345	History of Modern Design	5
INT 801 (802, 803) Cooperative Work Experience*** or		1-2-3
INT 341	Special Project	
		10-12

SEMESTER VI		
INT 238	Client Psychology Survey and Business Procedures	4
INT 239	Principles of Commercial Interior Design	4
INT 343	Research and Presentation	2
		10

Minimum Hours Required 86-88

\* DES 135 and HD 105 may be taken alternately in either the Fall or Spring semester

\*\* ARC 245 and INT 233 may be taken alternately in either the Fall or Spring semester

\*\*\* INT 801 is a cooperative work experience for the semester in order to acquire on-the-job training experience. INT 341 may be substituted for INT 801 only due to rare circumstances. This substitution must be approved by the Interior Design faculty well in advance of the proposed deviation from the preferred curriculum

## LEGAL ASSISTANT

(Associate Degree)

The Legal Assistant Program is an associate degree program designed to

## INTERIOR DESIGN

(Professional Certificate in Interior Design)  
(Associate Degree)

Dallas has become a major design and market center. Increased commercial and residential construction and remodeling has created the demand for interior designs of new public buildings, offices, and homes. There are many opportunities for qualified interior designers.

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation the needs of the client are met by shaping the physical environment. The organization of art, space, furniture, fabric, equipment, and lighting demands coordination by the designer. New materials for buildings and furnishings require new creative approaches, opportunities are challenging and rewarding.

A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces. The interior designer joins forces with the architect and landscape designer in achieving the total design concept in the environment of today and for the future.

The program consists of six semesters of study in Interior Design and related courses. However, a student may file for a 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 Counseling Division for scheduling a time to take the Design Indicator Test.
2. Fulfill all requirements for admission at El Centro College.

		CREDIT HOURS
<b>SEMESTER I</b>		
INT 120	Basic Planning	3
INT 121	Basic Color Theory for Interior Design	3
INT 144	Philosophy of Design	1
ART 105	Survey of Art History	3
ART 110	Design I	3
DES 135	Textiles*	3
		16
<b>SEMESTER II</b>		
INT 123	Advanced Planning and Perspective	3
INT 124	Color and Lighting	3
INT 225	Architectural Drawing I	3
ART 106	Survey of Art History	3
HD 105	Basic Processes of Interpersonal Relationships*	3
		15

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 at El Centro College.

		CREDIT HOURS
<b>SEMESTER I</b>		
LA 131	Introduction to Legal Technology	3
LA 135	Texas Legal Systems	3
GVT 201	American Government	3
ENG 101	Composition and Expository Reading	3
ACC 201	Principles of Accounting I	3
		15
<b>SEMESTER II</b>		
LA 133	Law of Real Property and Real Estate Transactions	3
LA 134	Principles of Family Law	3
OFC 231	Business Communications	3
ACC 202	Principles of Accounting II	3
LA 139	Legal Research and Drafting	2
	Support Course*	3
		17
<b>SEMESTER III</b>		
LA 231	Wills, Trusts, and Probate Administration	3
LA 225	Business Organizations	3
LA 227	Civil Litigation	3
	Support Course*	3
	† LA Elective	2, 3 or 4
		14-16
<b>SEMESTER IV</b>		
LA 234	Personal Property, Sales and Credit Transactions	3
LA 235	Techniques of Legal Practice and Procedure	4
LA 233	Income Taxation and Legal Accounting	3
	Support Course*	3
	† LA Elective	3 or 4
		16-17
<b>Minimum Hours Required</b>		<b>62-65</b>
* 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
PHI 105	Logic
POL 134	Criminal Evidence and Procedure

## † Required Elective Courses

The student will be required to take 2 courses from the LA Elective courses 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

**MANAGEMENT CAREERS — ADMINISTRATIVE MANAGEMENT OPTION**

(Associate Degree)

The Administrative Management option offers a continuation of the traditional management and business studies. This option is designed for students seeking a detailed examination of management practices, techniques, and theories.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management	3
BUS 105 Introduction to Business	3
COM 131 Applied Composition and Speech *	3
HUM 101 Introduction to the Humanities	3
† Elective	3
	15
<b>SEMESTER II</b>	
MGT 206 Principles of Marketing	3
ACC 201 Principles of Accounting I**	3
COM 132 Applied Composition and Speech *	3
CS 175 Introduction to Computer Science	3
MTH 111 Mathematics for Business and Economics I or	3
MTH 112 Mathematics for Business and Economics II or	
MTH 130 Business Mathematics	
	15
<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II	3
BUS 234 Business Law	3
ECO 201 Principles of Economics I	3
PSY 131 Human Relations	3
† Elective	3
	15

MTH 111	Mathematics for Business and Economics I or	3
MTH 112	Mathematics for Business and Economics II or	
MTH 130	Business Mathematics	
		18
<b>SEMESTER III</b>		
MGT 250	Management Training	4
MGT 254	Management Seminar Organizational Development	2
ACC 201	Principles of Accounting I**	3
ECO 201	Principles of Economics I	3
PSY 131	Human Relations	3
		15
<b>SEMESTER IV</b>		
MGT 251	Management Training	4
MGT 255	Management Seminar Planning Strategy and the Decision Process	2
ECO 202	Principles of Economics II	3
	Social Science elective or Humanities elective	3
† Elective		3
		15
<b>Minimum Hours Required</b>		63

## † Elective — May be selected from the following

MGT 137	Principles of Retailing	3
MGT 153	Small Business Management	3
MGT 212	Special Problems in Business	1
MGT 230	Salesmanship	3
MGT 233	Advertising and Sales Promotion	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3

\* 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.

\*\* Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

**MANAGEMENT CAREERS — SMALL BUSINESS MANAGEMENT OPTION**

(Associate Degree Program)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management	3
MGT 153 Small Business Management	3

<b>SEMESTER IV</b>		
MGT 242	Personnel Administration	3
BUS 237	Organizational Behavior	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
	Social Science elective or Humanities elective	3
† Elective		3
		18
<b>Minimum Hours Required</b>		63

† Electives — May be selected from the following

MGT 137	Principles of Retailing	3
MGT 153	Small Business Management	3
MGT 212	Special Problems in Business	1
MGT 230	Salesmanship	3
MGT 233	Advertising and Sales Promotion	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3

\* 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.

\*\* Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

## MANAGEMENT CAREERS — MID-MANAGEMENT OPTION

(Associate Degree)

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.

		CREDIT HOURS
<b>SEMESTER I</b>		
MGT 136	Principles of Management	3
MGT 150	Management Training	4
MGT 154	Management Seminar Role of Supervision	2
BUS 105	Introduction to Business	3
COM 131	Applied Composition and Speech*	3
		15
<b>SEMESTER II</b>		
MGT 151	Management Training	4
MGT 155	Management Seminar Personnel Management	2
COM 132	Applied Composition and Speech*	3
CS 175	Introduction to Computer Science	3
HUM 101	Introduction to the Humanities	3

COM 131	Applied Composition and Speech*	3
HUM 101	Introduction to the Humanities	3
† Elective		3
		15

<b>SEMESTER II</b>		
MGT 157	Small Business Bookkeeping and Accounting Practices **	3
BUS 105	Introduction to Business	3
COM 132	Applied Composition and Speech*	3
CS 175	Introduction to Computer Science	3
MTH 111	Mathematics for Business and Economics I or	3
MTH 112	Mathematics for Business and Economics II or	
MTH 130	Business Mathematics	
		15

<b>SEMESTER III</b>		
MGT 206	Principles of Marketing	3
MGT 211	Small Business Operations	3
ECO 201	Principles of Economics I	3
PSY 131	Human Relations	3
		15

<b>SEMESTER IV</b>		
MGT 210	Small Business Capitalization, Acquisition and Finance	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
	Social Science elective or Humanities elective	3
† Elective		3
		18

**Minimum Hours Required** 63

† Electives — May be selected from the following

MGT 212	Special Problems in Business	1
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3
ACC 201	Principles of Accounting I	3

\* 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.

\*\* Students may substitute ACC 201 for MGT 157.

## 08 MEDICAL ASSISTING TECHNOLOGY

(Associate Degree)

This program provides specialized training in which the student develops basic skills and knowledge necessary to function as an 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 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/or 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.

	CREDIT HOURS
<b>SEMESTER I</b>	
BIO 123 Applied Anatomy and Physiology	4
* OFC 173 Intermediate Typing**	3
MA 150 Orientation to Medical Office Careers	1
MA 151 Medical Terminology**	4
MA 152 Medical Law and Ethics	2
MA 153 Medical Office Microbiology and Sterilization Procedures	3
	<u>17</u>
<b>SEMESTER II</b>	
MA 160 Medical Transcription	4
MA 161 Medical Office Administrative and Management Procedures	3
MA 162 Medical Office Bookkeeping and Insurance Procedures	3
MA 163 Medical Office Clinical Medical Assisting Procedures	3
MA 164 Medical Office Pharmacology and Drug Administration	3
	<u>16</u>

### ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission to El Centro College.
  2. Conference with counselor and/or 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.

	CREDIT HOURS
<b>SEMESTER I</b>	
BIO 123 Applied Anatomy and Physiology	4
* OFC 173 Intermediate Typing**	3
MA 150 Orientation to Medical Office Careers	1
MA 151 Medical Terminology**	4
MA 152 Medical Law and Ethics	2
MA 153 Medical Office Microbiology and Sterilization Procedures	3
	<u>17</u>
<b>SEMESTER II</b>	
MA 160 Medical Transcription	4
MA 161 Medical Office Administrative and Management Procedures	3
MA 162 Medical Office Bookkeeping and Insurance Procedures	3
MA 163 Medical Office Clinical Medical Assisting Procedures	3
MA 164 Medical Office Pharmacology and Drug Administration	3
	<u>16</u>
<b>SUMMER SESSION I</b>	
MA 170 Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171 Medical Office Laboratory Procedures (Summer Only)	3
	<u>6</u>
<b>SUMMER SESSION II</b>	
MA 172 Medical Assisting Externship (A minimum of 180 hours of supervised externship may be offered Fall, Spring, or Summer)	6
<b>Minimum Hours Required</b>	<b>45</b>

\* If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required.

\*\*OFC 173 and MA 151 must be completed in the first semester in order for the student to progress according to the outlined schedule.

**SUMMER SESSION I**

MA 170	Medical Office X-Ray Orientation and Electromedical Instrumentation	3
MA 171	Medical Office Laboratory Procedures (Summer Only)	3
		<hr/> 6

**SUMMER SESSION II**

MA 172	Medical Assisting Externship (A minimum of 180 hours of supervised externship may be offered Fall, Spring, or Summer)	6
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**SEMESTER III**

ENG 101	Composition and Expository Reading and	6
ENG 102	Composition and Literature or	
COM 131	Applied Composition and Speech and	
COM 132	Applied Composition and Speech	
HUM 101	Introduction to the Humanities or	3
HD 105	Basic Processes of Interpersonal Relationships	
		<hr/> 9

**SEMESTER IV**

PSY 105	Introduction to Psychology	3
PEH 257	Advanced First Aid and Emergency Care	3
† Elective		3
		<hr/> 9

Minimum Hours Required: 63

\* If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required

\*\*OFC 173 and MA 151 must be completed in the first semester in order for the student to progress according to the outlined schedule

† Elective may be any 3-credit hour course

**MEDICAL ASSISTING TECHNOLOGY**

(Certificate)

This program provides specialized training in which the student develops basic skills and knowledge necessary to function as an 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. 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.

**MEDICAL LABORATORY TECHNICIAN**

(Associate Degree)

This two-year program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. The program is a balanced curriculum of science, liberal arts, and technical courses including appropriate assignments in medical laboratories in the area.

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.

		CREDIT HOURS
<b>SEMESTER I</b>		
BIO 101	General Biology	4
CHM 101	General Chemistry	4
MLT 133	Hematology	4
MLT 135	Urinalysis	3
* MTH 101	College Algebra	3
		<hr/> 18
<b>SEMESTER II</b>		
BIO 102	General Biology	4
CHM 102	General Chemistry	4
MLT 138	Immunology	4
PSY 105	Introduction to Psychology or	3
HD 105	Basic Processes of Interpersonal Relationships	
		<hr/> 15
<b>SUMMER SESSION (12 Weeks)</b>		
MLT 139	Clinical Practice I	8
<b>SEMESTER III</b>		
BIO 221	Anatomy and Physiology	4
CHM 203	Quantitative Analysis	4
ENG 101	Composition and Expository Reading	3
MLT 229	Medical Microbiology I	4
		<hr/> 15
<b>SEMESTER IV</b>		
BIO 222	Anatomy and Physiology	4
ENG 102	Composition and Literature	3
MLT 231	Clinical Chemistry	4
MLT 236	Medical Microbiology II	4
		<hr/> 15
<b>SUMMER SESSION (12 Weeks)</b>		
MLT 238	Clinical Practice II	8
Minimum Hours Required:		79

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



## 82 MEDICAL TRANSCRIPTION

(Certificate)

This nine-month certificate program prepares the student to function as a medical typist and/or medical transcriptionist. Job opportunities are available in physicians' offices, hospitals and clinics, the health insurance industry, public and 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/or program coordinator

CREDIT  
HOURS

#### SEMESTER I

BIO 123	Applied Anatomy and Physiology	4
OFC 172	Beginning Typing or	3
*OFC 173	Intermediate Typing	
MA 150	Orientation to Medical Office Careers	1
MA 151	Medical Terminology	4
MA 152	Medical Law and Ethics	2
Oral or Written Communications		3
		<hr/> 17

#### SEMESTER II

OFC 162	Office Procedures	3
OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications	(2)
*MA 160	Medical Transcription	4
MA 161	Medical Office Administrative and Management Procedures	3
Oral or Written Communications		3
		<hr/> 15-16

Minimum Hours required

32

\*If typing skills can be demonstrated with a minimum of 50 correct wpm, OFC 173 will not be required. A typing skill of 35 wpm must be attained before enrollment in MA 160.

### OFFICE CAREERS — ADMINISTRATIVE ASSISTANT OPTION

(Associate Degree)

The primary objective of the Administrative Assistant Option to the Office Careers Program is to prepare students for positions as assistants to administrators within public and private firms and agencies. Emphasis in this program is on the development of organizational and management skills in addition to basic office skills.

CS 251	Special Topics in Computer Science	3
ECO 201	Principles of Economics I	3
SPE 105	Fundamentals of Public Speaking	3

‡Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests.

‡Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102.

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160.

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172.

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166.

### OFFICE CAREERS — LEGAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent legal secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

CREDIT  
HOURS

#### SEMESTER I

OFC 159	Beginning Shorthand or	
OFC 103	Speedwriting	4
OFC 160	Office Calculating Machines*	3
†OFC 172	Beginning Typing** or	3
OFC 173	Intermediate Typing	
§COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
		<hr/> 16

#### SEMESTER II

OFC 166	Intermediate Shorthand*** or	4
OFC 104	Speedwriting Dictation	(3)
‡OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications	(2)
OFC 162	Office Procedures	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	
BUS 105	Introduction to Business	3
§COM 132	Applied Composition and Speech	3
		<hr/> 17-19

#### SEMESTER III

OFC 165	Introduction to Word Processing	3
OFC 167	Legal Terminology and Transcription	3
OFC 231	Business Correspondence	3
#OFC 266	Advanced Shorthand	4
OFC 273	Advanced Typing Applications or	2

		CREDIT HOURS
SEMESTER I		
OFC 160	Office Calculating Machines*	3
† OFC 172	Beginning Typing** or	3
OFC 173	Intermediate Typing	
‡ COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
BUS 105	Introduction to Business	3
† Elective		3
		18
SEMESTER II		
† OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications	(2)
OFC 162	Office Procedures	3
OFC 165	Introduction to Word Processing	3
CS 175	Introduction to Computer Science	3
MGT 136	Principles of Management	3
‡ COM 132	Applied Composition and Speech	3
		18
SEMESTER III		
† OFC 273	Advanced Typing Applications or	2
† Elective		
OFC 231	Business Communications	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting	
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
† Electives		6
		17
SEMESTER IV		
OFC 256	Office Management or	3
BUS 237	Organizational Behavior	
HUM 101	Introduction to Humanities	3
† Electives		9
		15
Minimum Hours Required		67

†Electives — Must be taken from the following

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3

†Elective		(3)
CS 175	Introduction to Computer Science	3
		18-19
SEMESTER IV		
OFC 265	Word Processing Practices and Procedures	3
OFC 274	Legal Office Procedures	3
OFC 275	Secretarial Procedures or	3
OFC 803	Cooperative Work Experience or	
OFC 804	Cooperative Work Experience	(4)
HUM 101	Introduction to Humanities	3
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
		15-16

#### Minimum Hours Required

66

†Electives -- Must be taken from the following

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science & Data Processing	4
ECO 201	Principles of Economics I	3
§ SPE 105	Fundamentals of Public Speaking	3

†Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests

§Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102

# If OFC 103 and OFC 104 are taken, an approved elective may be substituted

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

#### OFFICE CAREERS — PROFESSIONAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

		CREDIT HOURS
SEMESTER I		
OFC 160	Office Calculating Machines*	3
OFC 159	Beginning Shorthand or	4
OFC 103	Speedwriting	
† OFC 172	Beginning Typing** or	3
OFC 173	Intermediate Typing	
‡ COM 131	Applied Composition and Speech	3
MTH 130	Business Mathematics	3
		16
SEMESTER II		
OFC 166	Intermediate Shorthand*** or	4
OFC 104	Speedwriting Dictation	(3)
† OFC 173	Intermediate Typing or	3
OFC 273	Advanced Typing Applications	(2)
OFC 162	Office Procedures	3
ACC 131	Bookkeeping I or	3
ACC 201	Principles of Accounting I	
BUS 105	Introduction to Business	3
‡ COM 132	Applied Composition and Speech	3
		17-19
SEMESTER III		
OFC 165	Introduction to Word Processing	3
OFC 231	Business Correspondence	3
CS 175	Introduction to Computer Science	3
# OFC 266	Advanced Shorthand	4
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
OFC 273	Advanced Typing or	2
† Elective		(3)
		18-19
SEMESTER IV		
OFC 265	Word Processing Practices and Procedures	3
OFC 275	Secretarial Procedures or	3
OFC 803	Cooperative Work Experience or	
OFC 804	Cooperative Work Experience	(4)
HUM 101	Introduction to Humanities	3
† Electives		6-7
		15-17
Minimum Required Hours		66

†Electives — Must be taken from the following

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3

SEMESTER III		
OFC 165	Introduction to Word Processing	3
OFC 231	Business Correspondence	3
OFC 250	Records Control	3
OFC 273	Advanced Typing Applications or	2
† Elective		(3)
CS 175	Introduction to Computer Science	3
PSY 131	Human Relations or	3
PSY 105	Introduction to Psychology	
		17-18
SEMESTER IV		
OFC 252	Micrographics	3
OFC 265	Word Processing Practices and Procedures	3
HUM 101	Introduction to Humanities	3
† Electives		6-7
		15-16
Minimum Required Hours		64

†Electives — Must be taken from the following

OFC	Any OFC course may be selected	
OFC 803/804	Cooperative Work Experience	3-4
ACC 132	Bookkeeping II	3
ACC 202	Principles of Accounting II	3
BUS 143	Personal Finance	3
BUS 234	Business Law	3
BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science	3
ECO 201	Principles of Economics I	3
‡ SPE 105	Fundamentals of Public Speaking	3

†Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests

‡ Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

BUS 237	Organizational Behavior	3
MGT 136	Principles of Management	3
MGT 242	Personnel Administration	3
CS 250	Contemporary Topics in Computer Science	3
CS 251	Special Topics in Computer Science & Data Processing	4
ECO 201	Principles of Economics I	3
‡ SPE 105	Fundamentals of Public Speaking	3

‡ Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests

‡ Students may substitute ENG 101 for COM 131 and ENG 102 for COM 132 with permission of the Division Chair. However, students must take SPE 105 as an elective when substituting ENG 101 and ENG 102

# If OFC 103 and OFC 104 are taken, an approved elective may be substituted

\* OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\* OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\* OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

## OFFICE CAREERS — RECORDS MANAGEMENT OPTION

(Associate Degree)

This program is designed to train students who wish to enter the ever-growing field of Records Management. Four technical courses will prepare the students to enter a comprehensive records management program in an organization which exerts control over the creation, distribution, retention, utilization, storage, retrieval, protection, preservation, and final disposition of all types of records. An Associate in Applied Arts and Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 150 Filing Practices	3
OFC 160 Office Calculating Machines *	3
‡ OFC 172 Beginning Typing** or	3
OFC 173 Intermediate Typing	(3)
‡ COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
	15
<b>SEMESTER II</b>	
OFC 152 Introduction to Records Management	3
OFC 162 Office Procedures	3
‡ OFC 173 Intermediate Typing or	
OFC 273 Advanced Typing Applications	(2)
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
BUS 105 Introduction to Business	3
‡ COM 132 Applied Composition and Speech	3

17-18

## OFFICE CAREERS — GENERAL OFFICE

(Certificate)

The General Office Certificate Program is designed to provide the student with a basic working knowledge and skills in various office activities. A general knowledge of business concepts and procedures is provided.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 160 Office Calculating Machines*	3
‡ OFC 172 Beginning Typing**	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
‡ Electives	7
	19
<b>SEMESTER II</b>	
ACC 131 Bookkeeping I or	3
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
‡ Electives	7
	16
<b>Minimum Hours Required</b>	35

‡ Electives — Must be taken from the following

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 162	Office Procedures	3
OFC 165	Introduction to Word Processing	3
OFC 166	Intermediate Shorthand***	4
OFC 173	Intermediate Typing	3
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing Applications	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

‡ Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program

\* OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\* OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\* OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

**OFFICE CAREERS — GENERAL OFFICE**

(Certificate — Accounting Emphasis)

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 160 Office Calculating Machines*	3
† OFC 172 Beginning Typing**	3
ACC 131 Bookkeeping I or	3
ACC 201 Principles of Accounting I	
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
† Elective	3
	<hr/> 18
<b>SEMESTER II</b>	
‡ ACC 132 Bookkeeping II or	3
† Elective	
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
† Electives	8
	<hr/> 17
<b>Minimum Hours Required</b>	<b>35</b>

†Electives — Must be taken from the following

OFC 103	Speedwriting Theory	4
OFC 104	Speedwriting Dictation	3
OFC 159	Beginning Shorthand	4
OFC 162	Office Procedures	3
OFC 165	Introduction to Word Processing	3
OFC 166	Intermediate Shorthand***	4
OFC 173	Intermediate Typing	3
OFC 231	Business Communications	3
ACC 132	Bookkeeping II	3
ACC 201	Principles of Accounting I	3
COM 132	Applied Composition and Speech	3
PSY 105	Introduction to Psychology or	3
PSY 131	Human Relations	
MGT 136	Principles of Management	3
BUS 234	Business Law	3
CS 250	Contemporary Topics in Computer Science	3
OFC 273	Advanced Typing Applications	2
OFC 275	Secretarial Procedures	3
OFC 803	Cooperative Work Experience or	3
OFC 804	Cooperative Work Experience	(4)

‡Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program

‡ Required if ACC 131 was taken previously

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

**PATTERN DESIGN**

(Associate Degree)

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.

**ADMISSION TO THE PROGRAM**

- 1 Contact the Counseling Division to schedule a time to take the design Indicator Test. Priority of entry is by date of application.
- 2 Fulfill all requirements for admission at El Centro College.

	CREDIT HOURS
<b>SEMESTER I</b>	
DES 128 Introduction to Mass Production and Apparel (1st 8 weeks)	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
DES 110 Basic Color Theory and Application	3
PDD 151 Pattern Drafting I (2nd 8 Weeks)	3
COM 131 Applied Composition and Speech or	3
ENG 101 Composition and Expository Reading	
	<hr/> 15
<b>SEMESTER II</b>	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 Weeks)	3
PDD 153 Pattern Drafting III (2nd 8 Weeks)	3
COM 132 Applied Composition and Speech or	3
ENG 102 Composition and Literature	
	<hr/> 18
<b>SEMESTER III</b>	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 8 Weeks)	3
PDD 255 Pattern Drafting V (2nd 8 Weeks)	3
PSY 105 Introduction to Psychology or	3
HD 105 Basic Processes of Interpersonal Relationships	
HST 101 History of the United States or	3
HST 102 History of the United States	
	<hr/> 15
<b>SEMESTER IV</b>	
PDD 256 Pattern Drafting VI (1st 8 Weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 Weeks)	3
DES 141 Grading or	1
PDD 812 Cooperative Work Experience or	2

# OFFICE CAREERS — GENERAL OFFICE

(Certificate — Office Clerical Emphasis)

	CREDIT HOURS
<b>SEMESTER I</b>	
OFC 160 Office Calculating Machines*	3
OFC 162 Office Procedures	3
† OFC 172 Beginning Typing**	3
COM 131 Applied Composition and Speech	3
MTH 130 Business Mathematics	3
† Elective	3
	18
<b>SEMESTER II</b>	
OFC 165 Introduction to Word Processing	3
OFC 173 Intermediate Typing	3
OFC 231 Business Communications	3
ACC 131 Bookkeeping I or	3
BUS 105 Introduction to Business	3
CS 175 Introduction to Computer Science	3
	18
Minimum Hours Required	36

†Electives — Must be taken from the following

OFC 103 Speedwriting Theory	4
OFC 104 Speedwriting Dictation	3
OFC 159 Beginning Shorthand	4
OFC 166 Intermediate Shorthand***	4
OFC 231 Business Communications	3
ACC 132 Bookkeeping II	3
ACC 201 Principles of Accounting I	3
COM 132 Applied Composition and Speech	3
PSY 105 Introduction to Psychology or	3
PSY 131 Human Relations	
MGT 136 Principles of Management	3
BUS 234 Business Law	3
CS 250 Contemporary Topics in Computer Science	3
OFC 273 Advanced Typing Applications	2
OFC 275 Secretarial Procedures	3
OFC 803 Cooperative Work Experience or	3
OFC 804 Cooperative Work Experience	(4)

‡Students who can demonstrate proficiency by previous training, experience or placement tests may substitute a course from the electives listed for the program

\*OFC 192, OFC 193 and OFC 194 taken cumulatively will be equivalent to OFC 160

\*\*OFC 176, OFC 177 and OFC 178 taken cumulatively will be equivalent to OFC 172

\*\*\*OFC 187, OFC 188 and OFC 189 taken cumulatively will be equivalent to OFC 166

PDD 813 Cooperative Work Experience or	3
PDD 814 Cooperative Work Experience	4
GVT 201 American Government	3
HUM 101 Introduction to Humanities	3
	13-16

Minimum Hours Required 61-64

## POLICE SCIENCE

(Associate Degree)

The curriculum 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

ADMISSION TO THE PROGRAM

Fulfill all requirements for admission at El Centro College

	CREDIT HOURS
<b>SEMESTER I</b>	
POL 140 Introduction to Law Enforcement	3
POL 134 Criminal Evidence and Procedures	3
POL 137 Police Community Relations	3
ENG 101 Composition and Expository Reading or*	3
COM 131 Applied Composition and Speech	
HST 101 History of the United States	3
	15
<b>SEMESTER II</b>	
POL 141 Police Organization and Administration	3
POL 142 Legal Aspects of Law Enforcement	3
ENG 102 Composition and Literature or	3
COM 132 Applied Composition and Speech	
HST 102 History of the United States	3
† Elective	3
	15
<b>SUMMER SESSION</b>	
† Electives	6
<b>SEMESTER III</b>	
POL 240 Criminal Investigation	3
POL 241 Police Role in Crime and Delinquency	3
POL 245 Traffic Law	3
GVT 201 American Government	3
PSY 105 Introduction to Psychology	3
	15

## SEMESTER IV

SOC 101 Introduction to Sociology or

SOC 102 Social Problems

† Elective

‡ Elective\*\*

3

3

3

9

## Minimum Hours Required

60

## † ELECTIVES

Must be selected from the following

POL 146	Patrol Administration	3
POL 233	Introduction to Criminalistics	3
POL 242	Juvenile Procedures	3
POL 243	Probation and Parole	3
POL 244	Traffic Planning and Administration	3
POL 245	Traffic Law	3
POL 246	Penology	3
POL 143	Practical Spanish for Public Service Personnel	3
POL 144	Practical Spanish for Public Service Personnel	3

## ‡ ELECTIVES

Must be selected from the following

PSY 205	Psychology of Personality	3
HD 105	Basic Processes of Interpersonal Relationships	3
SOC 102	Social Problems	3

\* 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

**RADIOGRAPHY TECHNOLOGY**

(Associate Degree)

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.

## ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission at 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)

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, diagnostic laboratory, department supervision, and education.

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.

		CREDIT HOURS
<b>SEMESTER I</b>		
CHM 101	General Chemistry or	4
CHM 115	General Chemistry	
BIO 120	Human Anatomy and Physiology or	4
BIO 221	Anatomy and Physiology I	
RES 137	Basic Respiratory Therapy Skills and Procedures I	4
RES 144	Pathology and Treatment Rationale I	2
ENG 101	Composition and Expository Reading	3
		17
<b>SEMESTER II</b>		
CHM 102	General Chemistry or	4
CHM 116	General Chemistry	
BIO 121	Human Anatomy and Physiology or	4
BIO 222	Anatomy and Physiology II	
RES 145	Basic Technology I	4
RES 147	Clinical Procedures II	2
RES 152	Pharmacology	2
		16
<b>SUMMER SESSION I</b>		
RES 150	Clinical Procedures III (6 Weeks)	2
RES 164	Basic Technology III (6 Weeks)	3
ENG 102	Composition and Literature (6 Weeks)	3
		8



		CREDIT HOURS
<b>SEMESTER I</b>		
RAD 150	Introduction to Radiography Technology	3
RAD 152	Radiographic Procedures I	4
RAD 154	Radiographic Exposure and Physics I	3
RAD 156	Clinical Education I, Film Evaluation	2
PSY 105	Introduction to Psychology	3
BIO 120	Anatomy and Physiology	4
		<hr/> 19
<b>SEMESTER II</b>		
RAD 160	Radiographic Procedures II	4
RAD 162	Radiographic Exposure and Physics II	3
RAD 164	Clinical Education II, Film Evaluation	3
BIO 121	Anatomy and Physiology	4
		<hr/> 14
<b>SUMMER SESSION I</b>		
RAD 170	Radiographic Procedures III	1
RAD 172	Radiographic Exposure III	1
RAD 174	Radiographic Physics III	1
RAD 176	Clinical Education III, Film Evaluation	4
		<hr/> 7
<b>SEMESTER III</b>		
RAD 250	Radiographic Exposure IV	1
RAD 252	Radiographic Procedures IV	1
RAD 254	Special Procedures	1
RAD 256	Clinical Education IV, Film Evaluation	3
* MTH 139	Applied Mathematics or any 100 or above math	3
ENG 101	Composition and Expository Reading or	3
COM 131	Applied Composition and Speech	
SOC 207	Social Psychology	3
		<hr/> 15
<b>SEMESTER IV</b>		
RAD 260	Imaging and Pathology	2
RAD 262	Radiation Biology and Radiation Protection	3
RAD 264	Clinical Education V, Film Evaluation	4
ENG 102	Composition and Literature or	3
COM 132	Applied Composition and Speech	
		<hr/> 12
<b>SUMMER SESSION II</b>		
RAD 270	Departmental Administration	2
RAD 272	Seminar	3
RAD 274	Clinical Education VI, Film Evaluation	4
		<hr/> 9
<b>Minimum Hours Required</b>		<hr/> 76

<b>SEMESTER III</b>		
BIO 216	General Microbiology	4
RES 243	Advanced Technology and Instrumentation I	3
RES 257	Advanced Physiology and Pathology	3
RES 260	Clinical Procedures IV	4
RES 270	Ventilator Patient Management	2
		<hr/> 16
<b>SEMESTER IV</b>		
RES 246	Advanced Technology and Instrumentation II	3
RES 249	Seminar and Case Presentation	3
RES 256	Instructional and Management Methods	2
RES 261	Clinical Procedures V	4
RES 271	Pediatric Respiratory Therapy	2
		<hr/> 14
<b>SUMMER SESSION II</b>		
RES 262	Clinical Procedures VI (6 Weeks)	2
<b>Minimum Hours Required</b>		<hr/> 73

## RESPIRATORY THERAPY TECHNICIAN

(Certificate)

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 knowledge and upgrade therapeutic skills.

The program has been designed to conform to the "Essentials for an Approved Education 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. 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 Certifying Exam administered by the NBRT, a student must, in addition to satisfying certificates of completion 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.

		CREDIT HOURS
<b>SEMESTER I</b>		
PSC 118	Physical Science	4
BIO 123	Applied Anatomy and Physiology or BIO 120 and BIO 121—Introduction to Human Anatomy and Physiology	4
RES 137	Basic Respiratory Therapy Skills and Practice I	4
RES 144	Pathology and Treatment Skills and Practice I	2
		14
<b>SEMESTER II</b>		
RES 138	Clinical Practice II	4
RES 141	Medications	2
RES 145	Basic Technology I	4
RES 149	Pathology and Treatment Rationale II	2
COM 131	Applied Composition and Speech	3
		15
<b>SUMMER SESSION I</b>		
RES 160	Clinical Practice III (6 Weeks)	3
RES 164	Basic Technology II (6 Weeks)	3
<b>SUMMER SESSION II</b>		
RES 162	Clinical Practices IV (6 Weeks)	4
Minimum Hours Required		39

### SCHOOL FOOD SERVICE

(Associate Degree)

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 the curriculum.

To receive an Associate Degree in Applied Arts and Sciences a student needs to satisfactorily complete a minimum of 60 credit hours as outlined below. A "C" (2.0) average is required in all food service courses.

#### ADMISSION TO THE PROGRAM

Fulfill all requirements for admission at El Centro College.

		CREDIT HOURS
<b>SEMESTER I</b>		
FS 112	Organization and Management	3
FS 119	Food Service Equipment	3
FS 120	Basic Food Preparation	3
FS 124	Food Service Sanitation and Safety	3
COM 131	Applied Composition and Speech or	3
ENG 101	Composition and Expository Reading	
		15

### SCHOOL FOOD SERVICE

(Certificate)

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 toward the associate degree in School Food Service.

#### ADMISSION TO THE PROGRAM

Fulfill all requirements for admission at 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.

		CREDIT HOURS
<b>SEMESTER I</b>		
FS 112	Organization and Management	3
FS 119	Food Service Equipment	3
FS 120	Basic Food Preparation	3
FS 124	Food Service Sanitation and Safety	3
FS 135	Nutrition and Menu Planning	3
		15
<b>SEMESTER II</b>		
FS 122	Advanced Food Preparation	3
FS 116	Supervision for Hospitality Services	3
FS 138	Food Service Cost Control	3
FS 244	Child Nutrition	4
HD 105	Basic Processes of Interpersonal Relationships	3
		16
Minimum Hours Required		31

### SURGICAL TECHNOLOGY

(Certificate)

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 the 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.

SEMESTER II		
HST 101	History of the United States or	3
GVT 201	American Government – Required Support Course*	
† Required Electives		12
		15

SEMESTER III		
FS 804	Cooperative Work Experience**	4
† Required Electives		10
		14

SEMESTER IV		
FS 814	Cooperative Work Experience**	4
HD 105	Basic Processes of Interpersonal Relationships or	
PSY 105	Introduction to Psychology – Required Support Course*	3
† Required Electives		9
		16
Minimum Hours Required		60

A student must complete a minimum of 40 credit hours from the courses listed in the two groups below

#### †REQUIRED ELECTIVES

A minimum of 25 credit hours must be taken from the courses in this group

FS 116	Supervision for Hospitality Service	3
FS 122	Advanced Food Preparation	3
FS 132	Food Purchase, Handling and Storage	3
FS 135	Nutrition and Menu Planning	3
FS 138	Food Service Cost Control	3
FS 140	Elementary Banking Training	3
FS 220	Quantity Food Preparation and Service	4
FS 222	Advanced Quantity Food Preparation and Service	4
FS 242	Community Nutrition	4
FS 244	Child Nutrition	4

#### \*REQUIRED SUPPORT COURSES

A minimum of 6 hours from the courses listed below

COM 131 and COM 132 or	6
ENG 101 and ENG 102	
HST 101 and HST 102 or	6
GVT 201 and GVT 202	
HD 105 or	3
PSY 105	
MTH 130	3

\*The program consists of 20 hours in specified courses and 40 hours distributed as follows: a minimum of 6 hours will be taken from the designated list of Required Support Courses and a minimum of 25 hours from the list of Additional Food Service Courses. The remaining 9 hours may be selected from courses in either of the above lists

\*\*Before completing the program the student will be required to work a minimum of 640 hours in an approved work station to discuss his work experience in a classroom setting. This requirement is fulfilled by enrolling in FS 804 and FS 814

#### ADMISSION TO THE PROGRAM

1. Fulfill all requirements for admission at El Centro College
2. Conference with liaison counselor for the Surgical Technology Program

		CREDIT HOURS
SEMESTER I		
ENG 101	Composition and Expository Reading or	3
COM 131	Applied Composition and Speech	
BIO 123	Applied Anatomy and Physiology or	4
BIO 120	Introduction to Human Anatomy and Physiology and	4
BIO 121	Introduction to Human Anatomy and Physiology	4
SGT 140	Medical Terminology	2
SGT 141	Operating Room Techniques	8
		17-21
SEMESTER II		
HD 105	Basic Processes of Interpersonal Relationships or	3
HD 106	Personal and Social Growth	
SGT 152	Operating Room Procedures	8
		11
SUMMER SESSION (10 Weeks)		
SGT 153	Clinical Practice	7
SGT 154	Seminar	2
		9
Minimum Hours Required		37-41

#### SURGICAL TECHNOLOGY

#### OPTION FOR GRADUATE REGISTERED NURSES

(Certificate)

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 at 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 Nursing Examiners, or a graduate of an R N Program

		CREDIT HOURS
<b>SEMESTER I</b>		
SGT 140	Medical Terminology	2
SGT 141	Operating Room Technique	8
		<hr/> 10
<b>SEMESTER II</b>		
HD 105	Basic Processes of Interpersonal Relationships or	3
SGT 160	Operating Room Procedures for Registered Nurses	8
		<hr/> 11
Minimum Hours Required		21

### **VOCATIONAL NURSING**

(Certificate)

This is a one-year program which meets the accreditation requirements of the State Board of Licensed Vocational Nursing 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 at 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

		CREDIT HOURS
<b>SEMESTER I</b>		
BIO 123	Applied Anatomy and Physiology	4
DM 064	Math for Nurses	1
HD 100	Study Skills	1
VN 144	Health Maintenance through the Life Cycle	3
VN 145	Nursing Process I	3
VN 152	Nursing Practice	6
		<hr/> 18
<b>SEMESTER II OR III (Summer Only)</b>		
VN 153	Maternal Child Health	8
VN 154	Maternal Child Health Clinical	7
		<hr/> 15
<b>SEMESTER III OR II</b>		
VN 155	Nursing Process II	10
VN 150	Clinical II	8
		<hr/> 19
Minimum Hours Required		51

# JOB TRAINING CENTER PROGRAMS

## AIR CONDITIONING AND HEATING

This non-credit program is designed to prepare students with entry-level employment skills necessary to enter the air conditioning and heating field. The students will develop the skills and knowledge necessary to install, repair and maintain equipment related to this field. The program is completely individualized. This will allow the students to progress at their own pace in order to fully comprehend the theory and develop the necessary skills.

## AUTO BODY

This non-credit program is designed to prepare students with entry-level employment skills necessary to enter the auto body industry. The students will develop the skills and knowledge via practical applications in the Auto Body shop. This program is individualized so that students may progress at their own pace.

## AUTO MECHANICS

This non-credit program is designed to prepare the student with entry-level employment skills to enter the automotive industry as an auto mechanic. The program emphasizes both the theory and applied practical skills of mechanics. The program is completely individualized. This will allow the students to progress at their own pace in order to fully comprehend the theory and develop the necessary skills.

## CLERICAL SKILLS

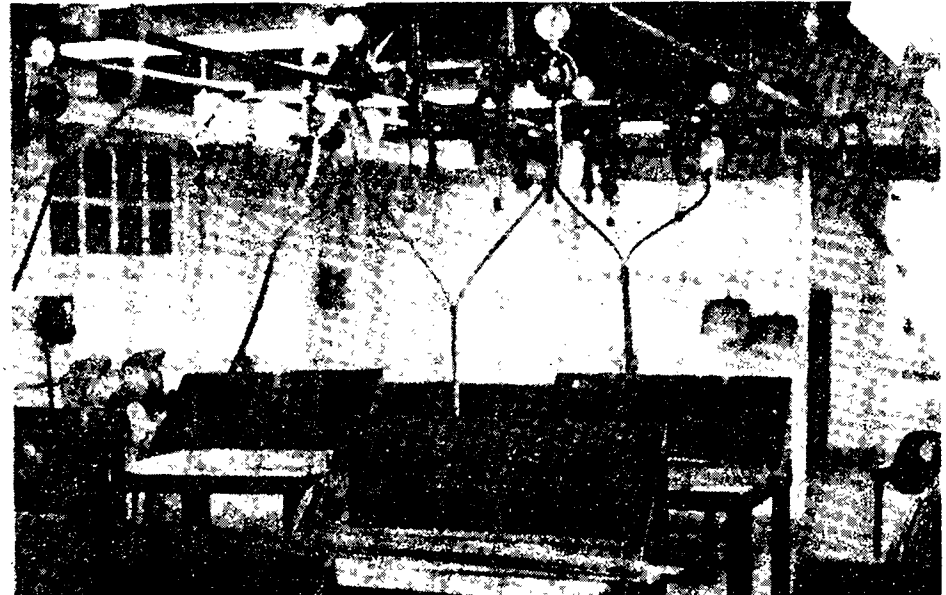
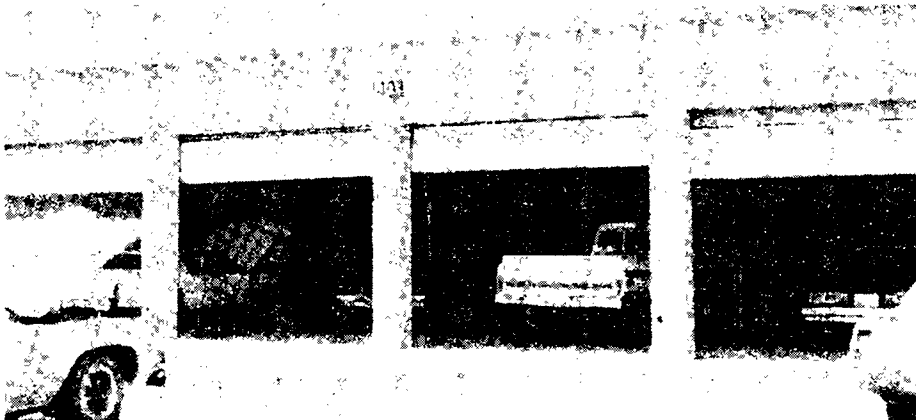
This non-credit program is designed to prepare the student with entry-level employment skills to enter the clerical field. Intensive training is provided in basic clerical skills such as typing, general office filing, record keeping and office machines. Emphasis is also placed on English, math and human relations skills. The program is completely individualized. This will allow the students to progress at their own pace in order to fully comprehend the theory and develop the necessary skills.

## PRODUCTION MACHINES

This non-credit program is designed to prepare students with entry-level employment skills necessary to enter the production machine industry. Students will be introduced to the tools and equipment, such as power saws, drill presses, engine lathes, milling machines and grinding machines, which are commonly used in the machine shop. Students will also have the opportunity to acquire experience by making projects that require the use of different machines, measuring to close tolerances, hand operations and the use of trades math. Students will gain further knowledge in the use of technical manuals, the proper use and care of shop tools and measuring instruments. Machine shop safety is also stressed. The program is completely individualized. This will allow students to progress at their own pace in order to fully comprehend the theory and develop the necessary skills.

## WELDING

This non-credit program is designed to prepare students with entry-level employment skills necessary to enter the welding industry. Students will gain knowledge in the fundamentals of oxy-acetylene welding, electric-arc welding, gas tungsten-arc (TIG) and metal inert gas (MIG) welding. Students will acquire practical experience welding various types of metals, while learning to prepare and weld all standard joints in the flat, vertical, horizontal and overhead positions. Welding safety is also stressed. The program is completely individualized. This will allow students to progress at their own pace in order to fully comprehend the theory and develop the necessary skills.



# EL CENTRO COLLEGE FACULTY AND STAFF

Alexander, Laverne E .	A D Nursing	Childers, Eva . . . . .	A D Nursing
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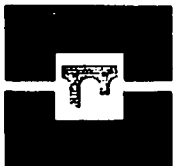
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# NOTES

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