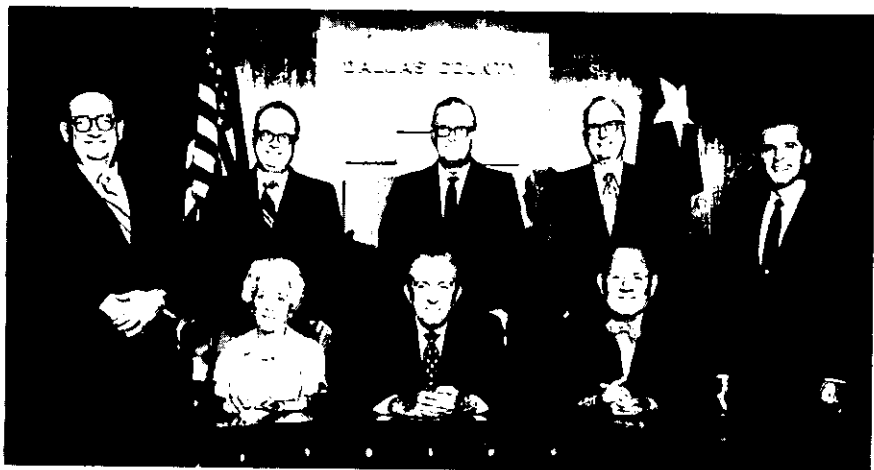


**EASTFIELD
COLLEGE**
BULLETIN 1971-1972

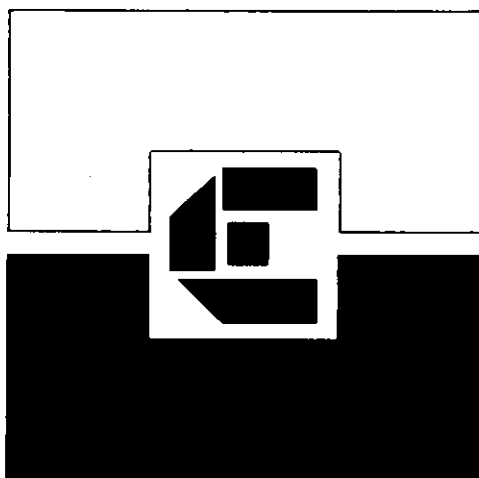


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BOARD OF TRUSTEES



Left to right, Standing: Durwood A. Sutton, Loncy L. Leake, Franklin E. Spafford, Carie E. Welch, Jim Scoggins. Seated: Mrs. Eugene McDermott, vice-chairman; R. L. Thornton, Jr., chairman; Dr. Bill J. Priest, Chancellor.



EASTFIELD COLLEGE

OF THE DALLAS COUNTY JUNIOR COLLEGE DISTRICT

EASTFIELD COLLEGE SEAL AND COLORS

The official seal of Eastfield College is a square, representing the shape of Dallas County, with a central symbol incorporating the architectural flavor of Eastfield's distinctive village-type design into the letters "E" and "C". The lower portion of the square is earth brown, depicting the land and fields. The upper portion is golden-orange, as the morning sun might appear on the Eastern horizon.

Design of the central symbol evolved by separating the letter "E" into individual components and corresponding each with elements of the Eastfield design — a building with pitched roof, recessed base and central courtyard. Through gradual alterations this graphic treatment of the "E" was transformed into a final simplified silhouette of the Eastfield village design.

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GENERAL INFORMATION



1971 - 1972 ACADEMIC CALENDAR

FALL SEMESTER

August 23 and 27	Faculty Orientation
August 24-26	Registration
August 30	8:00 a.m. Classes begin
September 6	Labor Day Holiday
November 24	10:00 p.m. Thanksgiving holidays begin
November 29	8:00 a.m. Classes resume
December 8	5:00 p.m. Last day to withdraw with a grade of "W"
December 16	Last day of classes
December 17-22	Final Examinations
December 22	10:00 p.m. Semester closes

SPRING SEMESTER

January 5, 6, 7, 10, 14	Faculty planning and instructional development
January 11-13	Registration
January 17	Classes begin
March 24	10:00 p.m. Spring holidays begin
April 3	8:00 a.m. Classes resume
May 3	5:00 p.m. Last day to withdraw with a grade of "W"
May 12-17	Final examinations
May 17	10:00 p.m. Semester closes

A summer session will be held at Eastfield College. Application and admission information can be obtained from the Admissions Office in the spring of 1972.

The academic calendar may be subject to change or modification.

1971

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ADMINISTRATIVE STAFF

EASTFIELD COLLEGE

President	R. Jan LeCroy
Dean of Instruction	Byron N. McClenney
Dean of Student Services	Norbert R. Dettmann
Associate Dean of Evening Administration	Arthur R. Southerland
Associate Dean of Technical and Occupational Programs	Virginia Dobbs
Associate Dean of Administrative Services	Thomas J. Rector
Assistant Dean of Instructional Development and Director of Learning Resources	Bill F. Tucker
Assistant Dean of Community Service Programs	Jerry Cooper
Information Assistant	Juanita L. Novak
Director of Student Activities	Jacquelyn Moe
Director of Counseling	Marvin Arkovich
Director of Admissions and Registrar	Wilbur Dennis
Director of Financial Aids and Placement	Carl Hammack
Director of Health Services	Barbara Stacy

DALLAS COUNTY JUNIOR COLLEGE DISTRICT

Chancellor	Bill J. Priest
Vice-Chancellor	Kenneth D. Boettcher
Business Manager	Walter L. Pike
Assistant to the Chancellor	David M. Sims
Director of Planning and Research	H. Deon Holt
Special Assistant to the Chancellor	Robert J. Leo
Special Services Assistant	Sibyl Hamilton
Director of Data Processing Services	James R. Hill
District Coordinator of Occupational and Technical Education	Dexter Betts
Technical Assistant for Facility Planning	Stanley E. Pritchard
Construction Coordinator	George L. Robinson
Director of Personnel	Robert B. Boyle
Learning Resources Specialist	Richard E. Smith

GENERAL INFORMATION

History of the Dallas County Junior College District

The Dallas County Junior College District was established in May, 1965, when the citizens of Dallas County voted \$41.5 million in bonds to create a junior college system to meet the increased need for opportunity in higher education which their expanding economy and growing population demanded. The Dallas County Junior College District bond issue had widespread support from virtually every organized group in the county, plus tremendous cooperation from citizens at large who were convinced the junior college system would provide the necessary educational opportunities for the youth and adults of Dallas County.

The seven proposed colleges within the Dallas County Junior College District were named by the Board of Trustees shortly after their inception. Their locations having been carefully researched and studied, the future colleges were named to identify the general geographical regions of the county which they would serve.

The first college in the District, El Centro College, opened its doors in September, 1966, and has since served more than 25,000 students. Eastfield College and Mountain View College opened in September, 1970. Richland College is scheduled to open in 1972, and the other three, Brookhaven College, North Lake College, and Cedar Valley College, are in their initial planning stages.

History of Eastfield College

Two architectural firms were selected to design a structure to provide outstanding educational facilities for the taxpayers of the North and East Dallas area. Following elaborate planning and screening of many architectural firms, the Board of Trustees of the Dallas County Junior College District chose two architects to design the Eastfield complex: one local firm, Harwood K. Smith & Partners, and Ernest J. Kump Associates of Palo Alto, California. Ernest J. Kump Associates was selected because of its international reputation for construction of junior college facilities and was charged with the responsibility of planning and preparing the master plan in two phases: the first phase (classroom facilities) to be completed by September, 1970, and the second phase (fine arts, theatre, and administration) to be completed by February, 1971. The local firm, Harwood K. Smith & Partners, was selected to prepare contract documents and supervise actual on-site construction.

Eastfield College was erected on the 244.3 acre site on Motley Drive, just off Interstate Highway 30. The college opened on time in September, 1970 with more than 3500 day and evening students, and an additional 1300 enrolled in its community service programs.

The history of the property on which Eastfield stands began long before anyone dreamed of it as a college site. In 1853 the property became the frontier homestead of Zachariah Motley, who left his Bowling Green, Kentucky, home to carve a new life for himself and his family in the fertile soil and rich grasslands of the newly declared State of Texas. The original boundaries of the old Motley homestead, which eventually included several thousand acres, have long since disappeared, but they can still be traced by familiar streets and highways in the area.

A distinctive characteristic of the Eastfield College site is the tree-shaded, wrought iron enclosed Motley family cemetery which still stands just inside the main entrance on Motley Drive. Many of the Motley descendants are still living in the Dallas-Mesquite area and hold burying rights to the Motley family cemetery. The old and the new stand side by side, erect and proud on the Eastfield College site.

Many dreams and aspirations charge the atmosphere surrounding Eastfield College. Dreams and aspirations of a bygone generation that lived and loved the land where Eastfield stands today. To them it was home, and meant freedom for the present, and challenge for the future. The same charged atmosphere is vibrantly felt as one strolls through the Eastfield campus today. Dreams and aspirations of a new generation. Different dreams, of course, than those of the bygone generation . . . but aspirations that are just as alive, just as real, just as motivating, just as exciting, just as challenging as those of a bygone generation.

Philosophy and Objectives of the College

Eastfield College is an open door, comprehensive community college, with complete lower division transfer courses, technical-occupational programs, adult education programs, and non-credit Community Service courses. There are no attendance zones; a student may attend any college of his choice in the District. In accordance with this policy, the college assumes the responsibility to provide guidance and counseling to help the student find areas of study best suited to his interests, aptitudes and abilities. The student assumes the responsibility to make the most of the educational opportunities presented him.

The curricula of Eastfield College are designed to serve the needs of the community and of students in the following categories:

1. Those who seek the first two years of academic instruction leading to a bachelor's degree.
2. Those who are preparing for careers in technical-vocational fields.
3. Those adults who need additional training for advancement in their present fields or retraining for employment in new fields.

4. Those who desire special classes in cultural and civic subjects.

Accreditation

The Dallas County Junior College District is a full member of the American Association of Junior Colleges and is recognized and sanctioned by the Coordinating Board of The Texas College and University System. In August, 1969, Eastfield College was granted "Correspondent" status by the Southern Association of Colleges and Schools, the first step leading to its full accreditation. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these institutions.

Housing

Eastfield College does not operate dormitories of any kind nor maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

EVENING COLLEGE AND COMMUNITY SERVICE



Evening Programs

In a vigorous, growing community such as that in which Eastfield College is located, people are involved in things and in events which bring forth the need for gaining and developing knowledge and skills in a wide range of subject areas. The things and events with which Eastfield's neighbors are concerned often occupy much of their time in the day. In an effort to serve this busy community, the college is offering a broad spectrum of educational programs in the evening. So, students who work or who have other obligations during the day, may enroll in one or more courses in the evening programs.

It may be that the student desires to renew old skills or to acquire new ones. In the evening there are courses to aid in building occupational, avocational, aesthetic, economic, civic, social and domestic skills. There are courses from all disciplines, both credit and non-credit, and college transfer and technical-occupational programs of two years or less. The direction the student takes will be determined by his goals. As a comprehensive community college, however, Eastfield offers the student the option of electing the program best suited for him and of changing the direction of his studies if his goals change. In this manner you, with the help of qualified counselors, can draw a personalized blueprint for yourself in higher education. The course load which is attempted should be realistically determined by the amount of time available for doing quality work.

The evening program offers high quality instruction, excellence of facilities, and a variety of student services as provided in the areas of counseling, health, bookstore, food, and recreation. Instructors in the Evening College are selected from Eastfield's full-time staff and from among outstanding Dallas area educators and other professional specialists who are interested in teaching people enrolled in the rewarding enterprise of continuing education.

To enroll in college transfer and/or technical-occupational programs, call or write the Director of Admissions for an application for admission.

Community Service Programs

The Community Service Division of Eastfield College brings to the community programs for continuing education, personal entertainment, recreation and cultural and community enrichment. Specifically they are designed to provide opportunities to increase personal proficiency in particular skills or professions and for personal enrichment through planned cultural and recreational studies.

Instructors for Community Service Programs are leading professional men and women, Eastfield College faculty members and other educators who bring to our community exciting learning opportunities, regardless of the student's age or previous educational experience.

Community Service Programs are non-credit courses. There are no entrance requirements. Classes are offered both on and off campus during daytime and evening hours. Special assistance will be given to companies who wish to conduct courses, workshops or seminars in conjunction with their own training programs.

Courses may be offered in areas such as:

Business Skills	Real Estate
Supervision	Physical Fitness
Public Speaking	Golf
Problem Solving	Tennis
Communications	Archery
Photography	Ballet
Auto Mechanics	Languages
Music	Oil Painting
Air Conditioning	Floral Arrangement
Pottery	Interior Decoration

Special courses can be designed to meet the needs of individuals, groups and organizations. For additional information about Community Service Programs, contact the Community Service Office, 746-3114.

ADMISSIONS AND REGISTRATION



A D M I S S I O N S

General Admissions Policy

A student should complete the admissions requirements at the earliest date if he expects to receive adequate counseling and schedule planning. If the admissions data are not complete by the following dates, a student should not expect to receive a suitable class schedule:

Semester

Fall, 1971	August 3, 1971
Spring, 1972	December 10, 1971
Summer, 1972	May 15, 1972

It is the responsibility of each applicant to complete his admissions file.

Standards of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Guide. A copy of the Student Guide may be obtained from the Office of Student Activities.

Criteria for Entrance

1. Beginning Freshmen

- a. Graduation from an accredited high school.
- b. Graduates from an unaccredited high school may be admitted when it is determined by the administration that the student can profit from instruction.
- c. Non high school graduates who are at least 18 years of age and whose high school class has graduated may be admitted when it is determined by the administration that the student can profit from instruction.
- d. Upon the recommendation of high school principals, a limited number of outstanding high school students may be concurrently enrolled for special study.
- e. Students entering with ACT scores of 11 or below will generally be enrolled in the Developmental Studies program. Individual decisions will, however, be made in conference with a counselor.

2. Transfer Students

College transfer applicants will be considered for admission based on their previous college record. Scholastic standing for transfer

applicants will be determined by the Eastfield College Office of Admissions based upon the Eastfield College grade point system.

Students on scholastic or disciplinary suspension from another institution must apply to the Committee on Admissions.

3. Former Dallas County Junior College District Students

Former Dallas County Junior College District students will be required to submit an application for re-admission to any one of the District colleges.

Admission Procedures

Full-Time Applicants

Students planning to take 12 semester hours or more must submit to the Office of Admissions the following items:

1. Application for Admission.
2. Official transcripts from all schools (high school or college) attended.
3. ACT Scores.

Each applicant who has not earned at least 6 semester hours of college credit with grades of "C" or better is required to furnish the Director of Admissions with the results of the American College Testing (ACT) program. The results of these tests will be used for counseling and placement.

The ACT test battery is given at local high schools. An applicant should register several weeks in advance of the announced date. Applications for this test may be secured through the local high school counselor or by writing to the Director of Admissions. The ACT code number for Eastfield College is 4085.

4. Medical Form.

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

Part-Time Students

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

1. Application for Admission.
2. Official transcripts from all schools (high school or college) attended.

3. Medical Form.

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

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

The health history side of the examination form must be completed by all students.

Transfer of Credit

Transfer credit will be given for all passing work completed at accredited colleges and universities. The Admissions Office will be responsible for the evaluation of all transfer credit.

Credits earned in military service-connected schools or through U.S. Armed Forces Institute will be reviewed by the Director of Admissions and credit granted if applicable.

Foreign Students

This school is authorized under Federal law to enroll non-immigrant alien students. However, under present conditions, no foreign students are admitted without the special permission of the president of the college.

TUITION AND FEES

Tuition and Fees

Tuition fees (Credit Courses) **

Tuition fees will be charged according to the following schedule:

Fall or Spring Term

Residents of Dallas County	\$6.00 per semester credit hour to a maximum of \$60.00
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Residents of Other Texas Counties	\$20.00 per semester credit hour to a maximum of \$200.00
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Non-Texas Residents*	\$30.00 per semester credit hour to a maximum of \$300.00
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Summer Session

Residents of Dallas County	\$10.00 per semester credit hour to a maximum of \$60.00
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Residents of Other Texas Counties	\$30.00 per semester credit hour to a maximum of \$180.00
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Non-Texas Residents*	\$45.00 per semester credit hour to a maximum of \$270.00
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* A non-resident student is hereby defined to be a student of less than twenty-one (21) years, living away from his family and whose family resides in another state, or whose family has not resided in Texas for the twelve (12) months immediately preceding the date of registration; or a student of twenty-one (21) years of age or who resides out of the state or who has not been a resident of the state twelve (12) months immediately preceding the date of registration.

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

Special Fees and Charges

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

Physical Education Activity Fee	\$ 5.00 a semester
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Bowling Fee	\$10.00 a semester
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Audit Fee	The charge for auditing a course is at the same rate as taking a course for credit regardless of the number of hours enrolled, except that a student activity fee is not charged.
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Credit by Examination	Examination fee of \$5.00 per examination plus tuition at the part-time rate per semester hour.
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Other Fees

Other special fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a basic practical minimum for the program involved. A graduation fee is not assessed students receiving a degree; however, each student will pay for cap and gown rental.

Refund Policy

The refund policy for Eastfield College is based on the fact that student tuition and fees provide only a fraction of the cost of providing educational opportunities. When a student enrolls in a class, he

reserves a place which cannot be made available to another student until he officially drops the class. Also, a student's original enrollment represents a sizeable cost to the district whether or not he continues in that class. Therefore, refunds will be made only under the following conditions:

1. No 100% refunds are granted unless college error is involved.
2. 80% refund of tuition and fees if the class is dropped during the first week of classes for each semester.
3. No refund will be made after the first week of classes. An exception may be made for students inducted into the armed services if a copy of the induction notice is filed with the Petitions Committee in the Office of Dean of Students.
4. The first two days of a six week summer session are considered to be the equivalent of one week for purposes of this policy.
5. Request for refund must be submitted before the end of the semester or summer session for which this refund is requested.

ACADEMIC INFORMATION



ACADEMIC INFORMATION

Scholastic Standards: Grades and Grade Point Average

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

<i>Grade</i>	<i>Interpretation</i>	<i>Grade Point Value</i>
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
P	Progress	Not computed
F	Failing	0 points
I	Incomplete	Not computed
W	Withdrawn	Not computed

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total grade point values for all courses for which grade point values may be computed and dividing by the appropriate number of credit hours attempted during the same period.

Incomplete grades may be given when an unforeseen emergency prevents a student from completing the work in a course. Incomplete grades must be converted to grade point bearing grades within 90 days after the first day of classes in the subsequent regular semester. After 90 days, the "I" grade will become a "W".

Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester hours or more) and part-time students once they have accumulated 12 semester hours of college credit.

Based on a 4.0 point scale the following criteria describe the procedures to be followed.

1. Students admitted directly from high school must maintain a 2.0 (C) grade point average for the current semester or they will be placed on probation.
2. Students who have completed one or more semesters must maintain a 2.0 cumulative grade point average or they will be placed on probation.

3. Students who have been placed on scholastic probation must raise their grade point average above 2.0 in order to be removed from probation.
4. Students on scholastic probation who drop below a cumulative grade point average of 1.5 will be placed on scholastic suspension.

Students applying for graduation must have a minimum cumulative grade point average of 2.0.

Settlement of Debts and Grade Reports

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

Credit by Examination

Under special circumstances, a student regularly enrolled and in good standing who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Ordinarily, the privilege of taking an examination for credit will be granted only to students who have at least a "B" grade average in all courses attempted at Eastfield College.

A maximum of 12 semester hours may be earned by examination. The only exception to this rule is when the total number of semester hours credit involved in any 3 specific courses is greater than 12 semester hours. Credit by examination may be attempted only one time in any given course and a grade of "B" or better on the examination is required in order to receive credit. Requests for examinations should be made to a counselor who will provide the necessary petition forms and advise the student of the procedure. A student, whether part time or full time, will pay an examination fee of \$5.00 per examination plus tuition at the part time rate per semester hour. There is no refund in case of failure to establish credit.

Only after the student has completed 12 semester hours credit in residency will the semester hours earned through examination become a part of the student's permanent record. The last 15 semester hours required for graduation in any degree or certificate program must be earned in residency and may not be earned through credit examination.

Transcripts of Credit from Eastfield College

The Registrar's Office will send the student's transcript upon request to any college or agency named. A student's official transcript may be withheld until he has settled all financial obligations to the college.

Classification of Students

1. **Freshman:** A student who has completed fewer than 30 semester hours.
2. **Sophomore:** A student who has completed 30 or more semester hours.
3. **Part-Time:** A student carrying fewer than 12 semester hours of work.
4. **Full-time:** A student carrying 12 or more semester hours of work.

CLASS INFORMATION

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when he is absent from a class.

Instructors are required to report students to the Dean of Students for excessive absences. Generally, first excessive absence reports are made when a student is absent from class for the number of hours for which the class has credit. At this point, students are warned that failure to attend class may result in suspension from that class. Second excessive absence reports are filed with the Dean of Students when, in the opinion of the instructor, a student's continued absences warrant his suspension from class.

Students dropped for excessive absences prior to the last two weeks of the semester will receive a grade of "W" in the class from which they are dropped.

Classroom Dishonesty

Dishonest work on tests, term papers, and examinations is a serious offense. Plagiarism (the act of using source material of other persons without following the accepted techniques of crediting) is never acceptable behavior in an academic community.

Dropping a Course or Withdrawal from College

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

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

A student who drops or withdraws from college will receive a "W" in each class from which he has withdrawn. The deadline for receiving a "W" is two weeks prior to the end of the semester. After that time, a student will receive a performance grade in the course.

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

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and will be determined on the basis of whether space is available in the class to which he wishes to change. The change action is not completed until it has been received and processed by the registrar's office with the instructor being notified of the change. Change action from the division chairman will be accepted by the registrar through the first week of classes.

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit.

Procedures for auditing a course will be administered by the registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled in collegiate level courses, the combined number of semester hours in credit courses and audit shall not exceed eighteen.

Recommended Academic Load

No student will be permitted to carry more than 18 semester hours of course work or more than 5 classes plus physical education without permission of the administration. Employed students are advised to limit their academic loads in accordance with the following recommendation: If a student carries a full college load (12 semester hours or more), he should not work more than 20 hours per week. If he must work more hours; his credit hour load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full-time is 6 semester hours of course work.

The recommended load limit in a 6-week summer session is 6 semester hours of credit. A total of 14 semester hours of credit is the maximum that may be earned in any 12-week summer period.

DEGREE REQUIREMENTS

Associate in Arts and Associate in Science Degree Requirements

A total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0).

These 60 hours must include:

English 101-102, plus an additional 6 hours of English	12 hours
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A minimum of 6 semester hours of a laboratory science. (Music Majors are exempt from this requirement. Check listings under subject field.)	6 hours
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History 101-102 and Government 201-202 (No substitutions allowed)	12 hours
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Humanities: To be selected from Theatre 101, Art 104, Music 104, or Humanities 101	3 hours
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In addition to the course requirements, each student who is granted a degree from Eastfield College must fulfill a residence requirement of earning the last 15 credit hours as a resident student on the campus. No more than $\frac{1}{4}$ of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for correspondence work.

All students who expect to transfer to a four year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years.

The student is urged to consult the catalog of the institutions to which he might transfer for their special requirements. These catalogues should be used by the student and his advisor as a basis for the program plan.

DEGREE REQUIREMENTS

Associate in Applied Arts and Associate in Applied Science Degrees

A minimum of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester hour total is over 60. These requirements are listed in this catalogue under Technical-Occupational Programs.

Procedure for Filing Degree Plan

1. The student should request a degree plan from the Registrar's Office at the end of his first semester.
2. A student following a 1-year certificate program should request an official plan during his first semester.

STUDENT SERVICES



STUDENT SERVICES

Counseling and Guidance

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

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

All students are assigned a counselor by the Director of Counseling. Those who desire services of a counselor should contact the Counseling Office for an appointment.

Advisement

For students who have been admitted to the college, educational planning and advisement is provided. A staff of full-time counselors is available to the students of Eastfield College; but faculty members as well, also serve as program advisors to aid students in defining their educational and vocational goals.

Financial Aid and Placement

The financial aid and placement program at Eastfield College is designed to function as a multi-purpose financial assistance service for the students. One important objective is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another objective is to provide assistance to

students, who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be controlled by their financial resources.

Requests for information should be directed to the Director of Financial Aid and Placement, Eastfield College, 3737 Motley Dr., Mesquite, Texas 75149.

Students who anticipate the need for financial assistance for college should complete an application well in advance so a realistic determination of their need may be reached.

Student Employment

Part-time employment. Typically, a part-time employment is designed as a financial aid to assist students while they are in college through:

1. ON CAMPUS PLACEMENT
2. WORK-STUDY PROGRAM
3. OFF CAMPUS PLACEMENT

Federal and State Programs

Veteran's Benefits. The Veteran's Benefits program for eligible students is coordinated in the Office of Admissions and Records. Veterans of the Korean War and Cold War who are interested in more details should contact the person in charge of Veteran's Benefits in the Admissions Office.

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

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical or mental disabling condition. For further information, contact Vocational Rehabilitation, 3115 Swiss Avenue, Dallas, Texas.

Hazelwood Act. Veterans of World War I, World War II, Korean War and Spanish-American War who have no remaining GI educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible.

Loans

Eastfield College has several loan funds for students needing long-term as well as short-term loans. Students interested in making

application for loans should apply at the Financial Aid and Placement Office.

Texas Opportunity Loan. This loan was established by the Coordinating Board of Texas in 1966. Any resident of the state of Texas who has financial need and receives recommendations from his high school counselor or principal, and the Eastfield College Financial Aid Director is eligible. A maximum loan of \$1,000 an academic year up to 5 years can be granted with payment beginning 4 months after termination or completion of studies. Minimum payment is \$15.00 per month (depending on amount borrowed) with 6% interest. The student borrower has a maximum of 5 years to repay the loan. Students must apply each year for the reinstatement of the loan.

Grants

Educational Opportunity. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with great financial need. To be eligible a student must prove financial need, make satisfactory progress toward the completion of his educational goal, and must be able to contribute less than \$626.00 per academic year toward educational expense. The maximum amount of the grant is \$1,000, if need is at least \$2,000 per academic year. No amount less than \$200.00 can be granted. Students must apply each academic year to be reinstated.

Student Activities

A full program of co-curricular activities are available under the direction of student activities. The Creative Curriculum College and the College Council are innovative frameworks in which the student association has an important voice.

◦ **COURSES
BY DIVISIONS**



COURSES BY DIVISIONS

Courses Listed by Divisions

(See alphabetical listing for course descriptions.)

Rationale For Catalog Numbering System

90-199	Open to freshmen and sophomores.
200-299	Sophomore courses, open to freshmen by permission of Division Chairman only.

Specialized courses within departments may or may not be open to non-majors depending on prerequisites.

BUSINESS DIVISION

Computer Science
Data Processing
Economics
General Business
Mid-Management
Secretarial
Transportation

COMMUNICATIONS DIVISION

Communications
English
French
German
Journalism
Photography
Spanish
Speech

DEVELOPMENTAL STUDIES DIVISION

Child Development
Developmental Mathematics
Developmental Reading
Developmental Writing
Human Development
Reading

COURSES BY DIVISIONS

HUMANITIES DIVISION

Art
Humanities
Music
Philosophy
Theatre

PHYSICAL EDUCATION DIVISION

Physical Education
Physical Education Activity
Recreation Leadership

SCIENCE AND MATHEMATICS DIVISION

Air Conditioning and Refrigeration
Auto Body Technology
Automotive Technology
Biology
Chemistry
Diesel Technology
Drafting
Earth Science
Electronic Technology
Engineering
Geography
Geology
Mathematics
Physics

SOCIAL SCIENCE DIVISION

Anthropology
Government
History
Psychology
Religion
Social Science
Sociology

COURSES BY ALPHABETICAL LISTING



COURSES BY ALPHABETICAL LISTING

Accounting (See Business 201, 202)

Advertising and Sales Promotion (See Business 233)

Air Conditioning and Refrigeration 135 4 hrs. Lec.
Principles of Refrigeration and Domestic 7 hrs. Lab.
Refrigeration Systems (5)

Basic refrigeration cycles, their components, and theories of operation are covered during the first portion of this course, with the remainder consisting of a thorough study of domestic refrigeration systems, such as refrigerators, freezers, and window air conditioners.

Air Conditioning and Refrigeration 136 3 hrs. Lec.
Fundamentals of Electricity (4) 6 hrs. Lab.

Starting with electron theory this course includes DC and AC circuits, motors, generators, and power distribution systems. All of the material covered will be as it relates to the refrigeration and air conditioning industry.

Air Conditioning and Refrigeration 137 4 hrs. Lec.
Electrical Circuits and Controls (5) 7 hrs. Lab.

Prerequisite: Air Conditioning and Refrigeration 135 and 136.
A study of electrical power circuits, control circuits, wiring devices, and schematic wiring diagrams. Also a very large emphasis upon trouble shooting electrical problems within electrical systems.

Air Conditioning and Refrigeration 138 3 hrs. Lec.
Commercial Refrigeration Systems (4) 6 hrs. Lab.

Prerequisite: Air Conditioning and Refrigeration 135 and 136.
Refrigeration equipment used at any level of marketing or merchandising products, such as restaurant or supermarket equipment is included in the commercial refrigeration field. The primary objective of this course will be for the student to gain the knowledge and skills necessary to install and service commercial refrigeration systems.

Air Conditioning and Refrigeration 235 4 hrs. Lec.
Air Conditioning Systems (Cooling) (5) 7 hrs. Lab.

Prerequisite: Air Conditioning and Refrigeration 137 and 138.
Residential, central and small commercial air conditioning cooling systems are the areas of study for this course. Psychometrics, heat transfer, air distribution, methods of control, and a familiarization with specific equipment of various manufacturers will be included.

COURSES BY ALPHABETICAL LISTING

Air Conditioning and Refrigeration 236	3 hrs. Lec.
Air Conditioning Systems (Heating) (4)	6 hrs. Lab.

Prerequisite: Air Conditioning and Refrigeration 137 and 138.

This course will give the student the necessary knowledge and skills for installing and servicing gas fired, electric, and reverse cycle air conditioning heating systems on residential and small commercial applications.

Air Conditioning and Refrigeration 237	4 hrs. Lec.
Advanced Air Conditioning Systems (5)	7 hrs. Lab.
(Heating and Cooling)	

Prerequisite: Air Conditioning and Refrigeration 235 and 236.

Large commercial air conditioning cooling and heating systems such as those used in high rise office buildings are studied in this course, the objective being to acquaint the student with large tonnage equipment in order that he can understand the operation, proper maintenance, and service of these systems.

Air Conditioning and Refrigeration 238	3 hrs. Lec.
Air Conditioning System Design (4)	6 hrs. Lab.

Prerequisite: Air Conditioning and Refrigeration 235 and 236.

Methods of heat loss and heat gain calculation, equipment selection, duct sizing and layout will be taught in this course. Also the student will be given a residential structural blueprint and required to design an air conditioning system for the home and make an estimate of the total cost including equipment of such an installation.

Anthropology 100 Introduction to		
Anthropology (3)		3 hrs. Lec.

A survey of the origin of mankind involving the processes of physical and cultural evolution; ancient man; preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.

Anthropology 101 Cultural Anthropology (3)	3 hrs. Lec.
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Prerequisite: Consent of instructor recommended. A survey of the cultures of the world with emphasis on those of North America. The concept of culture; social and political organization; language; religion and magic; elementary anthropological theory.

COURSES BY ALPHABETICAL LISTING

Art 104 Art Appreciation (3) 3 hrs. Lec.

Films, lectures, slides, and discussions on the theoretical, cultural, and historical aspects of the visual arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual.

Art 105 Survey of Art History (3) 3 hrs. Lec.

This course gives attention to the chronological sequence of the major styles of art from the cave periods through the Baroque. The course relates the thoughts behind each historical period to the visual concepts embodied in individual works of art of that specific period. Proposes to give the art major a broader range of ideas which will enable him to better relate the past to his own work and to offer him stimuli for his future works of art.

Art 106 Survey of Art History (3) 3 hrs. Lec.

Prerequisite: Art 105. A continuation of Art 105.

Art 110 Basic Design I (3) 2 hrs. Lec. 4 hrs. Lab.

Course designed to develop a sensitivity to form, color and texture through exploration with tools and materials and the study of their relation to simple concepts in the theory of design. Required of all art majors. Open to all interested students.

Art 111 Basic Design II (3) 2 hrs. Lec. 4 hrs. Lab.

A study of basic concepts involving the use of line, mass, space, texture, and form as related to various three-dimensional materials. Required of all art majors. Open to a few non-art students.

Art 114 Basic Drawing I (3) 2 hrs. Lec. 4 hrs. Lab.

A study of drawing, both as a major medium and as a flexible research tool with emphasis on structure and the illusions of space, volume, and movement. Required of all art majors. Open to others who are interested.

Art 115 Basic Drawing II (3) 2 hrs. Lec. 4 hrs. Lab.

Prerequisite: Art 114. A continuation of Art 114.

COURSES BY ALPHABETICAL LISTING

**Art 201 Life Drawing (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 110, Art 114, sophomore standing and/or permission of the Humanities chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume.

**Art 202 Life Drawing (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 201. A continuation of Art 201.

**Art 205 Painting (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 110, 114, or permission of instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models, and the imagination.

**Art 206 Painting (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 205. A continuation of Art 205.

**Art 208 Sculpture (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 110, Art 111, and Art 114 or permission of instructor. A studio course designed as a means of original expression in three-dimensional media.

**Art 209 Sculpture (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Art 208. A continuation of Art 208.

Art 210 Commercial Art (3) 3 hrs. Lec.

An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments.

Art 211 Commercial Art (3) 3 hrs. Lec.

A continuation of Art 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques, and the development of a professional portfolio.

COURSES BY ALPHABETICAL LISTING

Art 215 Ceramics	(3)	2 hrs. Lec. 4 hrs. Lab.
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Building of pottery forms by coil, slab and use of wheel; glazing and firing.

Art 228 Three Dimensional Design	(3)	2 hrs. Lec. 4 hrs. Lab.
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Prerequisite: Art Majors—Art 110, 111, and 114; Drafting Technology majors—Drafting 132 and Engineering 131. 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.

Auto Body Technology 131 Basic Metal and Paint Principles	(5)	1 hr. Lec. 9 hrs. Lab.
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Skill in the use of tools, equipment, and materials of the body shop is taught. Basic metal preparation and painting, the skills of primer application, mixing colors, and spray gun usage are emphasized.

Auto Body Technology 132 Minor Metal and Paint Repair	(5)	1 hr. Lec. 9 hrs. Lab.
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Students develop skills in the use of metal grinders, filling with lead or plastic. Metal preparation, sanding, masking, and painting surfaces on minor damaged areas of automobiles are emphasized.

Auto Body Technology 133 Major Metal Repair	(5)	1 hr. Lec. 9 hrs. Lab.
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Skill in the repair, alignment, and fitting of major panels is taught in this unit. The student moves into the area of major collision repair. The student learns the procedures for removing trim sections, glass, and frame, hard trim, and lock mechanisms.

Auto Body Technology 134 Major Collision Repair and Estimates	(5)	1 hr. Lec. 9 hrs. Lab.
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The student replaces or repairs major sections of the automobile. He also develops skill in frame alignment, cross member replacement, and body alignment. Students are taught to make collision repair estimates on material and labor.

COURSES BY ALPHABETICAL LISTING

Auto Body Technology 135	Metals Processing	(3)	1 hr. Lec. 4 hrs. Lab.
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Methods of welding, designing, bending, and arranging of metals will be emphasized in this unit.

Automotive Technology 131	Automotive Principles	(5)	2 hrs. Lec. 6 hrs. Lab.
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The basics of automotive technology will be introduced in this course. Introductory lecture and laboratory experiences will be given on repair and maintenance of automotive electrical and fuel systems. The basic repair and test equipment will be the training instruments for this course.

Automotive Technology 132	Automotive Engines	(6)	3 hrs. Lec. 9 hrs. Lab.
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The basic theory and operating principles of the automotive internal combustion engine will be studied. Theory and laboratory experiences will be provided in the repairing and rebuilding of the gasoline engine. The use of precision measuring instruments and other tools required to repair, adjust, and test automotive engines are presented.

Automotive Technology 133	Electrical Systems	(5)	2 hrs. Lec. 6 hrs. Lab.
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This course is a continuation of Automotive Technology 131 and will complete the study of the carburetion, ignition, related electrical systems of the automobile. Modern diagnostic and test equipment including the dynamometer will be utilized.

Automotive Technology 134	Auto Air Conditioning	(5)	2 hrs. Lec. 6 hrs. Lab.
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The principles and fundamentals of air conditioning and heating are treated as they relate to the automotive air-conditioning system. Installation, maintenance, and service of compressors, condensers, evaporators, and related components are covered.

Automotive Technology 135	Drive Lines and Differential	(5)	2 hrs. Lec. 4 hrs. Lab.
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The automotive drive train, exclusive of the automatic transmission, is taught through theory and laboratory experiences. Attention is given to all aspects of service and rebuilding of standard transmissions, clutches, and differentials.

COURSES BY ALPHABETICAL LISTING

Automotive Technology 231	Automatic Transmissions	(6)	3 hrs. Lec. 9 hrs. Lab.
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In this unit of study, the operating principles, service and rebuilding of the automotive automatic transmission are taught. Included are torque converters, servos, control valve assemblies and the use of special service tools. All American made automatic transmissions are covered in this course.

Automotive Technology 232	Brakes and Front Suspensions	(5)	2 hrs. Lec. 6 hrs. Lab.
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This unit of instruction includes brake service as applied to power brakes, drums, wheel cylinders, installation, and adjustment. Front end alignment, suspension, steering mechanisms, and wheel balancing are also included.

Automotive Technology 250	Automotive Practicum	(10)	2 hrs. Lec. 24 hrs. Lab.
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Prerequisite: Automotive Technology 131, 132, 133, 134, 135, 231, and 232 and the consent of the instructor. This course constitutes an on-the-job application of the theory and laboratory instruction received in the formal courses of the automotive technology curricula. The student will be placed in a work-study position in the automotive industry that will test his skill and ability to function successfully as an automotive technician. Successful completion of this course and other degree requirements leads to the Associate in Applied Science Degree.

Biology 101	General Biology (4)	3 hrs. Lec. 3 hrs. Lab.
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Prerequisite to all high level biology courses and must be taken in sequence. Recommended for science majors. The first semester of a two semester sequence surveying in depth the principle concepts of biology, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An introductory survey of the plant and animal kingdoms is included which emphasizes the classification and basic structure and function of the more important groups.

Biology 102	General Biology (4)	3 hrs. Lec. 3 hrs. Lab.
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Prerequisite: Biology 101. A continuation of Biology 101.

Biology 115 Biological Science (4)	3 hrs. Lec.
	3 hrs. Lab.

Biology 116 Biological Science (4)	3 hrs. Lec.
	3 hrs. Lab.

Biology 203	Intermediate Botany (4)	3 hrs. Lec.
		3 hrs. Lab.

Biology 211	Invertebrate Zoology (4)	3 hrs. Lec.
		3 hrs. Lab.

[illegible]

Biology 215 Human Anatomy	3 hrs. Lec.
and Physiology (4)	3 hrs. Lec.

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COURSES BY ALPHABETICAL LISTING

**Business 138 Body Shop Operations (4) 3 hrs. Lec.
2 hrs. Lab.**

The student acquires knowledge of repair order, analysis and auditing, ratio of parts cost to labor cost, and basic bookkeeping procedures.

Business 150-151 Management Training (4) 20 hrs. Lab.

Prerequisite: Concurrent enrollment in approved Mid-Management Program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 150 will be offered first semester; Business 151 will be offered second semester.

Business 152-153 Management Seminar (2) 2 hrs. Lec.

Prerequisite: Concurrent enrollment in approved Mid-Management Program. Problem analysis and project development in a conference course for students working in the Mid-Management program. Business 152 will be offered first semester; Business 153 will be offered second semester.

Business 160 Machine Transcription (3) 3 hrs. Lec.

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Intensive course in transcribing from recording machines using predicated business letters and other forms of business communication from a variety of professions, industries, and Government agencies. Training in use of major dictating-transcribing machines with electric typewriters. Goal is development of employable skill. Familiarization with typewriter related equipment.

**Business 161 Office Machines (2) 1 hr. Lec.
2 hrs. Lab.**

Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators.

Business 162 Secretarial Training (3) 3 hrs. Lec.

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing, skill in the use of duplicating machines, mail, telegraph, postal and shipping service, handling travel details and meeting arrangements. Duties of the receptionist and development of a desirable secretarial appearance and personality are used.

Business 163	Beginning Shorthand (3)	2 hrs. Lec.
		3 hrs. Lab.

Business 164	Intermediate Shorthand (3)	2 hrs. Lec.
		3 hrs. Lab.

Business 173	Beginning Typing (2)	1 hr. Lec.
		2 hrs. Lab.

Business 174	Intermediate Typing (2)	1 hr. Lec.
		2 hrs. Lab.

Business 180-181 Management Training (4) 20 hrs. Lab.

Business 182-183 Management Seminar (2) 2 hrs. Lec.

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COURSES BY ALPHABETICAL LISTING

Business 184 Introduction to Transportation (3) 3 hrs. Lec.

Provides over-all picture of transportation; includes analysis of specialized fields within the transportation industry; identifies role of transportation in modern society. Included also is transportation and the community, transportation and minority groups, determining community needs, philosophy of transportation, and the future of transportation.

Business 185 Transportation Rates and Tariffs (3) 3 hrs. Lec.

The student acquires knowledge of the rates and tariffs peculiar to the many facets of the transportation industry. Studied in this course are such items as tariff schedules, phases of tariff and classification, and technical tariffs and rates.

Business 186 Government Policies in Transportation (3) 3 hrs. Lec.

Provides students knowledge in the development of federal policy, states roles, municipalities roles, subsidy, taxation, and controls of transportation in the United States.

Business 201 Principles of Accounting (3) 3 hrs. Lec.

Theory and practice of measuring and interpreting financial data for business units; study of problems and income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements.

Business 202 Principles of Accounting (3) 3 hrs. Lec.

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

Business 230 Salesmanship (3) 3 hrs. Lec.

A course in general salesmanship involving the factors of successful selling of goods and ideas. Buying motives, sales psychology, customer approach, and sales techniques are studied.

Business 231 Business Correspondence (3) 3 hrs. Lec.

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school; satisfactory completion of Communications 131 or English 101. A practical course that includes a study of letter

COURSES BY ALPHABETICAL LISTING

forms, the mechanics of writing, and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

Business 233 Advertising and Sales Promotion (3) 3 hrs. Lec.

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

Business 234 Business Law (3) 3 hrs. Lec.

This course is designed to acquaint the student with the historical and ethical background of the law and to familiarize him with present-day principles of law. Particular emphasis on contracts, property (bailments, sales, leases, wills, and estates), and torts.

Business 237 Organizational Behavior (3) 3 hrs. Lec.

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

Business 250-251 Management Training (4) 20 hrs. Lab.

Prerequisite: Business 150-151; concurrent enrollment in Business 252-253. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Business 250 will be offered first semester; Business 251 will be offered second semester.

Business 252-253 Management Seminar (2) 2 hrs. Lec.

Prerequisite: Business 152-153; concurrent enrollment in Business 250-251. A seminar in basic elements in management including the nature of management, planning, directing, controlling, organizing, and management development. Business 252 will be offered first semester; Business 253 will be offered second semester.

Business 263 Advanced Shorthand (3) 2 hrs. Lec. 3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 164 or two years of shorthand in high school; satisfactory completion of Business 174

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or two years of typing in high school. Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building dictation, timed typewritten transcription of shorthand notes for mailable letters.

**Business 264 Shorthand Transcription (3) 2 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Satisfactory completion of Business 263; satisfactory completion of Business 273. Emphasis upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work meeting office standards.

**Business 273 . Advanced Typing (2) 1 hr. Lec.
2 hrs. Lab.**

Prerequisite: Satisfactory completion of Business 174 or two years of typing in high school. Timed production of all types of business material is emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds.

Business 280-281 Management Training (4) 20 hrs. Lab.

Prerequisite: Business 180-181; concurrent enrollment in Business 282-283. Continuation of supervised employment in the student's chosen transportation field. Intended to provide increased supervisory responsibility for students preparing for careers in transportation. Business 280 will be offered first semester; Business 281 will be offered second semester.

Business 282-283 Management Seminar (2) 2 hrs. Lec.

Prerequisite: Business 182-183; concurrent enrollment in Business 280-281. Continued problem analysis and project development in a conference course for students working in the Transportation Technology Program. Business 282 will be offered first semester; Business 283 will be offered second semester.

Business 287 Transport Operations I (3) 3 hrs. Lec.

Students attain knowledge in areas such as material handling, production control, traffic and transportation procedures within industrial plants, private carrier operations and administration, exempt transportation and containerization.

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Business 288 Transport Operations II (3) 3 hrs. Lec.

Prerequisite: Business 287. Students attain knowledge applicable to more details in the areas of material handling, production control, traffic and transportation procedures within industrial plants, private carrier operations and administration, exempt transportation and containerization.

Business 289 Transportation Systems Planning (3) 3 hrs. Lec.

Provides student with the interactions of transportation modes—transit, rail, trucking, air, and water. Also included are network configurations.

Career Opportunities 101 Career Opportunities (1) 1 hr. Lec.

A study of local and national occupational trends with emphasis on the process of vocational choice. Designed to acquaint students with requirements of specific vocations and professions. Aptitude, interest, and personality inventories will be utilized and related to scholastic achievement, work experience, and occupational interests.

—Chemistry 101 General Chemistry (4) 3 hrs. Lec. 3 hrs. Lab.

Prerequisite: Math 093 or equivalent. Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure of interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry.

Chemistry 102 General Chemistry (4) 3 hrs. Lec. 3 hrs. Lab.

Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work.

Chemistry 115 General Chemistry (4) 3 hrs. Lec. 3 hrs. Lab.

Prerequisite: DM 091 or equivalent. Designed for non-science majors. The course traces the development of theoretical concepts

and the evolution of these concepts in explaining various observations and laws relating to chemical bonding, chemical reactions, states of matter, and changes of state.

Prerequisite: *Chemistry 115*. Designed for non-science majors. The course is a continuation of Chemistry 115 and includes the application of fundamental concepts to a variety of topics such as solutions, electrochemistry, and nuclear chemistry. The descriptive chemistry of some common elements and inorganic and organic compounds is included.

Prerequisite: *Chemistry 102*. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions, and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereochemistry, transition state theory, and technique of organic synthesis.

Prerequisite: *Chemistry 201.* A continuation of Chemistry 201 with emphasis on polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds.

Prerequisite: *Chemistry 102, Math 104 or equivalent.* This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry.

Prerequisite: *Chemistry 102*. Advanced review of chemical calculations of general chemistry with special emphasis on stoichiometry and chemical equilibrium.

Child Development 135	Survey of Child	3 hrs. Lec.
Service Programs	(4)	2 hrs. Lab.

**Child Development 136 Fundamentals of
Child Growth and Behavior (3) 3 hrs. Lec.**

Child Development 137	Learning Programs	3 hrs. Lec.
for Young Children	(4)	2 hrs. Lab.

Child Development 138	Fundamentals of	
Child Guidance	(3)	3 hrs. Lec.

Child Development 201 Adolescent Development and Society (3) 3 hrs. Lec.

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Child Development 233 A Survey of Learning Theories (4) 3 hrs. Lec. 2 hrs. Lab.

A study of learning methods and theories and the practical application of these to the child care facility. Emphasis is placed on developing programs to meet the needs of young children. The laboratory experience will be comprised of participating work in various child care facilities.

Child Development 234 Studies of Child Growth and Development (3) 3 hrs. Lec.

A study is made of the growth and development of the young child with emphasis placed upon the interpretation of anecdotal records and case studies of young children.

Child Development 235 The Application of Learning Theories (5) 3 hrs. Lec. 3 hrs. Lab.

Emphasis will be on instructional program for child care facilities which include the scope and sequence of learning experiences, readiness for learning skills, and experience in social living. The laboratory experience will be internship in child care facilities.

Child Development 236 Childhood Problem Situations (3) 3 hrs. Lec.

This course examines some of the special problems and challenges the child faces in his environment. Study will be made of children showing how problem situations can stem from personal or family factors and lead to deviant behavior patterns.

Communications 131 Applied Composition and Speech (3) 3 hrs. Lec.

The study of English as a practical means of preparing for successful performance in the student's chosen vocation. Emphasis placed upon assembling, organizing, and evaluating material for the composition of letters, applications, resumes, and short reports. Practice in oral expression.

Communications 132 Applied Composition and Speech (3) 3 hrs. Lec.

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

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**Computer Science 101 Introduction to
Computing Service (3) 3 hrs. Lec.**

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

**Computer Science 102 Fortran Programming (3) 2 hrs. Lec.
2 hrs. Lab.**

Prerequisite: Math 104 or DP 137. Designed to provide programming skills for those students who need to use the computer as a tool suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines. Lab fee \$4.00.

**Computer Science 131 RPG Programming (3) 2 hrs. Lec.
2 hrs. Lab.**

Prerequisite: DP 133. An elective course to provide programming skills using the Report Program Generator. Emphasis will be on the language techniques and not on operation and functioning of the equipment. Program problems will emphasize card processing and will include basic listing, multi-card records and multi-file processing. Designed for programmers and programmer trainees who require RPG in their job environment. Lab fee \$4.00.

**Data Processing 133 Beginning Programming (4) 3 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Successful completion of or concurrent enrollment in DP 137 or Math 104. An introductory course to acquaint the student with the elements of programming computers using the COBOL language. Skills in problem formulation, flow charting, coding, check out, and documentation are developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing cards, tape and disk in a sequential processing mode. Lab fee \$7.00.

**Data Processing 136 Intermediate Programming (4) 3 hrs. Lec.
4 hrs. Lab.**

Prerequisite: DP 133, DP 137, or Math 104. Further development of skills and proficiency using COBOL in a more complex programming environment. Special emphasis is given to random processing techniques, multiple input-output files, and the development of advanced program concepts of the language. Advise concurrent enrollment in DP 138. Lab fee \$7.00.

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Data Processing 137 Data Processing Mathematics (3) 3 hrs. Lec.

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

Data Processing 138 Data Processing Logic (3) 3 hrs. Lec.

Prerequisite: DP 133. This course is designed to develop and explore the basic logic necessary for problem solving utilizing the computer. Areas to be covered include flow charting techniques, decision tables, truth tables and table search techniques.

Developmental Mathematics 090 (3) 3 hrs. Lec.

Mathematics 090 is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percents and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the math sequence and includes an introduction to algebra. Same as GSM 090 in the El Centro College and Mountain View College catalogues.

Developmental Mathematics 091

Basic Mathematics (3) 3 hrs. Lec.

Prerequisite: DM 090 or equivalent. Mathematics 091 is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry. The sequence, DM 090-091 and Math 093 is preparatory to Math 104 as well as foundation for technical math. Same as GSM 091 in the El Centro College and Mountain View College catalogues.

Developmental Mathematics 092 Design Math (3) 3 hrs. Lec.

A course designed for those students in drafting, electronics, and refrigeration programs. The course includes a working knowledge of common and decimal fractions, percent, proportion, simple applied Algebra, simple applied Geometry, basic Trigonometry, and the slide rule.

Developmental Reading 090 Basic Reading (3) 3 hrs. Lec.

Developmental Reading 090 is concerned with the improvement of comprehension skills, vocabulary building, and study skills. The course

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is designed for those students who wish to strengthen the basic reading skills necessary for success in vocational, terminal, and transfer educational programs. Developmental Reading is offered in a laboratory setting employing individualized instruction methods. Same as GSR 090 in the El Centro College and Mountain View College catalogues.

Developmental Reading 091 Basic Reading (3) 3 hrs. Lec.

Basic Reading 091 is designed to increase proficiency in reading comprehension and rate; word recognition and vocabulary development; and study skills and reading in the content areas. It also includes reading experiences which have been developed to broaden the general reading background of the student. Developmental Reading is offered in a laboratory setting employing individual instruction methods. Same as GSR 091 in the El Centro College and Mountain View College catalogues.

Developmental Writing 090 Basic Writing (3) 3 hrs. Lec.

Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Mechanics of writing will include spelling, comprehension techniques, vocabulary improvement, principles of sentence and paragraph structure and various types of paragraph development. The course provides experience in finding and organizing ideas and materials for written compositions with an introduction to essay writing. It is held in a laboratory setting utilizing individualized instruction techniques. Same as GSW 090 in the El Centro College and Mountain View College catalogues.

Developmental Writing 091 Basic Writing (3) 3 hrs. Lec.

Prerequisite: Developmental Writing 090 or equivalent. Developmental Writing 091 is a course in composition and English usage for those students who need or desire a second semester of basic writing skills. It includes daily writing assignments that are based on situations that students are likely to meet in college, on the job, and in their personal lives. Same as GSW 091 in the El Centro College and Mountain View College catalogues.

Developmental Writing 092 Writing Lab (1) 3 hrs.

Prerequisite: Knowledge of basic writing skills, or successful completion of DW 090, DW 091, or equivalent. Developmental Writing 092 develops the ability to write effectively and spontaneously from individual opinions and reactions. The course includes a review of short essay development, critiques and evaluations of reading ma-

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terials, and brief research and reporting assignments. The course is held in a laboratory setting utilizing individualized instruction techniques.

Diesel Technology 131 Fundamentals of Diesel Engine Operation (6) 3 hrs. Lec. 9 hrs. Lab.

The theory, principles, and operating procedures of the internal combustion engine will be studied as they contribute to the operation of the modern diesel engine. The proper use of the tools and precision measuring instruments required to maintain and service the diesel engine will be included.

Diesel Technology 133 Engine Components (5) 3 hrs. Lec. 6 hrs. Lab.

Prerequisite: Concurrent enrollment in or credit for Diesel Technology 131. A continuation of Diesel Technology 131 with an emphasis toward the service and maintenance of the components related to the modern diesel engine.

Diesel Technology 134 Electrical Systems (6) 3 hrs. Lec. 9 hrs. Lab.

Electrical details involved in maintenance and repair of starters, alternators, regulators, switches, and wiring circuits on battery and magneto-systems will be studied as they relate to diesel technology.

Diesel Technology 136 Fuel Systems (5) 3 hrs. Lec. 6 hrs. Lab.

Instruction is given in disassembling, rebuilding, testing, servicing, and operation of the various units which make up the fuel systems found on diesel engines, such as injectors and transfer pumps, filters, governors, and turbo-chargers.

Diesel Technology 138 Diesel Shop Practices (2) 1 hr. Lec. 3 hrs. Lab.

Designed to acquaint the student with oxyacetylene welding and cutting. The basic principles of grinding, buffing, and the use of various machines that will be used in the trade are introduced.

Diesel Technology 231 Engine Tune-Up and Operation (4) 2 hrs. Lec. 4 hrs. Lab.

Prerequisite: Diesel Technology 131, 133, 134, and 136. The principles and techniques of diagnosing, locating, and correcting troubles

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encountered in diesel engine operation will be applied through the use of various types of testing equipment including the dynamometer.

Diesel Technology 232 Drive Train and Brake Systems (8) 4 hrs. Lec. 8 hrs. Lab.

The principles and fundamentals of truck and tractor drive trains including the various types of transmissions, differentials, clutches, and torque converters will be treated. The various types of braking systems will be included in this course.

Diesel Technology 234 Advanced Engine Overhaul (6) 1 hr. Lec. 12 hrs. Lab.

Prerequisite: Diesel Technology 131, 133, 134, 136, and 231. The complete rebuilding of the diesel engine and its related components will be accomplished. Performance and quality testing will be the evaluating criteria for the successful completion of this course.

Diesel Technology 250 Diesel Practicum (8) 20 hrs. Lab.

Prerequisite: Diesel Technology 131, 133, 134, 136, 138, 231, 232, and concurrent enrollment in or credit for Diesel Technology 234. This course constitutes an on-the-job application of the theory and laboratory instruction received in the formal courses of the Diesel Technology curricula. The student will be placed in a work-study position in the diesel industry that will test his skill and ability to function successfully as a Diesel Technician. Successful completion of this course and other degree requirements leads to the Associate in Applied Science Degree.

Directed Studies 202 Directed Studies (1-3)

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

Drafting 130 Technician Drafting (2) 1 hr. Lec. 3 hrs. Lab.

A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include multi-view drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards.

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Drafting 132 Basic Drafting (4) 2 hrs. Lec. 6 hrs. Lab.

A beginning course for students who have had little or no previous experience in drafting. The principal objectives are basic understanding of orthographic projection; skill in orthographic, axonometric, oblique and perspective sketching and drawing; lettering fundamentals and techniques; experience in using handbooks and other resource materials; and development of ability to think in three dimensions. A.S.A. and government standards are used; interpretation of industrial sketches and prints introduced when feasible to emphasize accepted industrial drawings practices. Emphasis is placed on development of manipulative skills as well as graphic theory.

Drafting 133 Intermediate Drafting (3) 2 hrs. Lec. 4 hrs. Lab.

Prerequisite: Drafting 132. The instructional units provide additional understanding of drafting problems and introduce several specialized drafting areas through simple design problems. The course emphasizes the application of design elements. Complete and accurate detail and assembly drawings of machine parts, gears, cams, jigs, and fixtures are required.

Drafting 135 Reproduction Processes (2) 1 hr. Lec. 3 hrs. Lab.

Prerequisite: Drafting 132. A study of photography, xerography, offset printing, and other reproduction processes that are used by today's draftsmen and technical illustrators.

Drafting 136 Geological and Land Drafting (3) 2 hrs. Lec. 4 hrs. Lab.

Prerequisite: Drafting 133 and Math 132. Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, petroleum and geophysics maps, and application of drawing techniques to land surveying, including boundaries, roads, buildings, elevations, plan and profile sheets, cross sections, plotting surveyor's notes, traverses, plot plans and plats.

Drafting 137 Drafting Training (4)

Prerequisite: Drafting 132; concurrent enrollment in Drafting 139, and consent of the instructor: This course offers supervised employment in the student's chosen phase of drafting. It is intended to provide practical experience for students preparing for careers in drafting.

Drafting 138 Architectural Drafting (4) 2 hrs. Lec.
6 hrs. Lab.

Drafting 139 Drafting Seminar (2) 2 hrs. Lec.

Drafting 230 Structural Drafting (3) 2 hrs. Lec.
4 hrs. Lab.

Drafting 231	Electronic Drafting (3)	2 hrs. Lec.
		4 hrs. Lab.

Drafting 232 Technical Illustration (3) **2 hrs. Lac.**
4 hrs. Lab.

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photographs, block diagrams, mechanical and optical schematics as well as those illustrations used for installations operation, maintenance, parts procurement, winning of contracts and reporting of research projects.

Drafting 234 Advanced Technical Illustration (4) 2 hrs. Lec.
6 hrs. Lab.

Prerequisite: *Drafting 135 and Drafting 232.* Designed to give the student experience in the rendering of technical illustrations. Media used include airbrush, ink, plastic pencil, and commercially prepared rendering sheets. Students are required to prepare complete illustrations for reproduction as well as exhibition.

Drafting 235 Building Equipment (Mechanical and Electrical) (3) 2 hrs. Lec.
4 hrs. Lab.

Prerequisite: *Drafting 133 or Drafting 138.* Involves the drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing, and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

Drafting 236 Piping and Pressure Vessel Design (3) 2 hrs. Lec.
4 hrs. Lab.

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

Drafting 238 Drafting Training (4)

Prerequisite: *Drafting 132; concurrent enrollment in Drafting 239, and consent of the instructor.* This course offers supervised employment in the student's chosen phase of drafting. It is intended to provide practical experience for students preparing for careers in drafting.

Drafting 239 Drafting Seminar (2) 2 hrs. Lec.

Prerequisite: *Concurrent enrollment in Drafting 238.* This course provides problem analysis and project development in a conference course for students working in the Drafting and Design Technology Cooperative Training Program.

Earth Science 116 Earth Science (4) **3 hrs. Lec.**
3 hrs. Lab.

Economics 201 Principles of Economics I (3) 3 hrs. Lec.

Economics 202 Principles of Economics II (3) 3 hrs. Lec.

Electronic Technology 130 D. C. Circuits	3 hrs. Lec.
and Electrical Measurements (4)	3 hrs. Lab.

**Electronic Technology 131 A. C. Circuits (4) 3 hrs. Lec.
3 hrs. Lab.**

**Electronic Technology 133 Active Devices (4) 3 hrs. Lec.
3 hrs. Lab.**

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up, parameters, linear and nonlinear characteristics, in circuit action, amplifiers, rectifiers, and switching.

**Electronic Technology 134 Instrumentation (3) 2 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Electronic Technology 130 and concurrent enrollment in Electronic Technology 131 and 133. A study of electrical measurement and instrumentation devices, and how they apply to work situations. Specific devices and measuring instruments in classes of measuring devices including basic AC and DC measurements meters, impedance bridge, oscilloscopes, signal generators, signal tracers, tube and transistor testers. Concludes with a study of audio frequency test methods and equipment.

**Electronic Technology 260 Sinusoidal
Circuits (4) 3 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Electronic Technology 131, 133, and 134. Sinusoidal circuits are analyzed and discussed from the utilization standpoint. Small signal amplifiers, large signal amplifiers, regulated and non-regulated power supplies, SCR control circuits, oscillators, feedback circuits, and relays, will be explored in view of circuit function. These circuits will utilize semiconductor devices.

**Electronic Technology 261 Pulse and
Switching Circuits (4) 3 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Electronic Technology 134 and concurrent enrollment in Electronic Technology 260. The theory and verification of the nonlinearities of transistors, diodes, SCR, the use of these nonlinearities for nonsinusoidal wave generation and switching. Specific topics; logic circuits, multivibrators, flip-flops, clocks.

**Electronic Technology 262 Digital
Computer Principles (3) 2 hrs. Lec.
2 hrs. Lab.**

Prerequisite: Electronic Technology 134 and concurrent enrollment in Electronic Technology 260 and 261. Fundamentals of digital computer programming (machine language) which is necessary to operate the electronics department computers: machine language, symbolic language, Boolean Algebra, memory elements, timing elements, and digital computer logic circuits.

Electronic Technology 263	Digital Computer	3 hrs. Lec.
Theory	(4)	3 hrs. Lab.

[illegible]**Electronic Technology 265 Digital Research (3)**

Electronic Technology 266	Input and	3 hrs. Lec.
Output Devices	(4)	3 hrs. Lab.

Engineering 101 Engineering Analysis (2) 2 hrs. Lec.

Engineering 105 Engineering Graphics (3) 2 hrs. Lec.
4 hrs. Lab.

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students of engineering. Emphasis is placed on theoretical application beginning with the art of lettering and progressing through applied geometry, multiview projection, sections and conventions, precision dimensioning, auxiliaries, fasteners, gears and cams into the application of working and pictorial drawings to the manufacturing design of a product.

**Engineering 106 Descriptive Geometry (3) 2 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Engineering 105. Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationship between point, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections and developments. The main theme is the correlation and integration of theory with practice instead of considering each a separate entity. The direct method is used which employs the practical attitude of mind, the vocabulary, and the methods utilized by the professional draftsman and engineer to visualize and design structures.

Engineering 107 Engineering Mechanics I (3) 3 hrs. Lec.

Prerequisite: Math 126 or registration therein. Study of vector concepts, forces, equilibrium, free-body diagrams, and friction. Introduction to particle dynamics including methods of force, mass and acceleration, work and energy, impulse and momentum.

**Engineering 131 Manufacturing Processes (2) 1 hr. Lec.
2 hrs. Lab.**

Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools, and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials.

Engineering 201 Engineering Mechanics II (3) 3 hrs. Lec.

Prerequisite: Engineering 107, Math 227 or registration therein. First and second moments of areas, centers of mass and gravity; moments of inertia; analysis of structures, beams, beams and cables. Vector introduction of rigid body dynamics in two and three dimensions, including the methods of force, mass and acceleration, work and energy, impulse and momentum.

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**Engineering 202 Engineering Mechanics
of Materials (3) 3 hrs. Lec.**

Prerequisite: Engineering 201. Axial stresses and strains, stresses on various planes, properties of materials, stresses in thin walled cylinders, torsional and flexural stresses and strains, shear and moment diagrams, equation of elastic curves, moment area theorems, combined loadings, column behavior.

**Engineering 203 Engineering Production
Techniques (3) 1 hr. Lec.
5 hrs. Lab.**

Prerequisite: Engineering 105 and 106. Standard machining of metals: grinding, layout boring, shaping, drilling, turning, threading, and milling. Manufacturing of interchangeable parts, fixtures, and jigs with theoretical applications.

— English 101 Composition and Expository Reading (3) 3 hrs. Lec.

Writing practice in making reasonable and valid assertions followed by logical and clear support coincidental with the expository reading matter.

English 102 Composition and Literature (3) 3 hrs. Lec.

Prerequisite: English 101. Writing practice in critical evaluation of prose narrative, poetry, and drama.

English 201 Masterpieces of English Literature (3) 3 hrs. Lec.

Prerequisite: English 102. Consideration of significant poetry from the fourteenth through eighteenth centuries.

English 202 Masterpieces of English Literature (3) 3 hrs. Lec.

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

English 203 Literary Classics of the Western World (3) 3 hrs. Lec.

Prerequisite: English 102. Reading and analysis of significant Continental European works from the Greek Classical period through the Renaissance.

English 204 Literary Classics of the Western World (3) 3 hrs. Lec.

Prerequisite: English 102. Study of ten to twelve important post-Renaissance works of Continental Europe, England, and America.

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English 205 Major American Writers (3) 3 hrs. Lec.

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

English 206 Major American Writers (3) 3 hrs. Lec.

Prerequisite: English 102. Reading and analysis of representative works by the chief literary figures of the past century.

**French 101 Beginning French (5) 5 hrs. Lec.
2 hrs. Lab.**

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

**French 102 Beginning French (5) 5 hrs. Lec.
2 hrs. Lab.**

Prerequisite: French 101 or equivalent. Continuation of French 101 with emphasis on idiomatic languages and complicated syntax.

French 201 Intermediate French (3) 3 hrs. Lec.

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

French 202 Intermediate French (3) 3 hrs. Lec.

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

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

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

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

A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture, and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

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**Geology 101 General Geology (Physical) (4) 3 hrs. Lec.
3 hrs. Lab.**

Study of earth materials and processes for science and non-science majors. Includes examination of the earth's interior, magnetism, gravity, setting in space, minerals, rocks, structure and geologic processes.

**Geology 102 General Geology (Historical) (4) 3 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Geology 101. Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history.

**German 101 Beginning German (5) 5 hrs. Lec.
2 hrs. Lab.**

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

**German 102 Beginning German (5) 5 hrs. Lec.
2 hrs. Lab.**

Prerequisite: German 101 or equivalent. Continuation of German 101 with emphasis on idiomatic language and complicated syntax.

German 201 Intermediate German (3) 3 hrs. Lec.

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

German 202 Intermediate German (3) 3 hrs. Lec.

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

Government 201 American Government I (3) 3 hrs. Lec.

Prerequisite: Sophomore standing. An introduction to the study of political science; origin and development of the United States Constitution; federal-state and interstate relations; the origin and development of the Texas Constitution; municipal government; civil liberties and rights; the dynamics of politics.

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Government 202 American Government II (3) 3 hrs. Lec.

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

Government 231 Municipal and County Government (3) 3 hrs. Lec.

A study of the government structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare and other public services. Presentations by local officials and surveys of area problems are stressed.

History 101 History of the United States (3) 3 hrs. Lec.

A general presentation of United States History, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1877.

History 102 History of the United States (3) 3 hrs. Lec.

Prerequisite: History 101 recommended. A survey of the unfolding of United States History from the Reconstruction Era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power.

History 105 Western Civilization (3) 3 hrs. Lec.

A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development of parliamentary government and the influences of European colonization.

History 106 Western Civilization (3) 3 hrs. Lec.

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

COURSES BY ALPHABETICAL LISTING

Human Development 092 A Group **3 hrs. Lec.**
Approach to Self-Understanding (3) **and Lab.**

Human Development 092 is designed to enable the entering college student to more successfully communicate his needs in a college environment. The course will help him to explore his feelings and to develop self direction in setting and moving toward the achievement of realistic goals. The personal and social growth of students is improved and behavioral changes effected through opportunities to react and interact with others. Activities are planned to increase the student's awareness of his own abilities, skills, limitations, personality and needs. Same as GSD 092 in the El Centro College and Mountain View College catalogues.

Human Development 106 Personal and **3 hrs. Lec.**
Social Growth (3) **and Lab.**

Prerequisite: Human Development 092 or consent of instructor. Human Development 106 deals with human development from the standpoint of the interdependence and interaction between personal growth and society. Processes of personal and social growth are explored emphasizing the human dynamics of relating and reacting to influences largely outside one's own sphere of control. Understanding of self, the societal influences contributing to the development of self, and the successful existence of the individual within a society are investigated. Successful adjustment to family, school, and society is developed.

Human Development 107 Developing **3 hrs. Lec.**
Leadership Behavior (3) **and Lab.**

Prerequisite: Consent of instructor. A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

Humanities 101 Introduction to the Humanities (3) **3 hrs. Lec.**

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

COURSES BY ALPHABETICAL LISTING

Journalism 101 Introduction to Mass Communications

(3) 3 hrs. Lec.

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

Journalism 102 News Gathering and Writing (3) 3 hrs. Lec. 3 hrs. Lab.

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

Journalism 103 News Gathering and Writing (3) 3 hrs. Lec. 3 hrs. Lab.

Prerequisite: Journalism 102. Required for all Journalism majors. A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusements, government, and news of interest to women. Additional laboratory work on the student newspaper.

Journalism 204 News Editing and Copy Reading (3) 3 hrs. Lec.

Prerequisite: Journalism 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages.

Machine Transcript (See Business 160)

Management (See Business Division)

Mathematics 093 Intermediate Algebra (3) 3 hrs. Lec.

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

COURSES BY ALPHABETICAL LISTING

**Mathematics 104 Elementary Functions
and Coordinate Geometry I (5) 5 hrs. Lec.**

Prerequisite: Two years of high school Algebra or Math 093. Study of concept of function, polynomials of one variable, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions, and polynomials of more than one variable, exponential functions, logarithmic functions, trigonometric functions, functions of two variables.

**Mathematics 105 Elementary Functions
and Coordinate Geometry II (5) 5 hrs. Lec.**

Prerequisite: Math 104. A continuing study of the topics of Math 104.

**Mathematics 106 Elementary Functions
and Coordinate Geometry (5) 5 hrs. Lec.**

Prerequisite: Two years of high school Algebra and one semester of Trigonometry. Study of the Algebra of functions and coordinate geometry to include the following: polynomial and rational, exponential, logarithmic, trigonometric, and functions of two variables.

**Mathematics 111 Math for Business
and Economics I (3) 3 hrs. Lec.**

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

**Mathematics 112 Math for Business
and Economics II (3) 3 hrs. Lec.**

Prerequisite: Math 111. Study of sequences and limits, differential calculus, integral calculus, optimization, and appropriate applications.

Mathematics 115 College Mathematics (3) 3 hrs. Lec.

Prerequisite: Mathematics 093 or 1 year of high school algebra and 1 year of high school geometry. A comprehensive modern treatment of the elements of mathematics for the liberal arts student. Emphasis is placed on mathematics as a deductive science. The cultural effects of mathematics on our civilization; historical aspects; and its role in communication are also major themes of the course.

COURSES BY ALPHABETICAL LISTING

Mathematics 116 College Mathematics (3) 3 hrs. Lec.

Prerequisite: Mathematics 115. A continuation of Mathematics 115.

Mathematics 126 Introductory Calculus (5) 5 hrs. Lec.

Prerequisite: Math 105, Math 106, or equivalent. Study of slopes, some aspects of analytic geometry, tangents, limits, derivatives, continuity, interpretations and applications, chain rule, implicit differentiation, higher derivatives, differentials, and integration.

Mathematics 130 Business Mathematics (3) 3 hrs. Lec.

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

Mathematics 131 Technical Mathematics (3) 3 hrs. Lec.

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

Mathematics 132 Technical Mathematics (3) 3 hrs. Lec.

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

Mathematics 139 Applied Mathematics (3) 3 hrs. Lec.

Prerequisite: DM 091 or equivalent. Commercial, technical, and more simple scientific uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section.

Mathematics 202 Business Statistics (3) 3 hrs. Lec.

Prerequisite: Two years of high school Algebra and one semester

COURSES BY ALPHABETICAL LISTING

of *Trigonometry*, or *Math 104* or *111*. Study of collection and tabulation of data, bar charts, graphs, sampling, averages, dispersion, correlation, index numbers, normal curve, probability, and applications to various fields.

Mathematics 221 Linear Algebra (3) 3 hrs. Lec.

Prerequisite: Math 112 or 126. Study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, dimensional space, and linear transformations.

— **Mathematics 227 Mathematical Analysis I (4) 4 hrs. Lec.**

Prerequisite: Math 126. Study of techniques of differentiation and integration, limits, vectors, and multivariate calculus.

— **Mathematics 228 Mathematical Analysis II (3) 3 hrs. Lec.**

Prerequisite: Math 227. Continuation of Math 227, introduction to differential equations, sequences, and series.

Music 100 Recital (0) 1 hr. Lab.

One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required of all music students and open to all other students.

**Music 101 Freshman Theory (4) 3 hrs. Lec.
4 hrs. Lab.**

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

**Music 102 Freshman Theory (4) 3 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Music 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony.

Music 104 Music Appreciation (3) 3 hrs. Lec.

A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.

COURSES BY ALPHABETICAL LISTING

Music 110 Music Literature (3) 3 hrs. Lec.

A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras.

Music 111 Music Literature (3) 3 hrs. Lec.

Prerequisite: Music 110. A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic, and Modern periods.

Music 113 Foundations in Music I (3) 3 hrs. Lec.

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

Music 114 Foundations in Music II (3) 3 hrs. Lec.

Prerequisite: Music 113. A continuation of Music 113 including a functional approach to music methods and materials needed for teaching in the elementary school.

Music 117 Piano Class I (1) 2 hrs. Lab.

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students.

Music 118 Piano Class II (1) 2 hrs. Lab.

Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students.

Music 119 Guitar Class I (1) 2 hrs. Lab.

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

COURSES BY ALPHABETICAL LISTING

Music 121 Section 001 Applied Music — Minor (1)

Private instruction in the student's secondary area. Open to all full-time students as an elective. One half-hour lesson a week.

Music 121 Section 002 Applied Music — Concentration (2)

Private instruction in the area of the student's concentration. Primarily for music education majors. Two half-hour lessons a week.

Music 121 Section 003 Applied Music — Major (3)

Private instruction in the area of the student's major instrument. Primarily for music majors. Two half-hour lessons a week.

Music 150 Chorus (1) 3 hrs. Lab.

Prerequisite: Consent of instructor. Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history.

Music 151 Voice Class I (1) 2 hrs. Lab.

A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Two group lessons a week. Open to all non-voice majors.

Music 152 Voice Class II (1) 2 hrs. Lab.

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, stage deportment, personality development. Open to all non-voice majors. Two group lessons a week.

Music 155 Vocal Ensemble (1) 3 hrs. Lab.

A select group for mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director.

Music 156 Madrigal Singers (1) 3 hrs. Lab.

Select group of vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.

Music 160 Band (1) 3 hrs. Lab.

Prerequisite: Non-wind instrument majors consent of the instructor. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors.

Music 171 **Woodwind Ensemble (I)** **3 hrs. Lab**

Music 172 Brass Ensemble (1) 3 hrs. Lab.

Music 173 Percussion Ensemble (1) 3 hrs. Lab.

Music 174 Keyboard Ensemble (1) 3 hrs. Lab.

Music 175 String Ensemble (1) 3 hrs. Lab.

Music 177 Chamber Ensemble (1) 3 hrs. Lab.

Music 185 Stage Band (1) 3 hrs. Lab.

Music 201	Sophomore Theory (4)	4 hrs. Lec.
		4 hrs. Lab.

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velopment, chromatic chords including the neapolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.

Music 202 Sophomore Theory (4)

**3 hrs. Lec.
4 hrs. Lab.**

Prerequisite: Music 201 or equivalent or by consent of instructor.

A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh and thirteenth chords, exploration of new key schemes, Impressionism, melody, harmony, tonality, and formal processes as they apply to twentieth century music with a comparable advance in sight-singing, keyboard harmony and ear training.

Office Machines (See Business 161)

Organizational Behavior (See Business 237)

Philosophy 102 Introduction to Philosophy (3) 3 hrs. Lec.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions.

Philosophy 105 Logic (3) 3 hrs. Lec.

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed.

Philosophy 203 Ethics (3) 3 hrs. Lec.

Prerequisite: Three hours of philosophy or consent of instructor.

A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 207 History of Ancient Philosophy (3) 3 hrs. Lec.

Open to sophomores only. This course is a historical examination of philosophy from presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered.

COURSES BY ALPHABETICAL LISTING

Philosophy 208 History of Modern

Philosophy

(3)

3 hrs. Lec.

Open to sophomores only. A continuation of Philosophy 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationship existing between these schools of thought.

Photography 110 Introduction to

Photography and Photo-Journalism

(3)

3 hrs. Lec.

4 hrs. Lab.

Introduction to photography and photojournalism. The general mechanics of camera lenses and shutters, general characteristics of photographic films, papers and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting.

Photography 111—Advanced Photography and Photo-Journalism

(3)

3 hrs. Lec.

4 hrs. Lab.

Advanced photography and photojournalism. Utilization of everything taught in 101, with emphasis on refining techniques. Special emphasis on photographic communication.

PHYSICAL EDUCATION ACTIVITY COURSES

One of the main objectives of the Physical Education Division at Eastfield College is to provide the opportunity for each student to become skilled in at least one physical activity which will prepare him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a Physical Education Activity course each semester.

Physical Education 112M Softball and Soccer

(1)

2 hrs. Lab.

Designed to provide the student an opportunity for instruction and participation in softball and soccer. Uniform required.

Physical Education 113 Handball and Racketball

(1)

2 hrs. Lab.

Designed to provide the student an opportunity for basic skills development in handball and racketball.

COURSES BY ALPHABETICAL LISTING

Physical Education 114 Beginning Badminton (1) 2 hrs. Lab.

This course is designed to teach the history, rules, and beginning skills involved in the playing of badminton. Uniforms required.

Physical Education 115 Physical Performance Lab. (1) 3 hrs. Lab.

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Performance Laboratory. Coeducational. Uniform required.

Physical Education 116 Intramural Athletics (1) 2 hrs. Lab.

A co-educational activity class designed to offer intramural competition in a variety of co-educational activities. Uniform required.

Physical Education 117 Beginning Archery (1) 2 hrs. Lab.

Co-educational class in beginning archery. Equipment furnished. No uniform required.

Physical Education 118 Beginning Golf (1) 2 hrs. Lab.

A co-educational class in beginning golf. Equipment furnished. No uniform required.

Physical Education 119 Beginning Tennis (1) 2 hrs. Lab.

A co-educational course designed for the beginner. Basic tennis fundamentals will be stressed. Uniform required.

Physical Education 120 Beginning Bowling (1) 2 hrs. Lab.

A co-educational class in beginning bowling. Held off campus. Equipment furnished. No uniform required.

Physical Education 122 Gymnastics and Tumbling (1) 2 hrs. Lab.

Skills in tumbling, horizontal bar, parallel bars, rings and trampoline work will be taught and practiced. Uniform required.

Physical Education 125W Figure Training (1) 2 hrs. Lab.

A course for women designed to develop an understanding of controlling body weight and muscular development, through vigorous rhythmical activities.

Physical Education 127M	Basketball and Volleyball	(1)	2 hrs. Lab.
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Physical Education 127W	Basketball and Volleyball	(1)	2 hrs. Lab.
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Physical Education 128	Social and Folk Dance	(1)	2 hrs. Lab.
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Physical Education 129W Modern Dance (1) 2 hrs. Lab.

Physical Education 217	Intermediate and	
Advanced Archery	(1)	2 hrs. Lab.

Physical Education 218	Intermediate and	
Advanced Golf	(1)	2 hrs. Lab.

Physical Education 101	Fundamentals of Health	(3)	3 hrs. Lec.
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Physical Education 110	Community Recreation	(3)	3 hrs. Lec.
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COURSES BY ALPHABETICAL LISTING

**Physical Education 144 Introduction to
Physical Education (3) 3 hrs. Lec.**

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

**Physical Education 147 Sports
Officiating I (3) 2 hrs. Lec.
2 hrs. Officiating**

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be football and basketball. As part of the course requirement students will be expected to officiate Intramural games.

**Physical Education 148 Sports
Officiating II (3) 2 hrs. Lec.
2 hrs. Officiating**

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be softball, track and field, and baseball.

**Physical Education 257 Standard and Advanced
Course in First Aid and Safety Education (3) 3 hrs. Lec.**

The theory and practice in the standard and advanced courses of the American National Red Cross in first aid, and home and farm safety. For Physical Education, Health, and Recreation majors and students having a specific interest.

**Physics 111 Introductory General Physics (4) 3 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Math 099. The first semester of a two semester course designed for pre-medical, pre-dental, pre-nursing, pre-aviation, pharmacy, and architecture majors and other students who require a two semester technical course in physics, but do not intend to take additional courses in physics. The first half is a study of mechanics and heat.

**Physics 112 Introductory General Physics (4) 3 hrs. Lec.
3 hrs. Lab.**

Prerequisite: Physics 111. A continuation of Physics 111 and includes the study of electricity, magnetism, light, and sound.

COURSES BY ALPHABETICAL LISTING

Physics 115 Elementary Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

An introduction to the various areas of physics as they relate to the world in which we live, accomplished through the study of selected topics including mechanics, thermodynamics, acoustics, electrodynamics, optics, and atomic physics. This course is intended primarily for the non-science major.

Physics 131 Applied Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Math 131 or concurrent enrollment in Math 131. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, heat, sound, light, electricity, magnetism, and atomic theory with emphasis on applications and problem solving. Designed primarily for students enrolled in technical programs.

Physics 132 Applied Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Physics 131. A continuation of Physics 131.

Physics 201 General Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Credit for or concurrent registration in Math 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors.

Physics 202 General Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Physics 201 and Math 227. Concurrent enrollment in Math 227 permissible. Principles and applications of heat, electricity, magnetism, and optics emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors.

Physics 203 Introduction to Modern Physics (4) **3 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Physics 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units.

COURSES BY ALPHABETICAL LISTING

Psychology 105 Introduction to Psychology (3) 3 hrs. Lec.

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence.

Psychology 131 Human Relations (3) 3 hrs. Lec.

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

Psychology 204 General Psychology (3) 3 hrs. Lec.

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

Psychology 206 Psychology of Adjustment (3) 3 hrs. Lec.

Prerequisite: Psychology 105. A study of the adjustive process of the individual to his environment. Emphasis will be placed upon motivation, attitudes, defenses, and the role of learning in adaptive and on maladaptive behavior.

Reading 101 Advanced Reading (3) 3 hrs. Lec. and Lab.

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

Recreation 132 Social Recreation (3) 3 hrs. Lec.

Introduces the methods and materials for planning, organizing, and conducting social activities for different age groups.

Recreation 133 Field Observation I (2) 1 hr. Lec. 3 hrs. Lab.

Designed to afford a direct observation of the techniques and procedures of Recreation Leadership being utilized in a variety of existing programs.

COURSES BY ALPHABETICAL LISTING

Recreation 231 Outdoor Recreation (3) 3 hrs. Lec.

A study of the development and trends of outdoor recreation and organized camping.

Recreation 235 Program Planning and Organization (3) 3 hrs. Lec.

Study of essential elements and basic principles involved in the planning and organization, supervision, promotion and evaluation of various recreation programs.

Recreation 236 Field Work II (3) 1 hr. Lec. 4 hrs. Lab.

Prerequisite: Recreation 133 and sophomore standing. Designed to give the recreation student practical experience in developing recreational leadership skills. The student will work as a recreation leader with responsibility in planning, conducting, and evaluating an activity or program.

Recreation 237 Business Procedures in Recreation (3) 3 hrs. Lec.

Prerequisite: Sophomore standing. Study and application of routine procedures that are unique to the recreation leader. Included will be procedures in scheduling, tournament construction, budget, finance, records, office management, public relations, media reporting, and operation of areas and facilities.

Recreation 238 Aquatics (2) 4 hrs. Lab.

Technique and procedures of selected water-related activities and their use in recreation programs. Included will be pool management, staff training, safety and supervision of aquatics.

Recreation 239 Field Work III (3) 1 hr. Lec. 4 hrs. Lab.

Prerequisite: Recreation 236 and sophomore standing. The student will be placed in a recreation center and be a working member of the professional staff under proper supervision of the supervisor and director of recreation at Eastfield.

Religion 101 Religion in American Culture (3) 3 hrs. Lec.

A systematic examination of religion in American culture. Emphasis will be upon the interaction of religion with politics, economics, the military, education, the arts and other cultural phenomena.

COURSES BY ALPHABETICAL LISTING

Religion 102 Contemporary Religious Problems

(3) 3 hrs. Lec.

An analysis of selected basic problems in religion, e.g., the problem of religious belief, the nature of religious literature, the existence of God, evil, human destiny and the relation of religion to society and the arts. Attention will be given to some of the major alternatives to religious belief and contemporary movements such as ecumenism and the influx of Eastern religions.

Religion 201 Major World Religions (3)

3 hrs. Lec.

Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of "objective" study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Salesmanship (See Business 230)

Secretarial Training (See Business 162)

Shorthand (See Business 163, 164, 263, 264)

Social Science 131-132 American Civilization

(3) 3 hrs. Lec.
(3) 3 hrs. Lec.

A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions and modern society. In this context, emphasis will be placed upon U. S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

Sociology 101 An Introduction to Sociology (3) 3 hrs. Lec.

An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

Sociology 102 Social Problems (3)

3 hrs. Lec.

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

COURSES BY ALPHABETICAL LISTING

Sociology 203 Marriage and the Family (3) 3 hrs. Lec.

An analysis of courtship patterns, marriage and family forms, relationships and functions and socio-cultural differences in family behavior.

Sociology 204 American Minorities (3) 3 hrs. Lec.

Prerequisite: Sophomore standing or Sociology 101 recommended. The principle minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene.

Sociology 205 Introduction to Social Research (3) 3 hrs. Lec.

Prerequisite: Sociology 101. Principles and procedures in social research; sources of data and techniques of collection and analysis, including statistical description. Commonly required of sociology majors. Useful to students in all behavioral sciences.

Sociology 206 Introduction to Social Work (3) 3 hrs. Lec.

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

Spanish 101 Beginning Spanish (5) 5 hrs. Lec. 2 hrs. Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

Spanish 102 Beginning Spanish (5) 5 hrs. Lec. 2 hrs. Lab.

Prerequisite: Spanish 101 or equivalent. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax.

Spanish 201 Intermediate Spanish (3) 3 hrs. Lec.

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

COURSES BY ALPHABETICAL LISTING

Spanish 202 Intermediate Spanish (3) 3 hrs. Lec.

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

Speech 100 Speech Laboratory (1) 3 hrs. Lab.

A laboratory course for the preparation of speeches, readings of dialogue from literature, and debate propositions which will be presented throughout the community. May be repeated for one additional hour of credit each semester.

Speech 105 Fundamentals of Public Speaking (3) 3 hrs. Lec.

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials, and outlining.

Speech 109 Voice and Articulation (3) 3 hrs. Lec.

Prerequisite: Speech 105 or consent of instructor. A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

Speech 205 Discussion and Debate (3) 3 hrs. Lec.

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

Speech 206 Oral Interpretation (3) 3 hrs. Lec.

Prerequisite: Speech 105 or consent of the instructor. A study of fundamental techniques of analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Theatre 100 Rehearsal and Performance (1)

Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a major production. Credit limited to one hour per semester.

COURSES BY ALPHABETICAL LISTING

Theatre 101 Introduction to the Theatre (3) 3 hrs. Lec.

A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, artists, and technicians.

Theatre 102 Contemporary Theatre (3) 3 hrs. Lec.

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103 Stagecraft I (3) 2 hrs. Lec. 3 hrs. Lab.

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

Theatre 104 Stagecraft II (3) 2 hrs. Lec. 3 hrs. Lab.

Prerequisite: Theatre 103 or consent of instructor. A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production.

Theatre 106 Acting I (3) 2 hrs. Lec. 3 hrs. Lab.

Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation.

Theatre 107 Acting II (3) 2 hrs. Lec. 3 hrs. Lab.

Prerequisite: Theatre 106 or consent of instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays.

Theatre 109 Voice and Articulation (3) 3 hrs. Lec.

Same as Speech 109.

Theatre 201 Television Production I (3) 2 hrs. Lec.
3 hrs. Lab.

Theatre 202 Television Production II (3) **2 hrs. Lec.**
3 hrs. Lab.

**Theatre 203 Broadcasting Communications I (3) 3 hrs. Lec.
2 hrs. Lab.**

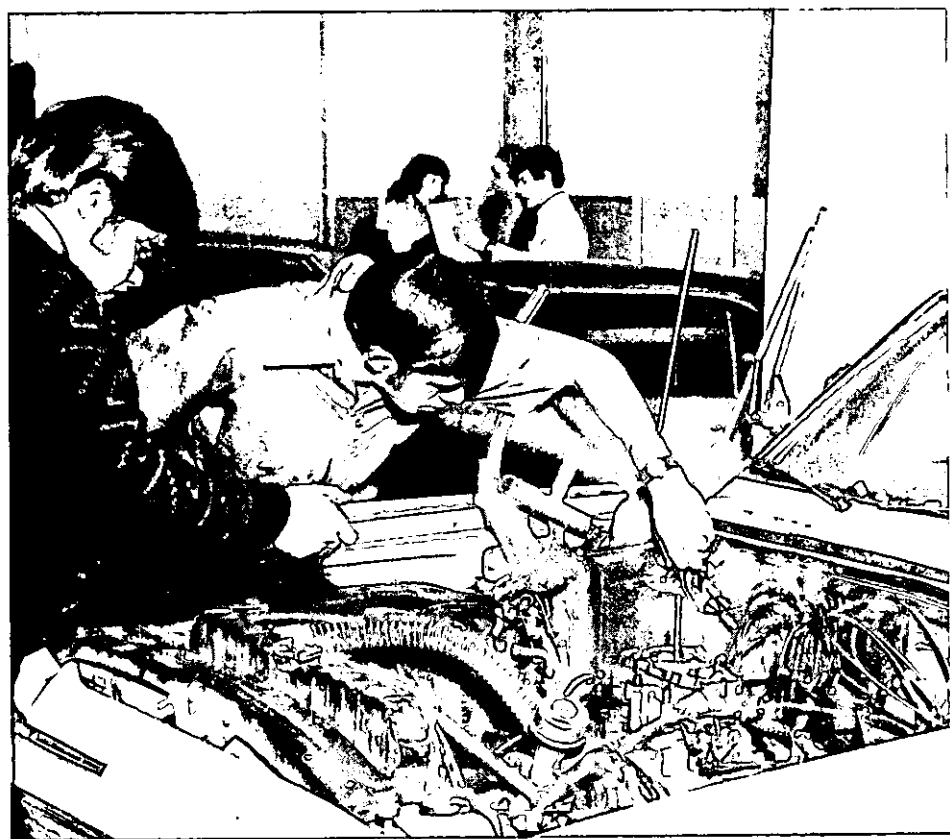
Theatre 204 Broadcasting Communications II (3) 3 hrs. Lec.
2 hrs. Lab.

Transport Operations (See Business 287, 288, 289)

Transportation (See Business 184, 185, 186)

Typing (See Business 173, 174, 273)

TECHNICAL OCCUPATIONAL PROGRAMS



Accounting Technician (1-year program)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
Com 131—Applied Composition and Speech	3	0	3
Mth 130—Business Mathematics	3	0	3
	<hr/> 13	<hr/> 2	<hr/> 14
Spring Semester			
Bus 132—Bookkeeping	3	0	3
Bus 173—Beginning Typing or Bus 174—Intermediate Typing	1	2	2
CS 101—Introduction of Computing Science	3	0	3
Com 132—Applied Composition and Speech	3	0	3
*Elective	3	0	3
	<hr/> 13	<hr/> 2	<hr/> 14

*Suggested Electives: Bus 162, Bus 231, Psy 105, 131.

Air Conditioning and Refrigeration Technology

This program furnishes both the theory and practice required to qualify a person for employment in the various areas of the air conditioning and refrigeration industry. Successful completion of this program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
ACR 135—Principles of Refrigeration and Domestic Refrigeration Systems	4	7	5
ACR 136—Fundamentals of Electricity	3	6	4
Mth 131—Technical Mathematics	3	0	3
Com. 131—Applied Composition	3	0	3
Egr 131—Manufacturing Processes (Welding)	1	2	2
	<hr/> 14	<hr/> 15	<hr/> 17
Spring Semester			
ACR 133—Electrical Circuits and Controls	4	7	5
ACR 138—Commercial Refrigeration Systems	3	6	4
Dft 130—Drafting, Technical	1	3	2
Mth 132—Technical Mathematics	3	0	3
Phy 131—Applied Physics	3	3	4
	<hr/> 14	<hr/> 19	<hr/> 18
Fall Semester			
ACR 235—Air Conditioning Systems (Cooling)	4	7	5
ACR 236—Air Conditioning Systems (Heating)	3	6	5
Com 132—Applied Composition	3	0	3
SS 131—American Civilization	3	0	3
Bus 131—Bookkeeping	3	0	3
	<hr/> 16	<hr/> 13	<hr/> 19
Spring Semester			
ACR 237—Advanced Air Conditioning Systems (Heating and Cooling)	4	7	5
ACR 238—Air Conditioning Systems Design	3	6	4
Humanities: To be selected from Art 104, Music 104, Theatre 101, Humanities 101	3	0	3
SS 132—American Civilization	3	0	3
Elective	3	0	3
	<hr/> 16	<hr/> 13	<hr/> 18

Auto Body Technology

This two-semester (one year) program introduces the student to all facets of auto body repair. Emphasis is placed upon the development of the necessary skills and knowledge required to function successfully in this industry. Upon successful completion of this program of study the student will be awarded a certificate of completion from Eastfield College.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
First Semester			
AB 131—Basic Metal and Paint Principles	1	9	5
AB 132—Minor Metal and Paint Repair	1	9	5
AB 135—Metals Processing	1	4	3
Com. 131—Applied Composition and Speech	3	0	3
	<hr/> 6	<hr/> 22	<hr/> 16
Second Semester			
AB 133—Major Metal Repair	1	9	5
AB 134—Major Collision Repair and Estimates	1	9	5
Bus 138—Body Shop Operations	3	2	4
Mth 139—Applied Mathematics	3	0	3
	<hr/> 8	<hr/> 20	<hr/> 17

Automotive Technology

This curricula prepares the student for employment in the automotive industry as an automotive technician. The program of study emphasizes both the theory and practical skills of mechanics. The Associate in Applied Science Degree is awarded by Eastfield College upon successful completion of the program.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
AT 131—Automotive Principles	2	6	5
AT 132—Automotive Engines	3	9	6
Mth 139—Applied Mathematics	3	0	3
Egr. 131—Manufacturing Processes	1	2	2
	<hr/> 9	<hr/> 17	<hr/> 16
Spring Semester			
AT 133—Electrical Systems	2	6	5
AT 134—Auto Air Conditioning	2	6	5
AT 135—Drive Lines and Differential	2	4	5
Psc 131—Applied Physics	3	3	4
	<hr/> 9	<hr/> 19	<hr/> 19
Fall Semester			
AT 231—Automatic Transmissions	3	9	6
AT 232—Brakes and Front Suspensions	2	6	5
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	<hr/> 11	<hr/> 15	<hr/> 17
Spring Semester			
AT 250—Automotive Practicum	2	24	10
Psy 131—Human Relations	3	0	3
Bus 131—Bookkeeping	3	0	3
	<hr/> 8	<hr/> 24	<hr/> 16

Child Development Assistant (2-year program)

The Associate Degree Program will provide an opportunity for the student to study in depth the whole development of the child. The certificate program will be extended to a special chosen area of interest. Internship will complete the preparation for the child development assistant.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
CD 135—Survey of Child Service Programs	3	2	4
CD 136—Fundamentals of Child Growth and Behavior	3	0	3
HD 106—Personal and Social Growth	3	0	3
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16
Spring Semester			
CD 137—Learning Programs for Young Children	3	2	4
CD 138—Fundamentals of Child Guidance	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
Peh 101—Fundamentals of Health	3	0	3
SS 132—American Civilization	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16
Fall Semester			
CD 233—A Survey of Learning Theories	3	2	4
CD 234—Studies of Child Growth and Development	3	0	3
CD 201—Adolescent Development and Society	3	0	3
Com 132—Applied Composition and Speech	3	0	3
Soc 101—Introduction to Sociology	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16
Spring Semester			
CD 235—Application of Learning Theories	3	3	5
CD 236—Childhood Problem Situations	3	0	3
Soc 203—Marriage and the Family	3	0	3
Hum 101—Introduction to the Humanities	3	0	3
	<hr/> 12	<hr/> 3	<hr/> 14

Child Development Worker (1-year program)

An introduction to the various areas of child care work. Includes the history, philosophy and practices of specialized care, with emphasis on the educational, recreational and health needs of the child. Completion of the certificate program prepares a student to work in child care facilities as a child care worker.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
CD 135—Survey of Child Service Programs	3	2	4
CD 136—Fundamentals of Child Growth and Behavior	3	0	3
HD 106—Personal and Social Growth	3	0	3
Com 131—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16
Spring Semester			
CD 137—Learning Programs for Young Children	3	2	4
CD 138—Fundamentals of Child Guidance	3	0	3
HD 107—Developing Leadership Behavior	3	0	3
Peh 101—Fundamentals of Health	3	0	3
SS 132—American Civilization	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16

Diesel Technology

The objective of this program is to furnish the diesel industry with a technician who possesses both the theory and performance skills demanded by the industry. Successful completion of this prescribed program of study leads to the Associate in Applied Science Degree from Eastfield College.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
DT 131—Fundamentals of Diesel Engine Operation	3	9	6
DT 133—Engine Components	3	6	5
Mth 139—Applied Mathematics	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	<hr/> 12	<hr/> 15	<hr/> 17
Spring Semester			
DT 134—Electrical System	3	9	6
DT 136—Fuel Systems	3	6	5
DT 138—Diesel Shop Practices	1	3	2
SS 131—American Civilization	3	0	3
	<hr/> 10	<hr/> 18	<hr/> 16
Fall Semester			
DT 231—Engine Tune-up and Operation	2	4	4
DT 232—Drive and Brake Systems	4	8	8
Psy 131—Human Relations	3	0	3
*Elective	3	0	3
	<hr/> 12	<hr/> 12	<hr/> 18
Spring Semester			
DT 234—Advanced Engine Overhaul	1	12	6
DT 250—Diesel Practicum	2	20	6
Com 132—Applied Composition and Speech	3	0	3
	<hr/> 6	<hr/> 32	<hr/> 15

*Suggested Electives: SS 132, Humanities Elective (Art 104, Music 104, Theatre 101 or Humanities 101).

Digital Electronics Technology

This curriculum is designed to prepare a graduate to work as a technician on devices that require digital circuits such as computers, test equipment, automatic control units and central distribution systems. The students will learn schematic interpretation, test equipment usage and technical communications. Successful completion of this curricula leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Mth 131—Technical Mathematics	3	0	3
Psc 131—Applied Physics	3	3	4
Dft 130—Technician Drafting	1	3	2
ET 130—D.C. Circuits and Electrical Measurements	3	3	4
	<hr/> 13	<hr/> 9	<hr/> 16
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 132—Technical Mathematics	3	0	3
ET 131—A.C. Circuits	3	3	4
ET 133—Active Devices	3	3	4
ET 134—Instrumentation	2	3	3
	<hr/> 14	<hr/> 9	<hr/> 17
Fall Semester			
ET 260—Sinusoidal Circuits	3	3	4
ET 261—Pulse and Switching Circuits	3	3	4
ET 262—Digital Computer Principles	2	2	3
CS 101—Introduction to Computing Science	3	0	3
Egr 131—Manufacturing Processes	1	2	2
	<hr/> 12	<hr/> 10	<hr/> 16
Spring Semester			
ET 263—Digital Computer Theory	3	3	4
ET 164—Digital Systems	3	3	4
ET 265—Digital Research	0	0	3
*Psy 131—Human Relations	3	0	3
	<hr/> 9	<hr/> 6	<hr/> 14

*Selected electronics options may be substituted upon recommendation of electronics instructor.

Drafting and Design Technology

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff. Successful completion of this program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Dft 132—Basic Drafting	2	6	4
Egr 131—Manufacturing Processes	1	2	2
Com 131—Applied Composition	3	0	3
Mth 131—Technical Mathematics	3	0	3
SS 131—American Civilization	3	0	3
	—	—	—
	12	8	15
Spring Semester			
Dft 133—Intermediate Drafting	2	4	3
Com 132—Applied Composition	3	0	3
Mth 132—Technical Mathematics	3	0	3
SS 132—American Civilization	3	0	3
Egr 106—Descriptive Geometry	2	4	3
	—	—	—
	13	8	15
Fall Semester			
Dft 135—Reproduction Processes	1	3	2
Dft 231—Electronics Drafting	2	4	3
Dft 232—Technical Illustration	2	4	3
Psc 131—Applied Physics	3	3	4
Dft or Art Elective	2	3	3
	—	—	—
	10	17	15
Spring Semester			
Psc 132—Applied Physics	3	3	4
Psy 131—Human Relations	3	0	3
Dft 230—Structural Drafting	2	4	3
Dft or Art Elective	2	6	4
Dft Elective	3	0	3
	—	—	—
	13	13	17

The following courses may be offered if there is sufficient demand for them: Dft 136—Geological and Land Drafting; Dft 138—Architectural Drafting; Dft 235—Building Equipment; Dft 234—Advanced Technical Illustration; Dft 236—Piping and Pressure Vessel Design.

Drafting and Design Technology (Co-op Training Program)

This program prepares the student for employment as a draftsman by supplementing classroom training with on-the-job work experience. Students enrolled in this program work as draftsmen one long semester per year. Successful completion of this program leads to the Associate in Applied Science Degree.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Egr 131—Manufacturing Processes	1	2	2
Dft 132—Basic Drafting	2	6	4
Egr 106—Descriptive Geometry	2	4	3
Com 131—Applied Composition and Speech	3	0	3
Mth 131—Technical Mathematics	3	0	3
	—	—	—
	11	12	15
Spring Semester			
Dft 137—Drafting Training	0	20	4
Dft 139—Drafting Seminar	2	0	2
	—	—	—
	2	20	6
Summer Semester			
Psc 131—Applied Physics	3	3	4
Mth 132—Technical Mathematics	3	0	3
	—	—	—
	6	3	7
Fall Semester			
Dft 231—Electronics Drafting	2	4	3
Psc 132—Applied Physics	3	3	4
Com 132—Applied Composition and Speech	3	0	3
SS 131—American Civilization	3	0	3
Elective	3	0	3
	—	—	—
	14	7	16
Spring Semester			
Dft 238—Drafting Training	0	20	4
Dft 239—Drafting Seminar	2	0	2
	—	—	—
	2	20	6
Summer Semester			
Dft 230—Structural Drafting	2	4	3
SS 132—American Civilization	3	0	3
	—	—	—
	5	4	6

Drafting and Design Technology (Co-op Training Program)
(continued)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Dft 135—Reproduction Processes	1	3	2
Dft 232—Technical Illustration	2	4	3
Elective	3	3	4
Elective	2	4	3
	8	14	12

The following courses may be offered if there is sufficient demand for them: Dft 136—Geological and Land Drafting; Dft 138—Architectural Drafting; Dft 235—Building Equipment; Dft 234—Advanced Technical Illustration; Dft 236 — Piping and Pressure Vessel Design.

Mid-Management

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

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 136—Principles of Management	3	0	3
Bus 150—Management Training	0	20	4
Bus 152—Management Seminar	2	0	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Hum 101—Introduction to Humanities	3	0	3
	<hr/> 11	<hr/> 20	<hr/> 15
Spring Semester			
Bus 105—Introduction to Business	3	0	3
Bus 151—Management Training	0	20	4
Bus 153—Management Seminar	2	0	2
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
*Elective	3	0	3
	<hr/> 11	<hr/> 20	<hr/> 15
Fall Semester			
Bus 201—Principles of Accounting or Bus 131—Bookkeeping	3	0	3
Bus 250—Management Training	0	20	4
Bus 252—Management Seminar	2	0	2
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
*Elective	3	0	3
	<hr/> 11	<hr/> 20	<hr/> 15
Spring Semester			
Bus 251—Management Training	0	20	4
Bus 253—Management Seminar	2	0	2
Eco 201—Principles of Economics	3	0	3
SS 132—American Civilization or Hst 102—History of the United States	3	0	3
*Elective	3	0	3
	<hr/> 11	<hr/> 20	<hr/> 15

*Suggested Electives: Bus 161, Bus 231, Bus 233, Bus 234, Bus 237, CS 101, Bio 115, Bio 116, Mth 130, Psy 105, Psy 131, Spe 105.

Recreation Leadership

This curriculum is offered for men and women who desire to become leaders in the field of recreation. The program will provide a comprehensive study of opportunities to prepare the student to plan, coordinate and supervise programs in the various recreational settings.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Psy 105—Introduction to Psychology	3	0	3
Soc 101—Introduction to Sociology	3	0	3
Peh 110—Community Recreation	3	0	3
Peh 257—First Aid	3	0	3
Peh (Two activity courses — 1 required)	0	4	2
	—	—	—
	15	4	17
Spring Semester			
Spe 105—Fundamentals of Public Speaking	3	0	3
HD 107—Developing Leadership	3	0	3
Rec 132—Social Recreation	3	0	3
Rec 133—Field Observation I	1	3	2
Peh 148—Officiating	2	2	3
Peh (Two activity courses — 1 required)	0	4	2
	—	—	—
	12	9	16
Fall Semester			
Gvt 231—Municipal and County Government	3	0	3
Rec 231—Outdoor Recreation	3	0	3
Rec 235—Program Planning and Organization	3	0	3
Rec 236—Field Work II	1	4	3
Peh (Two activity courses — 1 required)	0	4	2
Elective	3	0	3
	—	—	—
	13	8	17
Spring Semester			
Rec 237—Business Procedures in Recreation	3	0	3
Rec 238—Aquatics	0	4	2
Rec 239—Field Work III	1	4	3
Peh (Two activity courses — 1 required)	0	4	2
Elective	3	0	3
	—	—	—
	7	12	13

Suggested Electives: Typing, Fund. of Health, Intro. to Bus., Bookkeeping, Drama, Music, Art, Biology.

Secretarial Science (1-year program)

The basic purpose of this program is to acquaint students with the opportunities and responsibilities of a secretarial career.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
*Bus 163—Beginning Shorthand	3	2	2
*Bus 173—Beginning Typing	1	2	2
Com 131—Applied Composition and Speech	3	0	3
	<hr/> 14	<hr/> 6	<hr/> 16
Spring Semester			
Bus 160—Machine Transcription	3	0	3
Bus 162—Secretarial Training	3	0	3
Bus 164—Intermediate Shorthand	3	2	3
Bus 174—Intermediate Typing	1	2	2
Bus 231—Business Correspondence	3	0	3
	<hr/> 13	<hr/> 4	<hr/> 14

*Students with previous training will be placed according to ability.
Suggested Electives: Bus 105, Bus 130, Bus 174, Bus 263, CS 101, Mth 130.

A student is required to have her last semester of typewriting and shorthand at Eastfield to complete this program.

Secretarial Science (2-year program)

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that students may take courses which will allow specialties in secretarial areas as law, selling, advertising, and accounting.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
Bus 163—Beginning Shorthand	3	2	3
Bus 174—Intermediate Typing	1	2	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
	—	—	—
	14	6	16
Spring Semester			
Bus 160—Machine Transcription	3	0	3
Bus 162—Secretarial Training	3	0	3
Bus 164—Intermediate Shorthand	3	2	3
Bus 231—Business Correspondence	3	0	3
Bus 273—Advanced Typing	1	2	2
	—	—	—
	13	4	14
Fall Semester			
Bus 263—Advanced Shorthand	3	2	3
CS 101—Introduction to Computing Science	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
*Elective	3	0	3
	—	—	—
	15	2	15

Secretarial Science (2-year program) (continued)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Spring Semester			
Bus 264—Shorthand Transcription	3	2	3
Hum 101—Introduction to Humanities	3	0	3
Psy 131—Human Relations or Psy 105—Introduction to Psychology	3	0	3
SS 132—American Civilization or Hst 102—History of the United States	3	0	3
*Elective	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 15

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

A student is required to have her last semester of typewriting and shorthand at Eastfield.

Transportation Technology

The objectives of the Transportation Technology Program are to prepare trained entry-level manpower to the transportation industry of North Texas with the ability to advance into management positions such as traffic managers, terminal managers, safety specialists, ICC practitioners and other related areas.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 180—Management Training	0	20	4
Bus 182—Management Seminar	2	0	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Mth 130—Business Mathematics	3	0	3
Bus 184—Introduction to Transportation	3	0	3
	—	—	—
	11	20	15
Spring Semester			
Bus 181—Management Training	0	20	4
Bus 183—Management Seminar	2	0	2
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
Bus 185—Transportation Rates and Tariffs or Bus 186—Government Policies in Transportation	3	0	3
*Elective	3	0	3
	—	—	—
	11	20	15
Fall Semester			
Bus 280—Management Training	0	20	4
Bus 282—Management Seminar	2	0	2
Bus 287—Transportation Operations I	3	0	3
Eco 201—Principles of Economics	3	0	3
*Elective	3	0	3
	—	—	—
	11	20	15
Spring Semester			
Bus 281—Management Training	0	20	4
Bus 283—Management Seminar	2	0	2
Bus 288—Transport Operations II	3	0	3
Bus 289—Transportation Systems Planning	3	0	3
*Elective	3	0	3
	—	—	—
	11	20	15

*Suggested Electives: Bus 105, Bus 131, Bus 161, Bus 201, Bus 202, Bus 231, Bus 234, CS 101, Eco 202, Hist 101, Hist 102, Psy 105, Psy 131, Spe 105, SS 131, SS 132.

FACULTY AND STAFF



FACULTY AND STAFF

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 Science and Mathematics Division
 B.S., Stephen F. Austin State College
 M.Ed., Texas A & M University
 Ph.D., Texas A & M University

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 Ph.D., University of Iowa

BAILEY, KENNETH DRAFTING AND GRAPHIC ARTS
 Science and Mathematics Division

BLAIB, OSCAR T. PHYSICAL EDUCATION
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 M.S., North Texas State University
 Studies: North Texas State University

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 M.S., Texas Christian University
 Studies: Texas Christian University
 North Texas State University

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 M.B.E., North Texas State University
 Studies: North Texas State University

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 M.A., Baylor University
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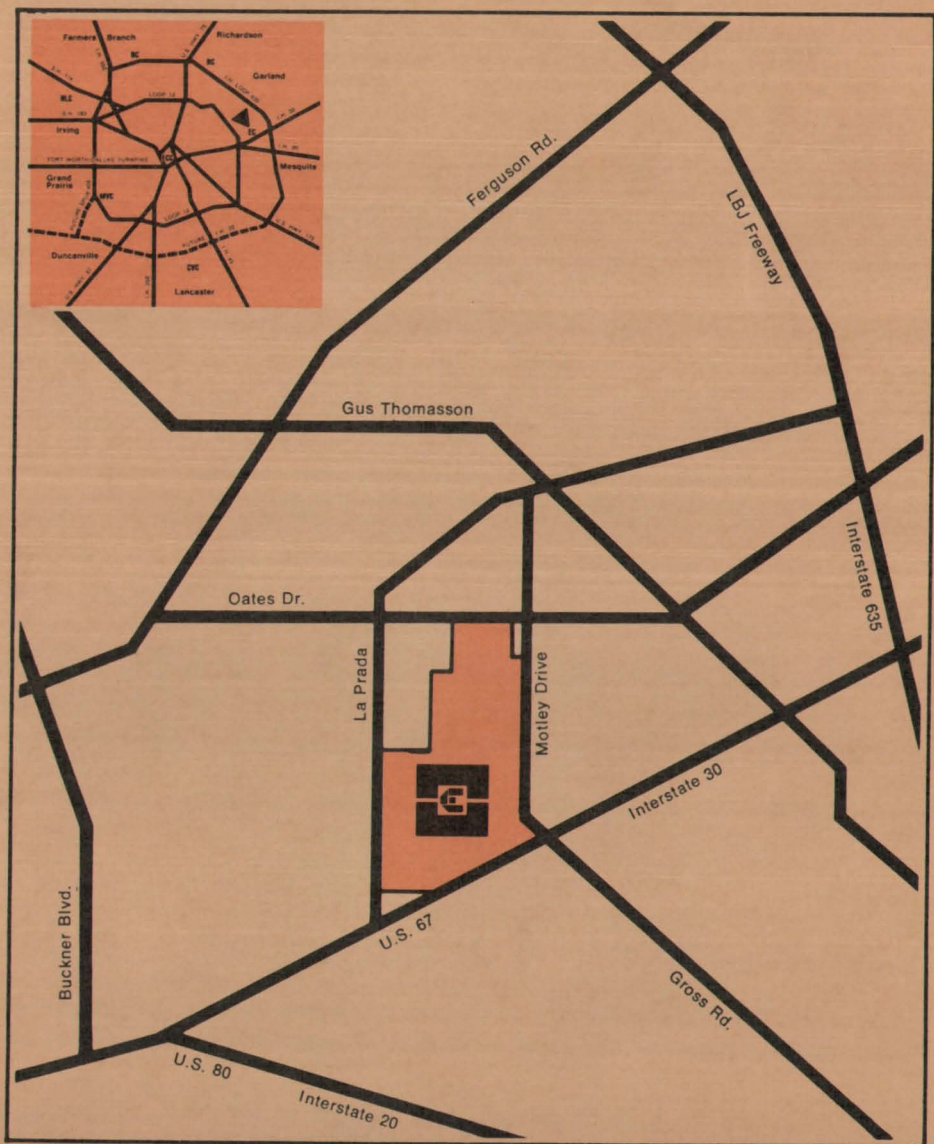
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