

THE DOWNTOWN DALLAS COUNTY COMMUNITY COLLEGE

EL CENTRO



1975

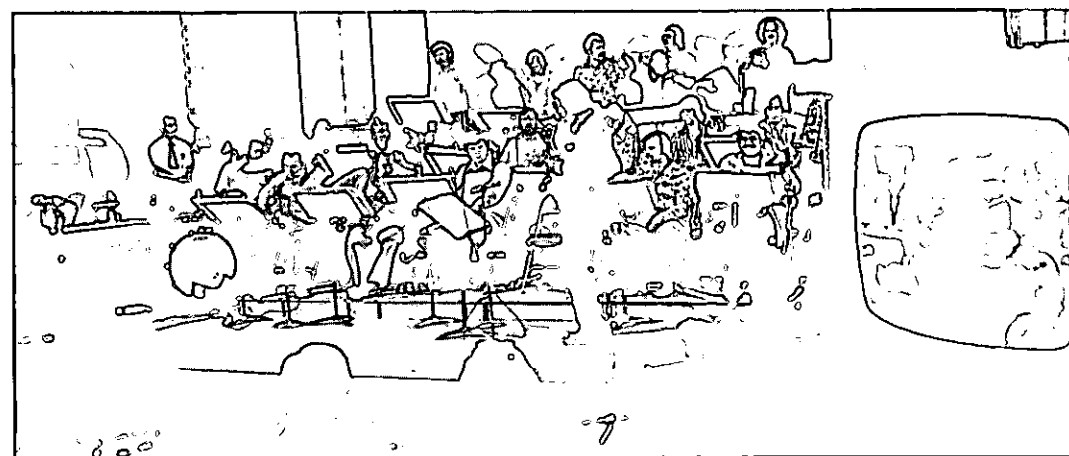
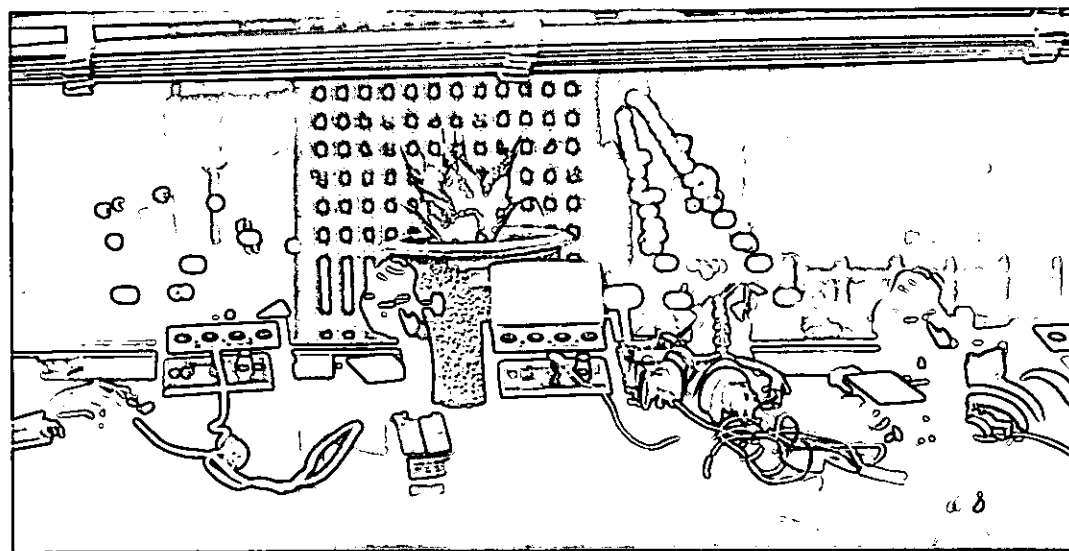
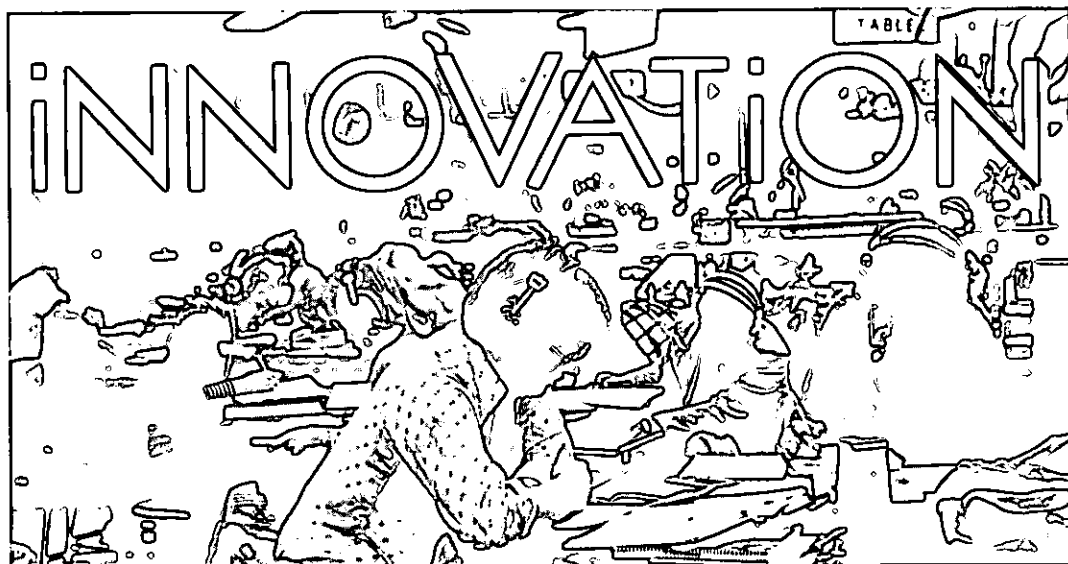
1976

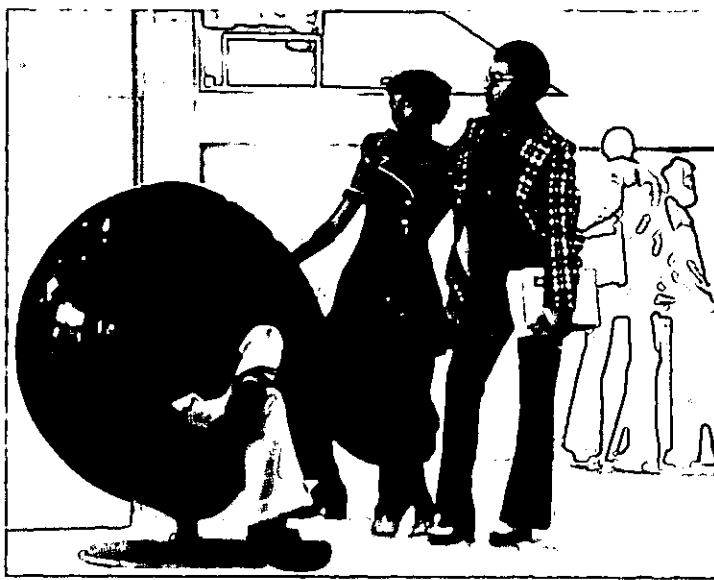
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EXCELLENCE

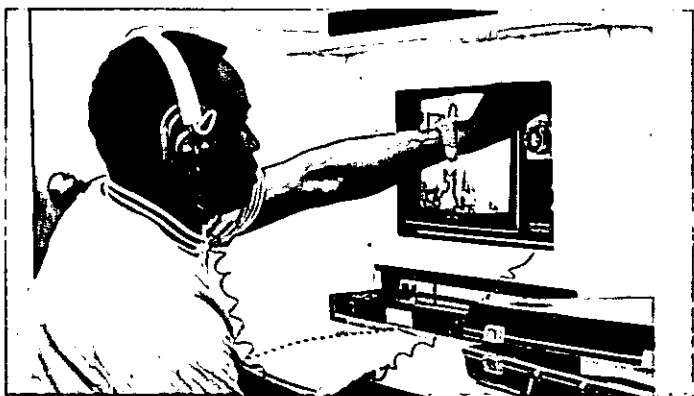
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OPPORTUNITY



FLEXI-



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

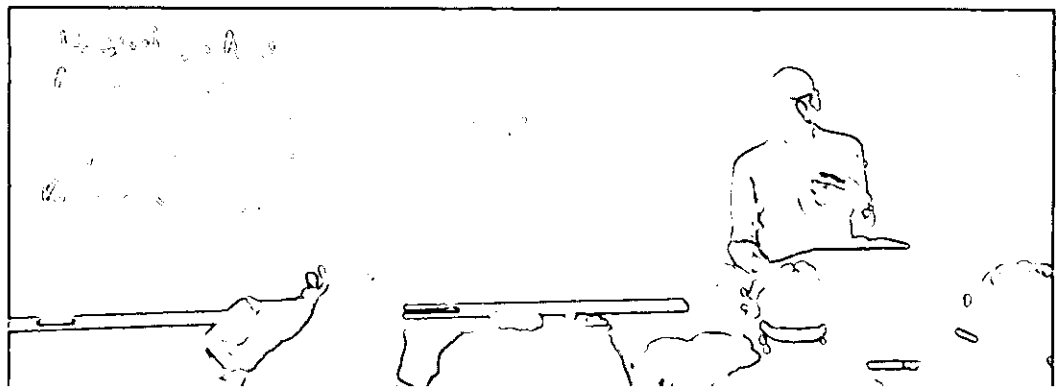
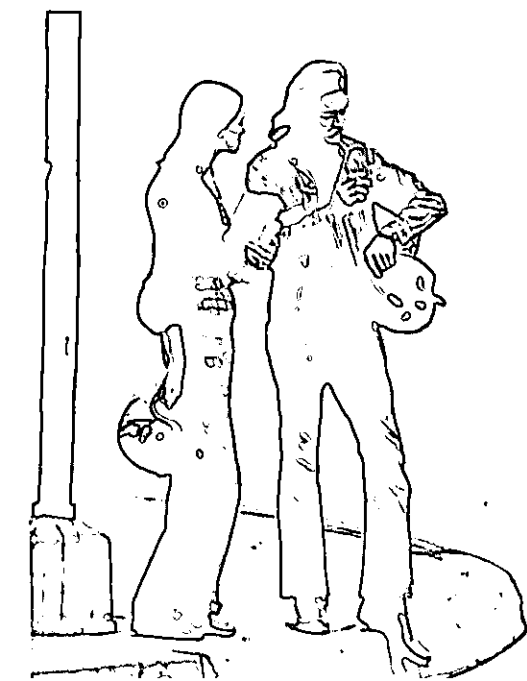


The school that has earned a national reputation as well as the respect of the community offers new and exciting approaches toward degrees in a myriad of fields. Majors from traditional fields with courses fully transferable as well as majors from technical-occupational fields designed to give a student a degree and a job in one or two years make the curriculum at El Centro one of the broadest ranging in the country. □ The proof of the El Centro philosophy is in the classroom. For instruction is our business, though instruction isn't always or often in the traditional mold. Teaching at El Centro is based on the premise that we teach students, first, and then subject matter. Learning is a personal

thing at El Centro—an exchange of ideas and not an indoctrination, a forum for discussion and reasoning. El Centro is the result of a well planned effort to provide the best college, the best education, available anywhere—bar none. The instructors were selected from a nationwide search. They are the basis of an earned reputation of El Centro excellence and also the roots of the innovative approach to learning which has become the trademark of the college. □ Simply, what all this means is that you would find at El Centro not only academic excellence but also an educational atmosphere you might not have experienced anywhere before. Office doors are open. Instructors are



DIVERSITY



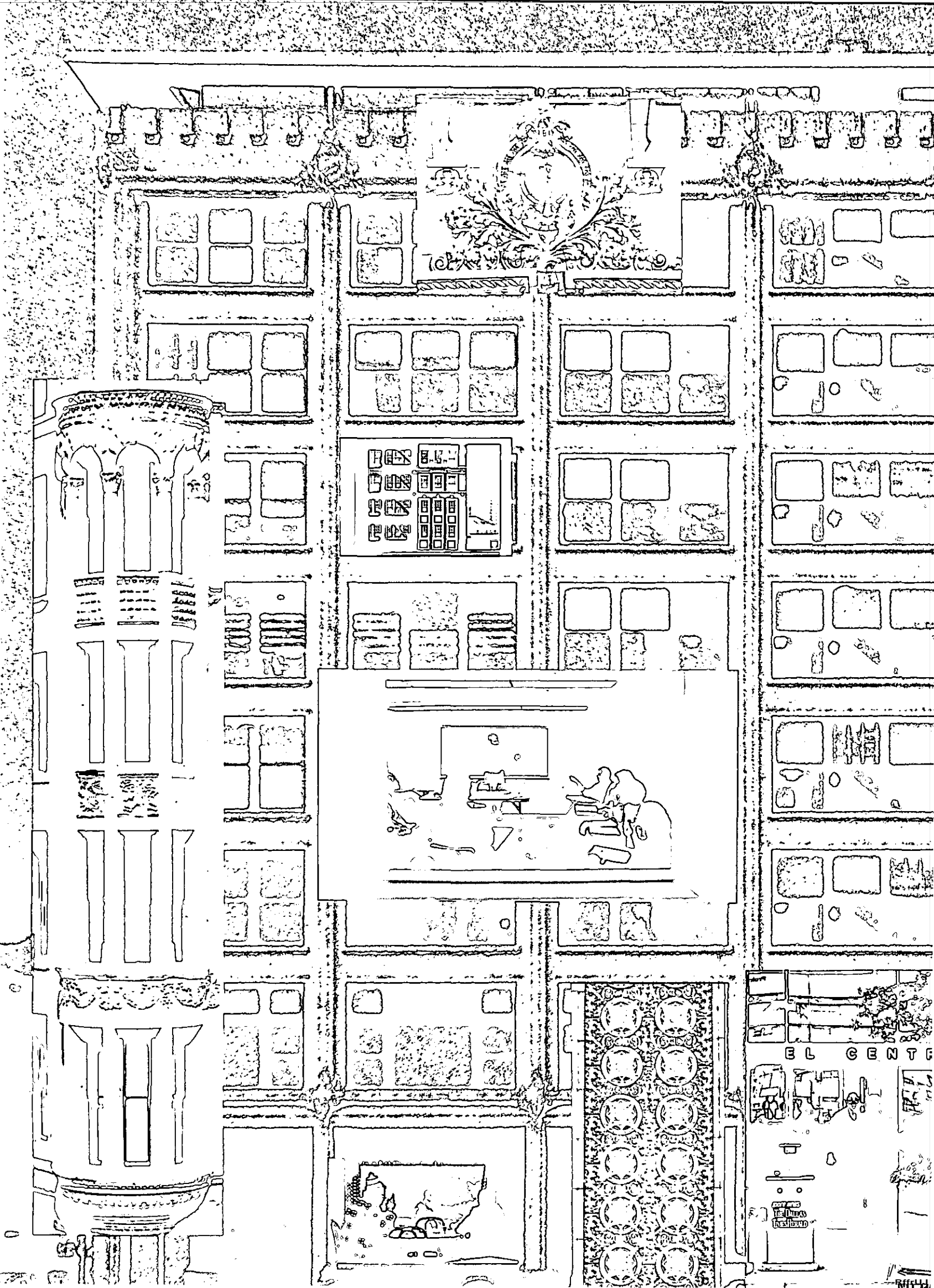
willing and eager to help. Counselors concentrate on being a good friend as well as a guiding influence and source of help on any problem and not on forcing you into some program or course outside your interest. □ Students do not "sit at the feet of the master" as has long been the philosophy at the traditional "University." □ El Centro College holds a unique, even radical view about education—that it is best accomplished when teacher and student "come together" on an interpersonal level, that it is an individual matter and always a unique experience rather than the assembly line learning often dictated by numbers. □ So what kind of student attends El Centro College? We can best answer with a question. What kind of people live in Metropolitan Dallas? All types. Joe College, the promising student fresh out of high school looking for an education and some fun is enrolled here. But the student mix at El Centro does not stop with "student-type" which might be considered "typical." Some of Dallas' finest students are here. And so are some who

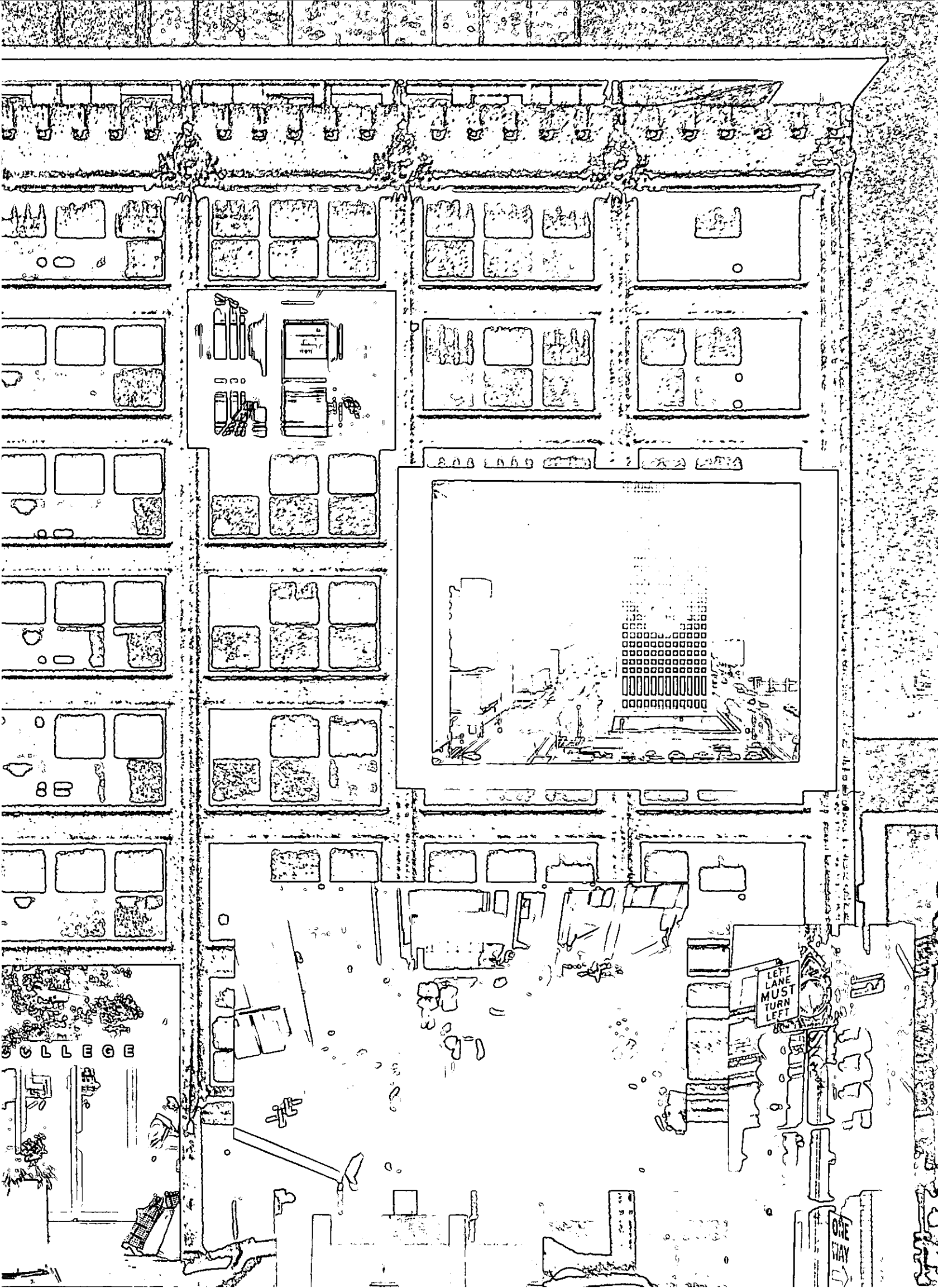
have never been considered "college material" making good on a second chance provided by El Centro's innovative programs. Some thirty-nine students last year were sixteen or under. Eighteen were sixty or over. Fifty students were forty-one years old. One hundred and ten were thirty-four years old. About 3500 were eighteen to twenty-five. Some had long hair. Some had short hair. Some were businessmen trying to further their education, finish a degree, or learn a new job entirely. Some majored in English and studied the poetry of Keats who said that beauty was truth and truth, beauty, that that was all we knew on earth and all we needed to know. Some studied the philosophy of Descartes who said that all man knows is that he exists: "I think, therefore I am." And some students studied mid-management and earned part of their credits on their jobs. And some students studied to be chefs, and some to be architects, and some to be computer operators, and some to be . . . the list goes on. And so the atmosphere within El Centro is unique, but its students are not much different from people

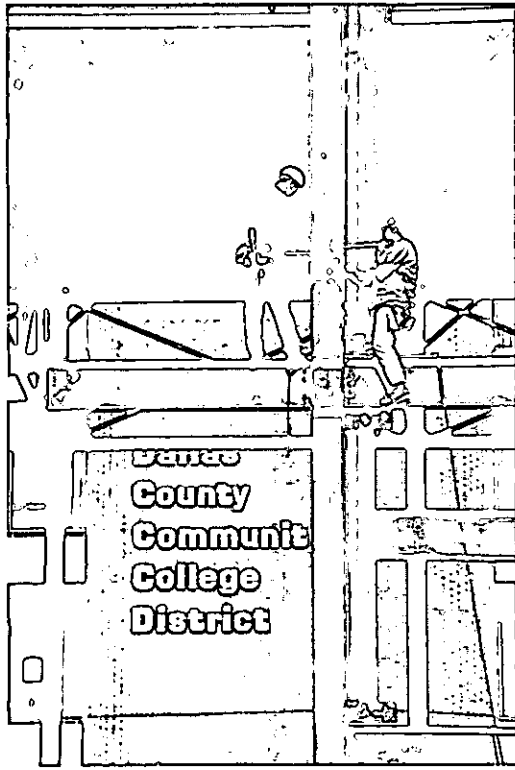
on the other side of its doors who live and work and do all the things people do in a metropolis. For El Centro's students are as diverse and as exciting as Dallas. □ And what kind of people would you find as administrators and teachers at El Centro? Well, first of all, you would probably find them.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



UNDERSTANDING



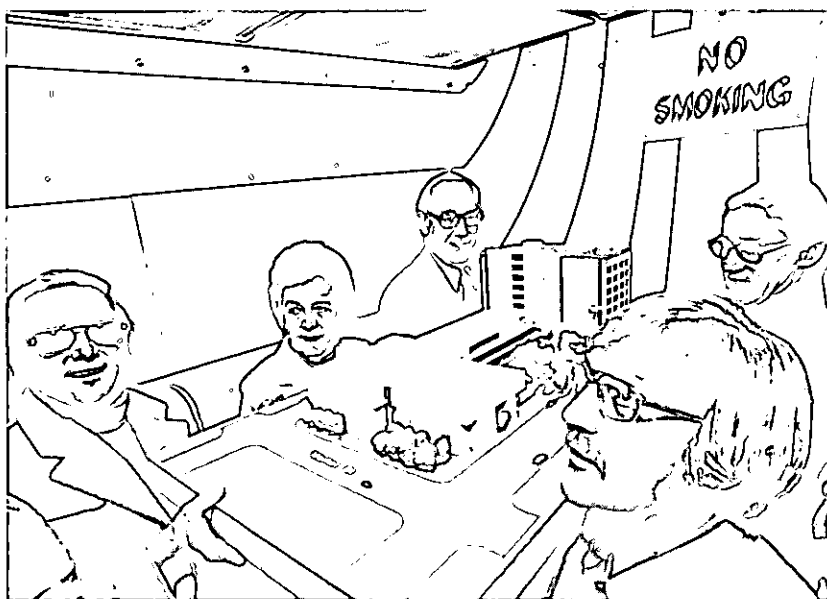




Philosophy & History

The Dallas County Community College District's four innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community. □ Each of the district's four colleges—Eastfield, El Centro, Mountain View and Richland—is therefore committed to providing every person in Dallas County a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby. □ There is a place for a student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field. □ There is a place for the very bright high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the high school dropout who has changed his

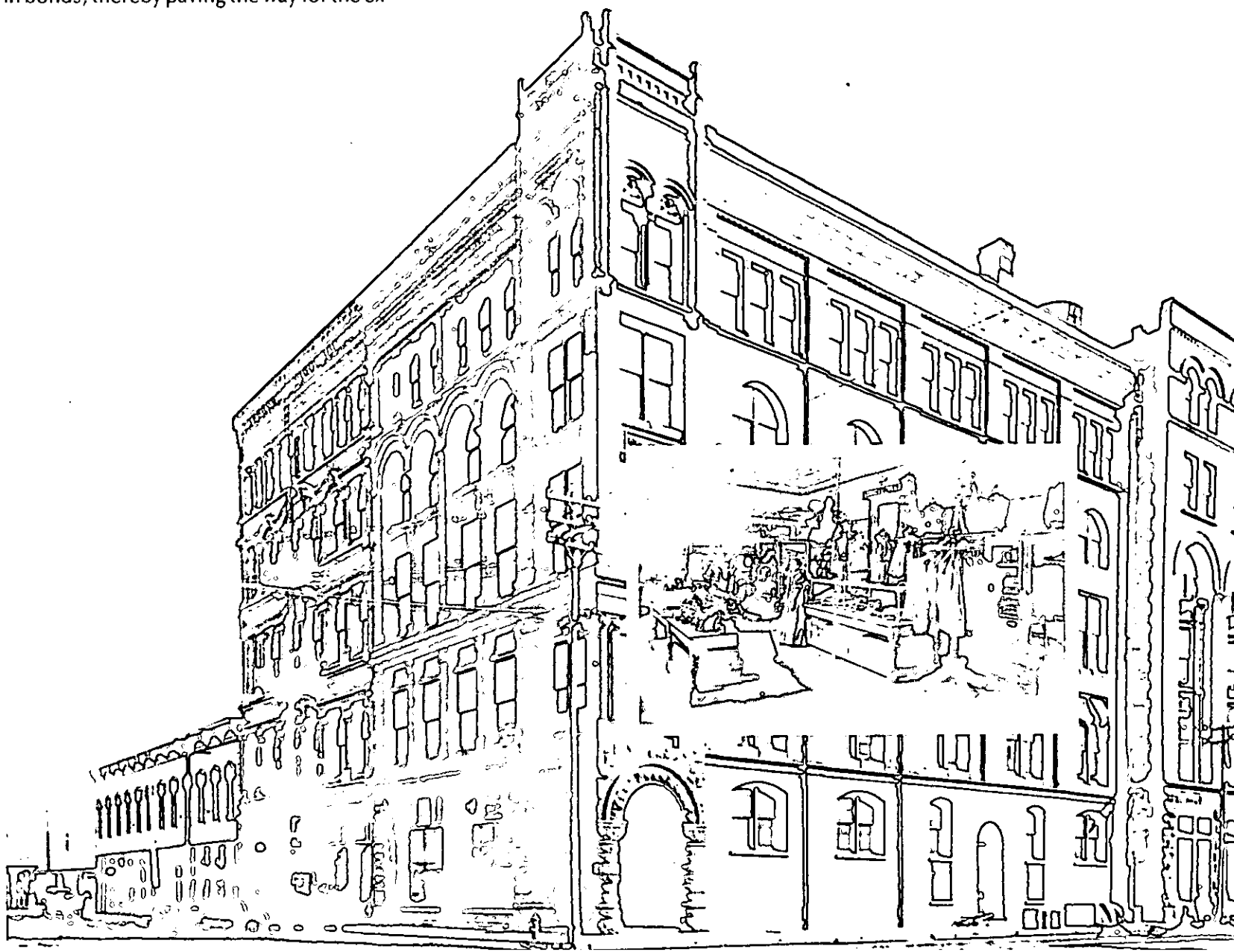
mind about the necessity of education in today's complex, demanding society. □ There is, simply stated, a place for everyone. □ Of primary importance to the district's goal is making certain that a student's educational program is tailored to his needs, abilities and ambitions. The philosophy of the district is to create an educational program for an individual, rather than to try to squeeze or stretch an individual to fit an "educational mold." □ Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to up a student's educational program if his goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district colleges. □ The district officially became the Dallas County Community College District in 1972, when its philosophy, function and breadth outgrew the traditional "junior" college label. The new name more closely states the district's mission—to meet the educational needs of the entire metropolitan community. □ How do the district's colleges serve the educational requirements of such a complex family? The answer is found in educational offerings in four broad categories: —For the student seeking the first two years of work toward the goal of a bachelor's or higher degree, the colleges offer a wide range of courses which are transferable to senior colleges and universities. □ —For the student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical-occupational fields. □ —For the employed person wishing to improve his knowledge of his field, or train for a move into a new occupational field . . . the colleges offer a broad range of credit and non-



credit adult education courses. □
—For the person who simply wants to make life a little more interesting there are community service programs offering a myriad of subjects on cultural, civic and avocational topics. □ Dallas County voters created the district in May 1965 and approved a \$41.5 million bond issue. □ The following year the district's first college, El Centro, opened its doors for the fall semester in the heart of downtown Dallas. In August, 1970, Eastfield College and Mountain View College enrolled their first students and the multi-campus district envisioned by the district planners became a reality. Richland College became the District's fourth college in the fall of 1972. □ In September of 1972, the voters of Dallas County approved the sale of an additional \$85 million in bonds, thereby paving the way for the ex-

pansion of existing campuses as needed and the planning and construction of three more colleges. The first priority in the expansion program was the remodeling and enlarging of El Centro College. The construction got underway in late 1973, and is scheduled for completion by the fall of 1976.

□ The addition of the new campuses — Cedar Valley College (1976) North Lake College (1977) and Brookhaven College (1978) — will round out the seven-campus plan of the Dallas County Community College District. □





Hello!

College catalogs have two purposes: First to provide you, the reader, with information; secondly, to project the image of the college. This year we decided to print the same information in two ways — on newsprint as well as in the conventional bound catalog.

We don't believe the newsprint projects our image of an exciting college; however, with printing costs nearly doubling in the past year, we believe projecting our image as a public institution concerned with saving your taxes and tuition fees is more important. I assure you the information is the same, and I hope that the somewhat less handy newsprint will adequately meet your need for catalog information.

Donald T. Rippey
President

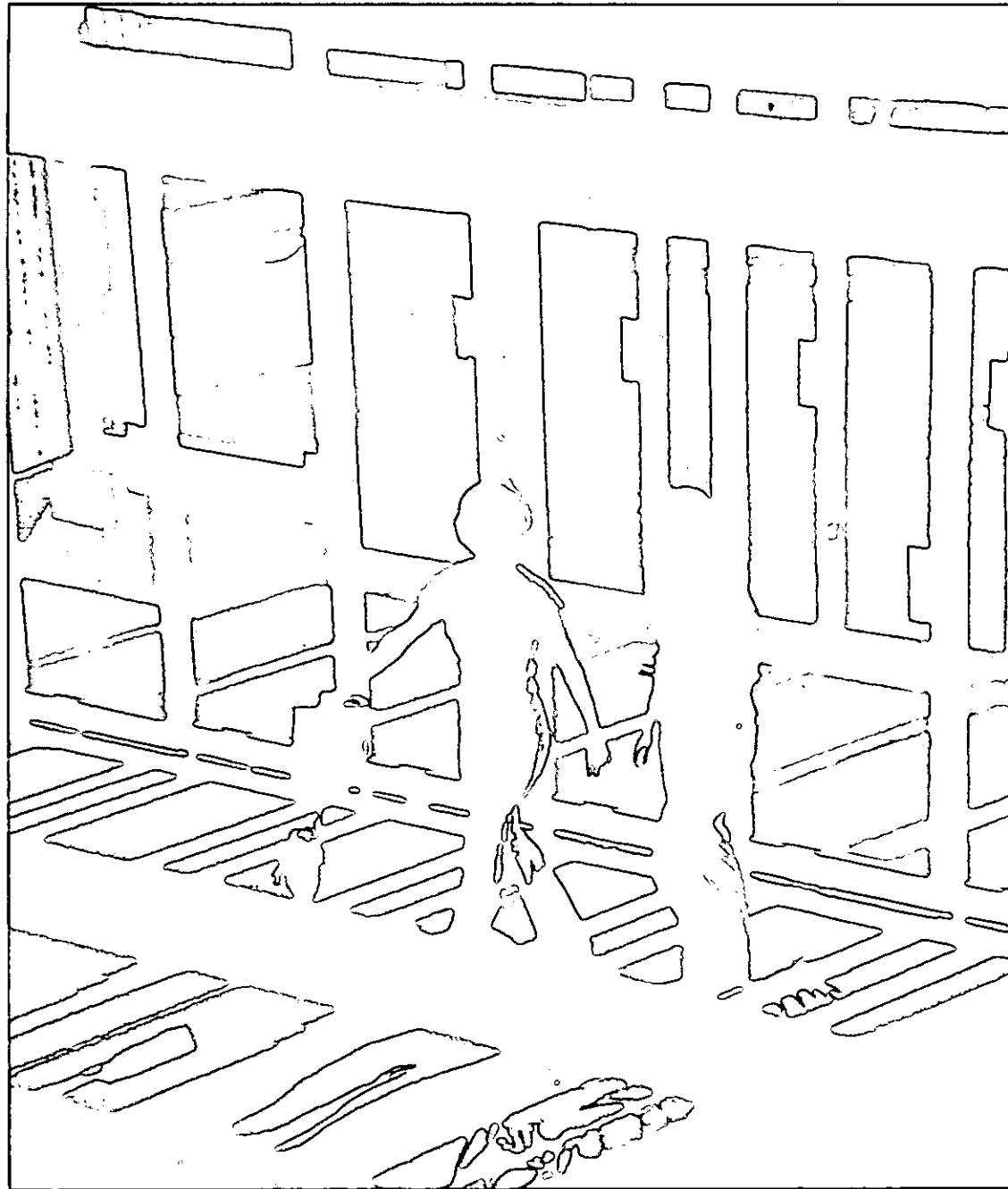
ADMINISTRATIVE STAFF

□ President	Donald T. Rippey 746-2179
□ Dean of Instruction	Ruby H. Herd 746-2182
□ Dean of Students	Don G. Creamer 746-2177
□ Dean of Business Affairs	Robert L. Ware 746-2193
□ Associate Dean of Instruction	Carl M. Nelson 746-2252
□ Associate Dean of Instruction, Evening Division	Kenneth L. Permenter 746-2184
□ Assistant Dean for Counseling and Guidance	Gwen L. Hall 746-2172
□ Director of Community Services	Ray Witherspoon 746-2191
□ Assistant Dean for Student Activities	Ric Abbott 746-2195
□ Director of Admissions and Registrar	John Williamson 746-2311
□ Assistant Dean of Learning Resources	Ted Carley 746-2292
□ Director of Financial Aid	Inez Traylor 746-2199
□ Director of Health Center	Jean B. Wycoff 746-2263
□ Director of Community Information	Paxton Moore 746-2152

INSTRUCTIONAL DIVISION CHAIRMEN

□ Business	Carey Rector 746-2344
□ Communications	Robert Bennett 746-2323
□ Developmental Studies	Gary Veroff 746-2401
□ Human Development	Jerry Wesson 746-2323
□ Fine and Applied Arts	Arlin Peltier 746-2354
□ Associate Degree Nursing	Mary Hardy 746-2309
□ Allied Health	Mary Watts 746-2392
□ Science and Mathematics	Carlos Gonzalez 746-2376
□ Social Science	Alvin Bean 746-2360

ADMISSIONS



General Admission Policy

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

Admission Requirements

1. Beginning Freshmen: Students enrolling in college for the first time may apply if they are:
a. A graduate from an accredited high school. b. A graduate from an unaccredited high school who is eighteen years of age. c. A non-high school graduate who is eighteen years of age and whose high school class has graduated. d. A high school student recommended by the high school principal. (See concurrent enrollment.) □ **2. Transfer Students:** a. College transfer applicants will be considered for admission on the basis of

their previous college record. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by El Centro College. b. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admission and Retention for special approval. □ 3. **Former Students:** Former Dallas County Community College District students will be required to submit an application for readmission to any one of the District colleges. A student will not be readmitted to any college within the District if he or she has unsettled financial debts at any of the District colleges. □ 4. **Non-credit Students:** Students seeking enrollment for non-credit courses are directed to contact the Division of Community Service Programs. □ Exceptions to these requirements will be referred to the Committee on Admission and Retention.

Admission Procedures

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

□ an application for admission □ an official transcript from the last school (high school or college) attended. Transcripts are required by El Centro's accrediting agency and are important for program advising in the counseling office. Students who are seeking a certificate or associate degree are required to submit transcript of all previous college work prior to the end of the first semester. □ written proof from a medical office of — a negative tuberculin skin test or chest X-ray — a polio immunization if the applicant is under 19 years of age — a diphtheria/tetanus injection within the last ten years □ This medical proof is required by state law (Senate Bill 27). □

Advisement Procedures

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

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

Student Diversity

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

Foreign Students

El Centro College is authorized under Federal Law to enroll non-immigrant alien students. However, under present conditions, foreign students are not admitted until all admission requirements are complete. A personal interview with the foreign student advisor and special permission from the President of the College is required before admission can be finalized. In addition to admission requirements for all other students, foreign students must demonstrate proficiency in English, provide evidence of financial ability, and meet with the foreign student advisor for general counseling concerning his potential for profiting from the educational programs of El Centro College. Admission procedures for foreign students are regulated by the President of the College and may require his permission for enrollment. Under present conditions, foreign students are not admitted until all admission requirements are complete. □

Concurrent Enrollment

1. A limited number of high school seniors may be concurrently enrolled upon recommendation of the high school principal. 2. The colleges in the Dallas County Community College District have no geographical boundary restrictions for enrollment at any of the campuses. Admission requirements for all of the colleges are established by the DCCCD Board of Trustees and are the same for all District colleges. Students may enroll in more than one college at the same time. □

Community Service

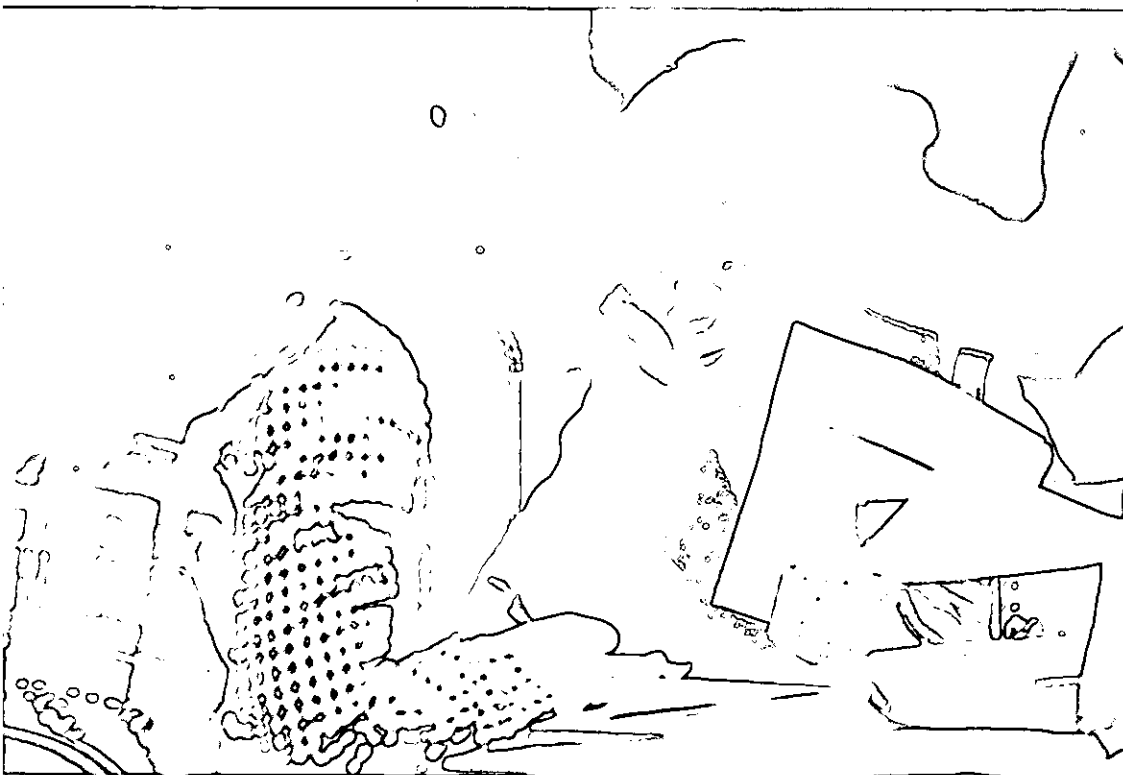
The Community Service Division of El Centro College offers a variety of non-credit courses designed to provide continuing education opportunities for individuals desiring to upgrade their present skills or learn new skills, cultural and community enrichment programs, personal entertainment and recreation, and resources for industry, government and professional groups needing to supplement their own training and development programs. □ Registration for these courses does not require a high school diploma or college transcript since no credits or grades are issued. However, Continuing Education units will be offered in compliance with guidelines from the Southern Association of Colleges and Schools. □ The C.E.U. (continuing education unit) is officially defined as "ten contact hours of participation in an organized continuing education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The C.E.U. should not be interpreted as a substitute for college credit, it is merely a means of recording and accounting for the various continuing education activities which one has accumulated over a period of years. □ Community Service programs are offered on the El Centro campus site as well as North Dallas High School and various other off-campus locations. These programs are an important element in the El Centro College concept of the "Community College" and all efforts will be made to comply with the educational needs of Dallas County either on our campus or other locations where applicable.

Name, Address, and Social Security Number

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

Servicemen's Opportunity College

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



Fees

Tuition and Fees

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

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

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

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

Dallas County Community College District Tuition Schedule Summer Sessions, 1975

Semester	In-District		Out-of-District	
Credit Hours	In-District	(Other Texas Counties)	In-District	(Other Texas Counties)
1	25		30	
2	25		60	
3	30		90	
4	40		120	
5	50		150	

6	60	180
7	64	184
8	68	188
9	72	192

Semester Credit Hours Out-of-State* Out-of-Country

1	45	100
2	90	100
3	135	135
4	180	180
5	225	225
6	270	270
7	310	310
8	350	350
9	390	390

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

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

Fall or Spring Term □

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

Summer Term □

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

Certain other programs such as Fire Protection Technology and certain technical occupational programs which fit the reciprocal agreement between the DCCCD and the TCJCD may have special tuition rates (see page 13). □

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

Special Fees and Charges

Laboratory Fees—(a semester, per lab)
\$2.00 to \$8.00 □

Music Fees—*(private lessons, a semester)
\$35.00 for 1 hour per week (maximum charge for one course) \$20.00 for ½ hour per week □

Physical Education Activity Fee—\$5.00 per course □

*Available only to students enrolled for 12 units or more.

Audit Fee

The charge for auditing a course is at the same rate as taking a course for credit regardless of the number of hours enrolled, except that a student services fee is not charged. □

Credit by Examination

Examination fee of \$20.00 per examination. □

Additional Fees

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

Refund Policy

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



Degree Requirements

Associate in Arts and Sciences Degree

A total of 60 hours must be presented with an average grade of at least "C" (2.0). Courses numbered 99 and below and Music Recital 199 may not be counted toward the 60 units minimum. Technical-occupational courses applicable toward the Associate in Applied Arts and Sciences degree are applicable for the Associate in Arts and Sciences degree. □ These 60 hours may be earned at any Dallas County Community College District college and must include:

English 101-102, plus an additional
6 units of English 12 hours

A minimum of 8 semester hours of a laboratory science.

(Music Majors are exempt from this requirement. Check listings under subject field) 8 hours

History 101-102* and Government 201-202*
(No substitutions allowed) 12 hours

Humanities: To be selected from
Theatre 101, Art 104, Music 104 or
Humanities 101 3 hours

In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district colleges or accrue 45 hours in residence. The degree will be granted by the college in which the student took the last 15 hours or where the majority of hours were accrued. No more than ¼ of the work required for any degree or certificate may be taken by correspondence. Correspondence work submitted for graduation credit must be approved by the Director of Admissions. □ All students who expect to transfer to a four year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years. A maximum of two physical education activity hours may be counted as credit toward requirements for graduation. □ The student is urged to consult the catalog of the

institution to which he may transfer for their special requirements. These catalogs should be used by the student and his advisor as a basis for the program plan. □

*Only 3 hours of History or Government credit may be earned by credit-by-examination. (CLEP credit does not qualify for this requirement.)

Associate in Applied Arts and Sciences Degree

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

Associate Degree and Certificate Programs

Technical vocational programs are one-year and two-year courses of study designed to enable a student to enter his chosen occupational field as a skilled employee and his community as a culturally aware citizen. □ These programs are offered only after studies prove employment opportunities will exist at the time the student completes his program, matching the industrial community's requirements to the ambitions and goals of the student. □ This realistic approach to vocational education is made possible by the excellent cooperation of local industry, business and institutions who more and more are looking to the district's colleges for skilled personnel. □ In addition to training in a specific occupational field, the student's program includes courses in the humanities, English, history and other academic subjects to enable the student to better understand and participate in his community. A "C" (2.0) grade average is necessary for all courses listed in the requirements of associate degree and certificate programs. □ Technical vocational courses are college credit courses and some are transferable in the event a student wishes to continue his studies at a four-year institution. □ The following Associate Degree and Certificate Programs are offered at Dallas County Community Colleges:

El Centro—EC Mountain View—MV
Eastfield—E Richland—R

Accounting Technician (2 yr.)	MV	R	
Accounting Technician (1 yr.)	EC	MV	R
Air Conditioning and Refrigeration (Certificate)			E
Air Conditioning and Refrigeration Technology			E
Animal Medical Technology		MV	
Apparel Design	EC		
Architectural Drafting (1 yr.)	EC		
Architectural Technology (2 yr.)	EC		
Auto Body			E
Automotive Technology			E
Aviation Administration		MV	
Avionics Technology		MV	
Child Development Associate			E
Child Development Assistant			E
Construction Management and Technology			R
Data Processing Programmer	EC		
Dental Assisting Technology	EC		
Diesel Mechanic			E
Digital Electronics			E
Drafting and Design Technology	EC	MV	E



EASTFIELD COLLEGE

Drafting and Design Technology (Co-op)				E
Electro-Mechanical Technology			R	
Electronics Technology		MV		
Fire Protection Technology	EC			
Fluid Power Technology			R	
Food Service—Operations	EC			
Food Service—Dietetic Technician	EC			
Graphic Arts				E
Horology		MV		
Horticulture—Ornamental				
Nurseryman			R	
Human Services			R	E
Interior Design	EC			
Legal Assistant	EC			
Machine Shop		MV		
Medical Assisting Technology	EC			
Medical Laboratory Technician	EC			
Medical Transcriptionist	EC			
Mid-Management	EC	MV	R	E
Nursing—Associate Degree	EC			
Nursing—Licensed Vocational	EC			
Office Skills and Systems	EC	MV		E
Pattern Design (Drafting and Draping)	EC			
Pilot Technology		MV		
Police Science	EC			
Quality Control Technology			R	
Radiologic Technology	EC			
Recreational Leadership				E
Respiratory Therapy—1 year certificate	EC			
Respiratory Therapy Technology	EC			
Secretarial Careers (1 year)	EC	MV	R	E
Secretarial Careers (2 year)	EC	MV	R	E
Services for the Deaf (1 year)				E
Services for the Deaf (2 year)				E
Teacher Aide (2 yr.) (1 yr.)	EC	MV	R	E
Television and Radio Electronics	EC			
Transportation Technology				E
Welding, Industrial		MV	R	



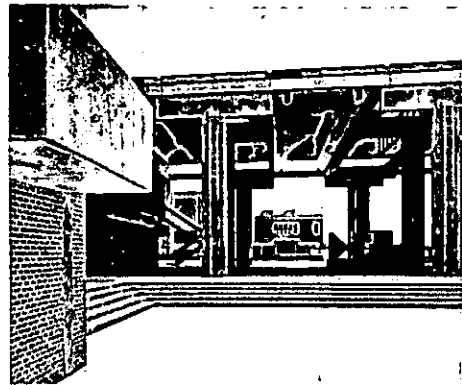
MOUNTAIN VIEW COLLEGE

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

Programs	Campus
Agribusiness	Northwest Campus
Appliance Service and Repair	South Campus
Aviation Maintenance Technician	South Campus
Banking and Finance	Northeast Campus
Civil Technology	Northeast Campus
Dental Hygiene	Northeast Campus
Fashion Merchandising	Northeast Campus
Instructional Media	Northeast Campus
Labor Studies	Northeast Campus
Legal Secretarial	Northeast and South Campus
Operating Room Technician (1 year)	Northwest Campus
Small Gasoline Engine Repair	Northwest Campus

Procedure for Filing Degree and Certificate Plans

1. The student should request a degree plan from the Admissions Office upon completion of 30 semester hours. Transcripts of all previous college work must be on file at the time of the request for a degree plan. □ 2. A student following a 1-year certificate program should request an official plan during his first semester. □ 3. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the college catalog calendar deadline. □ 4. A candidate for graduation in May is requested to attend the commencement program unless granted prior permission by the Dean of Students to graduate in absentia. □ 5. January and August graduates may attend the next commencement if they desire, but are not required to do so. Should the graduating student wish to attend, the Registrar's Office should be notified of his intention. □ 6. For information concerning graduation fee, see page 11 under "Additional Fees." Instruction concerning graduation will be mailed to all candidates 30 days prior to commencement. □ Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless he elects to graduate under the requirements of a later catalog. The candidate must indicate the catalog of his choice when he files his degree plan. □ To qualify for a second degree or certificate a student must fulfill the residence requirement for the second degree and must complete all required courses in the plan for the second degree or certificate. □



RICHLAND COLLEGE

Rules & Regulations

Regulations Policy

The regulations in this catalog are based upon present conditions and are subject to change without notice. The college reserves the right to modify any statement in accordance with unforeseen conditions. If in the event the application of these rules, regulations and procedures in this catalog causes a hardship on an individual, the case may be reviewed by a committee for action. The procedure is initiated in the counseling center. □

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when an absence must be excused. Instructors are given the prerogative of determining the excusability of student absences. □

Instructors are required to report students to the Dean of Students for excessive absences. Generally, first excessive absence reports are made when absences have reached 3 consecutive hours or an accumulation of 6 hours. At this point, students are warned that failure to attend class may result in suspension from that class. Second excessive absence reports are filed with the Dean of Students when, in the opinion of the instructor a student's continued absences warrant his suspension from class. □ Students dropped for excessive absence will receive a grade of "W" in the class from which they are dropped. □

Classroom Dishonesty

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

Dropping a Course or Withdrawal from College

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

who drop a class or withdraw from college before the deadline will receive a "W" in each class from which they have withdrawn. The deadline for receiving a "W" is two weeks prior to the end of the semester. After that time a student will receive a performance grade in the course. □ If a student leaves without officially withdrawing, he will receive "F" in all subjects. □

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and will be determined on the basis of whether space is available in the class to which he wishes to change. The change action is not completed until it has been received and processed by the Registrar's Office with the instructor being notified of the change. No change action will be accepted by the registrar after the first week of classes. □

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit. □ Procedures for auditing a course will be administered by the Registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled in collegiate level courses, the combined number of semester units in credit courses and audit shall not exceed eighteen. □

Recommended Academic Load

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

Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester units or more) and to part-time students when they have attempted a total of 12 semester units. These policies are based on a 4.0 grade point scale (see page 14 "Scholastic Standards"). □ The following criteria will be used to determine academic standing: 1. Students who have completed one or more semesters in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade point average. □ 2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average. □ 3. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above may continue on scholastic probation. □ 4. Students on probation who do not meet the requirements of paragraph 3 will be placed on scholastic suspension. □ The periods of scholastic suspension are: 1) suspension for the first time—one regular semester and 2) subsequent suspension—two regular semesters. □ Students previously enrolled in college who are placed on scholastic probation are expected to enroll in Human Development 106. Under special circumstances a counselor may waive this course for probationary students. □ Students who have been suspended must file a petition for readmission. The conditions for readmission are established and administered by the Dean of Students. □

Waiving of Scholastic Deficiency

Any student pursuing an academic transfer program who wishes to transfer to a technical-occupational program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C" as long as the student follows the technical-occupational program. The logic of this procedure is that many students do poorly while pursuing a course of studies for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student remaining in a technical-occupational program. A change to an academic transfer program places the student under the original conditions of the academic transfer program including the calculation of a cumulative grade point average of all college credits earned. This procedure will apply both to El Centro College students and to students transferring from other institutions. The student who wishes to avail himself of this opportunity should state his intentions in writing to the Director of Admissions prior to pre-registration and should assume the responsibility of informing his counselor during the pre-registration advisement session. □

Transfer of Credits

Transfer credit will be given for all passing work completed at accredited colleges and universities. The Admissions Office will be responsible for the evaluation of all transfer credit. □ Students who are admitted with a grade point deficiency will not be graduated from El Centro College until this deficiency has been cleared. □

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

Transfer of Credit from El Centro College

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

Settlement of Debts and Grade Reports

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

Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the Library may lead to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities. □ All books and other library materials must be returned before the end of each semester. No grades will be sent to students who have not returned all such materials or who have unpaid library fines. No transcripts of grades may be sent until the library record is cleared. □

Scholastic Standards: Grades and Grade Point Averages

Final grades are reported for each student for

every course undertaken according to the following grading system:

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

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

Honors

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

Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon the course, the examination may be a section of the College Level Examination Program or a teacher-made test. □ Students will be allowed to earn as many credits through the credit-by-examination procedure as their needs require and ability permits. The last fifteen semester hours required for graduation in any degree or certificate program must be earned in residency and may not be earned through credit by examination. □ Credit by examination may be attempted only one time in any given course and a grade of "C" or better on the examination is required in order to receive credit. Only currently enrolled students will have the semester hours earned through examination become part of their permanent record. □ Request for examinations should be made to a counselor who will provide the necessary petition forms and advise the student of the procedure. A student, whether part-time or full-time, will pay an examination fee of \$15.00 per examination. This fee must be paid prior to taking the examination and is non-refundable. Though great effort has been made to interrelate our credit-by-examination program with transferring four-year institutions, final acceptance of credit by examination achieved for specific degree purposes is determined by that institution. For further information concerning graduation requirements, consult the Degree Requirement section in this catalog. Not all courses offered at El Centro are approved for credit by examination. A list of those credits which may be established through this method is available in the Counseling Center. □ A student can use only 3 credit hours earned by credit-by-examination for degree requirement in History or Government. □



Student Services

Counseling and Guidance

Students and prospective students who have provided all necessary admissions information to the college will find a staff of professional counselors available to help them resolve questions of career choice, college transfer requirements, study skills, self-understanding and other kinds of personal problems. Group and individual techniques are employed by the counselors to meet student needs. A partial review of additional materials and services available through the counseling center is listed for student information: 1. Psychological tests of personality, vocational interests and aptitudes, 2. Technical and occupational information, 3. Catalogs from a wide selection of colleges and universities, 4. Registration information, 5. Information about the general services offered in other divisions of the college, 6. Tutoring services, 7. Referral for students requiring therapy for psychological problems, 8. Educational planning of courses to meet specific degree requirements. All students are assigned a counselor by the Counseling Center. Students may see their assigned counselor or any counselor of their choice simply by making an appointment at the receptionist desk in the Counseling Center. The Counseling Center is located on the second floor. □

Division of Human Development

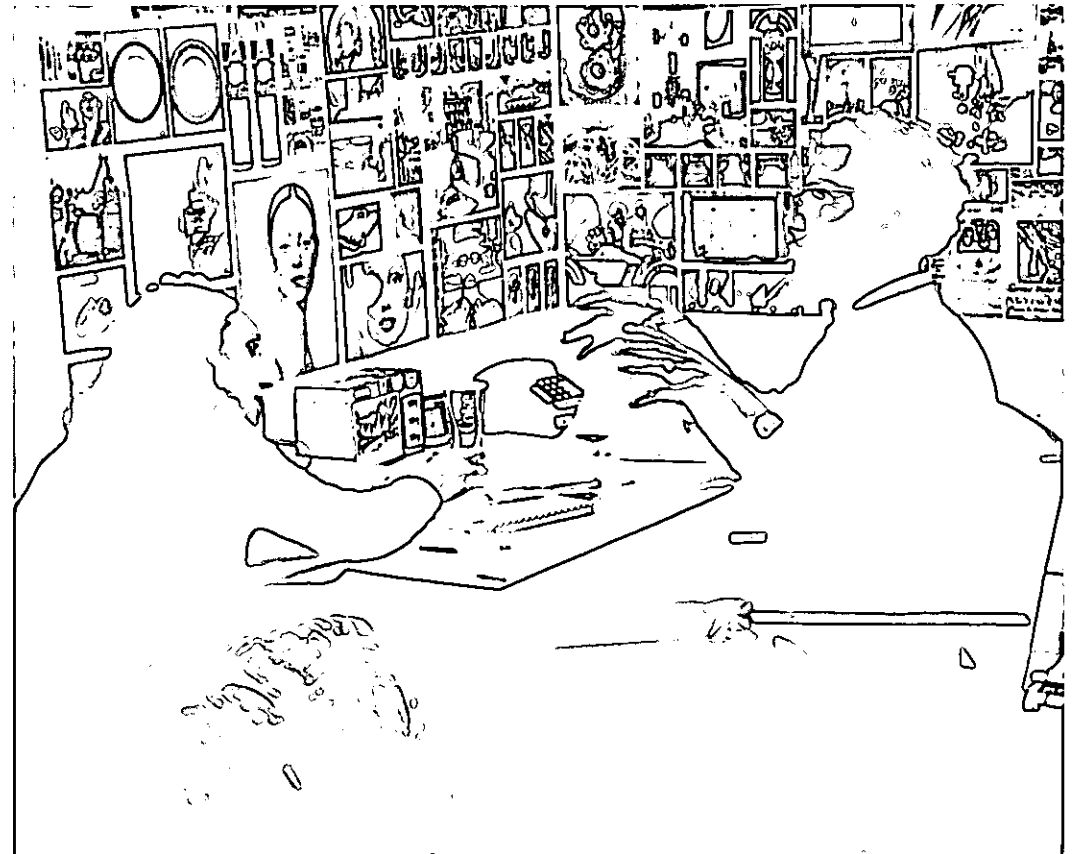
The instructional activities in the Human Development courses provide chances for students to explore the relationship between meaningful education and some of the dilemmas or questions commonly brought to college. "Why learn" and "how to learn" is put in a perspective of "who is to learn." These courses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

Advisement

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

Veterans Affairs

Two offices on campus provide assistance to veterans — The Office of Veteran Affairs (VAO) and the Vet Reps Office. □ (1) The VAO is established to provide services to veterans including job placement, counseling, financial aid for enrollment, and information services. The VAO sponsors the Inner City Veterans Association on campus and engages in outreach and recruitment. When tutoring or developmental studies are indicated, ar-



rangements can be made through this office which is located in the Student Center, telephone 746-2341 or 746-2342. □ (2) The Vet Reps are employed by the Veterans Administration to provide on-campus assistance to veterans. The main areas of assistance are preparation of applications for educational benefits and initiation of pay inquiries in cases of non-receipt or questioned amounts in their VA checks. Also Vet-Reps answer questions the veterans may have about their entitlement to other benefits under VA Laws and Regulations. Veterans are encouraged to contact Vet-Reps on campus at 746-2293 or come by the Admissions' and Registrar's Office when in need of assistance. □

Educational Opportunity Center

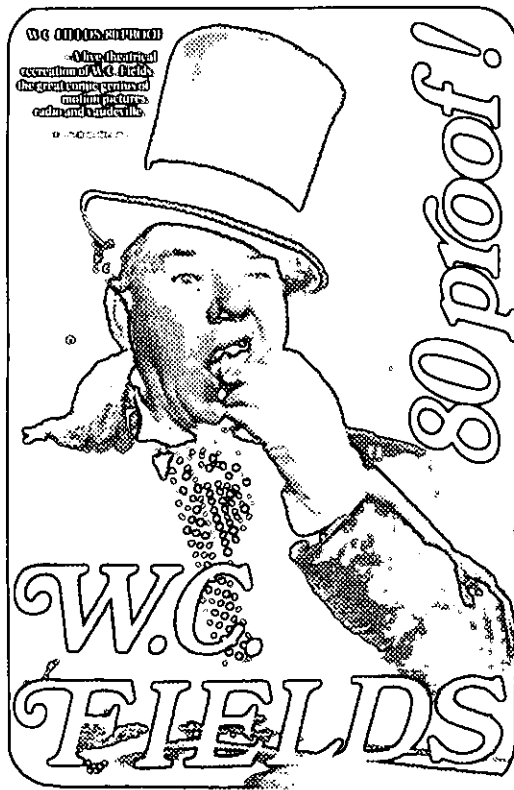
The Educational Opportunity Center is sponsored by the Dallas County Community College District and the Special Services Branch of the U.S. Office of Education. This project is designed to offer extensive counseling and information services primarily to persons from economically disadvantaged groups who may profit from further secondary or post-secondary education. This is done by the Mobile Counseling Center, satellite centers through the community and a computer terminal network. The staff will achieve its objectives through such activities as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the

counseling service to the target communities, referring students to appropriate social help agencies, and assisting in the placement of individuals either in schools and/or on-the-job training programs. For further information, contact the EOC, Room 307, Main Bank Building, Main and Lamar or phone 746-2197 or 746-2258. □



The Health Center, located on the second floor, is maintained on campus to provide health counseling and education as well as emergency and first aid care. The Health Center is open from 8:00 a.m. until 10:00 p.m. daily Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday.

☐ Confidentiality of all findings is maintained, and no information is ever released without written permission from the student. A major function of



the Health Center is the referral of students to the appropriate outside source for the correction of defects. Each student is responsible for his own transportation to referred sources. If the illness/injury is of such nature to necessitate an ambulance call, it will be provided at the student's personal expense. □ Health education material may be secured from the Health Center. A small library is maintained containing health-related materials not available in the library. □ All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs. □

The Financial Aid Program at El Centro College is designed to function as a multi-purpose financial assistance service for students. A major objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be controlled by their financial resources. □ *Where to Apply.* Requests for information should be directed to the Director of Financial Aid, El Centro College, Main and Lamar, Dallas, Texas 75202. □ *When to Apply.* Students who anticipate the need for financial assistance for college should complete an application well in advance so a realistic determination of their need may be reached. □ Previous to a Fall semester, the deadline for completing application and interview is 6 weeks prior to the first day of registration.

Previous to a Spring semester, the deadline is 6 weeks prior to the first day of registration. ☐

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

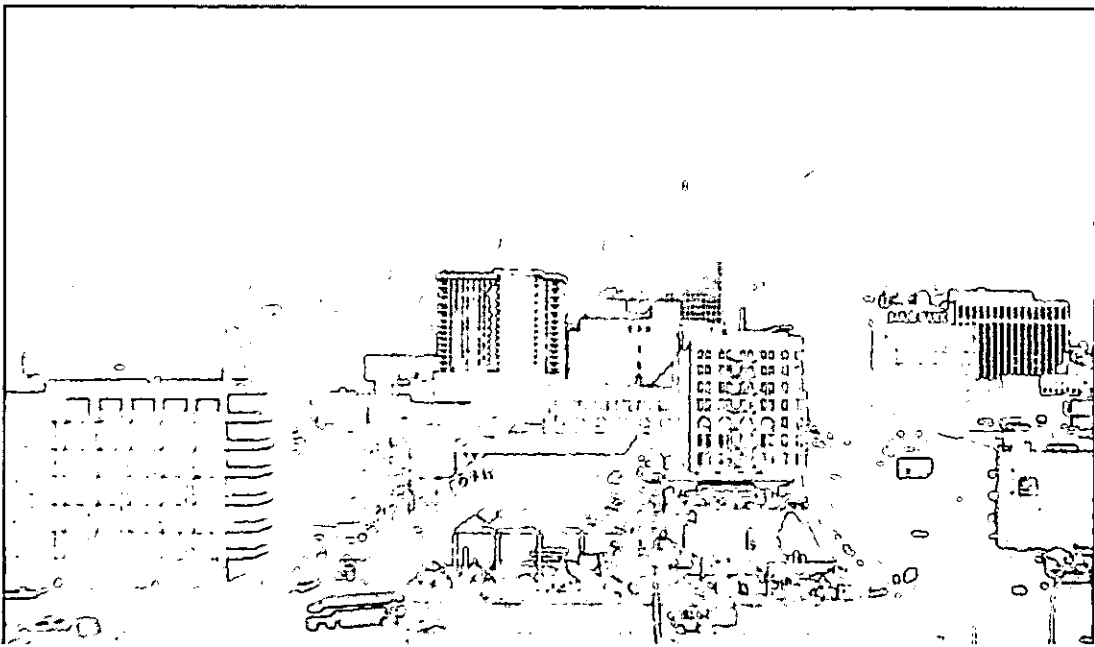
1. On-campus placement ☐
2. Work-study programs. ☐

Efforts are made by the Office of Financial Aid and Placement for students to gain employment in clerical work, library work, laboratories, custodial work, selling, etc. ☐

Veteran's Benefits. The Veteran's Benefits Program for eligible students is coordinated by the Office of Admissions and Records located on the second floor and by the Veterans Affairs Office located in the Student Center, in the basement of the college. Veterans who are interested should contact the person in charge of Veteran's Benefits in the Admissions Office or the Director of Veterans Affairs. □ **Bureau of Indian Affairs.** For information on educational benefits, an Indian student should contact the nearest BIA Office. □ **Social Security Administration.** Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. The Office of Admissions and Records acts as liaison between El Centro students and the Social Security Administration. □ **Vocational Rehabilitation.** The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical or mental disabling condition. For further information, contact Vocational Rehabilitation, 433 N. Central Expressway, Dallas, Texas. □ **Hazlewood Act.** Certain veterans who have no remaining V.A. educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible. Contact the Financial Aid Office for details. □ **Law Enforcement Educational Program.** The LEEP Program is designed to aid students who are presently employed or working toward becoming employed in certain law enforcement and correctional

agencies. LEEP funds provide aid for direct educational expenses, and are as follows: *Grants*. Potential non-repayable grants are available only to students who are employed full-time by a public law enforcement agency. Students enrolled either part-time or full-time may be eligible. Grants cannot cover more than amount of tuition, fees, and estimated cost of required books. □ LEEP awards may be limited by funds made available to the college. For further information and applications, contact the Office of Financial Aid. □ *National Nursing Scholarship*. Students who have been officially accepted and are in at least half-time attendance in the Associate Degree Nursing Program, and who have received benefit from it before, may apply to the Financial Aid Office. National Nursing Scholarships are awarded on the basis of exceptional financial need and are limited by funds made available to the college. □ *Basic Educational Opportunity Grant*. (BEOG). Students who entered college for the first time during or after the summer of 1973 and are enrolling full-time may be eligible for this "entitlement grant." Applications are available in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a student eligibility report, SER, which he brings to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided to them by the federal government for that purpose. □ *Supplemental Educational Opportunity Grant*. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with exceptional financial need. To be eligible a student must prove such financial need and make satisfactory progress toward the completion of his educational goal. The amount of an SEOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. Students must apply each academic year to be reinstated. □

El Centro College has several loan funds for students needing long-term as well as short-term loans. Students interested in making application for loans should apply at the Financial Aid and Placement Office. □ *Hinson-Hazelwood Loan.* A resident student of the state of Texas who meets the necessary requirements of the state and



college may be eligible. Repayment must begin nine months following the termination of enrollment on at least a half-time basis. Minimum payments are \$30 per month and up, depending on total loan. Interest is charged at the rate of 7%, beginning on date of first required payment. A new application is required previous to each academic year, and a separate application is necessary for summer term loans. □ Students who wish may apply for a Federally Insured Student Loan from a commercial lender, such as his family bank or credit union. □ *El Centro College Loan.* A short-term institutional loan for emergency purposes. Repayment is to be made within 60 days or less. □ *Dye Foundation Loan.* A short-term loan designed to assist students with tuition, and fees. Repayment is to be made within 60 days or less. □ *Minnie Stevens Piper Foundation Loan.* A loan made available to assist worthy and needy students. Loans up to \$500.00 per semester for undergraduate students (sophomore or above) are available. Interest is a low 4% compounded annually from date of loan. Notes fall due one year after graduation. Interested persons should inquire at Minnie Stevens Piper Foundation, 2700 National Bank of Commerce, San Antonio, Texas 78205. □ *Sears-Roebuck Foundation Loan.* This is a short-term loan available to mid-management and business students who are recommended by their instructors. It is a 60-day loan for up to \$100.00, bearing no interest. □ *Smith-Murray Memorial Loan.* This is a flexible short-term loan available to deserving students in financial need. It is ordinarily a \$50.00 loan, for payment of tuition, fees, and books. It bears no interest. □ *Food Services Loan.* This is a short-term loan available to Food Services students who are recommended by the Director of the Food Services Program. It is a 60-day loan for emergency purposes and bears no interest. □

Scholarships

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

and others with specific interests, sometimes provide scholarships which are available only to students majoring in that specific field of study. Applications should be submitted through the appropriate division chairman to the Office of Financial Aid. □ *Internal, based on financial need.* Several scholarships at El Centro are available only to students who demonstrate a definite financial need related to their educational expenses. □ For further information concerning scholarships and other types of financial aid, students should contact the Office of Financial Aid and Placement. Financial Aid programs are highly dependent upon the state of the economy, and upon changes in state and federal legislation, and funding levels. Because of this, changes in programs and guidelines occur frequently. □

Off-Campus Job Placement

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

Student Activities

The Student Activities Program at El Centro College is responsible for providing the campus with a balanced program of cultural, social, and educational activities. Its goal is to offer a wide variety of co-curricular experiences which will assist the student in developing a rich concept of his life's potential. A varied program of activities open to all members of the Community Association is implemented through the coordinated programs of a number of organizations, each of which offers opportunities for the student to explore his interests. Members of the Activities staff assist in administering these activities. □

Community Association

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

composed of the following elements: Town Meeting, Community Council, Ad-Hoc Committees, and Permanent Organizations. □

Student Organizations

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

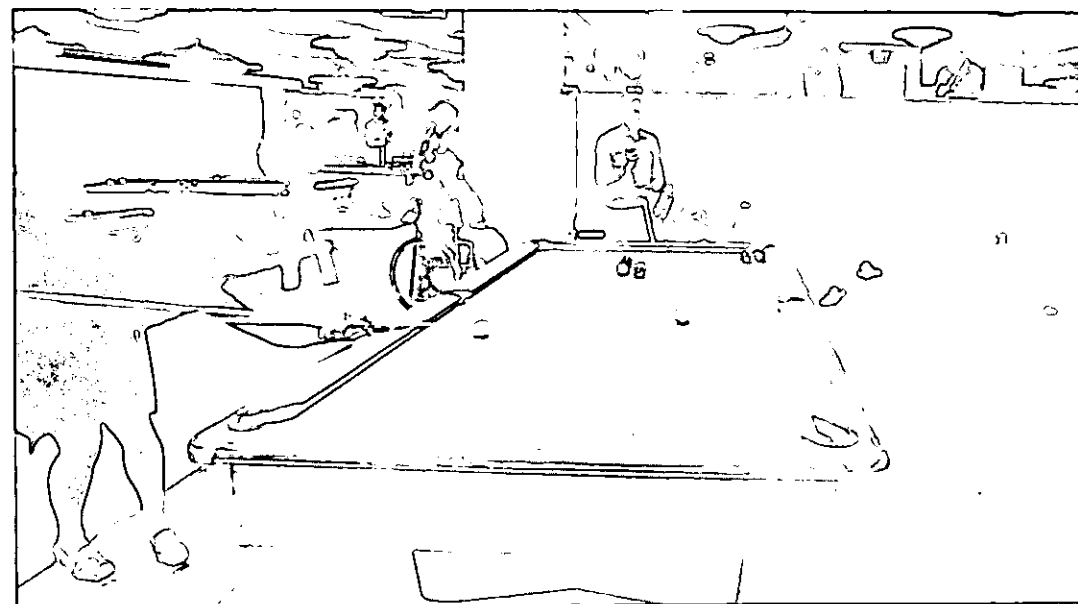
1. *Co-Curricular Organizations*—These co-curricular organizations are integral to the educational goals and purposes of the College. Certain procedures affecting student life are designated as the responsibility of such organizations and monies from the Student Activities funds are set aside to be used by these organizations in pursuing their responsibilities. Among the agencies are the Community Council, the Center Activities Board, and the Lyceum Committee. □
2. *Social Organizations*—Such organizations exist for the purpose of providing fellowship, developing social relationships and promoting a sense of community among students who wish to be involved in group social activities. □
3. *Service Organizations*—Service organizations have as their primary function the pursuit of activities which will contribute positively to the school and to the community. □
4. *Professional Organizations*—Pre-professional and academic organizations are joined by students wishing to pursue interests which will contribute to the development of career fields. □
5. *Scholastic Honorary Organizations*—Scholastic honorary organizations offer membership to students on the basis of academic excellence and performance. □
6. *Special Interest Organizations*—Such organizations are organized by students who are intent upon developing or broadening an interest in some particular aspect of their lives as human beings or students. □

Student Center

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

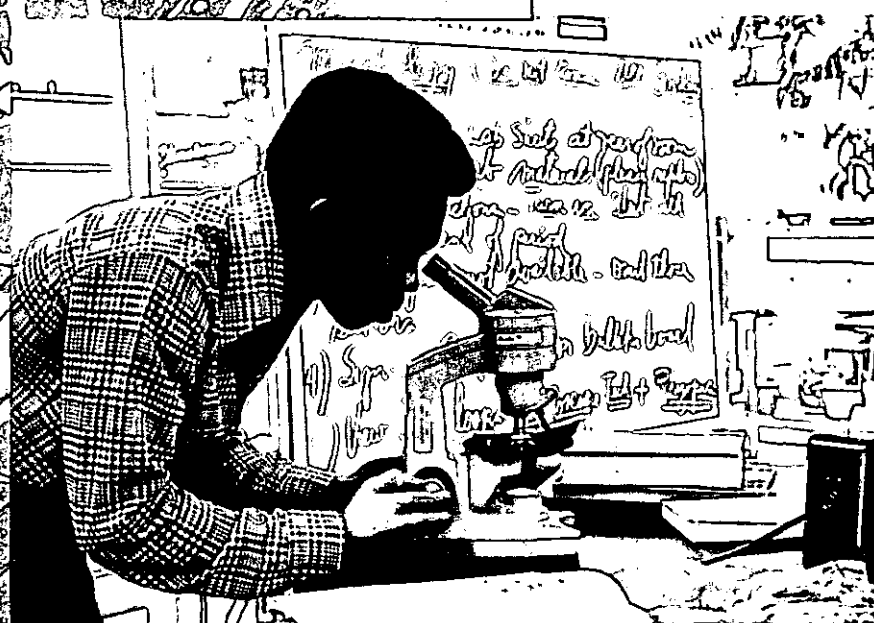
Security Division

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

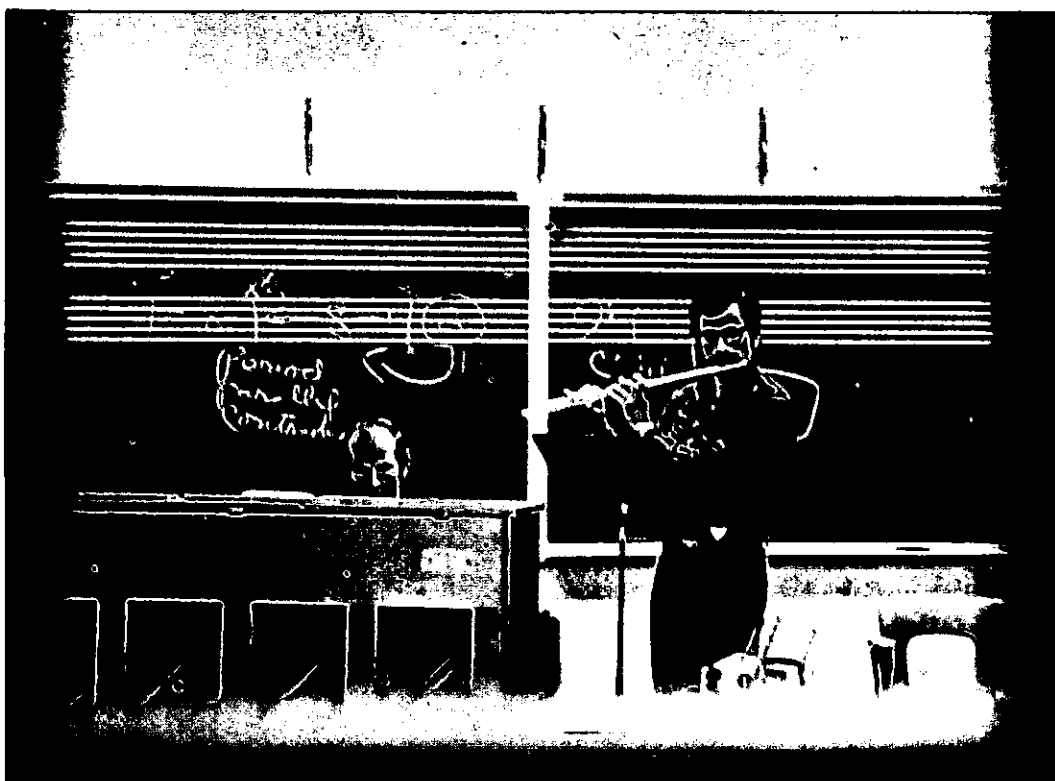


COURSE DESCRIPTION

El Centro College is offering several courses via television. These courses are Government 201, Ecology 290 (Man and Environment), English 101, 102, Psychology 105, and Business 105. Content of and credit for these courses is the same as for similar courses taken on campus. ☐ Television courses include viewing of two 30-minute television programs on KERA Channel 13 each week, plus reading assignments and study guide assignments. Students come to the El Centro College campus for an orientation session at the beginning of the semester, for one or two seminars (discussion meetings) and for three or four tests during the semester. These visits to the campus are normally scheduled so that they may be attended either in the afternoon, at night or on the weekends. ☐ Television courses may be taken in conjunction with on-campus courses or by persons who are taking no on-campus instruction. ☐



IONS



General Information

In the following list of courses, the credit value of each course in semester units is indicated. Below the credit value is the number of hours devoted to lecture and/or laboratory.

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

ANTHROPOLOGY

Anthropology 100 3 Cr.
Introduction to Anthropology 3 Lec.

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

Anthropology 101 3 Cr.
Cultural Anthropology 3 Lec.

A survey of the cultures of the world with emphasis on those of North America. The concept of culture; social and political organization; language, religion and magic; elementary anthropological theory. □

Anthropology 104 3 Cr.
American Indian Culture 3 Lec.

This course attempts to lead to a better understanding of native Americans from three perspectives: native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, the Bureau of Indian Affairs, self-determination, health care, etc. □

Anthropology 110 3 Cr.
The Heritage of Mexico 3 Lec.

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

States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110. □

APPAREL DESIGN

Apparel Design 232 3 Cr.
Design Development 2 Lec., 4 Lab.

Prerequisites: Pattern Design 131, Design 136; concurrent enrollment in Apparel Design 237 and Pattern Design 230. The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered each assignment. Laboratory fee required. □

Apparel Design 233 3 Cr.
Design Development 2 Lec., 4 Lab.

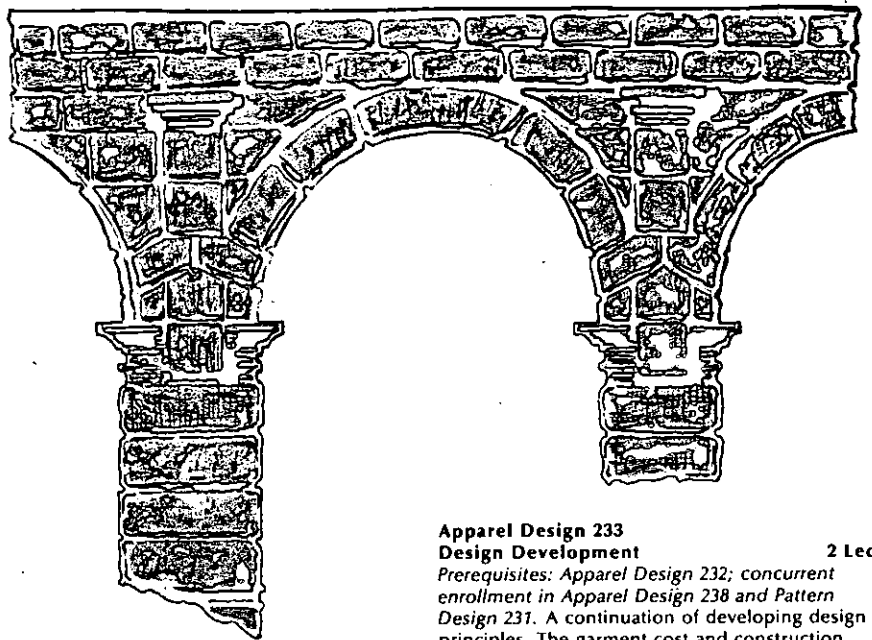
Prerequisites: Apparel Design 232; concurrent enrollment in Apparel Design 238 and Pattern Design 231. A continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee required. □

Apparel Design 237 2 Cr.
Style Trends and Research 2 Lec.

Prerequisites: Pattern Design 131, Design 136; concurrent enrollment in Apparel Design 232 and Pattern Design 230. A study of current trends in the apparel industry. The student develops work-room sketches of designs for children, junior petite, junior, active sportswear, misses and suits. □

Apparel Design 238 2 Cr.
Style Trends and Research 2 Lec.

Prerequisites: Apparel Design 237; concurrent enrollment in Apparel Design 233 and Pattern Design 231. A continuation of the current trends in apparel industry. Student develops sketches of designs for half sizes, dressy dresses and lingerie. The student selects one size range for a complete research report. □



ARCHITECTURE

Architecture 130 3 Cr.
Architectural Graphics I 2 Lec., 4 Lab.

The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon linework and lettering in pencil and ink. □

Architecture 133 3 Cr.
Architectural Graphics II 2 Lec., 4 Lab.

The study of perspective drawing, shade and shadow. Emphasis upon theory of drawing, linework and lettering in pencil and ink. □

Architecture 134 3 Cr.
Freehand Drawing I 2 Lec., 4 Lab.

Fundamental approach to mastering the technique of pencil drawing with emphasis upon eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon. Exercises using book references, human models and indoor-outdoor sketching are utilized. □

Architecture 135 3 Cr.
Freehand Drawing II 2 Lec., 4 Lab.

Drawing with pen and ink as well as use of brush with ink and ink washes for tonal effects are incorporated within a multitude of practical applications. Exercises using book references, human models and indoor-outdoor sketching are utilized. □

Architecture 136 3 Cr.
Introduction to Architecture I 2 Lec., 4 Lab.

The study of human awareness to the environment as translated into architecture through basic design principles. □

Architecture 137 3 Cr.
Introduction to Architecture II 2 Lec., 4 Lab.

Continuation of Architecture 136 with emphasis upon methods by which information is assembled and basis of decision making for the formulation of architectural objectives. Laboratory projects to include an application of programming research and analysis. □

Architecture 229 3 Cr.
Technical Communications II 2 Lec., 4 Lab.

Prerequisite: Architecture 236 or one year of architectural drafting experience. Continuation of Architecture 236 with concentration upon more complex structures. □

Architecture 230 3 Cr.
History of Modern Architecture 3 Lec.
Prerequisite: Sophomore standing. Influences upon, and architectural expressions of man, from the industrial revolution to the present day. □

Architecture 232 3 Cr.
Basic Architectural Photography 2 Lec., 4 Lab.
Prerequisites: Architecture 137 and sophomore standing. A study of the basic theories of film, exposure, development, flash, filters, and printing. Practical applications and uses in Architectural illustrations to be investigated with emphasis upon good composition, negative and print qualities. □

Architecture 233 3 Cr.
History of Architecture Survey to 1850 3 Lec.
 A survey of architecture and influences upon the development of architecture to the industrial revolution. □

Architecture 234 3 Cr.
Building Technology-Materials and Methods 3 Lec.
Prerequisites: Architecture 236; Architecture 234 may be taken concurrently with Architecture 236. An analysis of architectural materials and their uses. Introduction to specifications and codes. Investigation of structural systems. □

Architecture 235 3 Cr.
Building Technology-Mechanical Equipment 2 Lec., 4 Lab.
Prerequisites: Architecture 236; Architecture 235 to be taken concurrently with Architecture 229. A study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. □

Architecture 236 3 Cr.
Construction Drawings 2 Lec., 4 Lab.
Prerequisite: Architecture 130 or instructor's permission. An introduction to construction drawings and their interrelationship with design and specifications. Emphasis upon total concept of construction documents and detailing. □

Architecture 237 3 Cr.
Freehand Drawing III 2 Lec., 4 Lab.
 Introduction and practice in the practical use of all media of presentation as applied to an in-office situation. Pencil, pen and ink, colored pencil, pastel, felt markers, transparent and opaque water colors are used on assorted materials in a variety of techniques. □

Architecture 248 4 Cr.
Architectural Design, Grade II 2 Lec., 6 Lab.
Prerequisites: Architecture 130 and 137. Research into design theory for the solution of architectural problems. Emphasis upon functional and aesthetic values through three-dimensional problem solving studies. □

Architecture 249 4 Cr.
Architectural Design, Grade II 2 Lec., 6 Lab.
Prerequisite: Architecture 248. Continuation of Architecture 248. □

arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual. □

Art 105 3 Cr.
Survey of Art History 3 Lec.
 This course covers the chronological sequence of art from the pre-historic through the Renaissance. Explores the cultural, geophysical, and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works. □

Art 106 3 Cr.
Survey of Art History 3 Lec.
 This course covers the chronological sequence of art from the Baroque through the present. Explores the cultural, geophysical, and personal influences on art styles, offering the student a broader range of ideas which will enable him to relate the past to his own work and provide stimuli for his future works. □

Art 110 3 Cr.
Design I 2 Lec., 4 Lab.
 A study of basic concepts of design using two-dimensional materials. Use of line, color, illusion of space or mass, texture and shape in composition. Required of all art majors. Open to all interested students. □

Art 111 3 Cr.
Design II 2 Lec., 4 Lab.
 A study of basic concepts of design with three-dimensional materials, using mass, space, movement and texture. Required of all art majors. Open to all interested students. Laboratory fee required. □

Art 114 3 Cr.
Drawing I 2 Lec., 4 Lab.
 A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Required of all art majors, open to others who are interested. □

Art 115 3 Cr.
Drawing II 2 Lec., 4 Lab.
Prerequisite: ART 114. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Required of all art majors, open to others who are interested. □

Art 201 3 Cr.
Drawing III 2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115, sophomore standing and/or permission of the Division Chairman. Analytic and expressive drawing of the human

figure, stressing study of movement and volume. Laboratory fee required. □

Art 202 3 Cr.
Drawing IV 2 Lec., 4 Lab.
Prerequisite: ART 201, sophomore standing, and/or permission of the Division Chairman. A continuation of ART 201 with emphasis on individual expression. Laboratory fee required. □

Art 205 3 Cr.
Painting I 2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115 or permission of the instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models, and the imagination. □

Art 206 3 Cr.
Painting II 2 Lec., 4 Lab.
Prerequisite: ART 205. Continuation of Painting I with emphasis on individual expression. □

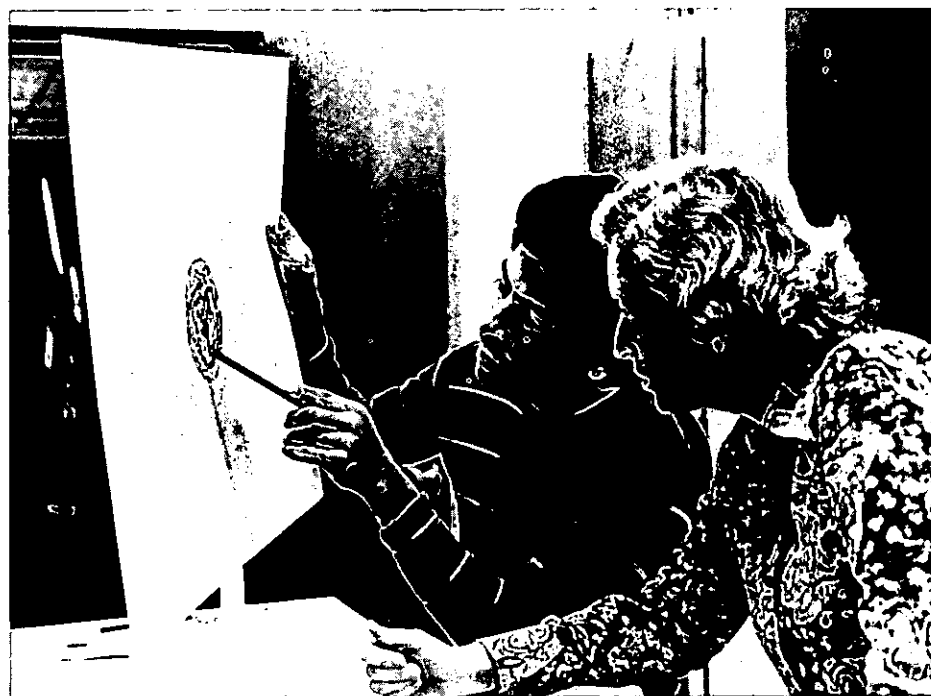
Art 208 3 Cr.
Sculpture I 2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115 or permission of the instructor. An exploration of various sculptural approaches in a variety of media and using different techniques. Laboratory fee required. □

Art 209 3 Cr.
Sculpture II 2 Lec., 4 Lab.
Prerequisite: ART 208. A continuation of Sculpture I with emphasis on individual expression. Laboratory fee required. □

Art 210 3 Cr.
Commercial Art I 2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115 or consent of the instructor. An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Laboratory fee required. □

Art 211 3 Cr.
Commercial Art II 2 Lec., 4 Lab.
Prerequisite: ART 210. A continuation of ART 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques, and the development of a professional portfolio. Laboratory fee required. □

Art 212 3 Cr.
Advertising Illustration 2 Lec., 4 Lab.
Prerequisite: ART 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solution to contemporary illustration are developed. □



ART

Art 103 1 Cr.
Introduction to Art 3 Lab.
 An introduction to materials and techniques of studio art for the non-major, with emphasis on basic compositional concepts and traditional media. Laboratory fee required. □

Art 104 3 Cr.
Art Appreciation 3 Lec.
 Films, lectures, slides, and discussions on the theoretical, cultural, and historical aspects of the visual

BIOLOGY

Biology 101 4 Cr.
General Biology 3 Lec., 3 Lab.

Prerequisite to all higher level biology courses and must be taken in sequence. Recommended for science majors. The first semester of the two semester sequence surveying indepth the principal concepts of biology, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An introductory survey of the plant and animal kingdoms is included which emphasizes the classification and basic structure and function of the more important groups. Laboratory fee required. □

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

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

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

A presentation of selected topics in biological science for the non-science major including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis, and plant and animal reproduction. Laboratory fee required. □

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

No prerequisite. A study of selected topics of biological science for the non-science major including all systems of the human body, disease, drug abuse and aging, evolution, ecology and man in relation to his environment. Laboratory fee required. □

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

A two-semester course in anatomy and physiology, introducing the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. This course serves as a foundation for present and future specialization for students of A. D. Nursing and Allied Health disciplines. Other students interested in the study of the functioning of the human body should consult a counselor. □ No science background is presupposed. Thorough grounding in the basic chemistry of life processes, cell theory, genetics, embryology and anatomy and physiology will be provided. Coordination of body systems for integral functioning will be stressed. Laboratory fee required. □

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

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

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

Prerequisite: Eight hours of Biological Science. An intermediate level course surveying the major

groups of animals below the level of chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology, and biology of groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. Laboratory fee required. □

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

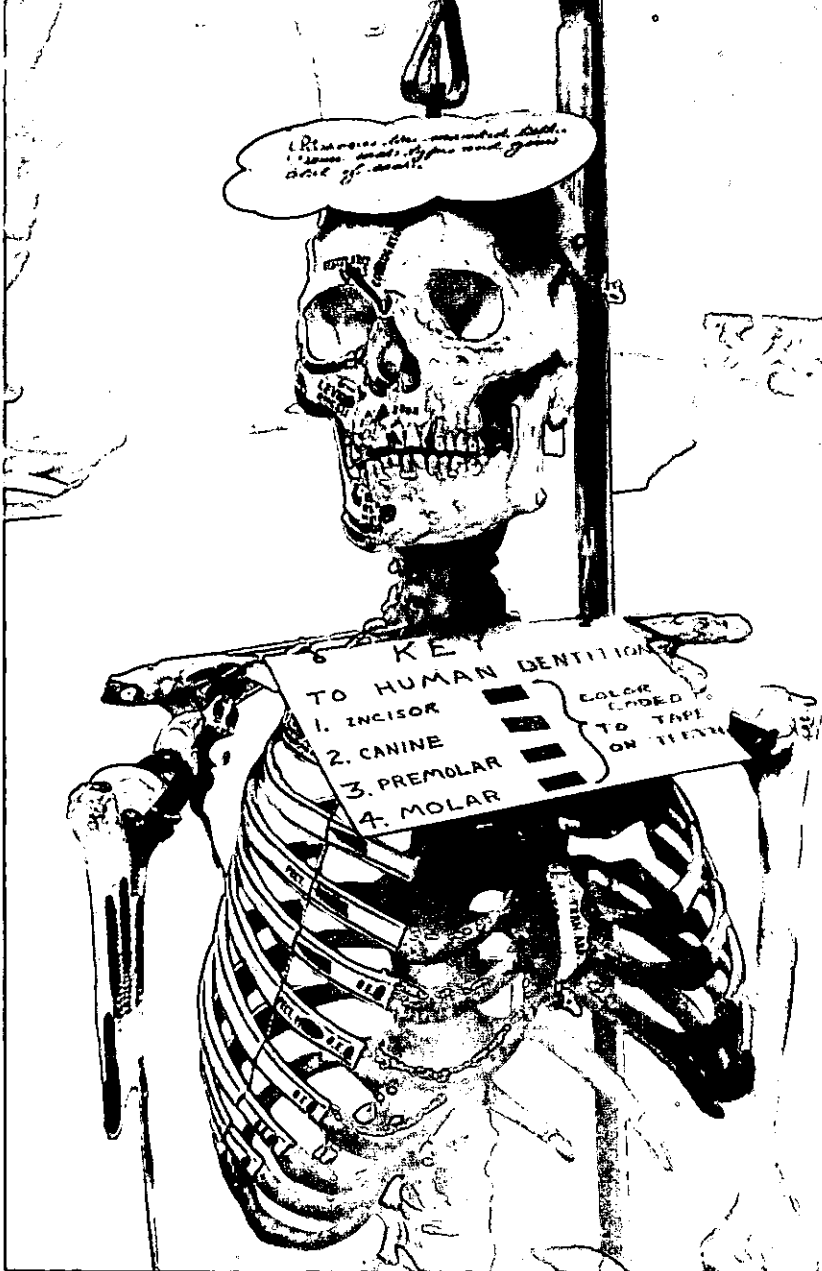
Prerequisites: BIO 102 and CHM 102 or consent of instructor. A study of microbes with emphasis on classification, growth, nutrition, metabolism, reproduction, genetics and ecology of micro-organisms. Recommended for science majors and science related programs. Laboratory fee required. □

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

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

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

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



BUSINESS

Business 105 3 Cr.
Introduction to Business 3 Lec.

Provides over-all picture of business operation; includes analysis of specialized fields within business organization; identifies role of business in modern society. (This course is offered on campus and via television.) □

Business 128 4 Cr.
Data Entry Concepts 2 Lec., 5 Lab.

Prerequisite: Credit in BUS 173 or one year of typing in high school. Designed to provide skills using card oriented and buffered display equipment. Emphasis is placed on speed and accuracy for performing the basic functions, record formatting with protected and variable fields, utilizing a variety of source documents, program control and multiple program levels. □

Business 131 3 Cr.
Bookkeeping 3 Lec.

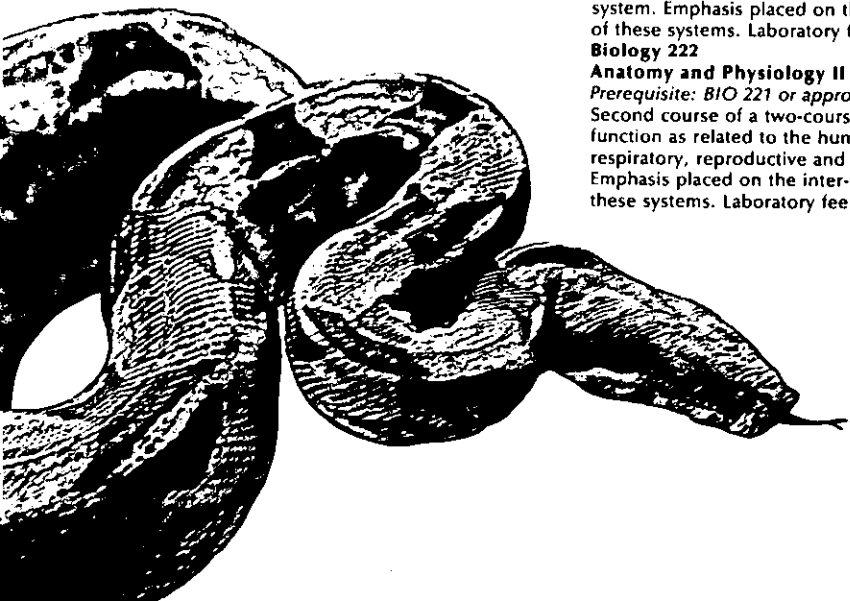
The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. A practice set covering the entire business cycle will be completed. □

Business 132 3 Cr.
Bookkeeping 3 Lec.

Prerequisite: BUS 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced. □

Business 136 3 Cr.
Principles of Management 3 Lec.

A study of the process of management including



the functions of planning, organizing, leading, and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory, and motivation techniques. □

Business 143 3 Cr.
Personal Finance 3 Lec.

A study of every-day financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment, and tax problems. □

Business 150 4 Cr.
Management Training 20 Lab.

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

Business 151 4 Cr.
Management Training 20 Lab.

Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of BUS 150. BUS 151 will be offered the second semester. □

Business 154 2 Cr.
Management Seminar—Role of Supervision 2 Lec.

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

Business 155 2 Cr.
Management Seminar: Personnel Management 2 Lec.

Prerequisites: BUS 150, BUS 154, and concurrent enrollment in BUS 151. A study of the principles, policies, and practices relating to the personnel functions of business as applied to the students' work experiences. □

Business 159 4 Cr.
Beginning Shorthand 3 Lec., 2 Lab.

Prerequisite: Credit in BUS 173 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write and transcribe shorthand outlines. Development of knowledge of mechanics of English. □

Business 160 3 Cr.
Machine Transcription 3 Lec.

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

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

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

Business 162 3 Cr.
Secretarial Training 3 Lec.

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

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

Prerequisite: Credit in BUS 159 or one year of shorthand in high school; credit in BUS 173 or one year of typing in high school. Application of principles of

Gregg shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading of shorthand outlines, speed building dictation, and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills. □

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

Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting. □

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

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

Business 201 3 Cr.
Principles of Accounting 3 Lec.

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

Business 202 3 Cr.
Principles of Accounting 3 Lec.

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

creditors, investors, and management. □

Business 203 3 Cr.
Intermediate Accounting 3 Lec.

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

Business 206 3 Cr.
Principles of Marketing 3 Lec.

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

Business 230 3 Cr.
Salesmanship 3 Lec.

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

Business 231 3 Cr.
Business Correspondence 3 Lec.

Prerequisites: Credit in BUS 173 or one year of typing in high school; credit in COM 131 or ENG 101. A practical course that includes a study of letter forms, the mechanics of writing, and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made. □

Business 233 3 Cr.
Advertising and Sales Promotion 3 Lec.

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

Business 234 3 Cr.
Business Law 3 Lec.

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

Business 238 3 Cr.
Cost Accounting 3 Lec.

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

Business 239 3 Cr.
Income Tax Accounting 3 Lec.

Provides an understanding of basic income tax laws applicable to individuals and sole proprietorships. Subjects treated include personal exemption, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on those problems commonly encountered in the preparation of income tax returns. □

Business 250 4 Cr.
Management Training 20 Lab.

Prerequisites: BUS 150-151; concurrent enrollment in BUS 254. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. BUS 250 will be offered the first semester. □

Business 251 4 Cr.
Management Training 20 Lab.

Prerequisites: BUS 150-151; concurrent enrollment



in BUS 255. A continuation of BUS 250. BUS 251 will be offered the second semester. □

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

Prerequisites: BUS 151, 155 and concurrent enrollment in BUS 250. A study of the organizational objectives and management of human resources including the various approaches to organizational theory as applied to the student's work experiences. □

Business 255 2 Cr.
Management Seminar—Business Strategy, the Decision Process and Problem Solving 2 Lec.

Prerequisites: BUS 250, BUS 254 and concurrent enrollment in BUS 251. Business strategy and the decision making process applied to the first line supervisor and middle-management positions. Specific emphasis will be placed upon the application of the student's course knowledge and work experiences. □

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

Prerequisites: Credit in BUS 164 or two years of shorthand in high school; credit in BUS 174 or two years of typing in high school. Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building dictation, timed typewritten transcription of shorthand notes for mailable letters. □

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

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

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

Prerequisite: Credit in BUS 174 or two years of typing in high school. Decision making and timed production of all types of business material 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 275 3 Cr.
Secretarial Procedures 3 Lec.

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

CHEMISTRY

Chemistry 101 4 Cr.
General Chemistry 3 Lec., 3 Lab.

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

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

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

Chemistry 115 4 Cr.
General Chemistry 3 Lec., 3 Lab.

Prerequisite: DEV MTH 091 or equivalent. Designed for non-science majors, the course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding reactions, states of matter, solution, electrochemistry and nuclear chemistry. The descriptive chemistry of some common elements and inorganic compounds is included. Laboratory fee required. □

Chemistry 116 4 Cr.
General Chemistry 3 Lec., 3 Lab.

Prerequisite: CHM 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of heredity, disease and therapy and plant biochemistry. Laboratory fee required. □

Chemistry 170 3 Cr.
Chemistry of Flammable Materials 3 Lec.

Prerequisites: CHM 115 and 116. Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting control. □

Chemistry 201 4 Cr.
Organic Chemistry I 3 Lec., 4 Lab.

Prerequisite: CHM 102. Designed for science and science related majors. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions, and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms, stereo-chemistry, transition state theory, and technique of organic synthesis. Laboratory fee required. □

Chemistry 202 4 Cr.
Organic Chemistry II 3 Lec., 4 Lab.

Prerequisite: CHM 201. Designed for science and science related majors, this course is a continuation of CHM 201. Emphasis will be given to the further development of aliphatic and aromatic systems, polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify compounds. Laboratory fee required. □

Chemistry 203 4 Cr.
Quantitative Analysis 2 Lec., 6 Lab.

Prerequisites: CHM 102, MTH 101 or MTH 104 or equivalent. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations.

Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry. Laboratory fee required. □

Chemistry 234 4 Cr.
Instrumental Analysis 2 Lec., 6 Lab.

Prerequisite: CHM 203. This course emphasizes the role of modern electronic instrumentation in analysis. Laboratory work includes infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, and electrochemistry as analytical tools. Laboratory fee required. □

COMMUNICATIONS

Communications 131 3 Cr.
Applied Composition and Speech 3 Lec.

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

Communications 132 3 Cr.
Applied Composition and Speech 3 Lec.

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

COMPUTING SCIENCES

Computing Sciences 131 3 Cr.
RPG Programming 2 Lec., 2 Lab.

Prerequisite: DP 133 or consent of the instructor. An elective course to provide programming skills using the Report Program Generator. Emphasis will be on the language techniques and not on operation and functioning of the equipment. Program problems will emphasize card processing and will include Basic Listing, Multicard records and multi-file processing. Designed for programmers and programmer trainees who require RPG in their job environment. System/3 technique will also be included. Laboratory fee required. □

Computing Sciences 175 3 Cr.
Introduction to Computer Sciences 3 Lec.

Provides a basic understanding of the computer, cultural impact, history of computers, vocabulary, flow charts, data representation, and an introduction to procedure oriented languages with general applications. □

Computing Sciences 176 3 Cr.
Fortran Programming 2 Lec., 2 Lab.

Prerequisite: MTH 101 or DP 137. Designed to provide programming skills for those students who need to use the computer as a tool in solution of problems in their curriculum. Fortran is especially suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines. Laboratory fee required. □

Computing Sciences 208 3 Cr.
Introductory APL Programming 3 Lec.

Study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in Computer Science but is recommended for Mathematics, Science, Business and Management majors and should be of interest and value in any general education program. □

Computing Sciences 230 4 Cr.
Advanced Assembly Language 3 Lec., 3 Lab.

Prerequisite: DP 231. Further development of programming skills using the Assembly Language instruction set of the System/360. Topics of study will include Indexing, Indexed Sequential File Organization,



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

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

Introduction to telecommunications concepts including systems configuration of a teleprocessing network on a third generation computer, telecommunications vocabulary. MODEMS, basic line control programs, terminal configuration, polling simulation. Laboratory fee required. □

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

Prerequisite: CS 240. Continuation of CS 240. Included concepts: basic telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission and polling techniques at the central unit. Laboratory fee required. □

DATA PROCESSING

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

Prerequisite: Credit in, or concurrent enrollment in DP 137 or MTH 101. An introductory course to acquaint the student with the elements of programming computers using the COBOL language. Skills in problem formulation, flow charting, coding check out, and documentation are developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing cards. Laboratory fee required. □

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

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

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

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

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

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

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

Prerequisite: Completion of, or concurrent enrollment in DP 137. Training in physical data handling techniques. Concepts that will include: integrity of data, organization of a data processing department, system data flow, and job data flow. Machines to be used: sorter, reproducer, interpreter, burster, decollator, and computer input/output devices. Laboratory fee required. □

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

Prerequisites: DP 137 and DP 139. Computer operation from a console in a batched mode on a multi-programming third generation computer. Concepts to be included: third generation system concepts, librarian techniques, spooling techniques, use of peripheral equipment and its specific data organization, scheduling, system starts, system communications, and JCL. Laboratory fee required. □

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

Prerequisite: DP 136. Provides additional language capabilities and third-generation hardware concepts using the Assembly Language instruction set of the IBM 360. It will include an in-depth study of the Standard Instruction Set and the Decimal Feature instructions. Data Structure, System Organization, Linkage Conventions and selected Macro-Instructions will also be presented. Laboratory fee required. □

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

Prerequisite: DP 136, credit in, or concurrent enrollment in BUS 238. Introduces and develops skills required to analyze existing systems and to design new systems. Each student is required to complete a case study which involves all facets of system design from the original source of data to final reports including flowcharts and documentation. Fall semester offered day only. Spring offered night only. Laboratory fee required. □

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

Prerequisite: DP 231. The objective of this course is to acquaint the student with concepts of an operating system, JCL, and utilities, and provide him the technical knowledge required to work effectively in this environment. The internal function of an operating system are analyzed and training is given in the use of JCL and utilities. Laboratory fee required. □

Data Processing 236 4 Cr.
Advanced Cobol

Techniques 3 Lec., 4 Lab.

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

Data Processing 237 4 Cr.
Field Experience-Programming 20 Lab.

Supervised employment in programming or special problems at discretion of the instructor. Problem analysis, project development and current uses of computers are discussed. The course is intended to provide practical experience for students preparing for careers in programming.

DENTAL ASSISTING

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

A study of dentistry as it has evolved to a profession. The growth and development of the dental association and the auxiliary association and the education backgrounds of each. An introduction to dental

terminology, ethics, and jurisprudence governing the profession, life science with complete study of the skull and neck, histology of dental tissue, eruption of the teeth and oral pathology. Laboratory fee required. □

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

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

Dental Assisting 135 1 Cr.
Dental Seminar 1 Lec.

Prerequisite: "C" average in DAT 130, 131, 136.

A study of dental plaque smears using the phase microscope, learning and being able to teach the control program on oral hygiene, the proper use of hand instruments for the removal of cement from dental restorations and appliances. □

Dental Assisting 136 3 Cr.
Dental Seminar 3 Lec.

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

Dental Assisting 137 2 Cr.
Dental Operator

Procedures 2 Lec., 1 Lab.

Prerequisite: "C" average in DAT 130, 131, 136.

A study of patient care in the dental operatories, how to take patient histories, blood pressure, pulse, temperature, and respiration. A study of general and local anesthetics and the application of topical anesthetics. Preliminary inspection of the oral cavity and teeth and charting these findings. Learning the names of dental instruments, their purpose, when they are used and how they are cared for in dental operator nursing. First aid as it applies to the dental office. Laboratory fee required. □

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

Prerequisite: "C" average in DAT 130, 131, 136.

A study of the history, terminology, theory of the roentgen ray, care and safety measures of X-ray equipment, radiation hazards and safety precautions of patient and operator. Use of open and closed cone techniques, types of dental film, exposing, processing and mounting X-rays. How to prevent faulty roentgenograms. Laboratory fee required. □

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

Prerequisite: "C" average in DAT 135, 137, 138. A

study in detail of general office routine, dental health team responsibilities, receptionist and secretarial duties, bookkeeping, pegboard, insurance, bank plan, income tax forms, prepaid and postpaid dental plans, filing, clinical records, appointment control, inventory and supplies, office policies, laboratory prescriptions, and letter writing. Laboratory fee required. □



Dental Assisting 231 2 Cr.
Advanced Dental Roentgenology 1 Lec., 2 Lab.
Prerequisite: "C" average in DAT 135, 137, 138. An in-depth study of physics as it applies to roentgenology, advanced techniques in intra-oral films, edentulous mouths, extra-oral films and panoramic procedures. Laboratory fee required. □

Dental Assisting 232 2 Cr.
Dental Odontology 2 Lec., 1 Lab.
Prerequisite: "C" average in DAT 135, 137, 138. A study of gross anatomy of the human teeth, terminology, the use of full dentition plaster casts, larger plaster teeth, drawings and wax block carvings so the student becomes familiar with each tooth, the relationship to each other, their function and place in the dental arch. The development, time of eruption of the deciduous and secondary dentition. Advanced charting and case presentation. Laboratory fee required. □

Dental Assisting 233 6 Cr.
Dental Internship 18 Lab.
Prerequisite: "C" average in DAT 135, 137, 138. Students receive practical experience in dental clinics, dental school, and other health agencies in the community. Students rotate in clinics to give as much work experience as possible. □

Dental Assisting 234 2 Cr.
Dental Prosthetics 1 Lec., 2 Lab.
Prerequisite: "C" average in DAT 230, 231, 232, 233. A study of the duties in dental laboratory procedures, care and safety measures of all laboratory equipment. Properties and manipulation of die stone, waxes, investment and rubber base materials, spruing inlays, investing inlays, use of the burn out oven and blowtorch and casting machine. Construction of a gold MOD inlay, temporary acrylic jackets and dentures, cleaning and repairing prosthesis, removal of cement from dental restorations and appliances. Laboratory fee required. □

Dental Assisting 235 3 Cr.
Dental Office Management 3 Lec.
Prerequisite: "C" average in DAT 230, 231, 232, 233. A study of the responsibilities of the dental health team, the patient and office staff, building a practice, telephone techniques, collection and delinquent management, psychology of patient relationship, nutrition and pharmacology and how drugs relate to dentistry. □

Dental Assisting 236 2 Cr.
Dental Operator Practice 2 Lec., 1 Lab.
Prerequisite: "C" average in DAT 230, 231, 232, 233. A study of specialized dental practices, terminology and instrumentation, removal of ligature ties, sutures, socket dressings, periodontal packs, temporary medicinal fillings, placing and removal of celluloid or plastic strips, rubber dam removal, instrumentation for general dentistry, sit down dentistry, four and six handed dentistry, and practice and proficiency on instrument identification and passing. Laboratory fee required. □

Dental Assisting 237 6 Cr.
Dental Internship 18 Lab.
Prerequisite: "C" average in DAT 230, 231, 232, 233. Students receive practical experience in dental clinics, dental school, and other health agencies in the community. Students rotate in clinics to give as much work experience as possible. □

DESIGN

Design 128 2 Cr.
Introduction to Mass Produced Apparel 2 Lec.
 A study of the analysis and interpretation of mass production in the fashion industry. □

Design 129 1 Cr.
Industrial Garment Construction 3 Lab.
 The study and application of equipment, techniques and skills involved in construction of mass produced apparel. Laboratory fee required. □

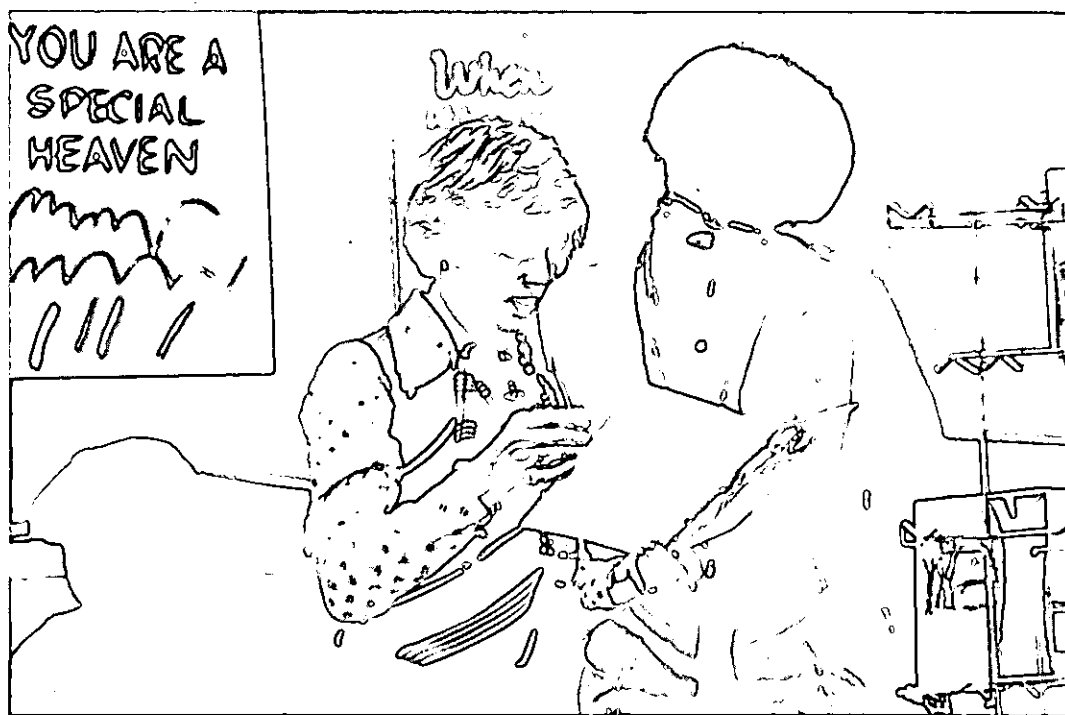
Design 135 3 Cr.
Textiles 3 Lec.
 A study of fibers, fabrics, and finishing processes, including identification and analysis of all types of weaves and their application in industry. Graphic history of textiles of the traditional styles and comparative analysis with contemporary development. □

Design 136 3 Cr.
Fashion Sketching 2 Lec., 4 Lab.
 A study of structure of the fashion figure. The student learns simple methods for making quick sketches in order to retain ideas and communicate style information. □

Design 234 3 Cr.
History of Costume 3 Lec.
Prerequisite: DES 135. A study of the development

of garments from the earliest times through the 18th Century with a consideration of the customs which affect garment styles. □

Design 235 3 Cr.
History of Costume 3 Lec.
Prerequisite: DES 234. A continuation of the study of the development of garments from the 18th Century to the present day. Consideration will be given to customs influence upon the current mode. □



DEVELOPMENTAL STUDIES

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

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

DM 093 3 Cr.
Intermediate Algebra 3 Lec.
Prerequisite: One year of high school algebra or DM 091. Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic, and systems of linear equations, coordinate systems, and graphing. □

Developmental Reading 090 3 Cr.
Techniques of Reading/Learning 3 Lec.
 DR 090 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement.

It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. DR 090 and DR 091 are offered in a laboratory setting employing varied instructional methods. □

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

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

Developmental Writing 090 3 Cr.
Writing 3 Lec.

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

Developmental Writing 091 3 Cr.
Writing 3 Lec.

DW 091 is a sequel to DW 090 and concentrates on the composition process; therefore, it is important to develop the student's skills of organization, transition and revision. His program of composition will vary according to his individual needs, which may include brief, simple forms as well as more complex critical and research writing. □

DRAFTING

Drafting 135 2 Cr.
Reproduction Processes 1 Lec., 3 Lab.
 A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, diazo reproduction, blueprinting, photo-drafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographics, xerography, engravings, and others. A special section of the course is a study of the rapidly expanding field of computergraphics. Laboratory work includes the preparation of flats for the printing of a brochure. Laboratory fee required. □

Drafting 136 3 Cr.
Geological and Land Drafting 2 Lec., 4 Lab.
Prerequisites: DFT 184 and MTH 196. This is a specialty course to prepare one for work in the area of civil drafting. Drawings completed are relief maps, plan and profile drawings, roadways, pipelines, petroleum and geophysical maps, calculations are made from surveyor's notes to plot a traverse and to determine area. A set of drawings is prepared for a residential subdivision, a shopping center, or some other type of land development. □

Drafting 182 2 Cr.
Technician Drafting 1 Lec., 3 Lab.
 A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include multiview drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards. □

Drafting 183 4 Cr.
Basic Drafting 2 Lec., 6 Lab.
 A beginning course for students who have had little or no previous experience in drafting. The principle objectives are basic understanding of orthographic projection; skill in orthographic, axonometric, and oblique sketching and drawing; lettering fundamentals; applied geometry; fasteners; sectioning; tolerancing; auxiliaries; experience in using handbooks and other resource materials; and development of design skills. U.S.A.S.I., government, and industrial standards are used. Emphasis is placed on both mechanical skills and graphic theory. □

Drafting 184 3 Cr.
Intermediate Drafting 2 Lec., 4 Lab.
Prerequisite: DFT 183. The instructional units provide additional understanding of drafting problems, places emphasis on the design function and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. Laboratory fee required. □

Drafting 230 3 Cr.
Structural Drafting 2 Lec., 4 Lab.
Prerequisites: DFT 183 and MTH 196. A study of stresses, thermal and elastic qualities of materials such as beams, columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components. □

Drafting 231 3 Cr.
Electronic Drafting 2 Lec., 4 Lab.
Prerequisite: DFT 183. Develops skills in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. □

Drafting 232 3 Cr.
Technical Illustration 2 Lec., 4 Lab.
Prerequisite: DFT 183. Instruction and experience in the rendering of three-dimensional drawings. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and diagrammatic drawings of equipments and their environments. Mechanical lettering, air brush retouching of photographs, use of commercially prepared pressure sensitive materials and layout of electronics schematics are included in the course. Laboratory fee required. □

Drafting 234 4 Cr.
Advanced Technical Illustration 2 Lec., 6 Lab.
Prerequisite: DFT 232. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays, and art for slide presentations. Laboratory fee required. □

Drafting 813 3 Cr.
Work Experience 15 Lab.
Prerequisite: Completion of two courses in the student's major and/or instructor/coordinator approval. This course constitutes an on-the-job application of theory and laboratory instruction received in the formal courses of the student's major curriculum. The student will be placed in a work-study position in his technical/occupational field that will test his skill and ability to function successfully in that respective occupation. The student's learning in this course will be guided by a set of learning objectives formulated at the beginning of each semester by the student, his instructor/coordinator, and his supervisor at work. □

Drafting, Basic
 (See Drafting 183)

ECOLOGY

Ecology 290 3 Cr.
Man and his Environment 3 Lec.
 Selected topics affecting man and his environment will be treated through seminars, field studies, and special lectures. Recognized authorities and specialists from the many academic disciplines will be used as guest lecturers and resource persons. Man's responsibility to his environment, both biological and physical, will be the thesis of this course and its presentation will be interdisciplinary. This course is directed to all students interested in the environmental problems of today. (This course is offered on campus and via television.) □

ECONOMICS

Economics 201 3 Cr.
Principles of Economics I 3 Lec.
 The fundamental principles of macroeconomics. Economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore standing recommended. □

Economics 202 3 Cr.
Principles of Economics II 3 Lec.
Prerequisite: ECO 201 or consent of the instructor. The fundamental principles of microeconomics. Theory of demand, supply, and price of factors; income distribution; theory of the firm. Emphasis also on international economics and contemporary economic problems. □

ENGINEERING

Engineering 105 3 Cr.
Engineering Design Graphics 2 Lec., 4 Lab.
 Provides the basic graphic fundamentals necessary for engineering communications and engineering design. Teaches standard engineering graphical techniques, auxiliaries, sections, graphical analysis, pictorial and working drawings in a framework which introduces the student to rational processes of creative engineering. Laboratory fee required. □

Engineering 106 3 Cr.
Descriptive Geometry 2 Lec., 4 Lab.
Prerequisite: DFT 183 or EGR 105. Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections, developments, auxiliaries and revolutions. Laboratory fee required. □

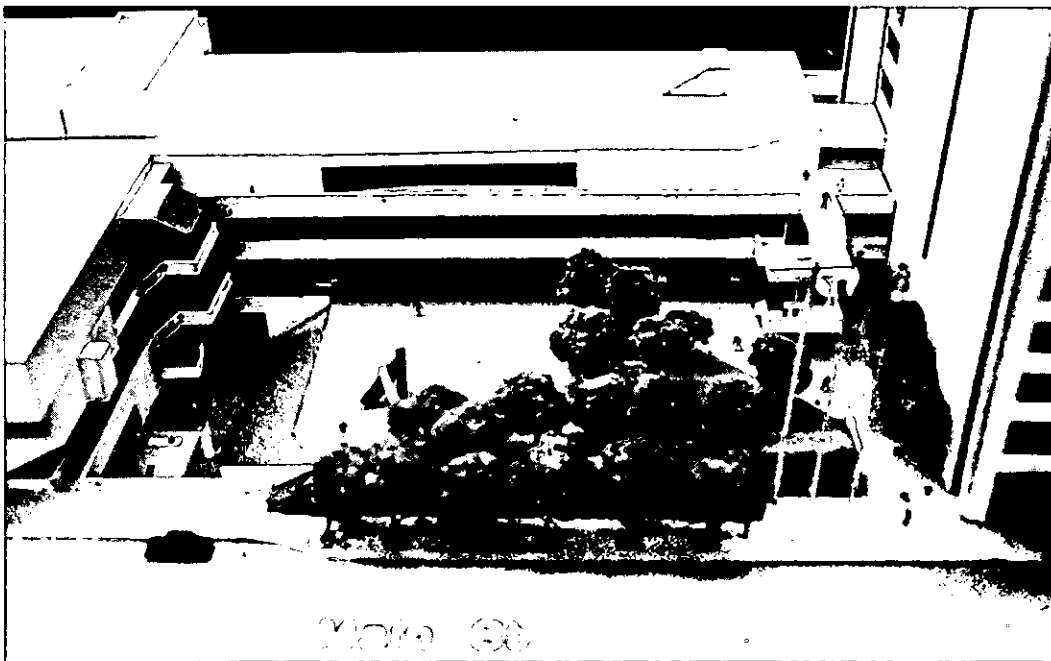
ENGLISH

English 101 3 Cr.
Composition and Expository Reading 3 Lec.
 Writing and reading activities designed to help the student write more clearly and effectively and read more enjoyably and efficiently. (This course is offered on campus and via television.) □

English 102 3 Cr.
Composition and Literature 3 Lec.
Prerequisite: ENG 101. Writing and reading activities in poetry, drama, the short story, and the novel designed to increase the student's understanding and enjoyment of good literature. (This course is offered on campus and via television.) □

English in the Sophomore Year
 (ENG 201, 202, 203, 204, 205, 206, 215 and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses). □

English 201 3 Cr.
British Literature 3 Lec.
Prerequisite: ENG 102. A study of significant works of British literature from the Old English period through the eighteenth century. □



English 202 3 Cr.
British Literature 3 Lec.
Prerequisite: ENG 102. Study of important works from the Romantic period to the present. □

English 203 3 Cr.
World Literature 3 Lec.
Prerequisite: ENG 102. Reading and analysis of significant Continental European works from the Greek Classical Period through the Renaissance. □

English 204 3 Cr.
World Literature 3 Lec.
Prerequisite: ENG 102. Study of ten to twelve important post-renaissance works of continental Europe, England, and America. □

English 205 3 Cr.
American Literature 3 Lec.
Prerequisite: ENG 102. Study of the works of the important writers before Whitman in the context of their times. □

English 206 3 Cr.
American Literature 3 Lec.
Prerequisite: ENG 102. Reading and analysis of representative works from Whitman to the present. □

English 209 3 Cr.
Creative Writing 3 Lec.
Prerequisite: ENG 102. Writing of fiction: short story, poetry and short drama. □

English 215 3 Cr.
Studies in Literature 3 Lec.
Prerequisite: ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. Course titles and descriptions will be available each semester prior to registration. □

English 216 3 Cr.
Studies in Literature 3 Lec.
Prerequisite: ENG 102. The student will read, analyze and discuss selections in literature unified by period, genre or theme. Course titles and descriptions will be available each semester prior to registration. ENG 216 courses differ from those offered in ENG 215. □

FIRE PROTECTION

Fire Protection 131 3 Cr.
Introduction to Fire Protection 3 Lec.
 History and philosophy of fire protection; review of statistics of loss of life and property by fire, introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems. □

Fire Protection 132 3 Cr.
Fire Prevention Theory and Application 3 Lec.
 The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology. Relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. □

Fire Protection 135 3 Cr.
Introduction to Fire Administration 3 Lec.
 An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire service leadership as viewed from the company officer's position. □

Fire Protection 136 3 Cr.
Fire Investigation and Arson 3 Lec.
 A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. □

Fire Protection 138 3 Cr.
Introduction to Fire Operations 3 Lec.
 An introduction to fire operations and procedures; proper use and operation of fire apparatus, equipment, and rescue procedures; communication systems and dispatch procedures; pump operations and fire service hydraulics. □

Fire Protection 139 4 Cr.
Fire Operations Strategy 3 Lec., 1 Lab.
 Essential elements in analyzing the nature of fire and determining the requirements, efficient and effective utilization of manpower, equipment and apparatus. Emphasis is to be placed on pre-planning, study of conflagration problems, fire ground organization problem-solving related to fire ground decision-making and attack tactics and strategy. Use of mutual aid and large scale command problems. □

Fire Protection 231 3 Cr.
Fire Protection Through Building Construction 3 Lec.
 Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of model building codes and life safety code. □

Fire Protection 232 3 Cr.
Protection Systems in Industry 3 Lec.
 Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant lay-out, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. □

Fire Protection 233 3 Cr.
Fire Protection Systems 3 Lec.
 Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. □

Fire Protection 234 3 Cr.
Industrial Fire Protection II 3 Lec.
Prerequisite: FPT 232. Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations

of new techniques, equipment and innovations. □

Fire Protection 235 3 Cr.
Fire Administration II 3 Lec.
Prerequisite: FPT 135. Study to include insurance rates and ratings, preparation of budgets, administration and organization of training the fire department; city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures and other related topics, legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings. □

Fire Protection 236 3 Cr.
Legal Aspects of Fire Protection 3 Lec.
 A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities. □

Fire Protection 237 3 Cr.
Hazardous Materials II 3 Lec.
Prerequisite: CHM 170. Hazardous materials covering storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radio-active materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radio-active materials and operational procedures. □

Fire Protection 240 3 Cr.
Fire Insurance Fundamentals 3 Lec.
 The relationship between fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relationship of insurance to modern business; principles of property and casualty insurance contracts, corporate structure of insurance companies. □

Fire Protection 243 3 Cr.
Technical Writing for Firemen 3 Lec.
Prerequisite: English. Advanced writing in technical, scientific, and business fields; reports, proposals, and other papers; correspondence. Emphasis on collecting, organizing, and presenting materials applicable to various specialized areas. □



FOOD SERVICE

Food Service 090 1 Cr.
First Year Orientation 1 Lec.
 Introduction to dietetics as a career. A study of organizational patterns and functions of food service in health care facilities and in community nutrition care settings. The role of food assistance programs and special feeding projects are explored for various age groups. The career ladder in dietetics is presented. Job opportunities for the dietetic technician in the Dallas area are explored. Career advancement is investigated. Tours and guest speakers are included. □

Food Service 121 2 Cr.
Food Service Equipment 2 Lec.
 A lecture-demonstration course which presents food service equipment specifications, use, cleaning and preventive maintenance procedures. Preparation, cooking, refrigeration, storage and clean-up items are included. Applications of air conditioning, electricity, gas and plumbing fundamental as they relate to food service facilities are covered. Basic principles of layout analysis and design are included as well as effective utilization of equipment and work analysis. □

Food Service 120 3 Cr.
Basic Food Preparation 2 Lec., 4 Lab.
 A lecture laboratory course in fundamentals of quality food preparation and cookery with emphasis on the importance of the person to be served, and the provision of nutritionally adequate meals. Emphasis is on food preparation techniques, selection of equipment, and the effective utilization of time. Laboratory fee required. □

Food Service 122 3 Cr.
Advanced Food Preparation 2 Lec., 4 Lab.
Prerequisite: FS 120. Continuation of FS 120 with an introduction to large quantity procedures and basic food preparation management. Covered are basic cookery and procedure, safety and sanitation factors, selection of equipment involved in food preparation, with particular stress on high quality in relation to preparation techniques. Laboratory fee required. □

Food Service 132 3 Cr.
Food Purchasing, Handling and Storage 3 Lec.
 A lecture course covering the study of quantity food purchasing policies and procedures; receiving and storage requirements, procedures and controls. The market availability of food supplies and the analysis of food quality and specification writing is covered. □

Food Service 134 2 Cr.
Food Service Sanitation and Safety 2 Lec.
 A lecture demonstration course to acquaint the student with the basic principles of micro-biology and how to apply this knowledge to the need for personal cleanliness; cause, control, and investigation of illness caused by food contamination; sanitary practices in food preparation; proper dishwashing procedures; sanitation of kitchen, dining room, and all equipment; the use of cleaning materials and proper procedures in using them; garbage and refuse disposal. General safety precautions including elementary first aid. □

Food Service 135 3 Cr.
Nutrition and Menu Planning 3 Lec.
 A lecture course in the study of food nutrients, their digestive and absorptive characteristics, and the relationship of food to development and maintenance of health. Study is made of the nutritional needs of all age groups with application to the planning of satisfying and interesting meals for commercial and institutional food service operations, considering such factors as psychological needs and type of operation as well as available equipment and personnel. □

Food Service 136 3 Cr.
Supervisory Techniques for Food Service 3 Lec.
 A course designed to develop an understanding of basic principles in selecting, training, and supervising personnel in the total food service environment. It includes

personnel policies, job descriptions, methods of teaching, preparation of schedules, and procedures for work improvement. □

Food Service 138 3 Cr.
Food Service Cost Control 3 Lec.
Prerequisite: FS 132 and MTH 130. A course covering the essential principles and procedures of effective food cost control which will enable the student to gain a firm understanding of these principles and then adapt them to any food service operation. □

Food Service 140 3 Cr.
Elementary Bakery Training 2 Lec., 4 Lab.
 This course covers the operation of the baker. Basic doughs, breads, pies, cookies, sweet and puff doughs are analyzed and produced in quantity. The proper handling of the pastry bag is stressed. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frostings. The use of proper flours to achieve desired product is stressed. Laboratory fee required. □

Food Service 231 3 Cr.
Food Service Financial Management 3 Lec.
 A problem-solving course which deals with profit planning, cost analysis, break-even point analysis, budgets, income statements and balance sheets for commercial food service operations. Emphasis is also directed to cost management, ratio analysis and feasibility studies for food service operations. □

Food Service 232 4 Cr.
Quantity Food Preparation and Service 2 Lec., 8 Lab.
Prerequisite: FS 131. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee required. □

Food Service 233 3 Cr.
Food Marketing 3 Lec.
 A lecture course which introduces the student to the area of distribution of the finished product. It is geared to the consumer-oriented approach of the operation of a food service facility. Covers the activities involved in the generation of markets and customers and in the development and distribution of customer satisfying foods and services. □

Food Service 235 4 Cr.
Advanced Quantity Food Preparation and Service 2 Lec., 8 Lab.
Prerequisite: FS 230. Continuation of FS 230 emphasizing the fundamental principles in planning and management of quantity food production and service under field training conditions. Practice in production of entire meal, including evaluation and controls. Study of quality food standards of various cost levels. Includes equipment planning and layout as well as maintenance of all types of food preparation equipment. Laboratory fee required. □

Food Service 236 2 Cr.
Beverage Operations and Service 2 Lec.
 A course dealing with beverage operations ser-

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

Food Service 237 3 Cr.
Organization and Management 3 Lec.
 A study of the organizational structure of various types of group care institutions is made. Administration and tools of management, budget and cost analysis are emphasized. □

Food Service 238 3 Cr.
Gardè-manger Training 2 Lec., 4 Lab.
Prerequisite: FS 122. This course covers preparation of the cold buffet and includes salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats and game. This course also covers the accurate and proper set-up of the Gardè-manger Station. Laboratory fee required. □

Food Service 239 3 Cr.
Saucier Training 2 Lec., 4 Lab.
Prerequisite: FS 122. This course covers the preparation of basic soups, sauces, vegetables, garnitures, all meats, fish, poultry and game. This course also covers the accurate and proper set-up of the saucier station. Laboratory fee required. □

Food Service 240 6 Cr.
Food Service Work Experience I 2 Lec., 20 Lab.
 Supervised employment in a food service operation or institutional food service facility. The weekly conference is designed to provide each student an opportunity to discuss in a group setting, his or her learning experiences at an operational level. □

Food Service 241 6 Cr.
Food Service Work Experience II 2 Lec., 20 Lab.
 Supervised employment in a facility or health care setting other than one selected for food service 240. This will enable the student to gain experience in more than one type of food or nutrition service. In case of diverse operations moving from one department to another will meet the intent of this course. The weekly conference will afford students the opportunity to discuss their experience with invited industry representatives who are themselves involved in operating various types of food service facilities. □

Food Service 242 4 Cr.
Nutrition Care I 3 Lec., 3 Lab.
Prerequisite: FS 135. A lecture-laboratory course in the application of nutrition knowledge in providing care for people. A study of how people eat and why they eat as they do, the racial and cultural aspects of food and nutrition, the socio-economic and psychological aspects of providing nutrition throughout the life cycle and techniques of interviewing and evaluating nutrition care. Laboratory fee required. □

Food Service 243 4 Cr.
Nutrition Care II 3 Lec., 3 Lab.
Prerequisite: FS 242. A lecture-laboratory course with emphasis on the modification of nutrition care to accommodate individuals with cardiovascular disease,



diabetes, weight control, malnutrition and other health problems requiring adjustments in food and nutrition intake. Laboratory fee required. □

Food Service 244 4 Cr.
Nutrition Care III 3 Lec., 3 Lab.

Prerequisite: FS 242. A lecture-laboratory course with emphasis on nutrition care of children beginning with birth and extending through childhood and adolescence. Special emphasis is made to the contribution of feeding programs in child centers and schools. □

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

Prerequisite: FS 140. This course covers the operation of the pastry shop. Covered is the analysis and production of French pastry, hot and cold desserts, pastillage, ice creams and ices, sugar fantasies, chocolate work, decorations with cornet. Stressed are advance techniques in continental pastries. Laboratory fee required. □

FRENCH

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

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

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

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

French 201 3 Cr.
Intermediate French 3 Lec.

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

French 202 3 Cr.
Intermediate French 3 Lec.

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

GEOGRAPHY

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

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

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

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

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

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

GEOLOGY

Geology 101 4 Cr.
Physical Geology 3 Lec., 3 Lab.

Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth's interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required. □

Geology 102 4 Cr.
Historical Geology 3 Lec., 3 Lab.

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

GERMAN

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

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

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

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

German 201 3 Cr.
Intermediate German 3 Lec.

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

German 202 3 Cr.
Intermediate German 3 Lec.

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

GOVERNMENT

Government 201 3 Cr.
American Government 3 Lec.

Prerequisite: Sophomore standing recommended. An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and inter-governmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and via television.) □

Government 202 3 Cr.
American Government 3 Lec.

Prerequisite: GVT 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification. □

HISTORY

History 101 3 Cr.
History of the United States 3 Lec.

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

History 102 3 Cr.
History of the United States 3 Lec.

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

History 105 3 Cr.
Western Civilization 3 Lec.

A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean World including Greece and Rome; the Middle Ages and the beginnings of modern



EL CENTRO COLLEGE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
APPLICATION FOR ADMISSION
PLEASE PRINT

1. Semester you plan to attend: Fall 19____ Spring 19____ Summer 19____
2. Attendance will be. ☐ Full-time ☐ Part-time ☐ Day ☐ Evening
3. Social Security Number ____ - ____ - ____ (Do not submit this application without a Social Security Number. If you have never had a number assigned, contact your local Social Security Office.)
4. Print your full legal name. Do not use a nickname or an abbreviation.
☐ Mr.
☐ Ms. _____
(Last) (First) (M.I.) (Maiden)
5. Print name, if different from above, that will appear on official transcripts from other institutions.

(Last) (First) (M.I.)
6. Print Local Mailing Address: _____
(No. and Street) (City) (State) (Zip Code) (Telephone)
7. Date of Birth: _____ 8. Ethnic Background: (Mark One) ☐ Caucasian
☐ Negro
☐ Latin American
☐ Oriental
☐ American Indian
9. Have you taken the ACT (American College Test)?
☐ Yes Where? _____: When? _____
☐ No Plan to take it _____
10. Have you taken the SCAT Test? ☐ Yes ☐ No
11. Last High School attended: _____ / _____ / _____
(High School) (City) (State)
- Graduation Date: _____ Last Grade Completed: _____
- If currently enrolled in high school, give anticipated date of graduation: _____
12. List All Previous College Attendance (including current enrollment, if applicable).
- | Name of Institution | Location | Dates of Attendance | Semester Hours |
|---------------------|----------|---------------------|----------------|
| _____ | _____ | From _____ To _____ | _____ |
| _____ | _____ | From _____ To _____ | _____ |
| _____ | _____ | From _____ To _____ | _____ |
| _____ | _____ | From _____ To _____ | _____ |
13. Indicate Major Field of Study: _____ If undecided, check here ☐

(OVER)

RESIDENCY INFORMATION:

14. Marital Status: ☐ Single: ☐ Married: ☐ Divorced; ☐ Widowed
15. Are you a U. S. Citizen? ☐ Yes ☐ No If not a U. S. Citizen, fill in visa type:_____
16. Age:_____
17. Have your parents lived in Texas for the past twelve months? ☐ Yes ☐ No**
18. Do your parents live in Dallas county? ☐ Yes ☐ No**
19. Do you live in Dallas county? ☐ Yes ☐ No
20. Have you lived in Texas for the past twelve months? ☐ Yes ☐ No*

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

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

(County and State of Residency)

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

Home of record at time of induction_____

Date of induction into active duty_____ Date of release from active duty_____

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

Applicant's signature: _____

FIRST CLASS
Permit No.
11454
Dallas, Texas

Postage Will Be Paid By

EL CENTRO COLLEGE

Admissions Office

Main and Lamar

Dallas, Texas 75202

_____ FOLD AND SEAL, POSTAGE NOT REQUIRED _____

DO NOT WRITE BELOW THIS LINE

County Code _____

State Code _____

Probation Code: Scholastic____; Disciplinary____; Special____

How Admitted: H. S. Grad.____; Individual Approval____; Written Exam____; College trans.____

ACT _____

Ethnic Code: _____

Major Code: _____

Marital Status: _____

Application Received: _____ Remarks: _____

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

Health Center
Main & Lamar
Dallas, Texas 75202

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

SOCIAL SECURITY NO.

A horizontal bar divided into 9 equal segments, labeled 1 and 9 at the ends.

A horizontal number line is shown, starting at 10 on the left and ending at 30 on the right. The line is divided into 21 equal intervals by vertical tick marks. There are 20 tick marks between 10 and 30, plus the endpoints 10 and 30, for a total of 22 tick marks.

FAMILY INFORMATION

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

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

	YES	NO		YES	NO
DIABETES	<u>0</u> 40	<u>1</u> 40	SEIZURES/CONVULSIONS	<u>0</u> 41	<u>1</u> 41
HEART TROUBLE	<u>0</u> 42	<u>1</u> 42	TUBERCULOSIS	<u>0</u> 43	<u>1</u> 43
HEMOPHILIA	<u>0</u> 44	<u>1</u> 44	FREQUENT WORRY/NERVOUSNESS	<u>0</u> 45	<u>1</u> 45
FREQUENT DEPRESSION OR ANXIETY	<u>0</u> 46	<u>1</u> 46	HEPATITIS	<u>0</u> 47	<u>1</u> 47
KIDNEY DISEASE	<u>0</u> 48	<u>1</u> 48	ARTHRITIS	<u>0</u> 49	<u>1</u> 49
HIGH BLOOD PRESSURE	<u>0</u> 50	<u>1</u> 50	FAINTING/DIZZINESS	<u>0</u> 51	<u>1</u> 51
STOMACH DISORDERS	<u>0</u> 52	<u>1</u> 52	ASTHMA	<u>0</u> 53	<u>1</u> 53
ALLERGIES	<u>0</u> 54	<u>1</u> 54			

DO YOU HAVE DIFFICULTY WITH STUDIES OR TEACHERS? YES 0 NO 1
55 55

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

I HAVE QUESTIONS ABOUT MY HEALTH, FAMILY HISTORY, OR OTHER I WOULD LIKE TO DISCUSS WITH:

DOCTOR NURSE COUNSELOR

57 58 59

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

60 60 60 61 61 61

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

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

(OVER)

I AM INTERESTED IN FURTHER INFORMATION ABOUT:

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

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

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

FIRST CLASS
Permit No.
11454
Dallas, Texas

EL CENTRO COLLEGE

HEALTH CENTER
MAIN AT LAMAR
DALLAS, TX. 75202

Print answers to all questions.

LAST NAME (Print)		FIRST NAME		MIDDLE	
HOME ADDRESS (Number and Street)		CITY OR TOWN	STATE	ZIP CODE	DATE OF BIRTH
NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN					HOME TELEPHONE NUMBER
ENROLLMENT DATE:	MARITAL STATUS:	CITIZEN:	U.S.	EMERGENCY TELEPHONE NO.	
	S W		Other	(While you are in school)	
Fall Spring Summer Year	M D	Where?		Fulltime (12 hours or more) <input type="checkbox"/>	Part-time (less than 12 hours) <input type="checkbox"/>

ARE YOU A VETERAN? Yes No

REQUIRED IMMUNIZATIONS FOR ALL STUDENTS

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

REQUIRED OF ALL STUDENTS INCLUDING CURRENT DATE

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

PHYSICIAN'S SIGNATURE

ADDRESS

PRINT LAST NAME DATE

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

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 Cr.
3 Lec.

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

History 110 The Heritage of Mexico 3 Cr.
3 Lec.

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

History 112 Latin American History 3 Cr.
3 Lec.

This course presents major historical developments and personalities which have influenced the course of Latin American history, with examination of Indian cultures, the conquistadors, Spanish administration, the wars of independence, relations with the United States and concludes with a brief survey of relevant contemporary problems. □

History 120 Afro-American History 3 Cr.
3 Lec.

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

History 204 American Minorities 3 Cr.
3 Lec.

Prerequisites: SOC 101 and/or six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204. □

HOME ECONOMICS

Home Economics 101 Basic Design 3 Cr.
2 Lec., 4 Lab.

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

Home Economics 102 Food Selection and Preparation 3 Cr.
2 Lec., 4 Lab.

A study of basic nutrition involving the function and value of various foods and the factors related to food selection and preparation such as cost, availability, and time and methods required for preparation. Laboratory experiences relate the application of the fundamental principles of food selection, preparation and service to the problem of providing attractive, nutritious meals for the individual and family. Laboratory fee required. □

Home Economics 110 Clothing and Home Design 3 Cr.
2 Lec., 4 Lab.

Prerequisite: HE 101 or ART 101. The study and advanced application of color and design to the costume and in the home. Designed for students interested in home economics. □

HUMAN DEVELOPMENT

Human Development 105 Basic Processes of Interpersonal Relationships 3 Cr.
3 Lec.

A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities is planned, partly by each class, designed to meet certain specific human needs of the students in the class. Open to freshmen and sophomores. □

Human Development 106 Personal and Social Growth 3 Cr.
3 Lec.

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

Human Development 107 Developing Leadership Behavior 3 Cr.
3 Lec.

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

HUMANITIES

Humanities 101 Introduction to the Humanities 3 Cr.
3 Lec.

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

INTERIOR DESIGN

Interior Design 120 Basic Planning 3 Cr.
2 Lec., 4 Lab.

Prerequisite: Enrollment in Design Institute. Learning to use drafting instruments in drawing two-dimensional forms, floorplans, interior elevations, furniture layouts, and electrical plans. The reading of blueprints, use of architectural symbols, and printing are emphasized. □

Interior Design 121 Basic Color Theory for Interior Design 3 Cr.
2 Lec., 4 Lab.

Prerequisite: Successful completion of or concurrent enrollment in INT 120. The study of color theory, color systems, and mixing techniques of transparent and opaque pigments. The practice of using values, tints and intensities. Basic color schemes and color psychology applied to INT 120 projects. □

Interior Design 122 Color Theory and Illustration for Interior Design 3 Cr.
2 Lec., 4 Lab.

Prerequisites: INT 121, successful completion of or concurrent enrollment in INT 123. Interpretive rendering of materials and textures. Theory and technique to be applied to elevation and perspective projects from INT 123. Color scheme applied to total space concept. □

Interior Design 123 Advanced Planning and Perspective 3 Cr.
2 Lec., 4 Lab.

Prerequisite: INT 120. The student learns methods and principles of one and two point perspective. Orthographic, oblique and isometric projections are made of furniture studies. Advanced plans and elevations are incorporated into portfolio presentations. □

Interior Design 220 History of Interior Arts I 3 Cr.
2 Lec., 3 Lab.

Prerequisite: INT 122. A study of the evolution of the interior arts and related architectural development from Egyptian through French. The student compiles a notebook of supplementary material. Lectures, slides, field trips, and reports provide research information. □

Interior Design 221 History of Interior Arts II 3 Cr.
2 Lec., 3 Lab.

Prerequisite: INT 220. Continuation of study of evolution of interior arts from English through Oriental with related architectural development. The student compiles a notebook of supplementary material. Lectures, field trips, slides and reports provide research information. □

Interior Design 224 Interior Graphics and Illustration 3 Cr.
2 Lec., 4 Lab.

Prerequisite: INT 122 and 123. Concurrent enrollment in INT 235. Traditional interior design problems are solved by the use of floor plans, elevations, furniture layout, electrical plan and a rendered two-point perspective. Emphasis is on preparation of different types of presentational boards. □

Interior Design 225 Architectural Drawing I 3 Cr.
2 Lec., 4 Lab.

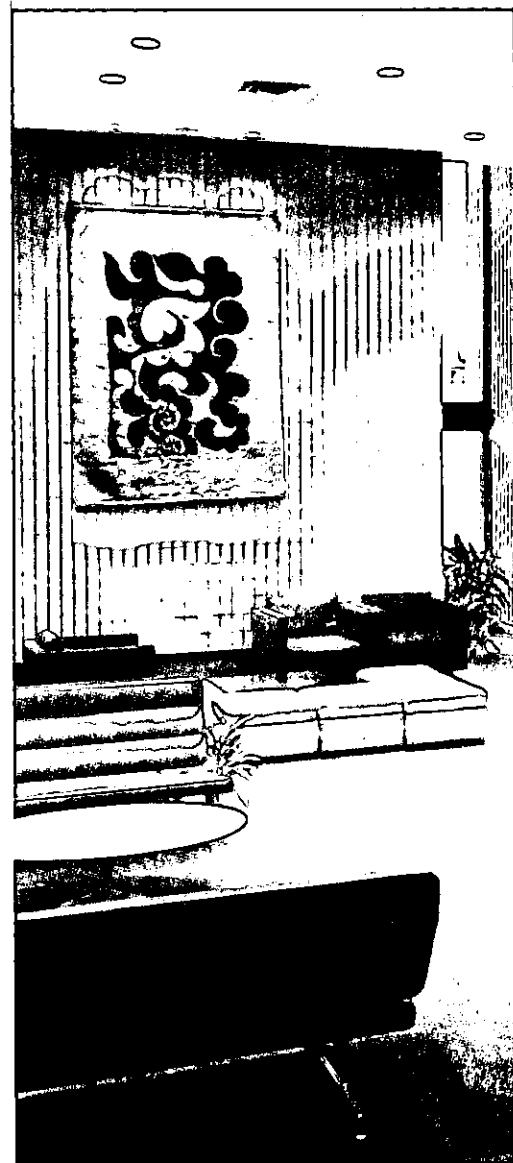
Prerequisite: INT 120. Designing of a basic residential floor plan and delineation of all working drawings, plot plan, foundation plan, details, sections, and elevations. □

Interior Design 226 Architectural Drawing II 3 Cr.
2 Lec., 4 Lab.

Prerequisite: INT 120. Sketching three-dimensional objects from still life, human and architectural forms, with emphasis on freehand perspective. □

Interior Design 233 Fabrications 3 Cr.
2 Lec., 4 Lab.

Prerequisite: INT 122 and 123. The study of furniture upholstery, woods, finishes, frame constructions, materials, drapery making, wall coverings, plastics



and metals. The course is geared for general understanding of technical methods rather than for learning the craftsmanship. □

Interior Design 235 3 Cr.
Inner Space Composition and Presentation 2 Lec., 4 Lab.
Prerequisite: INT 122, INT 123, INT 221 and concurrent enrollment in INT 224. The organization of all elementary principles of interior design for problem-solving assignments and formal presentation. Emphasis to be on preparation of material for presentation. Traditional residential projects. □

Interior Design 236 4 Cr.
Concepts of 20th Century Interior Design and Lighting 3 Lec., 3 Lab.

Prerequisites: INT 221 or consent of instructor and concurrent enrollment in INT 237. Concentration on 20th century and current developments in furniture design and various materials and arts and their application to interiors of all styles. Relative project assignments are made. A study of the various methods of effective lighting of the interior and exterior for both residential and commercial, and drawing of the electrical plan is included. Field trips to decorative showrooms and area houses and business establishments. Student notebook required. □

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

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

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

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

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

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

involving various types of these instruments; and special research projects related to the subject matter; study of the system of recording and search of public documents. □

Legal Assistant 134 3 Cr.
Principles of Family Law 3 Lec.

Prerequisite: LA 131. Such topics as divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, Domestic Relations Court procedures, and separation agreements are covered in this course. □

Legal Assistant 231 3 Cr.
Wills, Trusts, and Probate Administration 3 Lec.

Prerequisite: LA 132. Study of the more common forms of wills and trusts, and a survey of the fundamental principles of law applicable to each; a study of the organization and jurisdiction of the Texas Probate Court; a detailed analysis of the administration of estates in Texas Probate; review of estate and inheritance taxes applicable to such estates. □

Legal Assistant 232 3 Cr.
Tort and Insurance Law and Claims Investigation 3 Lec.

Prerequisite: LA 132. A study of the fundamental principles of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims; a study of the various forms of pleadings involved in commencing such claims in court actions. □

Legal Assistant 233 3 Cr.
Income Taxation and Legal Accounting 3 Lec.

Prerequisite: LA 132. Study of Federal, state and local income taxation of individuals and tax-paying entities such as estates, trusts, and corporations. Emphasis is placed on the preparation of basic tax returns and other tax-related documents. The course also includes a general introduction to accounting as it related to legal problems. □

Legal Assistant 234 3 Cr.
Personal Property, Sales and Credit Transactions 3 Lec.

Prerequisite: LA 132. A study of the law of personal property, contracts, including those special forms related to the law of sales and credit transactions, special drafting problems of various instruments and legal research projects; and a survey of the Uniform Commercial Code and its effect on the course subject matter. □

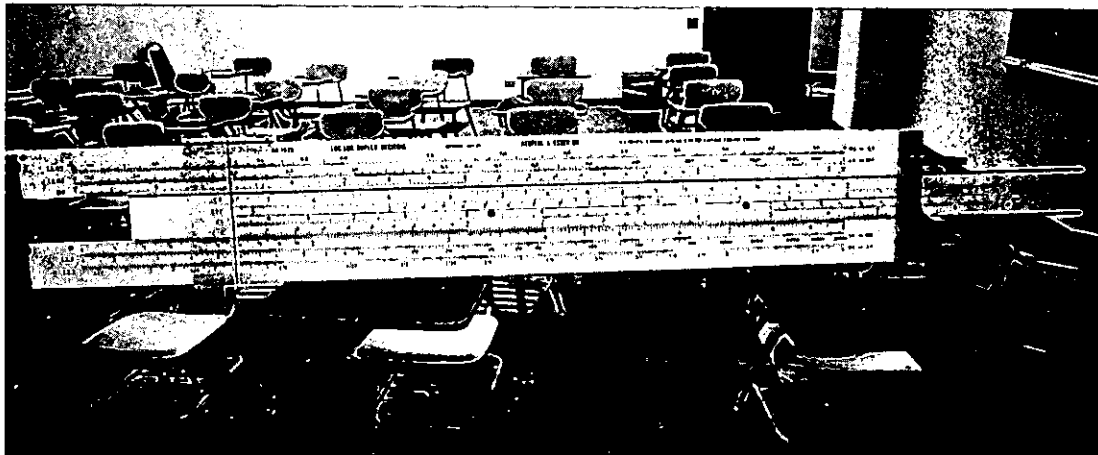
Legal Assistant 235 4 Cr.
Techniques of Legal Practice and Procedures 3 Lec., 3 Lab.

Prerequisite: LA 132, 133, 231, 233. This course coordinates with other Legal Technology courses and provides specialized training in the actual preparation of legal documents on a case method. Questions of statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, orders to show cause, third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases are some of the topics discussed. □

Legal Assistant 236 2 Cr.
Legal Office Management 2 Lec.

Prerequisite: LA 231, 232, 233. This course will provide the ethical considerations applicable to the legal technician, office organization, specialized bookkeeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, legal research, management of personnel, proofreading, management of investigations and file preparation, legal drafting, management and organization procedures for specialized areas of law, special considerations with respect to attorney's trust account, preparation of law office forms, check list and files, and disbursement on behalf of clients. □

MATHEMATICS



LEGAL ASSISTANT

Legal Assistant 131 3 Cr.
Introduction to Legal Technology 3 Lec.

Review development of legal technician concept; study the legal profession, its ethics, and unauthorized practice; establish the "new profession" concept; study history of American law, its classification for study and analysis, and the various areas of law as classified; begin "in depth" study of legal research and bibliography including research problems; add introduction to legal drafting and writing. □

Legal Assistant 132 2 Cr.
Texas Legal Systems 2 Lec.

A study of the court system of Texas. Includes an examination of the various types of legal practices as they relate to the courts and general principles of court administration. Elements of the Federal Court system are reviewed. □

Legal Assistant 133 3 Cr.
Law of Real Property and Real Estate Transaction 3 Lec.

Prerequisite: LA 131. A study of the law of real property and in-depth survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, deeds of trust, etc.; drafting problems in-

Mathematics 101 3 Cr.
College Algebra 3 Lec.

Prerequisite: Two years of high school algebra or DM 093. A study of sets, real and complex numbers, absolute value, special products and factoring, exponents and radicals, functions and relations, variation, linear and quadratic equations, logarithms, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem and algebraic proof. □

Mathematics 102 3 Cr.
Plane Trigonometry 3 Lec.

Prerequisites: MTH 101 or equivalent. A study of angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers. □

Mathematics 106 5 Cr.
Elementary Functions and Coordinate Geometry 5 Lec.

Prerequisites: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions to include the following: polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors, and analytic geometry to include conics, transformation of coordinates, polar coordinates, parametric equations, and three dimensional space. □

Mathematics 111 3 Cr.
Math for Business and Economics I 3 Lec.

Prerequisite: Two years of high school algebra or MTH

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 3 Cr.
Math for Business and Economics II 3 Lec.

Prerequisites: MTH 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications. □

Mathematics 115 3 Cr.
College Mathematics I 3 Lec.

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

Mathematics 116 3 Cr.
College Mathematics II 3 Lec.

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

Mathematics 121 3 Cr.
Analytic Geometry 3 Lec.

Prerequisite: MTH 102 or equivalent. A study of the real

numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. □

Mathematics 130 3 Cr.
Business Mathematics 3 Lec.

Prerequisite: One year of high school algebra or DM 091 or the equivalent. A study of 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 139 3 Cr.
Applied Mathematics 3 Lec.

Prerequisite: One year of high school algebra or DM 091 or equivalent. A study of commercial, technical, and other applied uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section. □

Mathematics 195 3 Cr.
Technical Mathematics 3 Lec.

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

Mathematics 196 3 Cr.
Technical Mathematics 3 Lec.

Prerequisite: MTH 195. A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles. □

Mathematics 202 3 Cr.
Introductory Statistics 3 Lec.

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

Mathematics 222 3 Cr.
Calculus I 3 Lec.

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

Mathematics 223 3 Cr.
Calculus II 3 Lec.

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

Mathematics 224 3 Cr.
Advanced Calculus 3 Lec.

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

and laboratory experiences in which the student is introduced to the role of the medical office assistant in examining room techniques; practice and technique of sterilization procedures; care of equipment and supplies; a basic knowledge of the purpose and technique of the most frequent laboratory procedures performed in the physician's office. □

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

Prerequisite: Admission to Medical Assisting program. An introduction to medical law including the legal relationship of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, and Medical Practice Acts. A knowledge of professional attitudes and behavior and fundamentals of meeting the special needs of patients. A general knowledge of the types of medical practice, types of medical care, prepaid health insurance plans. An introduction to the history of medicine; great men of medicine and their discoveries. □

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

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

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

Prerequisite: Concurrent enrollment in BIO 120-121. This course is designed to relate BIO 120-121 to the specific needs of students enrolled in

Medical Assisting or Medical Transcriptionist programs. □

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

Prerequisite: "C" average in MA 131; BUS 174 or equivalent. This course is designed to develop speed and accuracy in typing, skill in the use of transcribing equipment and the expansion of medical terminology. Practice transcribing medical reports and correspondence is emphasized. □

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

Prerequisite: "C" average in MA 132, 135, and 230. Lectures and laboratory experiences in patient reception, appointment scheduling, proper telephone techniques; handling mail, medical records, business correspondence, insurance forms; office management practices; record keeping and financial records; practice given in entering daily transactions, using standard accounting records, and preparing financial statements. □

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

Prerequisite: "C" average in MA 231 and an overall "C" average in non-technical courses. Practical experience in offices of selected physicians and hospitals to give the student insight, understanding and skill in medical office-assisting. □

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

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

MEDICAL LAB TECHNOLOGY



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

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

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

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

Medical Lab Technology 229 4 Cr.
Medical Microbiology I 3 Lec., 4 Lab.

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

Medical Lab Technology 231 4 Cr.
Clinical Chemistry 3 Lec., 3 Lab.

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

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

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

Medical Lab Technology 238 8 Cr.
Clinical Practice II 2 Lec., 33 Lab.

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

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

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

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

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

MEDICAL ASSISTING

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

Prerequisite: Admission to Medical Assisting, Medical Transcriptionist programs. A study of the basic structure of medical words including prefixes, suffixes, roots, combining forms and plurals; pronunciation, spelling, and definition of medical terms; emphasis on building a professional vocabulary required for working in the medical field. □

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

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

Music 101	4 Cr.
Freshman Theory	3 Lec., 3 Lab.
Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard, and notation. □	
Music 102	4 Cr.
Freshman Theory	3 Lec., 3 Lab.
<i>Prerequisite:</i> MUS 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. □	
Music 104	3 Cr.
Music Appreciation	3 Lec.
A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed. □	
Music 110	3 Cr.
Music Literature	3 Lec.
A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras. □	
Music 111	3 Cr.
Music Literature	3 Lec.
<i>Prerequisite:</i> MUS 110. A continuation of the studies introduced in MUS 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic and Modern periods. □	
Music 113	3 Cr.
Foundations in Music I	3 Lec.
Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading). Course designed specifically for the non-music major. □	
Music 114	3 Cr.
Foundations in Music II	3 Lec.
<i>Prerequisite:</i> MUS 113. A continuation of MUS 113. □	
Music 117	1 Cr.
Piano Class I	2 Lab.
Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students. □	
Music 118	1 Cr.
Piano Class II	2 Lab.
Includes techniques, skills, harmonization, transposition, improvisation, accompanying, sightreading and performing various styles of repertoire. Open to all students. □	
Music 119	1 Cr.
Guitar Class I	2 Lab.
Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. □	
Music 121-141	1 Cr.
Applied Music—Minor	1 Lec.
Private instruction in the student's secondary area. One half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. □	
Music 150	1 Cr.

Chorus

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

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

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

Music 155

Vocal Ensemble

A select group for mixed voices concentrating upon excellence of performance. Membership is open to any student by audition, who, in the opinion of the director, possesses special interest and skills in performance of advanced choral literature. □

Music 160

Band

Prerequisite: Consent of instructor required for non-wind instrument majors. The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors. □

Music 173

Percussion Ensemble

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

Music 175

String Ensemble

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

Music 177

Chamber Ensemble

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

Music 185

Stage Band

Prerequisite: Consent of instructor. The stage band studies and performs a wide variety of music with emphasis on the jazz oriented bigband styles of the 1960's. □

Music 199

Recital

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

Music 201

Sophomore Theory

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

Music 202

Sophomore Theory

Prerequisite: MUS 201 or equivalent or by consent of

3 Lab.

1 Cr.

2 Lab.

1 Cr.

2 Lab.

1 Cr.

3 Lab.

1 Cr.

3 Lab.

1 Cr.

3 Lab.

1 Cr.

3 Lab.

1 Cr.

3 Lab.

1 Cr.

3 Lab.

1 Cr.

2 Lab.

4 Cr.

3 Lec. 3 Lab.

4 Cr.

3 Lec. 3 Lab.

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

Music 221-241

Applied

Music—Concentration

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

Music 251-270

Applied Music-Major

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

NURSING

Nursing 140

Nursing I

Nursing I is the basic course in nursing which serves as a foundation on which other nursing courses will build and expand. Technical, observational and communicative skills will be developed to enable the student to meet the basic physical, emotional and spiritual needs of the patient. Content and selected clinical experiences will enable the student to begin to plan, implement and assess nursing care for all age groups. Basic concepts in mental health, nutrition and pharmacology are included. Laboratory fee required. □

Nursing 142

Nursing II

Nursing II is the augmentation and application of the basic principles, concepts and skills from Nursing I in the family situation. The impact of stress, environmental, physiological, and psychological on the individual and the family is examined through planned clinical experiences. The commonality of illness as it occurs in all age groups encourages the student to correlate and apply information from all sources in delivering necessary care to the patients. Laboratory fee required. □

Nursing 240

Nursing III—Summer

Only

Nursing III is a continuation of Nursing II and emphasizes the acquisition of additional abilities in the areas of assessment and team concept related to the delivery of health care. Laboratory fee required. □

Nursing 241

Nursing IV

Nursing IV requires students to utilize those abilities developed previously in the curriculum in order to provide nursing care to patients with increasingly complex physical and mental pathologic conditions. Always stressed is the commonality of the disease process in various situations and ages. The theory and clinical portions of the course are so designed to encourage the student to develop skill in making nursing judgments based on information gathered from all areas. Laboratory fee required. □

Nursing 242

Nursing V

Nursing V is a continuation of Nursing IV which deals with increasingly complex situations. Additionally the student is acquainted with aspects of the nursing profession not previously explored. Included in this seminar portion of the course are topics such as the changing scope of nursing, nursing organizations and emphasis on continued personal and professional development. Laboratory fee required. □

Office Machines

(See Business 161)

PATTERN DESIGN

Pattern Design 125

Pattern Drafting and

Draping

Student learns the fundamental principles to draft and drape basic patterns. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. PDD 125 and 126 are equivalent to PDD 130. Laboratory fee required. □

Pattern Design 126

Pattern Drafting and

Draping

Prerequisite: PDD 125. Student learns to draft



PHILOSOPHY

- Philosophy 102** 3 Cr.
Introduction to Philosophy 3 Lec.
 A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions. □
- Philosophy 105** 3 Cr.
Logic 3 Lec.
 An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed. □
- Philosophy 202** 3 Cr.
Introduction to Social and Political Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. An examination of the relationships of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibility. □
- Philosophy 203** 3 Cr.
Ethics 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life. □
- Philosophy 207** 3 Cr.
History of Ancient Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. This course is a historical examination of philosophy from Presocratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered. □
- Philosophy 208** 3 Cr.
History of Modern Philosophy 3 Lec.
 Open to sophomores only. A continuation of PHI 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationships existing between these schools of thought. □
- Philosophy 210** 3 Cr.
Studies in Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or sophomore standing. Students will study a philosophical problem, movement, or special topic. Course titles and descriptions will be available each semester prior to registration. □

- Physical Education 144** 3 Cr.
Introduction to Physical Education 3 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 257** 3 Cr.
Standard and Advanced First Aid 3 Lec.
 Theory and practice in the standard and advanced courses of the American National Red Cross in First Aid safety. □

PHYSICAL SCIENCE

- Physical Science 100** 3 Cr.
History of Science 3 Lec.
 A study of the development of scientific knowledge, including Biology, Chemistry, Mathematics, Astronomy, Architecture, Industrial Technology, and Ethical Considerations relating to the use of scientific knowledge. (This course is offered via television.) □
- Physical Science 118** 4 Cr.
Physical Science 3 Lec., 2 Lab.
 A study of the basic principles and concepts of physics, chemistry and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. Laboratory fee required. □
- Physical Science 119** 4 Cr.
Physical Science 3 Lec., 2 Lab.
 The course encompasses the interaction of the Earth Sciences and man's physical world. Geology, Astronomy, Meteorology and Space Science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required. □

PHYSICS

- Physics 111** 4 Cr.
Introductory General Physics 3 Lec., 3 Lab.
Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two semester course designed for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. The laboratory includes a one-hour problem session. Laboratory fee required. □
- Physics 112** 4 Cr.
Introductory General Physics 3 Lec., 3 Lab.
Prerequisite: PHY 111. A continuation of PHY 111 which includes the study of electricity, magnetism, light, and sound. Laboratory includes a one hour problem session. Laboratory fee required. □
- Physics 131** 4 Cr.
Applied Physics 3 Lec., 3 Lab.
Prerequisite: MTH 195 or concurrent enrollment in MTH 195. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, heat, sound, light, electricity, magnetism, and atomic theory with emphasis on applications and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes a one hour problem session. Laboratory fee required. □
- Physics 132** 4 Cr.
Applied Physics 3 Lec., 3 Lab.
Prerequisite: PHY 131. A continuation of PHY 131. Laboratory includes a one hour problem session. Laboratory fee required. □
- Physics 201** 4 Cr.
General Physics 3 Lec., 3 Lab.
Prerequisite: Credit or concurrent registration in MTH 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors. Laboratory includes a one hour problem session. Laboratory fee required. □

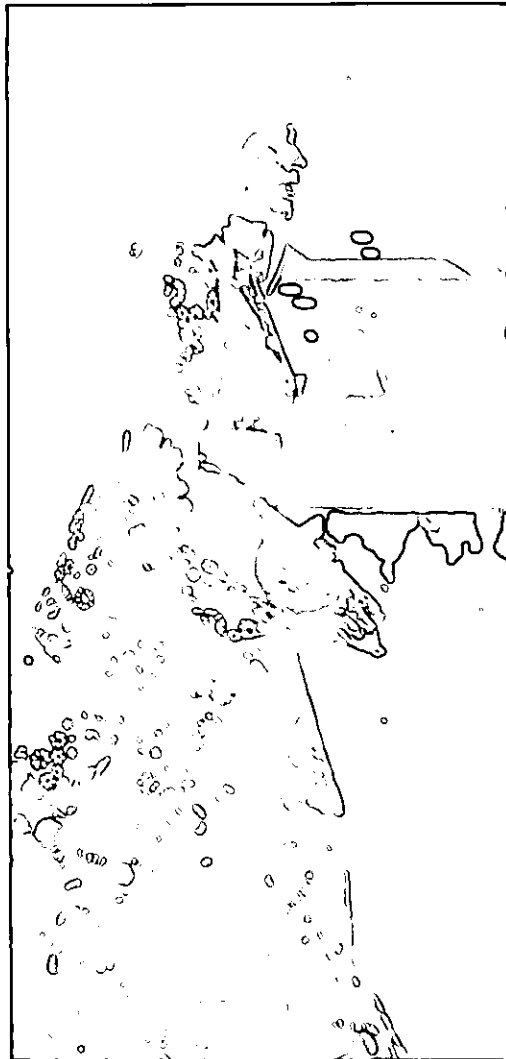
- Physics 202** 4 Cr.
General Physics 3 Lec., 3 Lab.
Prerequisite: PHY 201 and credit or concurrent registration in MTH 227. Principles and applications of heat, electricity, magnetism and optics emphasizing fundamentals, concepts, problem solving, notation and units. Laboratory includes a one hour problem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

PHOTOGRAPHY

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

P.E.

- Physical Education 101** 3 Cr.
Fundamentals of Health 3 Lec.
 A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors, and students with specific interest. □



- and drape basic patterns in collars, skirts, sleeves and dresses. PDD 125 and 126 are equivalent to PDD 130. Laboratory fee required. □
- Pattern Design 130** 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
Prerequisite: Enrollment in Design Institute. Student learns the fundamental principles to draft and drape basic patterns in collars, skirts, sleeves, and dresses. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Laboratory fee required. □
- Pattern Design 131** 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
Prerequisite: PDD 130. Student learns the intermediate level of pattern work in collars, skirts, sleeves, and dresses in misses sizes. Through lecture, discussions, and demonstrations the student develops technical skills in making patterns. □
- Pattern Design 230** 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
Prerequisite: PDD 131. Student learns techniques to develop patterns for children, junior petite, junior, active sportswear, misses, and suits. Special assignments for Apparel Design students. Laboratory fee required. □
- Pattern Design 231** 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
Prerequisite: PDD 230. Student learns to develop patterns for half sizes, dressy dresses and lingerie. Speed techniques are developed in creating patterns. Special assignments for Apparel Design students. □

POLICE SCIENCE

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

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

Police Science 140 3 Cr.
Introduction to Law Enforcement 3 Lec.
 The student will acquire a basic philosophy and history of systems of justice in this nation. Included is a survey of police problems, crime trends and statistics, organizations and jurisdiction of local, state and federal enforcement agencies. Surveys of professional opportunities and personnel qualifications are studied. The course should provide the student with a basic understanding of the evolution of the American police system. Within the purview of the course is a general history of police systems which provides a frame of reference for the analysis of modern trends and thinking in the police service. The broad objectives of the course are designed to stimulate student interest and develop capabilities for law enforcement service. □

Police Science 141 3 Cr.
Police Organization and Administration 3 Lec.
Prerequisite: POL 140. To present: (1) basic philosophies of organizational technology, (2) common structures of organization, (3) patterns of administrative processes and the management of general and specialized police studies in the dynamic processes of organization. The course includes an examination of traditional organizational concepts, administrative techniques, personnel policies and operating systems. □

Police Science 142 3 Cr.
Legal Aspects of Law Enforcement 3 Lec.
Prerequisite: POL 140. To provide opportunity for the student to acquire a basic philosophy in criminal statutes and a survey of case law. This course also is a basic orientation designed to provide the student with a rationale for placing criminal law in its proper perspective in the American system of justice. Within the course will be legal definitions and procedures applied to operational techniques in law enforcement. □

Police Science 143 3 Cr.
Practical Spanish for Public Service Personnel 3 Lec.
 Practical Spanish for Public Service Personnel is a conversational Spanish course designed primarily for police officers to provide those persons working in public service with the fundamental skills to communicate effectively with the Spanish-speaking community they serve. The successful student will develop the necessary minimal skills in understanding, speaking, and listening to the Spanish of the local area. The course will concentrate on a highly specialized vocabulary taught in English and Spanish with extensive conversational drills in Spanish. □

Police Science 144 3 Cr.
Practical Spanish for Public Service Personnel 3 Lec.
Prerequisite: POL 143. A continuation of POL 143. □

Police Science 146 3 Cr.
Patrol Administration 3 Lec.
Prerequisite: POL 140. For the student to acquire a basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function of the patrol operation and to relate these problems to current operational activities. The course offers in-depth study into operational analyses so that students may have an overview of the role of the patrol function in today's society. Patrol administration problems are studied and an analysis of alternate solutions is made. The objectives of the course are analysis of present patrol operations, attempt to establish new rationale and increase the capabilities of the patrol function. □

Police Science 233 3 Cr.
Introduction Criminalistics 3 Lec.
Prerequisites: POL 140 and 240. Physical evidence in criminal investigation relative to recognition, collection, preservation and laboratory processing; overview of instrumental methods, development of identification and comparison techniques through examination of photographs of evidence from actual laboratory cases. □

Police Science 240 3 Cr.
Criminal Investigation 3 Lec.
Prerequisite: POL 140. The course will present: (1) the basic theories of investigation, including criminalistics and the crime scene search, (2) common techniques of modern criminal investigation, and (3) patterns of legal, scientifically oriented methodology in criminal investigation. This is a comprehensive course designed to provide the theory and practical techniques necessary to conduct a complex investigation. The course includes an examination of investigative techniques, legal procedures, and basic scientific analysis. □

Police Science 241 3 Cr.
Police Role in Crime and Delinquency 3 Lec.
Prerequisite: POL 140. This course presents basic philosophies of law enforcement in the prevention and control of delinquency, to observe trends in police services for delinquent, neglected and special-problem juveniles, and to study patterns of law enforcement organization in dealing with delinquent behavior. This is a basic course designed to provide an introduction to more advanced courses in criminology and rehabilitation. The course includes a review of social and psychological studies dealing with causal factors in delinquency cases. Sociological, psychological and biological factors are discussed as they relate to criminal activity, legal concepts in the treatment of juvenile offenders are reviewed. □

Police Science 242 3 Cr.
Juvenile Procedures 3 Lec.
Prerequisite: POL 140. The course is designed to integrate and synthesize the significant contributions resulting from recent research in the field of juvenile procedures and to present new materials in the field. An attempt is made to discuss major responsibilities of police work with children and youth in developing the student's understanding and appreciation of the intricacy of the police function and modern police philosophy in working with juveniles. □

Police Science 243 3 Cr.
Probation and Parole 3 Lec.
Prerequisite: POL 140. This course is an elective course, designed as an introduction to the many faceted subject of criminal corrections. Through this survey course the student will be exposed to the historical development of this integral part of today's Criminal Justice System. □

Police Science 244 3 Cr.
Traffic Planning and Administration 3 Lec.
Prerequisite: POL 140. This course is designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. On successful completion he will have a working knowledge of the methods and techniques used by the various agencies to eliminate or to control these problems. This course will enable the student to evaluate any program with which he may come in contact and will also put him in a position to offer constructive criticism and remedies. □

Police Science 245 3 Cr.
Traffic Law 3 Lec.
Prerequisite: POL 140. Course is designed to provide the student an opportunity to acquire a knowledge of the basic principles of traffic control, traffic law enforcement and traffic court procedures in the context of Texas traffic laws. Emphasis is placed upon the need for a professional approach in dealing with traffic law violators, the police role in accident prevention and investigation, and the principles of education, enforcement and engineering. The objectives of the course having been met by the student, he will function as a more knowledgeable officer in the field of traffic supervision. □

Police Science 246 3 Cr.
Penology (Jail Operation and Management) 3 Lec.
Prerequisite: POL 140. The purpose of this elective course is to afford the student the opportunity to acquaint himself with the basic concepts of penology as they apply to today's criminal justice official. An overview of the operation and management of a penal institution is presented along with the rationale for the existence of the penal institution. □

PSYCHOLOGY

Psychology 105 3 Cr.
Introduction to Psychology 3 Lec.
 A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence. (This course is offered on campus and via television.) □

Psychology 131 3 Cr.
Human Relations 3 Lec.
 A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to



group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section. □

Psychology 201 3 Cr.
Developmental Psychology 3 Lec.

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

Psychology 205 3 Cr.
Psychology of Personality 3 Lec.

Prerequisite: PSY 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety states, mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement. □

Psychology 207 3 Cr.
Social Psychology 3 Lec.

Prerequisite: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relationships, and group processes. □

Psychology 209 3 Cr.
General Psychology 3 Lec.

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

RADIOLOGIC TECHNOLOGY

Radiologic Technology 120 1 Cr.
Applied Anatomy and Physiology 1 Lec.

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

Radiologic Technology 121 1 Cr.
Applied Anatomy and Physiology 1 Lec.

Prerequisites: 'C' average in RAD 120, 130, 131, BIO 120 and concurrent enrollment in BIO 121 or equivalency. Osteology of the skull, topographic anatomy of the body and location of organs in the body systems. □

Radiologic Technology 130 3 Cr.
Radiologic Fundamentals 1 Lec., 5 Lab.

Prerequisite: Admission to program, high school biology or BIO 115 and BIO 116. A study of medical terminology, radiographic positioning, radiographic exposure and physics, and nursing procedures. □

Radiologic Technology 131 3 Cr.
Radiologic Orientation and Practicum I 12 Lab.

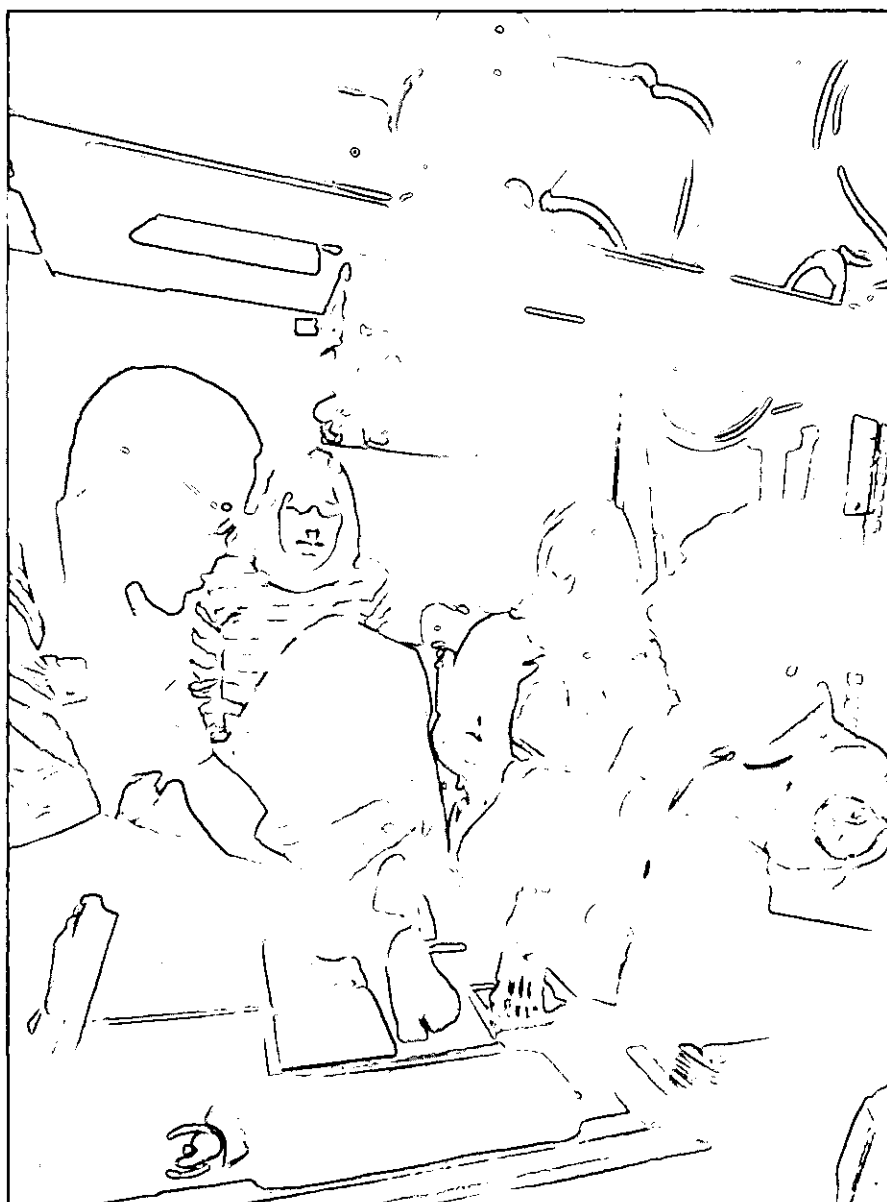
Prerequisite: Concurrent enrollment in RAD 120 and 130. The first seven weeks will consist of a study of office procedures, elementary radiation protection, history of x-ray, professional ethics, darkroom chemistry and film critique. For the remaining nine weeks, the students will be assigned to a Dallas area hospital for supervised practice in a radiology department in which an adequate variety and number of experiences are available. Students will work closely with experienced technologists, where they will observe and assist in handling patients as they undergo radiologic examinations. □

Radiologic Technology 132 3 Cr.
Radiologic Principles 1 Lec., 5 Lab.

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

Radiologic Technology 133 6 Cr.
Radiologic Practicum II and Film Critique 24 Lab.

Prerequisite: 'C' average in RAD 120, 130 and 131. Students receive practical experience in a hospital radiology department. □



Radiologic Technology 134 1 Cr.
Radiologic Principles 1 Lec., 2 Lab.

Prerequisite: 'C' average in RAD 121, 132, and 133. Continuing study of radiologic technology with emphasis on radiologic physics, surgical techniques as applied to radiology and the use and maintenance of portable x-ray equipment. Thirteen-week course. □

Radiologic Technology 135 9 Cr.
Radiologic Practicum III and Film Critique 36 Lab.

Prerequisite: 'C' average in RAD 121, 132, and 133. Students receive practical experience in a hospital radiology department for thirteen weeks. □

Radiologic Technology 230 4 Cr.
Advanced Radiologic Principles 2 Lec., 6 Lab.

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

Radiologic Technology 231 6 Cr.
Radiologic Practicum IV and Film Critique 24 Lab.

Prerequisite: 'C' average in RAD 134 and 135. Students receive practical experience in a hospital radiology department. □

Radiologic Technology 232 2 Cr.
Advanced Radiology Techniques 1 Lec., 3 Lab.

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

Radiologic Technology 233 7 Cr.
Radiologic Practicum V and Film Critique 28 Lab.

Prerequisite: 'C' average in RAD 230 and 231. Students receive practical experience in a hospital radiology department. □

Radiologic Technology 234 1 Cr.
General Review 1 Lec., 2 Lab.

Prerequisite: 'C' average in RAD 230 and 231. This course is designed to review all subjects in radiology technology in order to fully prepare the student for the American Registry of Radiologic Technologists Examination. Thirteen-week course. □

Radiologic Technology 235 9 Cr.
Radiologic Practicum VI and Film Critique 37 Lab.

Prerequisite: 'C' average in RAD 230 and 231. Students receive practical experience in a hospital radiology department for thirteen weeks. □

READING

Reading 101 3 Cr.
Effective College Reading 3 Lec.

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

RELIGION

Religion 101	3 Cr.
Religion in American Culture	3 Lec.
A systematic examination of religion in American culture. Emphasis upon the characteristics of American religion, an objective study of various religious groups, and an examination of the relation of religion to the arts and other cultural phenomena. □	
Religion 103	3 Cr.
Introduction to Philosophy of Religion (formerly Religion 102)	3 Lec.
Investigation of basic problems in philosophy of religion: faith and reason, the existence of God, the nature of religious language and literature, evil and human destiny. Analysis of the effect of religious belief and practice upon social and moral life in both eastern and western traditions. □	
Religion 201	3 Cr.
Major World Religions	3 Lec.
<i>Prerequisite:</i> Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism. □	

RESPIRATORY THERAPY

Respiratory Therapy 141	2 Cr.
Medications	2 Lec.
<i>Prerequisite:</i> Completion of first semester courses of Certification Training Program with a G.P.A. of 2.0 or better. Provides instruction in the identification, classification, dosage and dilution calculation, principal and side effects of inhalational medications. Identification of other medications in common use and their possible effect on cardiorespiratory function is included. □	



Respiratory Therapy 142	2 Cr.
Basic Respiratory Therapy Skills	10 Lab.
<i>Prerequisite:</i> Admission to either program. Provides orientation to the field of respiratory therapy and to the hospital environment. Instruction, observation and practice in the laboratory and in the hospital of patient care and respiratory therapy techniques. □	
Respiratory Therapy 143	2 Cr.
Clinical Practice I	8.8 Lab.
<i>Prerequisite:</i> Enrollment in certification or associate degree program. Provides practice in cleaning and sterilization procedures, equipment assembly and test, supplemental oxygen and aerosol therapy. □	
Respiratory Therapy 144	2 Cr.
Pathology and Treatment Rationale I	2 Lec.
<i>Prerequisite:</i> Completion of first semester requirements of either program with a G.P.A. of 2.0 or better. Provides a description of the normal conditions and the deviation from normal in specific disease states with an assessment of reversability and an expression of the intent of therapy. □	
Respiratory Therapy 145	4 Cr.
Basic Technology I	3 Lec., 4 Lab.
<i>Prerequisite:</i> Fulfillment of first semester requirements with a G.P.A. of 2.0 or better. Provides instruction in specific details of design and function of respiratory therapy equipment, routine maintenance procedures, detection and correction of malfunction. Provides practice in adapting, applying and modifying equipment in the patient care situation. Laboratory fee required. □	
Respiratory Therapy 146	1 Cr.
Pharmacology I	1 Lec.
<i>Prerequisite:</i> Completion of first semester requirements for Associate Degree Program with a G.P.A. of 2.0 or better. Covers rapidly the material included in Medications and then provides for the student with a foundation in physiology and chemistry, the detail of the mode of action, interaction and indications for respiratory, cardiovascular, central nervous system, renal and antimicrobial medications. □	
Respiratory Therapy 147	2 Cr.
Clinical Practice II	8.8 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 143 with a grade of "C" or better. Provides practice in procedures related to periodic positive pressure therapy, chest physiotherapy, tent therapy. □	
Respiratory Therapy 148	3 Cr.
Basic Technology II	6 Lec., 7 Lab.
<i>Prerequisite:</i> A grade of "C" or better in Basic Technology I. Fulfillment of second semester requirements with an overall G.P.A. of 2.0 or better. A continuation of Basic Technology I. □	
Respiratory Therapy 149	2 Cr.
Pathology and Treatment Rationale II	2 Lec.
<i>Prerequisite:</i> Completion of Pathology and Treatment Rationale I with a grade of "C" or better. A continuation of Pathology and Treatment Rationale I to include the spectrum of commonly encountered disease states and associated gas exchange and ventilatory defects and their potential reversability with therapy. □	
Respiratory Therapy 150	2 Cr.
Clinical Practice III	8.8 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 147 with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides continuing practice in patient care procedure plus cardiopulmonary resuscitation techniques, checking and testing CPR equipment, systems assembly for gas mixtures, special pediatric assemblies. □	
Respiratory Therapy 240	1 Cr.
Pharmacology II	1 Lec.
<i>Prerequisite:</i> A grade of "C" or better in Pharmacology I. Fulfillment of all first year requirements with a G.P.A. of 2.0 or better. A continuation of Pharmacology I. □	
Respiratory Therapy 241	1 Cr.
Instructional and Presentation Methods I	1 Lec., 1 Lab.
<i>Prerequisite:</i> Completion of all first year Associate Degree requirements with a G.P.A. of 2.0 or better. Designed to give the potential therapist direction and practice in "thinking on his feet", "saying what he means", "putting his point across" in communicating with co-workers and physicians and in instructing patients, families and trainees. □	

Respiratory Therapy 242	2 Cr.
Advanced Physiology and Pathology	2 Lec.
<i>Prerequisite:</i> Completion of all first year Associate Degree requirements with a G.P.A. of 2.0 or better. Provides study, in depth, of disease states related to cardiorespiratory function and the application and interpretation of related diagnostic, evaluative and therapeutic procedures. □	
Respiratory Therapy 243	3 Cr.
Advanced Technology and Instrumentation I	2 Lec., 3 Lab.
<i>Prerequisite:</i> Completion of all first year Associate Degree Program requirements with a G.P.A. of 2.0 or better. Provides instruction in basic electricity, electronics, mechanics and fluidics and their application and utilization in the design and function of volume ventilators and other equipment. □	
Respiratory Therapy 244	2 Cr.
Clinical Practice IV	8.8 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 150 with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides practice in periodic positive pressure therapy with critical patients and in the emergency and recovery room. □	
Respiratory Therapy 245	2 Cr.
Clinical Practice V	8.8 Lab.
<i>Prerequisite:</i> Completion of Clinical Practice IV with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides practice in the care of continuous ventilator patients including monitoring and equipment change, observation and assistance in airway care and weaning procedures. □	
Respiratory Therapy 246	3 Cr.
Advanced Technology and Instrumentation II	2 Lec., 3 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 243 with a grade of "C" or better. A continuation of Respiratory Therapy 243 including instruction, discussion and practice related to laboratory and monitoring equipment and use-test evaluation of new equipment. □	
Respiratory Therapy 247	1 Cr.
Instructional and Presentation Methods II	1 Lec., 1 Lab.
<i>Prerequisite:</i> Completion of all previously scheduled Associate Degree requirements with a G.P.A. of 2.0 or better. A continuation of Respiratory Therapy 241 including a survey of commercial and professional aids available and discussion of their utilization. □	
Respiratory Therapy 248	3 Cr.
Survey and Critique of Current Literature	3 Lec.
<i>Prerequisite:</i> Overall "C" average in respiratory therapy courses. Provides instruction in use of medical school library facilities, research techniques, elementary statistical and experimental method and opportunity for discussion of current articles related to respiratory therapy and cardiorespiratory medicine. □	
Respiratory Therapy 249	3 Cr.
Seminar and Case Presentation	3 Lec.
<i>Prerequisite:</i> Summer graduation scheduled. G.P.A. of 2.0 or better. Provides physician directed in-depth study, presentation and discussion of case histories involving cardiorespiratory problems. □	
Respiratory Therapy 250	2 Cr.
Clinical Practice VI	8 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 245 with a grade of "C" or better. Completion of all Associate Degree requirements scheduled through Fall of Second Year with a grade of "C" or better. Overall G.P.A. of 2.0 or better. Provides practice in assuming total responsibility for continuous ventilator patients including monitoring, airway care and weaning. □	
Respiratory Therapy 251	2 Cr.
Clinical Practice VII	8 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 250 with a grade of "C" or better. Completion of all Associate Degree requirements scheduled through Fall of Second Year with a grade of "C" or better. Overall G.P.A. of 2.0 or better. The content of Clinical Practice VII and VIII is arranged to assure each student's participation in the preoperative evaluation, observation of surgery, post-operative management of thoracic surgery patients, pediatric intensive care, acute and chronic disease management and cardiopulmonary rehabilitation. □	
Respiratory Therapy 252	2 Cr.
Clinical Practice VIII	16 Lab.
<i>Prerequisite:</i> Completion of Respiratory Therapy 251 with a grade of "C" or better. Graduation scheduled for close of semester. The content of Respiratory Therapy 251, 252 is arranged to assure each student's participation in the preoperative evaluation, observation of surgery, post-operative management of thoracic surgery patients, pediatric intensive care, acute and chronic disease management and cardiopulmonary rehabilitation. □	
Respiratory Therapy 253	3 Cr.
Departmental Supervision and Management (8 Weeks)	4 Lec., 4 Lab.

Prerequisite: Credit or concurrent enrollment in Respiratory Therapy 252. All other Associate Degree requirements fulfilled. C.P.A. of 2.0 or better. Provides instruction, discussion and practice in problem solution related to respiratory therapy department operations. Opportunity for exchange of information with technical and educational directors provided in the hospital setting. □

Salesmanship

(See BUS 230) □

Secretarial Training

(See BUS 162) □

Shorthand

(See BUS 159, 164, 263, 264) □

SOCIAL SCIENCE

Social Science 131 3 Cr.
American Civilization 3 Lec.

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

Social Science 132 3 Cr.
American Civilization 3 Lec.

A continuation of Social Science 131. □

SOCIOLOGY

Sociology 101 3 Cr.
Introduction to Sociology 3 Lec.

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

Sociology 102 3 Cr.
Social Problems 3 Lec.

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

Sociology 203 3 Cr.
Marriage and Family 3 Lec.

Prerequisite: SOC 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior. □

Sociology 204 3 Cr.
American Minorities 3 Lec.

Prerequisites: SOC 101 and/or six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either HIS 204 or SOC 204. □

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

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

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

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

SPANISH

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

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

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

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

Spanish 201 3 Cr.
Intermediate Spanish 3 Lec.

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



Spanish 202 3 Cr.
Intermediate Spanish 3 Lec.
Prerequisite: SPA 201 or equivalent. Continuation of SPA 201 with reading selections drawn more directly from contemporary literary sources. Composition. □

SPEECH

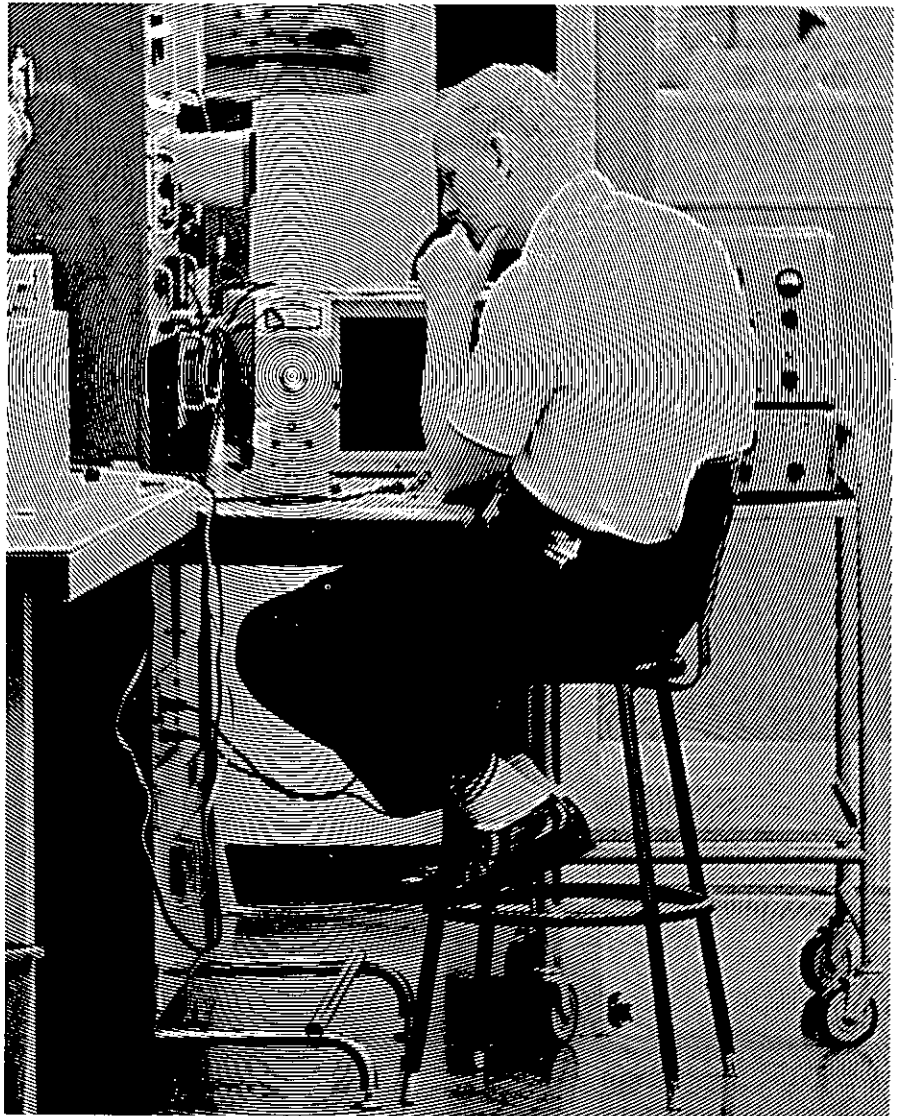
Speech 105 3 Cr.
Fundamentals of Public Speaking 3 Lec.
 An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials, and outlining. □
Speech 109 3 Cr.
Voice and Articulation 3 Lec.
 A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation. □
Speech 201 1 Cr.
Forensic Workshop 2 Lab.
 A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for one additional unit of credit. □
Speech 205 3 Cr.
Discussion and Debate 3 Lec.
 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. □

TEACHER AIDES

Teacher Aide 129 3 Cr.
Communication Skills for Teacher Aides 3 Lec.
 This course is designed to test and enhance the teacher aide's basic communication skills in reading, writing, speaking and listening. It will include also a survey of techniques and methods for encouraging the development of these language skills in students with whom the aide works. Creative writing, story telling, appreciation of literature, tutoring techniques for reading and writing, cursive and manuscript handwriting will be included in the language skills emphasized. □
Teacher Aide 131 3 Cr.
Teacher Aide Techniques I 3 Lec.
 The primary purpose of this course is to define the role of the teacher aide within the school structure and to develop an understanding of the organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the teacher aide trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development. □
Teacher Aide 132 3 Cr.
Introduction to Media 2 Lec., 4 Lab.
 An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment. □
Teacher Aide 133 3 Cr.
Teacher Aide Techniques II 3 Lec.
 This course is designed to further develop the teacher aide trainees' understandings, skills and attitudes in providing a wholesome learning environment in the classroom. The facilitation of learning with small groups of students will be emphasized through didactic and field experiences. The unique factors affecting the growth and development of inner city students will be emphasized along with a study of the teacher aide responsibilities as a member of the educational team. □
Teacher Aide 135 3 Cr.
Arts and Crafts for

Teacher Aides 3 Lec.
 The course acquaints the student with the variety of creative art materials and methods appropriate for use in programs for children as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom displays, charts, poster art, and bulletin boards will be incorporated in the course. □
Teacher Aide 231 2 Cr.
Teacher Aide Seminar I 2 Lec.
 The first seminar section is designed to provide an opportunity for the teacher aide trainees to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills. □
Teacher Aide 232 4 Cr.
Teacher Aide Practicum I 20 Lab.
 The practicum section will include supervised laboratory experiences in inner-city classrooms under the direct supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching. □

Teacher Aide 235 2 Cr.
Teacher Aide Seminar II 2 Lec.
 This section of the seminar will provide the teacher aide trainee an opportunity to continue his experiences in the classroom while obtaining professional consultation and group experiences with his classmates. Small group interaction will enable the trainee to share experiences, demonstrate specific skills and techniques, participate in simulated classroom situations and clarify hypotheses developed in the supporting educational activities. The overall objective will be to provide a means for integrating and relating the total individual and collective experiences of the curriculum into a meaningful pattern. □
Teacher Aide 236 4 Cr.
Teacher Aide Practicum II 20 Lab.
 This section of the practicum will continue to provide the teacher aide trainee supervised laboratory experiences in classrooms under the supervision of a teacher. Basic principles of learning and motivation will be applied to the teaching-learning situation. □



TV & RADIO ELECTRONICS

Television and Radio Electronics 132 5 Cr.
Television and Radio Electronics 3 Lec., 6 Lab.
Prerequisite: Day Students: Concurrent enrollment in TRE 133; Evening Students: Fulfill all admission requirements to El Centro College. An introduction to basic electronic circuits. Studies will cover A.C. and D.C. theory, tubes and solid state devices pertaining to radio and television. Laboratory fee required. □
Television and Radio Electronics 133 5 Cr.
Television and Radio Electronics 3 Lec., 6 Lab.
Prerequisite: Day Students: Concurrent enrollment in TRE 132; Evening Students: TRE 132. Understanding and application of methods for trouble shooting; servicing of elementary problems found in radios and televisions; use of modern test equipment will be studied. Laboratory fee required. □

Television and Radio Electronics 134 6 Cr.
Television and Radio Electronics 3 Lec., 9 Lab.
Prerequisite: Day Students: TRE 133, concurrent enrollment in TRE 136; Evening Students: TRE 133. Presents the methods of trouble shooting, antenna systems, CATV, MATV, home installations of antennas, color and black/white televisions. Laboratory fee required. □
Television and Radio Electronics 136 6 Cr.
Television and Radio Electronics 3 Lec., 9 Lab.
Prerequisite: Day Students: Concurrent enrollment in TRE 134; Evening Students: TRE 134. The student is directed toward more complex problems and malfunctions of Television/Radio Servicing. Special attention is given to the use of techniques and equipment for the most economical solutions to difficult problems. Laboratory fee required. □

THEATRE

- Theatre 100** 1 Cr.
Rehearsal and Performance 4 Lab.
Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Credit limited to one hour per semester. □
- Theatre 101** 3 Cr.
Introduction to the Theatre 3 Lec.
 A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians. □
- Theatre 102** 3 Cr.
Contemporary Theatre 3 Lec.
 A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films. □
- Theatre 103** 3 Cr.
Stagecraft I 2 Lec., 3 Lab.
 A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas. □
- Theatre 104** 3 Cr.
Stagecraft II 2 Lec., 3 Lab.
Prerequisite: THE 103 or consent of instructor. A continuation of THE 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production. □
- Theatre 106** 3 Cr.
Acting I 2 Lec., 3 Lab.
 Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation. □
- Theatre 107** 3 Cr.
Acting II 2 Lec., 3 Lab.
Prerequisite: THE 106 or consent of instructor. Continuation of THE 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period plays. □
- Theatre 108** 3 Cr.
Movement for the Stage 2 Lec., 3 Lab.
 A study of movement as both a pure form as well as its relation and integration with the Theatre Arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit. □
- Theatre 109** 3 Cr.
Voice and Articulation 3 Lec.
 Same as SPE 109. The student may not receive credit for both THE 109 and SPE 109. □
- Theatre 110** 3 Cr.
History of Theatre I 3 Lec.
 Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period. □
- Theatre 111** 3 Cr.
History of Theatre II 3 Lec.
 Development of the theatre from the seventeenth century through the twentieth century. □
- Theatre 115** 2 Cr.
Mime 1 Lec., 2 Lab.
Prerequisite: Stage Movement, THE 106. Exploration of the expressive significance and techniques of mime. □



- disease and the importance of maintaining cleanliness; to the significance of mental health and the effects of mental illness; related studies in normal growth and development and geriatrics. □
- Vocational Nursing 125** 7 Cr.
Fundamentals of Nursing 7 Lec.
Prerequisite: Admission to the program. This is a study of body structure and function; the study of classification, calculation and administration of drugs with emphasis placed on their effects on the body, the study of nutrition and diet therapy; related studies of emergency and first aid care. □
- Vocational Nursing 126** 7 Cr.
Basic Skills 3 Lec., 14 Lab.
Prerequisite: Admission to the program. The basic theory and practice necessary to the vocational nurse are combined in a classroom-lab-hospital setting. After the first eight weeks the lab terminates and the student gains pre-clinical experience in selected hospitals in the Dallas area. □
- Vocational Nursing 127** 10 Cr.
Clinical Practice 37 Lab.
Prerequisite: VN 120, 125, 126. The application of theory in relation to supportive

- care including the physical, emotional and spiritual needs of the patient. □
- Vocational Nursing 128** 5 Cr.
Medical and Surgical Nursing 5 Lec.
Prerequisite: VN 120, 125, 148, and 127. A study involving specific medical and surgical conditions of the body systems, emphasis is placed on pertinent observations and nursing care necessary for the well-being of the patient. □
- Vocational Nursing 148** 5 Cr.
Maternal and Child Nursing 5 Lec.
Prerequisite: VN 120, 125, 126. One section of the course is a study of the family with emphasis placed on pregnancy, delivery, post partum and the newborn. The other section relates to childhood health and diseases. □
- Vocational Nursing 149** 8 Cr.
Clinical Practice 32 Lab.
Prerequisite: VN 120, 125, 126, 148, and 127. The application of theory with hospital experience in caring for patients with specific medical and surgical conditions. □



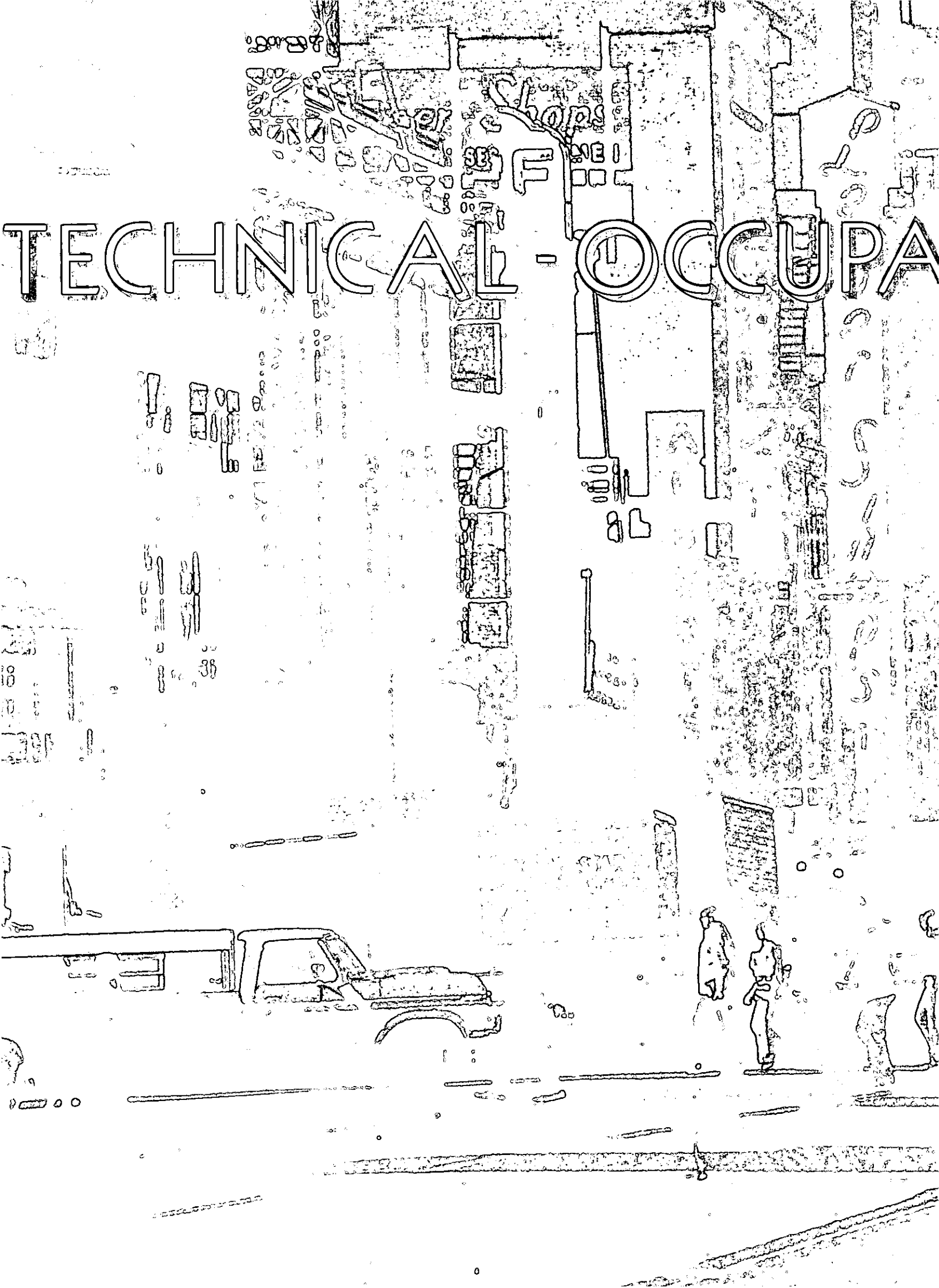
Typing

(See Business 173, 174, 273.)

VOCATIONAL NURSING

- Vocational Nursing 124** 4 Cr.
Introduction to Nursing 4 Lec.
Prerequisite: Admission to the program. Introduces the student to professional and vocational adjustments for becoming a nurse; to the causes of

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Sec. Ltrs.	Lab. Hrs.	Cred. Hrs.
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3	0	3
0	0	3
2	2	2
0	0	3
	0	3
	0	3
	2	2
	0	3
		3
Total Hours Required		28

or completing the activity. The training worksheet, pre-writing an after-writing students. □

This program provides the student with a basic background which is the basic work of an accountant. The program receives its form from the financial statements, and the program

IONAL PROGRAMS

El Centro College will offer during the 1975 school year in which students can earn an associate degree or certificate in one of 21 occupational programs.

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

For more information about these programs may be obtained by contacting the El Centro College (746-2173), the office of technical education, 5200 North Loop West, Division office (746-2173). The office is open to all course inquiries. □

Students who are now entering the competition for the 1975-76 competition (in the 1975-76 competition) are listed below. The list is a continuation of this.

Lab.
Hrs.
0
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Hours Required

and Objective
The training sheet, prepared by the El Centro College, is a continuation of this. The training sheet, prepared by the El Centro College, is a continuation of this. The training sheet, prepared by the El Centro College, is a continuation of this. □

Apparel Design

(Associate Degree in Applied Arts)

REQUIRED APPAREL DESIGN AND RELATED COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
PDD 130—Pattern Drafting & Draping	3	9	5
DES 128—Introduction to Mass Production and Apparel	2	0	2
DES 129—Industrial Garment Construction	0	3	1
DES 135—Textiles	3	0	3
DES 234—History of Costume	3	0	3

SPRING SEMESTER			
PDD 131—Pattern Drafting & Draping	3	9	5
DES 136—Fashion Sketching	2	4	3
DES 235—History of Costume	3	0	3

SECOND YEAR

FALL SEMESTER			
PDD 230—Creative Pattern Design	3	9	5
APP 232—Design Development	2	4	3
APP 237—Style Trends & Research	2	0	2

SPRING SEMESTER			
PDD 231—Creative Pattern Design	3	9	5
APP 233—Design Development	2	4	3
APP 238—Style Trends & Research	2	0	2

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

Total Credit Hours Required 60

General Information and Objectives

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

Admission to the Program

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

Architectural Drafting

(One Year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
ARC 130—Arch. Graphics I	2	4	3
ARC 134—Freehand Drawing I	2	4	3
ARC 136—Introduction to Arch. I	2	4	3
ARC 233—Hst of Arch.—Survey to 1850	3	0	3
ARC 234—Materials and Methods of Const.	3	0	3

SPRING SEMESTER			
ARC 133—Arch. Graphics II	2	4	3
ARC 135—Freehand Drawing II	2	4	3
ARC 137—Introduction to Arch. II	2	4	3
ARC 230—Hist of Modern Arch.	3	0	3
ARC 236—Construction Drawings	2	4	3

Total Credit Hours Required 30

General Information and Objectives

This program is designed to prepare the student for employment as a draftsman or technician within an Architect's office, or related office such as Engineer, Contractor or Material Supplier. □

Admission to the Program

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

Architectural Technology

(Associate Degree in Applied Arts and Sciences)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
ARC 130—Architectural Graphics I	2	4	3



ARC 134—Freehand Drawing I	2	4	3
ARC 136—Introduction to Architecture I	2	4	3
ARC 233—History of Arch.-Survey to 1850	3	0	3
ARC 234—Materials and Methods of Const.	3	0	3

SPRING SEMESTER

ARC 133—Architectural Graphics II	2	4	3
ARC 135—Freehand Drawing II	2	4	3
ARC 137—Introduction to Architecture II	2	4	3
ARC 230—History of Modern Architecture	3	0	3
ARC 236—Construction Drawings	2	4	3

(Upon completion of the architectural courses listed above the student will be issued a Certificate in Architectural Drafting from El Centro College) □

FALL SEMESTER

Algebra or Tech. Math	3	0	3
†CMT 133 Electrical and Mechanical Equipment	2	3	3
English or Communications	3	0	3
Physics 111 or 131 or 201	3	3	4
†CMT 233—Estimating	2	4	3

SPRING SEMESTER

Trigonometry or Tech. Math	3	0	3
American History or Civilization	3	0	3
English or Communications	3	0	3
Physics 112 or 132 or 202	3	3	4
DFT 230—Structural Dft.	2	4	3

Total Credit Hours Required 62

General Information and Objectives

This program is designed to prepare the graduate for employment within the construction industry — Architect's office, Engineer or Contractor's office or Material Supplier. □

†CMT 133 and CMT 233 offered on Richland Campus only.

Admission to the Program

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

Associate Degree Nursing

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

SUMMER SESSION	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PHY SCI 118—Physical Science	3	2	4

FIRST SEMESTER

NUR 140—Nursing I	4	6	6
BIO 120—Human Anatomy and Physiology	3	2	4
PSY 105—Introduction to Psychology	3	0	3
ENG 101—Composition and Expository Writing	3	0	3

SECOND SEMESTER

NUR 142—Nursing II	4	9	7
BIO 121—Human Anatomy and Physiology	3	2	4
PSY 201—Developmental Psychology	3	0	3
ENG 102—Composition and Literature	3	0	3

SUMMER SESSION

NUR 240—Nursing III	7	15	4
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SECOND YEAR

FIRST SEMESTER

NUR 241—Nursing IV	6	9	9
SOC 101—Introduction to Sociology	3	0	3

SECOND SEMESTER

NUR 242—Nursing V	5	12	9
Elective	3	0	3

Total Credit Hours Required 65

Elective may come from any course numbered 099 or above.

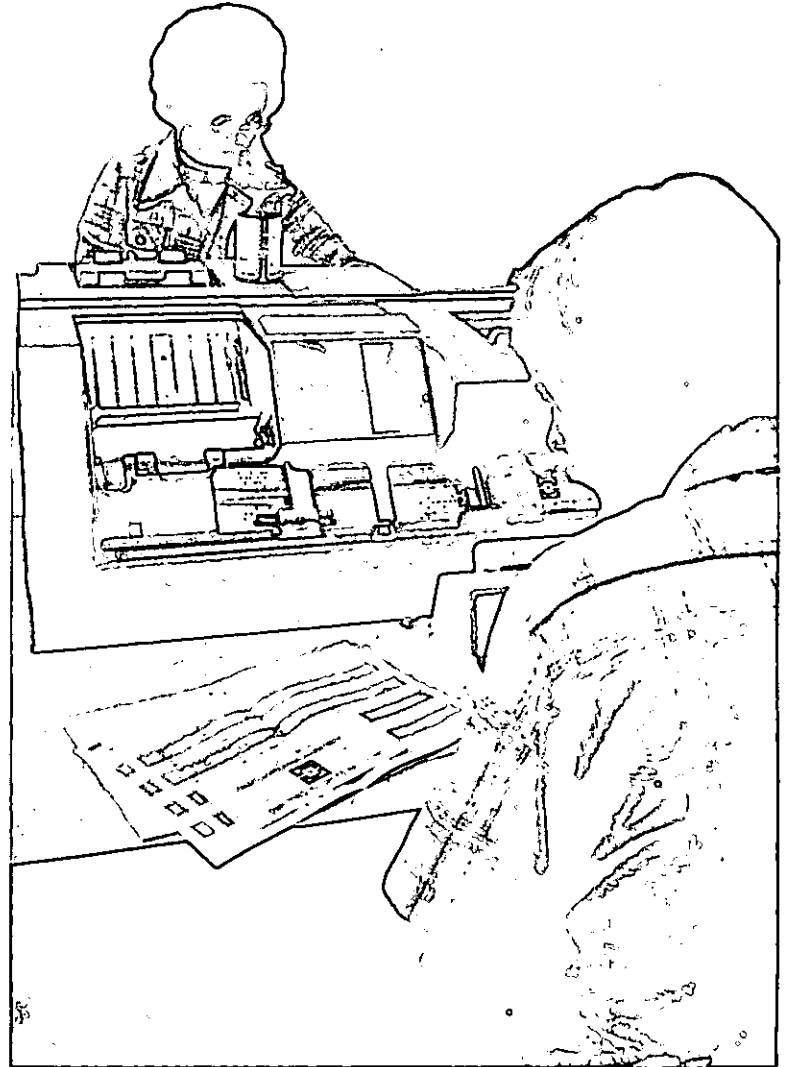
Suggested are the following: Psy 131, 205, 207; Soc 102, 203, 204; Biol 290. □

General Information and Objectives

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

Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Attend 1 nursing program information session — contact Counseling Center for times. □



Data Processing Programmer

(Associate Degree in Applied Arts and Sciences)

REQUIRED D. P. AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
CS 175—Introduction to Computer Sciences	3	0	3
DP 133—Beginning Programming	3	4	4
DP 137—D. P. Math, or any other Math	3	0	3
BUS 201—Principles of Accounting	3	0	3

SPRING SEMESTER

DP 136—Intermediate Programming	3	4	4
DP 138—Data Processing Logic	3	0	3
BUS 202—Principles of Accounting	3	0	3
CS 176—FORTRAN Programming or			
CS 131—RPG Programming	2	2	3

SECOND YEAR

FALL SEMESTER

DP 231—Advanced Programming	3	4	4
DP 232—Applied Systems	3	4	4
Bus 203—Intermediate Accounting or			
BUS 238—Cost Accounting	3	0	3

SPRING SEMESTER

DP 233—Operating Systems & Communications	3	4	4
CS 240—Telecommunications I	3	4	4

REQUIRED SUPPORT COURSES

Communications or English
BUS 231—Business Correspondence (may be substituted for
last semester of Communications or English) 3
BUS 105—Introduction to Business 3
ECO 201—Principles of Economics 3
Any one of the following courses:
MTH 202—Business Statistics
BUS 136—Principles of Management
BUS 206—Principles of Marketing
BUS 234—Business Law
BUS 237—Organizational Behavior
ECO 202—Principles of Economics
DP 237—Field Experience—Programming
(Cooperative Education)

Total Credit Hours Required 60

ELECTIVES RECOMMENDED:

CS 175—Introduction to Computer Science
CS 176—Fortran Programming
CS 131—RPG Programming
CS 240—Telecommunications I
DP 236—Advanced Cobol Techniques
DP 800 Series—Work Experience—On Approval of Coordinator

General Information and Objectives

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

Admission to the Program

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



Dental Assisting Technology

(Associate Degree in Applied Arts and Sciences)

REQUIRED DENTAL ASSISTING AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

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

SPRING SEMESTER

DAT 137—Dental Operator Procedures	2	1	2
DAT 138—Dental Roentgenology	2	1	2
DAT 135—Dental Seminar	1	0	1
BIO 121—Human Anatomy and Physiology	3	2	4
Communications or English	3	0	3
Psychology	3	0	3

SECOND YEAR

FALL SEMESTER

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

SPRING SEMESTER

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

Total Credit Hours Required 64

General Information and Objectives

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

Admission to the Program

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

Drafting & Design Technology

(Associate Degree in Applied Arts and Sciences)

REQUIRED DRAFTING AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
DFT 183—Basic Drafting	2	6	4
**EGR 186—Manufacturing Processes	1	2	2
MTH 195—Technical Mathematics	3	0	3

SPRING SEMESTER

DFT 184—Intermediate Drafting	2	4	3
EGR 106—Descriptive Geometry	2	4	3
MTH 196—Technical Mathematics	3	0	3

SECOND YEAR

FALL SEMESTER

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

SPRING SEMESTER

*DFT 230—Structural Drafting	2	4	3
DFT Elective			3
**EGR 189—Characteristics & Strengths of Materials	3	0	3
PHY 132—Applied Physics	3	3	4

REQUIRED SUPPORT COURSES

Communications or English			6
Amer. Civ. (Soc. Sci), Amer. Hst., or American Govt.			6
Psychology or Human Development			3
Total Credit Hours Required			61

*Other drafting courses may be substituted upon special approval. DFT 813 — Work Experience must have approval of instructor and Cooperative Education Coordinator.

**Offered on Eastfield Campus.

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Fire Protection Technology

(Associate Degree in Applied Arts and Sciences)

REQUIRED FIRE PROTECTION TECHNOLOGY COURSES

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FPT 131—Introduction to Fire Protection	3	0	3
FPT 132—Fire Prevention Theory & Application	3	0	3
FPT 135—Introduction to Fire Administration	3	0	3
FPT 136—Fire Investigation & Arson	3	0	3
FPT 139—Fire Operations Strategy	3	1	4
FPT 231—Fire Protection Through Bldg. Construction	3	0	3
FPT 232—Protection Systems in Industry	3	0	3
FPT 233—Fire Protection Systems	3	0	3
FPT 234—Industrial Fire Protection II	3	0	3
FPT 235—Fire Administration II	3	0	3

SUPPORT COURSES

English (required)			3
Mathematics 130 (required)			3
Psychology or other elective			3
Speech (required)			3
Government (required)			3
Sociology or other elective			3
Chemistry 115 and 116 (required)			8
CHM 170—Chemistry of Flammable Materials (required)			3
FPT 243—Technical Writing (required)			3
Any two of the following: FPT 138, FPT 236, FPT 237, FPT 240			6
Total Credit Hours Required			69

General Information and Objectives

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

Admission to the Program

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

Food Service—Dietetic Technician

(Associate Degree in Applied Arts and Sciences)

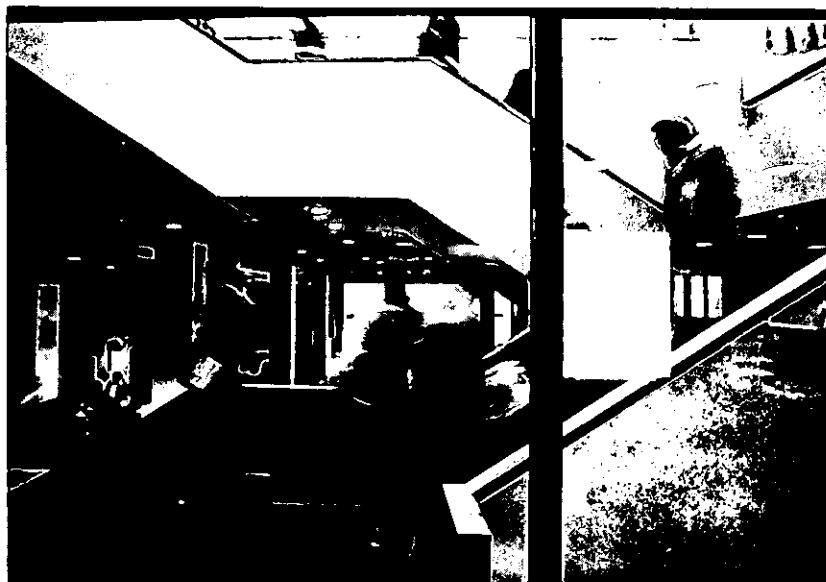
REQUIRED FOOD SERVICE COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FS 090—First Year Orientation	1	0	1
FS 120—Basic Food Preparation	2	4	3
FS 121—Food Service Equipment	2	0	2
FS 132—Food Purchasing, Handling & Storage	3	0	3
FS 134—Food Service Sanitation and Safety	2	0	2
MTH 130—Business Mathematics	3	0	3
FS 122—Adv. Food Preparation	2	4	3
FS 135—Nutrition & Menu Planning	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3

SECOND YEAR

FS 240—Food Service Work Experience I	2	20	6
FS 241—Food Service Work Experience II	2	20	6
FS 232—Quantity Food Preparation and Service	2	8	4
FS 242—Nutrition Care I	3	3	4
FS 235—Adv. Quantity Food Preparation & Service	2	8	4
FS 237—Organization & Management	3	0	3
FS 243—Nutrition Care II	3	3	4
or			
FS 244—Nutrition Care III			



REQUIRED SUPPORT COURSES

Communications or English			6
American Civilization, American History, Government			6
Sociology, Psychology or Human Development			3
Total Credit Hours Required			69

NOTE: Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station—equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting. □

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Food Service Operations

(Associate Degree in Applied Arts and Sciences)

REQUIRED FOOD SERVICE COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FS 120—Basic Food Preparation	2	4	3
FS 122—Advanced Food Preparation	2	4	3
FS 132—Purchasing	3	0	3
FS 134—Sanitation	2	0	2
FS 135—Nutrition	3	0	3
FS 136—Supervisory Techniques for Food Service	3	0	3
FS 138—Cost Control	3	0	3
FS 121—Food Service Equipment	2	0	2
MTH 130—Business Math	3	0	3
			25

SECOND YEAR

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

Any three of the following:

FS 140—Elementary Bakery Training	2	4	(3)
FS 236—Beverage Operations	2	0	(2)
FS 238—Garde-manger Training	2	4	(3)
FS 239—Saucier Training	2	4	(3)
FS 245—Advanced Pastry Shop Training	2	4	(3)
FS 231—Food Service Financial Management	3	0	(3)
BUS 237—Organizational Behavior	3	0	(3)
BUS 234—Business Law	3	0	(3)

REQUIRED SUPPORT COURSES

Communications or English	6
American Civilization, American History, Government	6
Sociology, Psychology or Human Development	3
	15

Total Credit Hours Required 71

NOTE: Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station—equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting.

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Interior Design

(Associate Degree in Applied Arts and Sciences)

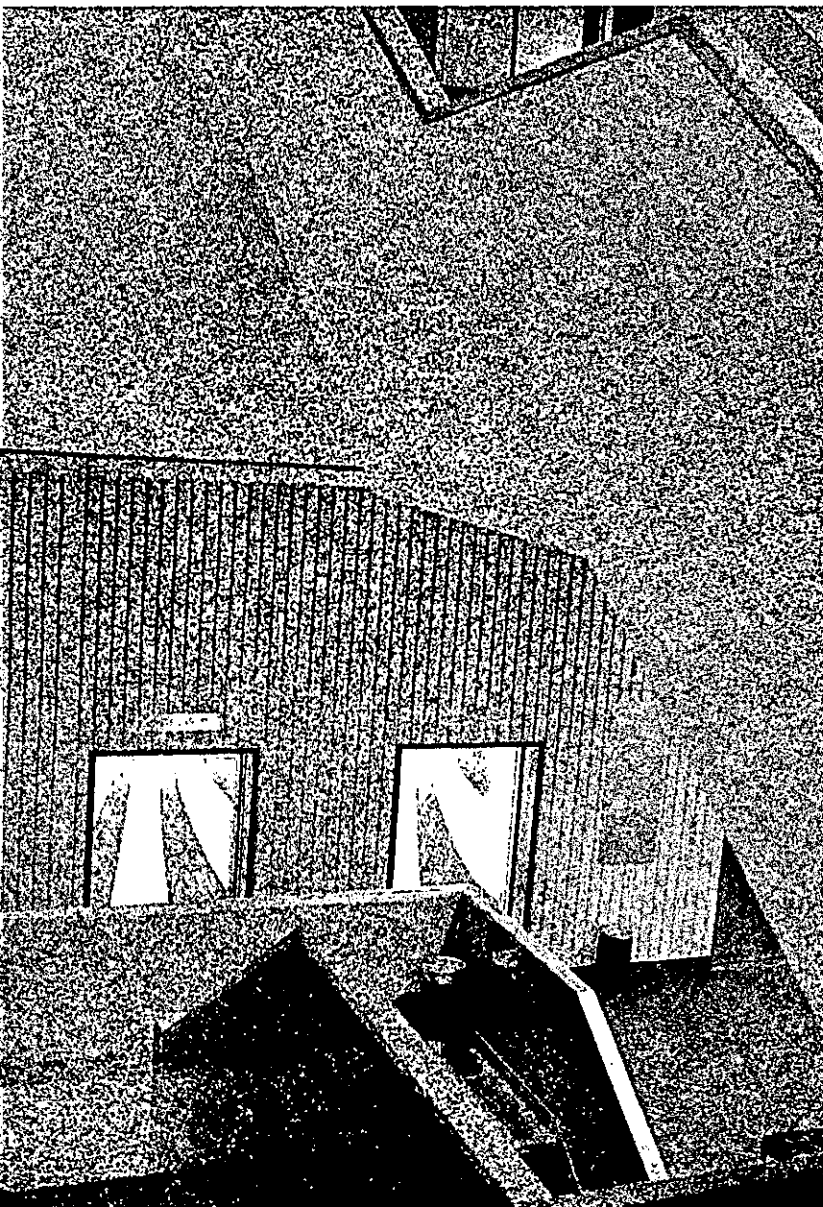
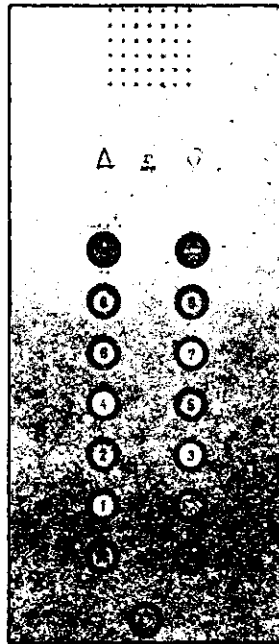
REQUIRED INTERIOR DESIGN AND RELATED COURSES

FIRST YEAR

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
INT 120—Basic Planning	2	4	3
INT 121—Basic Color Theory for Interior Design	2	4	3
ART 110—Basic Design I	2	4	3
ART 105—Survey of Art History	3	0	3
SPRING SEMESTER			
INT 122—Color Theory & Illustration for Interior Design	2	4	3
INT 123—Adv. Planning and Perspective	2	4	3
INT 225—Architectural Drawing I	2	4	3
ART 106—Survey of Art History	3	0	3

SECOND YEAR

FALL SEMESTER			
INT 220—History of Interior Arts	2	3	3
INT 233—Fabrications	2	4	3
ART 111—Basic Design II	2	4	3
INT 226—Architectural Drawing II	2	4	3



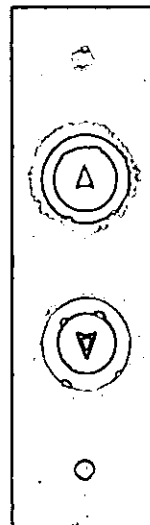
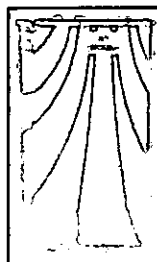
INT 221—History of Interior Arts	2	3	3
INT 224—Interior Graphics & Illustration	2	4	3
INT 235—Inner Space Composition & Presentation	2	4	3
DES 135—Textiles	3	0	3

Communications or English	6
BUS 131—Bookkeeping I	3
Elective	3

INT 236—Concepts of 20th Century Interior Design & Lighting	3	3	4
INT 237—Advanced Principles of Interior Design	3	3	4
INT 238—Client Psychology Survey & Business Principles	3	3	4
INT 239—Principles of Commercial Interior Design	3	3	4
			16

The interior designer provides solutions for interior spaces of public structures and private residences. In the designer's presentation the needs of the client are met by shaping the physical environment. The organization of art, furniture, fabric, equipment and lighting demands coordination by the designer. □ Successful completion of the 2-year program prepares the student to enter the field as an assistant in interior design, buyer or consultant in the business world. Completion of the advanced or 3-year program qualifies the student to apprentice on the professional level. □

1. Fulfill all requirements for admission to El Centro College. ☐
2. Contact the Division of Counseling for a Design Institute Information Form and for the schedule showing when indicator tests are given. ☐
3. Certificate Program—B grade average in Associate Degree in Interior Design or professional experience approved by Division. ☐



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

Legal Assistant
(Associate Degree in Applied Arts and Sciences)

L.A. 131—Introduction to Legal Technology	3	0	3
L.A. 132—Texas Legal Systems	2	0	2
BUS 234—Business Law	3	0	3
*BUS 173—Beginning Typing	1	2	2
GVT 201—American Government	3	0	3
ENG 101—Composition and Expository Writing			
or			
COM 131—Applied Composition and Speech	3	0	3

L.A. 133—Law of Real Property and Real Estate Transactions	3	0	3
L.A. 134—Principles of Family Law	3	0	3
BUS 231—Business Correspondence	3	0	3
Support Courses (must be from required support course list)	6	0	6

L.A. 231—Wills, Trusts and Probate Administration	3	0	3
L.A. 232—Tort and Insurance Law and Claims Investigation	3	0	3
L.A. 233—Income Taxation & Legal Accounting	3	0	3
Support Courses	6	0	6

L.A. 234—Personal Property, Sales and Credit Transactions	3	0	3
L.A. 235—Techniques of Legal Practice and Procedure	3	3	4
L.A. 236—Legal Office Management	2	0	2
Support Courses	6	0	6

COURSES
required to take 6 courses from the courses listed below:)

REQUIRED SUPPORT
(The student will be

GVT 202—American Government	3
PSY 131—Human Relations	3
SOC 101—Introduction to Sociology	3
CS 175—Introduction to Computing Science	3
BUS 201—Principles of Accounting	3
BUS 202—Principles of Accounting	3
ECO 201—Principles of Economics	3
MTH 130—Business Mathematics	3
HD 105—Basic Processes of Interpersonal Relationships	3

				9	9
8				8	8
7				7	7
6	6	6	6	6	6
5	5	5	5	5	5
4	4	4	4	4	4
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General Information and Objectives

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to a lawyer. Developed at the request of and in conjunction with the Dallas Bar Association, the program is one of only two of its kind in the state of Texas. The four semester curriculum consists of legal technology courses combined with liberal arts and business courses. □

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

SPRING SEMESTER

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

Total Credit Hours Required 64

General Information and Objectives

A two-year program in which the student develops basic skills and knowledge necessary to function as a Medical Secretary, Administrative and Clinical Medical Assisting Technologist. Employment is available in the physician's office, administrative and clerical departments of hospitals and related offices in the medical field. This specialized training includes one semester of directed practice in the office of a physician and a local hospital. The curriculum is designed to prepare the student to sit for the National Board Examination which is administered by the Certifying Board of the American Association of Medical Assistants. □

Admission to the Program

1. Fulfill all requirements for admission to El Centro College. □
2. Recommended ACT composite score of 15 or higher. □
3. High school courses in secretarial/business and biological sciences. □
4. Conference with counselor and program coordinator. □

Medical Assisting Technology

(Associate Degree in Applied Sciences)

REQUIRED MEDICAL ASSISTING AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

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

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

SPRING SEMESTER

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

3	0	3
1	6	3
3	3	4
3	3	4
1	0	1

SECOND YEAR

FALL SEMESTER

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

3	0	3
3	0	3
3	3	4
3	0	3
3	0	3

Medical Laboratory Technician

(Associate Degree in Applied Arts and Sciences)

REQUIRED MEDICAL LABORATORY AND RELATED COURSES

FIRST YEAR

FALL SEMESTER

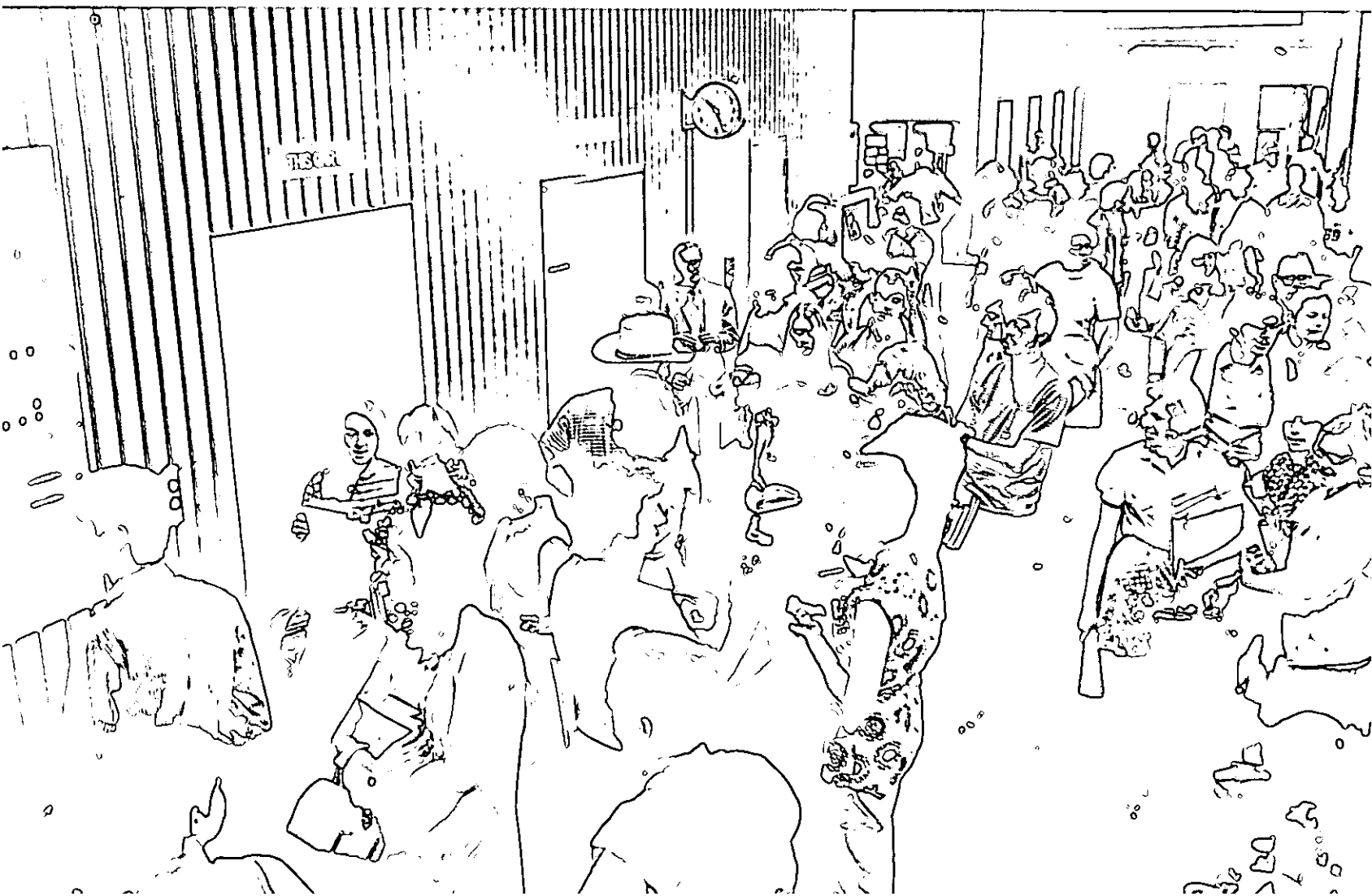
BIO 101—General Biology	3	3	4
CHM 101—General Chemistry	3	3	4
*MTH 101—College Algebra	3	0	3
MLT 133—Hematology	3	3	4
MLT 135—Urinalysis	2	3	3

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

SPRING SEMESTER

PSY 105—Introduction to Psychology	3	0	3
BIO 102—General Biology	3	3	4
CHM 102—General Chemistry	3	3	4
MLT 138—Immunology	3	3	4

3	0	3
3	3	4
3	3	4
3	3	4



SUMMER SEMESTER (12 Weeks)

MLT 139—Clinical Practice I	2	33	8
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SECOND YEAR**FALL SEMESTER**

BIO 221—Anatomy and Physiology	3	3	4
CHM 203—Quantitative Analysis	2	6	4
ENG 101—Composition and Expository Writing	3	0	3
MLT 229—Medical Microbiology I	3	4	4

SPRING SEMESTER

BIO 222—Anatomy and Physiology	3	3	4
ENG 102—Composition and Literature	3	0	3
MLT 231—Clinical Chemistry	3	3	4
MLT 236—Medical Microbiology II	3	4	4

SUMMER SEMESTER (12 Weeks)

MLT 238—Clinical Practice II	2	33	8
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Total Credit Hours Required 79

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

General Information and Objectives

This two-year program prepares the student to perform tests and related duties in a medical laboratory under the supervision of a medical technologist. Upon successful completion of the program the student is granted an Associate in Applied Arts and Sciences Degree and is eligible to take the National Certifying Examination for Medical Laboratory Technician, given by the American Society of Clinical Pathologists. □

Admission to the Program

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

Medical Transcriptionist

(One-year Certificate Program)

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Communications or English	3	0	3
MA 131—Medical Terminology	4	0	4
MA 134—Seminar—Applied Anatomy & Physiology	1	0	1
BIO 120—Human Anatomy & Physiology	3	3	4
BUS 174—Intermediate Typing	1	2	2

SPRING SEMESTER

Communications or English	3	0	3
MA 230—Medical Transcription	1	6	3
MA 135—Seminar—Applied Anatomy & Physiology	1	0	1
BIO 121—Human Anatomy & Physiology	3	3	4
BUS 162—Secretarial Training	3	0	3

Total Credit Hours Required 28

General Information and Objectives

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

Admission to the Program

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

Mid-Management

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR**FALL SEMESTER**

BUS 136—Principles of Management	3	0	3
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BUS 150—Management Training	0	20	4
BUS 154—Management Seminar	2	0	2

SPRING SEMESTER

BUS 151—Management Training	0	20	4
BUS 155—Management Seminar	2	0	2

SECOND YEAR**FALL SEMESTER**

BUS 250—Management Training	0	20	4
BUS 254—Management Seminar	2	0	2

SPRING SEMESTER

BUS 251—Management Training	0	20	2
BUS 255—Management Seminar	2	0	2

REQUIRED SUPPORT COURSES

Communications or English			6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.			3
Accounting or Bookkeeping			3
Economics			3
HUM 101, ART 104, MUS 104, or THE 101			3
BUS 105—Intro. to Business			3
Electives			12
Total Credit Hours Required			60

RECOMMENDED ELECTIVES

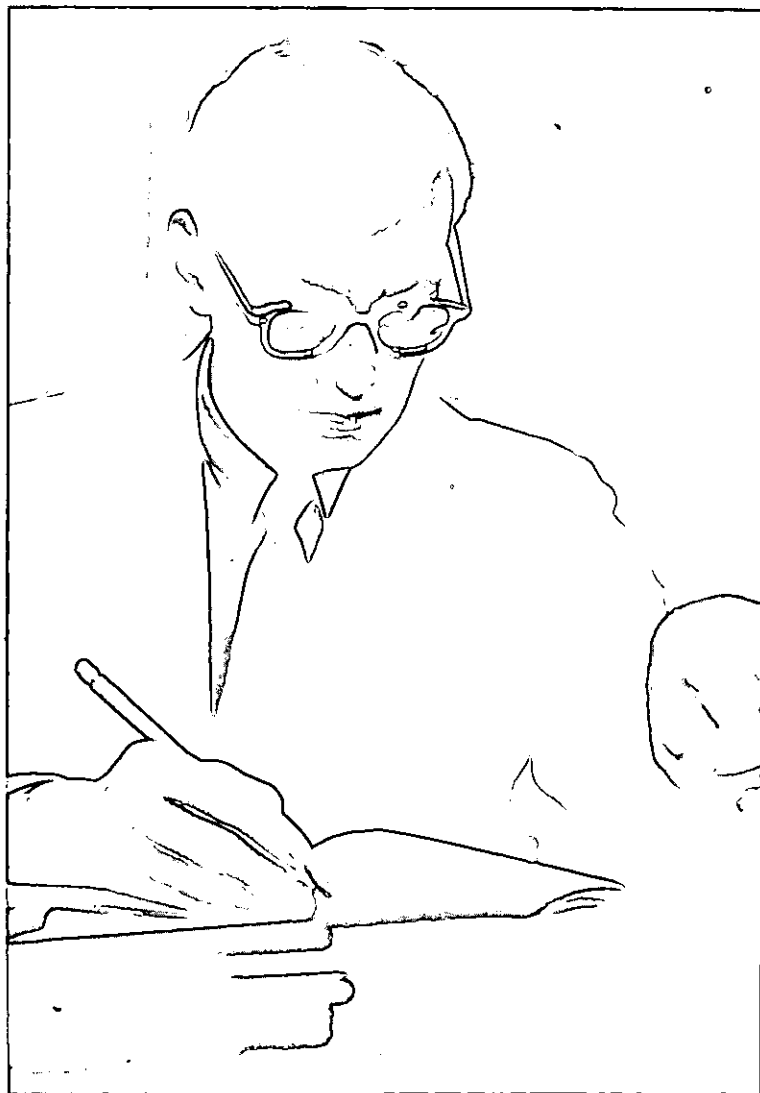
BUS 234—Business Law	3	0	3
BUS 206—Marketing	3	0	3
BUS 230—Salesmanship	3	0	3
BUS 237—Organizational Behavior	3	0	3
CS 175—Introduction to Data Processing	3	0	3

General Information and Objectives

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

Admission to the Program

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



Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.	6
HUM 101—Introduction to Humanities	3
Electives	7
Total Credit Hours Required	16

Office Skills and Systems

(One-year Certificate Program)

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

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □



Pattern Design

(Associate Degree in Applied Arts and Sciences)

REQUIRED PATTERN DESIGN AND RELATED COURSES

FIRST YEAR

FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PDD 130—Pattern Drafting & Draping	3	9	5
DES 128—Introduction to Mass Production and Apparel	2	0	2
DES 129—Industrial Garment Construction	0	3	1
DES 135—Textiles	3	0	3
DES 234—History of Costume	3	0	3

SPRING SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PDD 131—Pattern Drafting & Draping	3	9	5
DES 136—Fashion Sketching	2	4	3
DES 235—History of Costume	3	0	3

SECOND YEAR

FALL SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PDD 230—Creative Pattern Design	3	9	5

SPRING SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PDD 231—Creative Pattern Design	3	9	5

REQUIRED SUPPORT COURSES

Communications or English	6
Psychology or HD 105	3

General Information and Objectives

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

Admission to the Program

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

Police Science

(Associate Degree in Applied Arts and Sciences)

REQUIRED POLICE SCIENCE COURSES

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

REQUIRED SUPPORT COURSES

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

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

RECOMMENDED ELECTIVES

POL 146—Patrol Administration	(3)	(0)	(3)
POL 233—Introduction to Criminalistics	(3)	(0)	(3)
POL 242—Juvenile Procedures	(3)	(0)	(3)
POL 243—Probation & Parole	(3)	(0)	(3)
POL 244—Traffic Planning & Administration	(3)	(0)	(3)
POL 245—Traffic Law	(3)	(0)	(3)
POL 246—Penology	(3)	(0)	(3)
POL 143—Practical Spanish for Public Service Personnel	(3)	(0)	(3)
POL 144—Practical Spanish for Public Service Personnel	(3)	(0)	(3)

Total Credit Hours 60

General Information and Objectives

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

Admission to the Program

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

Radiologic Technology

(Associate Degree in Applied Science)

REQUIRED TECHNICAL AND RELATED COURSES

FIRST YEAR

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

SPRING SEMESTER	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
RAD 121—Applied Anatomy & Physiology	1	0	1
RAD 132—Radiologic Principles	1	5	3
RAD 133—Radiologic Practicum II & Film Critique	0	24	6
BIO 121—Human Anatomy & Physiology	3	3	4

SUMMER SEMESTER

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

SECOND YEAR**FALL SEMESTER**

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

SPRING SEMESTER

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

SUMMER SEMESTER

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

REQUIRED SUPPORT COURSES

Communications or English			6
PSY 105—Intro. to Psychology			3
MTH 093—Intermediate Algebra			3
BUS 136—Principles of Management			3
SOC 101—Introduction to Sociology			3

Total Credit Hours Required 82

General Information and Objectives

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

Admission to the Program

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

Respiratory Therapy Technician

(One Year Certificate Program)

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PSC 118—Physical Science	3	2	4
RES 142—Basic Respiratory Therapy Skills	0	10	2
RES 143—Clinical Practice I	0	8.8	2
COM 131—Communications (Applied Composition and Speech)	3	0	3

SPRING SEMESTER

RES 145—Basic Technology I	3	4	4
RES 144—Pathology & Treatment Rationale I	2	0	2
RES 141—Medications	2	0	2
RES 147—Clinical Practice II	0	8.8	2
RES 150—Clinical Practice III	0	8.8	2

SUMMER SEMESTER

RES 148—Basic Technology II (Six Weeks)	6	7	3
RES 149—Pathology & Treatment Rationale II (Six Weeks)	2	0	2
RES 244—Clinical Practice IV	0	23	2
RES 245—Clinical Practice V	0	23	2

Total Credit Hours Required 32

General Information and Objectives

The Respiratory Therapy Technician Program seeks to provide the training necessary to qualify individuals for entrance into the field of skilled in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden and deepen technical and background knowledge and upgrade technical and therapeutic skills. □

The program has been designed to conform to the "Essentials for an Approved Educational Program for the Respiratory Therapy Technician" approved by the American Medical Association Council on Medical Education. The college is seeking accreditation from the Joint Review Committee for Respiratory Therapy Education, accrediting designate of the AMA-CME. Accreditation of the program will qualify the graduate for the Technician Certification Exam administered by the NBRT when the candidates experience requirements for that Exam have been fulfilled. □

The Technician Program graduate may enroll as a second year Associate Degree student upon completion of the required Chemistry and Human Anatomy and Physiology courses and Pharmacology I. □

Admission to the Program

1. High School diploma or GED. □
2. Completion of testing including ACT, basic math and reading level. □
3. Completion of interviews with liaison counselor and program instructors. □
4. Completion of "Requirements for Admissions" to El Centro College. □

Equivalency testing for advanced standing is available.

**Respiratory Therapy Technology**

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR**FALL SEMESTER**

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
CHM 101—General Chemistry or			
CHM 115—General Chemistry	3	3	4
BIO 120—Human Anatomy & Physiology or			
BIO 221—Anatomy and Physiology I	3	3	4
ENG 101—Composition & Expository Writing	3	0	3
RES 142—Basic Respiratory Therapy Skills	0	10	2
RES 143—Clinical Practice I	0	8.8	2

SPRING SEMESTER

CHM 102—General Chemistry or			
CHM 116—General Chemistry	3	3	4
BIO 121—Human Anatomy & Physiology or			
BIO 222—Anatomy and Physiology I	3	3	4
RES 144—Pathology & Treatment Rationale I	2	0	2
RES 145—Basic Technology I	3	4	4
RES 146—Pharmacology I	1	0	1
RES 147—Clinical Practice II	0	8.8	2

SUMMER SEMESTER

RES 148—Basic Technology II	6	7	3
RES 149—Pathology & Treatment Rationale II	2	0	2
RES 150—Clinical Practice III	0	8.8	2
ENG 102—Composition and Literature	3	0	3

SECOND YEAR**FALL SEMESTER**

BIO 216—General Microbiology	3	4	4
RES 240—Pharmacology II	1	0	1
RES 241—Instructional & Presentation Methods I	1	1	1
RES 242—Advanced Physiology & Pathology	2	0	2
RES 243—Advanced Technology & Instrumentation I	2	3	3
RES 244—Clinical Practice IV	0	8.8	2
RES 245—Clinical Practice V	0	8.8	2

SPRING SEMESTER

RES 246—Advanced Technology & Instrumentation II	2	3	3
RES 247—Instructional & Presentation Methods II	1	1	1
RES 248—Survey & Critique of Current Literature	3	0	3
RES 249—Seminar & Case Presentation	3	0	3
RES 250—Clinical Practice VI	0	8	2
RES 251—Clinical Practice VII	0	8	2

SUMMER SEMESTER (8 Weeks)

RES 252—Clinical Practical VIII	0	16	2
RES 253—Departmental Supervision & Management	4	4	3

Total Credit Hours Required 76

General Information and Objectives

The Respiratory Therapy Technology Program seeks to provide the training necessary to qualify individuals for entrance into the field of skilled in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden and deepen technical and background knowledge and upgrade technical and therapeutic skills. □

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

Admission to the Program

1. High School diploma or GED. □
2. Completion of testing including ACT, basic math and reading level. □
3. Completion of interviews with liaison counselor and program instructors. □
4. Completion of "Requirements for Admission" to El Centro College. □
5. Completion of math prerequisite for CHM 101 or 115. □

Equivalency testing for advanced standing is available.



Secretarial Careers

(One-year Certificate Program)

FALL SEMESTER

BUS 173—Beginning Typing	1	2	2
BUS 159—Beginning Shorthand	3	2	4

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

BUS 161—Office Machines	1	2	2
BUS 131—Bookkeeping	3	0	3
BUS 105—Introduction to Business Communications or English	3	0	3

SPRING SEMESTER

BUS 174—Intermediate Typing	1	2	2
BUS 164—Intermediate Shorthand	2	3	3
BUS 162—Secretarial Training	3	0	3
BUS 231—Business Correspondence	3	0	3
BUS 160—Machine Transcription	3	0	3

Total Credit Hours Required 31

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Secretarial Careers

(Associate Degree in Applied Arts and Sciences)

REQUIRED SECRETARIAL COURSES

FIRST YEAR

FALL SEMESTER

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
BUS 174—Intermediate Typing	1	2	2
BUS 159—Beginning Shorthand	3	2	4
BUS 161—Office Machines	1	2	2
BUS 131—Bookkeeping	3	0	3

SPRING SEMESTER

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

SECOND YEAR

FALL SEMESTER

BUS 263—Adv. Shorthand	2	3	3
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SPRING SEMESTER

BUS 264—Shorthand Transcription	2	3	3
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REQUIRED SUPPORT COURSES

Communications or English	6
Amer. Civ. (Soc. Sci.), Amer. Hst., or Amer. Govt.	6
HUM 101, ART 104, MUS 104, or THE 101	3
BUS 234—Business Law	3
BUS 237—Organizational Behavior	3
BUS 105—Introduction to Business	3
CS 175—Introduction to Computer Science	3
Electives	3

Recommended Electives

BUS 128—Data Entry Concepts	
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Total Credit Hours Required 60

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Teacher Aide

(One-year Certificate Program)

FALL SEMESTER

RD 101—Advanced Reading or SPE 105—Fundamentals of Public Speaking	3	0	3
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Lec. Hrs.	Lab. Hrs.	Credit Hrs.
3	0	3

DW 090—Developmental Writing or COM 131—Applied oration and Speech or ENG 101—Composition and Expository Reading	3	0	3
TA 131—Teacher Aide Techniques I	3	0	3
BUS 173—Beginning Typing or BUS 174—Intermediate Typing	1	2	2
HD 105—Basic Processes of Interpersonal Relationships	3	0	3
DM 090—Pre-Algebra Mathematics	3	0	3

SPRING SEMESTER			
TA 129—Communication Skills for Teacher Aides	3	0	3
BUS 174—Intermediate Typing or Elective	1	2	2
TA 133—Teacher Aide Techniques II	3	0	3
TA 132—Introduction to Media	1	4	3
TA 135—Arts and Crafts for Teacher Aides	3	0	3
Total Credit Hours Required			31

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro. □

Teacher Aide

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

REQUIRED TEACHER AIDE COURSES

FIRST YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TA 131—Teacher Aide Techniques I	3	0	3

SPRING SEMESTER			
TA 129—Communication Skills for Teacher Aides	3	0	3
TA 133—Teacher Aide Techniques II	3	0	3
TA 135—Arts and Crafts for Teacher Aides	3	0	3

SECOND YEAR			
	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TA 231—Teacher Aide Seminar I	2	0	2
TA 232—Teacher Aide Practicum I	0	20	4

SPRING SEMESTER			
TA 235—Teacher Aide Seminar II	2	0	2
TA 236—Teacher Aide Practicum II	0	20	4

REQUIRED SUPPORT COURSES

Communications (May be chosen from Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, 201-202)			12
Human Development 105			3
Developmental Studies Math 090 or 091			3
Business 173 or 174			2
TA 132			3
Business 161			2
Psychology 105			3
Psychology 201			3
Sociology 101			3
Sociology 102			3
PEH 101			3

Total Credit Hours Required 64

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro. □

Television & Radio Electronics

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
FALL SEMESTER			
TRE 132—Television & Radio Electronics	3	6	5
TRE 133—Television & Radio Electronics	3	6	5
CSW 090—Guided Studies Writing	3	0	3
BUS 136—Principles of Management	3	0	3

SPRING SEMESTER

TRE 134—Television & Radio Electronics	3	9	6
TRE 136—Television & Radio Electronics	3	9	6

Total Credit Hours Required 28

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. □

Vocational Nursing

(One-year Certificate Program)

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
SPRING SEMESTER			
VN 124—Introduction to Nursing	4	0	4
VN 125—Fundamentals of Nursing	7	0	7
VN 126—Basic Skills	3	14	7

SUMMER SEMESTER

VN 127—Clinical Practice	0	37	10
VN 148—Maternal and Child Nursing	5	0	5

FALL SEMESTER

VN 128—Medical and Surgical Nursing	5	0	5
VN 149—Clinical Practice	0	32	8

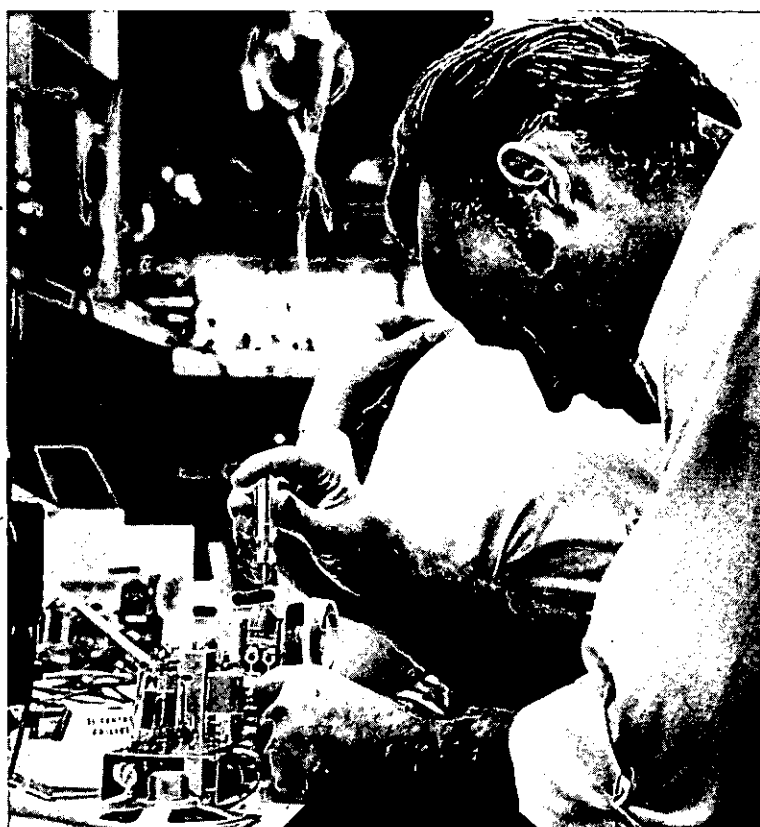
Total Credit Hours Required 46

General Information and Objectives

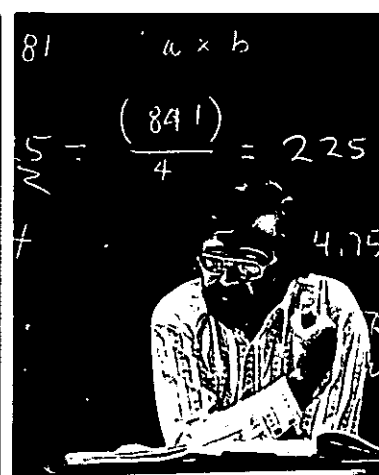
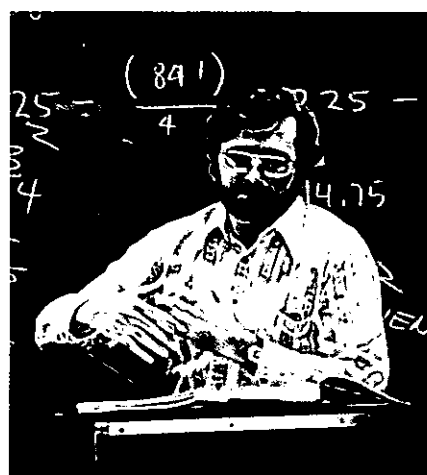
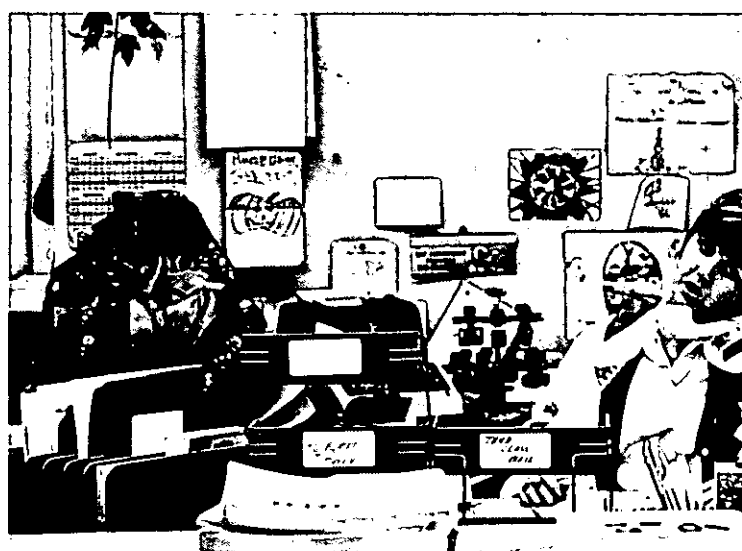
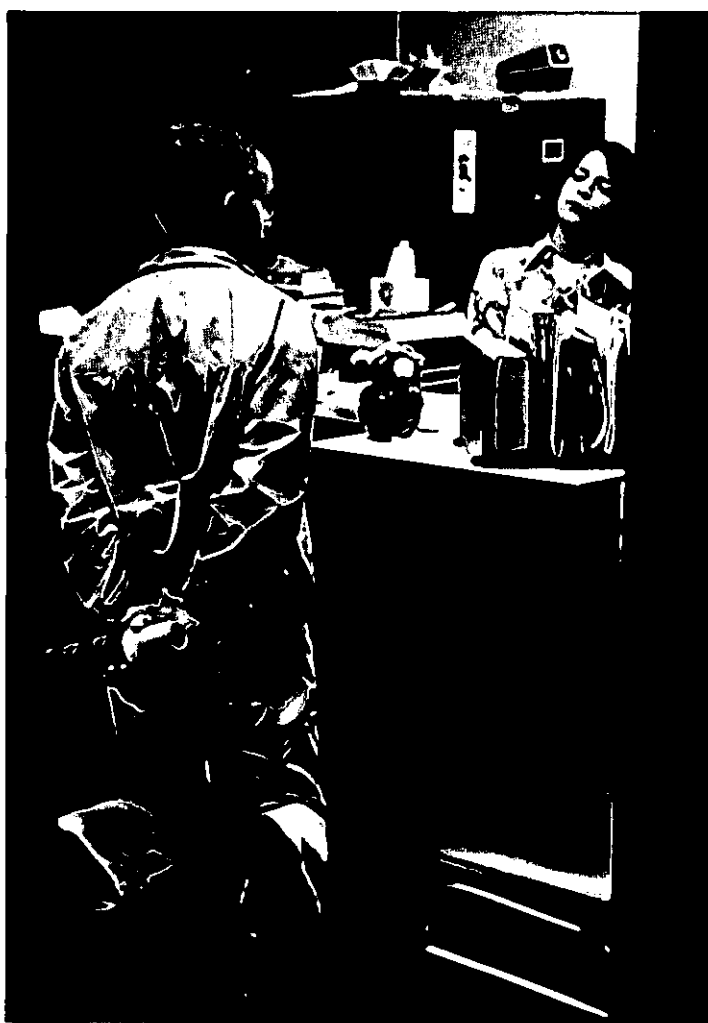
This is a one-year program which meets the accreditation requirements of the State Board of Licensed Vocational Nurse Examiners. In addition to classroom and laboratory work at the college, clinical experience at various hospitals is part of the program. This course is offered only during the day. □

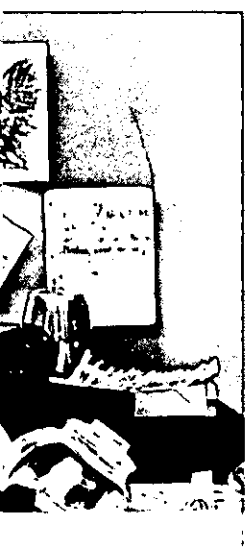
Admission to the Program

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

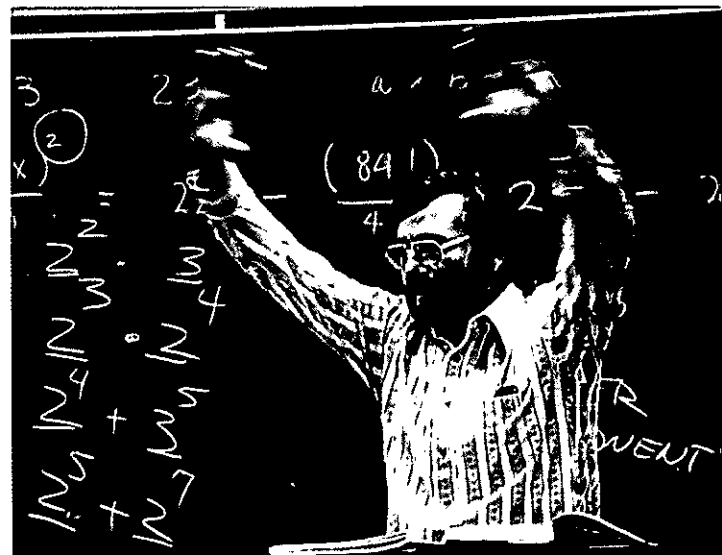
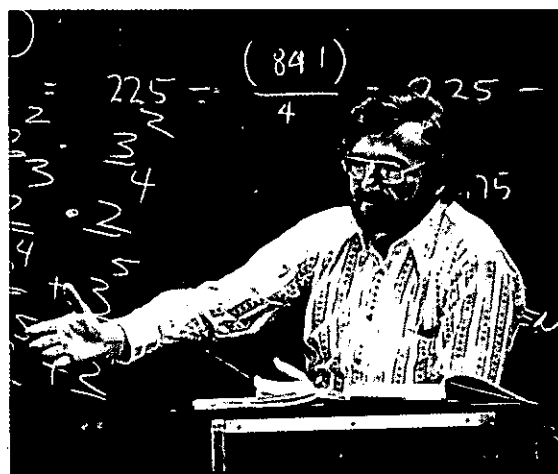
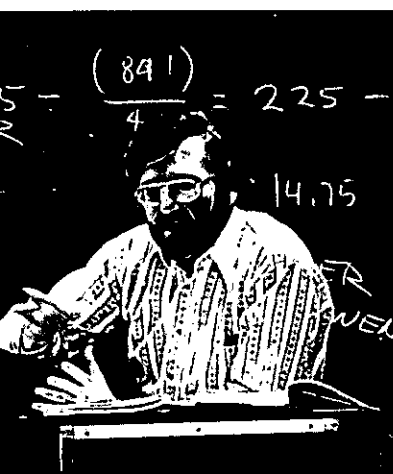


FACULTY & STAFF





- Abbott, Richard W.** Ass't. Dean for Student Activities
Sam Houston State College, B.S.; S.M.U., M.L.A.
- Agnew, Robert L.** Biology
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- Creamer, Don G.** Dean of Students
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R.C.A. Tech. Training Cert.

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Fulbright Scholar, Die Hochschule Fuer Musik,
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Thorson, Marcelyn M. Apparel Design
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Traylor, M. Inez Director, Financial Aid
Prairie View A&M
College, B.A.; M.S.
and Placement

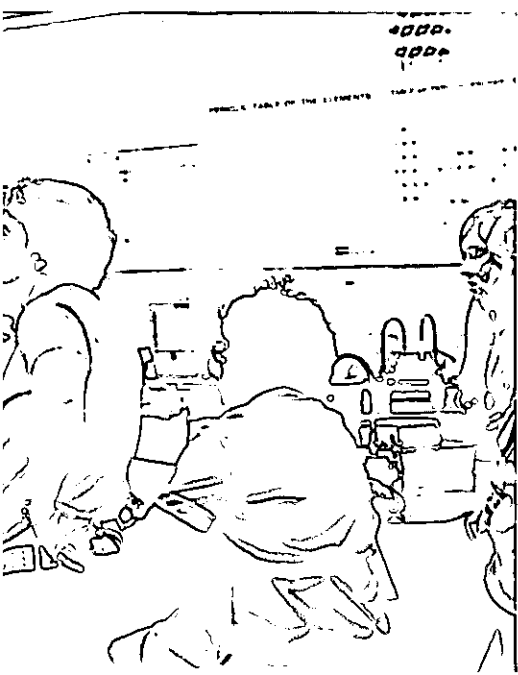
Tolentino, Albert E. Counselor
New Mexico Highlands University, B.A.; M.A.

Trotter, Robert S., Jr. Government
University of Texas, B.A.; North Texas
State University, M.Ed.; Ed.D.

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versity, M.S. Arch.; N.C.A.R.B. Certificate;
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University of Texas, B.A.; M.A.; Ph.D.

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Lamar University, B.A.; University of Texas, M.A.



board of directors



BOARD OF DIRECTORS

Standing Left to Right

Durwood Sutton
Robert Power
Patty Powell
Carie Welch
Jim Scoggins

Seated

Vice-Chairman Margaret McDermott
Chairman R. L. Thornton, Jr.

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Verett, Gary D. Chairman, Div. of
Abilene Christian College, Developmental
B.S.; M.Ed.; N.T.S.U.; Ph.D. Studies

Ware, Robert L. Dean of Business Affairs
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Sphon Hospital of Allied Health
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B.S.; M.S.; Ed.D.

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B.S.; M.S.

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North Texas State University, Service
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Wyckoff, Jean B. Director, Health Center
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B.S.N.Ed.; M.L.; Royal Institute Public
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Young, Gordon D. Art
University of Nebraska, B.F.A.;
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Zimmerman, George Data Processing
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DISTRICT STAFF

☐ Chancellor
☐ Vice-Chancellor
of Academic Affairs
☐ Vice-Chancellor
of Business Affairs
☐ Vice Chancellor
of Planning
☐ Director of
Computer Services
☐ Director of
Special Services
☐ Director of
Program Development
☐ Director of
Public Information
☐ Director of
Personnel
☐ Director of Technical
Occupational Education
☐ Coordinator of Technical-
Occupational Education
☐ Administrative Assistant
to the Chancellor
☐ Staff Assistant to
the Chancellor

Bill J. Priest

R. Jan LeCroy

Walter L. Pike

H. Deon Holt

James R. Hill

Robert J. Leo

Dexter L. Betts

Sibyl Hamilton

John Pinkston

John S. Owens

Claude C. Owens

Travis B. Linn

Patsi Aucoin



1975~76 ACADEMIC CALENDAR

FALL SEMESTER, 1975

August 25	Faculty Reports
August 26-28	Registration
August 29	Faculty Professional Development
September 1	Labor Day Holiday
September 2	Classes Begin, 8:00 a.m.
September 8	Last Day for Tuition Refund, 8:30 p.m.
October 27	Veteran's Day Holiday
November 26	Thanksgiving Day Holiday, Begins 10:00 p.m.
December 1	Classes resume, 8:00 a.m.
December 5	Last Day to Withdraw with a Grade of "W", 4:00 p.m.
December 12	Last Day of Classes
December 15-19	Final Examinations
December 19	Semester Closes, 4 p.m.

May 13	Last Day of Classes
May 14-20	Final Examinations
May 20	Semester Closes, 8:30 p.m.
	Graduation, 7:30 p.m.
May 31	Memorial Day Holiday

*To coincide with the TJCTA Convention.

SPRING SEMESTER, 1976

January 5	Faculty Reports
January 6-8	Registration
January 9	Faculty Professional Development
January 12	Classes Begin, 8:00 a.m.
January 16	Last Day for Tuition Refund, 4 p.m.
February 20	Faculty Professional Development* (No Classes)
March 12	Spring Break Begins, 5 p.m.
March 22	Classes Resume, 8 a.m.
April 15	Easter Holiday Begins, 10 p.m.
April 19	Classes Resume, 8 a.m.
May 6	Last Day to Withdraw with Grade of "W", 8:30 p.m.

SUMMER 1976

First Session

June 1	Registration
June 2	Classes Begin, 8 a.m.
June 3	Last Day for Tuition Refund, 8:30 p.m.
June 29	Last Day to Withdraw with a Grade of "W", 8:30 p.m.
July 5	Independence Day Holiday
July 7	Final Examinations
July 7	Semester Closes, 8:30 p.m.

Second Session

July 9	Registration
July 12	Classes Begin, 8 a.m.
July 13	Last Day for Tuition Refund, 8:30 p.m.
August 6	Last Day to Withdraw with a Grade of "W", 4 p.m.
August 13	Final Examinations
August 13	Semester Closes, 4 p.m.

SCHEDULE OF EXAMINATIONS

Monday

8	MWF — 8 - 9:50
10	MWF — 10 - 11:50
12	M F — 12 - 1:50
2:30	MWF — 2:30- 4:20

Tuesday

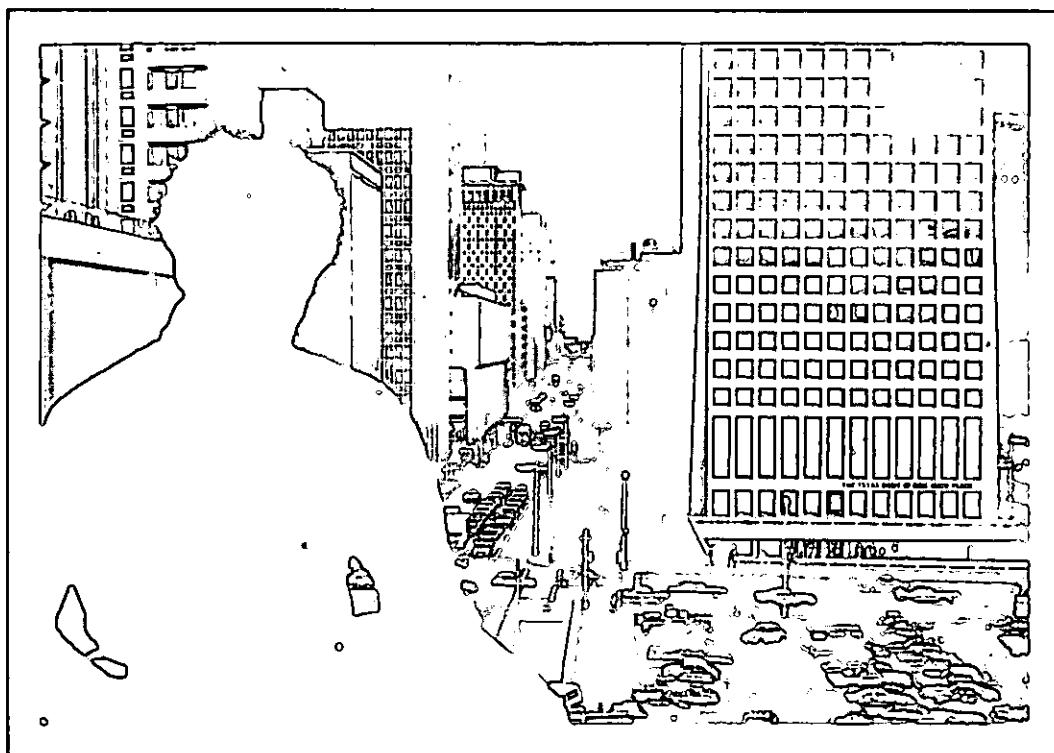
8	TR — 8-9:50
11	TR — 11-12:50
2	TR — 2-3:50

Wednesday

9	MWF — 9 - 10:50
11	MWF — 11 - 12:50
1:30	MWF — 1:30- 3:20
3:30	MWF — 3:30- 5:20

Thursday

9:30	TR — 9:30-11:20
12:30	TR — 12:30- 2:20
3:30	TR — 3:30- 5:20



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This catalog was designed and produced by J. R. Compton with a little help from Darrell Whittington and Larry and Evvie Maass.

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