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Index — back cover
EXCELLENCE
INNOVATION
OPPORTUNITY
DIVERSITY
FLEXIBILITY
UNDERSTANDING

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, not 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. And its teachers are a select group 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.
EL CENTRO...

Office doors are open. Instructors are willing and eager to help. Counselors concentrate on being a good friend as well as a guiding influence and source of help on any problem and not on forcing you into some program or course outside your interest. □ And students do not “sit at the feet of the master” as has long been the philosophy at the traditional “University.” □ For 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 sixteen students last year were sixteen or under. Thirty-one were sixty or over. Fifty students were forty-one years old. Ninety-three 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. (First in their approach.) They hold the view that students are the only reason they are here and not the other way around. (Secondly with their ability.) They are the cream of the crop, the finest teachers that could be hired, for they have an important job to do. 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.
Hello!

If you read this page while looking for the proper enrollment procedure, let me welcome you to El Centro College. If this isn’t your first enrollment, then I am especially happy to welcome you back! If you think of this catalog as you do a dictionary: not very exciting reading, but essential for certain kinds of information. The kinds of information you will find in this catalog include general information, such as how to enroll; how to graduate; how much it costs, etc.—all located in the first section. Following the general information, the specific courses are listed and described. Remember—if all else fails, try the index! All of the staff and faculty of El Centro are here to help you; if you succeed, we succeed.

Sincerely,

Donald T. Rippey
President
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 colleges-Eastfield, El Centro, Mountain View and Richland—are 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 drop-out who has changed his mind about the necessity of education in today's complex, demanding society. There is, simply stated, a place for everyone. This approach to education brings together into a single college setting a multitude of personalities with divergent interests, ambitions and backgrounds, creating an educational community not unlike the "real" community in which people live, work and play and further enhancing the district's desire for total education.

R. L. Thornton, Jr.
Chairman-of-the-board
educational program if those goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district colleges. The traditional "junior college" label therefore, doesn't fit. True enough the district's colleges are two year colleges which provide the freshman and sophomore years of a conventional baccalaureate program. However, their function, philosophy and breadth make the label inadequate. Therefore, on the first day of 1972, the district became the Dallas County Community College District to more accurately reflect the mission of its colleges, that of meeting the varied educational needs of the entire metropolitan family. How do the district's colleges serve the educational requirements of such a complex family? The answer can be 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 long list of courses which are transferable to senior colleges and universities. — For the student wishing to train for a technical or vocational occupation, career education programs of one and two years are designed to enable a student to enter his chosen field as a skilled employee trained as a professional, and also to enter the community as a well-rounded citizen.

- 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 Community Service courses. — For the person who simply wants to make life a little more interesting there are Community Service courses 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 county's voters reaffirmed their confidence in September, 1972, by approving an $85 million bond election to expand El Centro College, build three new colleges and provide for district-wide expansion as needed. 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
League for Innovation

The Dallas County Community College District is a charter member of The League of Innovation in the Community College. A national organization, the League links 16 community college districts composed of 41 colleges and more than 300,000 students. Membership in the League constitutes a significant recognition of the Dallas County Community College District as a district committed to: (1) a program of experimentation and improvement; (2) a willingness to share the fruits of experimentation; (3) a cooperative program with other districts in the solution of common problems; (4) an evaluation of experimentation and the application of the results of experimentation in the orderly operation of the district’s programs. The League consists of sixteen outstanding districts throughout the nation: Brookdale Community College, Central Piedmont Community College, Chicago City College, Cuyahoga Community College, Dallas County Community College District, Delta College, District of St. Louis and St. Louis County, Foothill Junior College District, Kern Junior College District, Los Angeles City Junior College District, Los Rios Junior College District, Moraine Valley Community College, Orange Coast Junior College District, Peralta Junior College District, Santa Fe Junior College, Tulsa Community College.
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 their 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. In this case, a limited number of high school seniors may be concurrently enrolled for special study.

2. Transfer Students: a. College transfer applicants will be considered for admission on the basis of their previous college record. Academic standing will be determined by 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 anyone of the District campuses.

4. Non-credit Students: Students seeking enrollment in non-credit courses are directed to contact the Division of Community Service Programs.

Admission Procedures
Full-Time Applicants (12 semester units or more):
1. Application for Admissions: Each applicant is required to furnish his social security number in the space provided on the application form. This number is required for student identification and to insure the accuracy of student records.

2. Official Transcript from Last School Attended (High School or College): College transfer students are required to submit transcripts of all previous college work if they intend to graduate. Students never having attended college will supply a high school transcript.

3. Health History Form: All students are required to complete the Health History Form. This form is included in the admissions packet and should be returned directly to the Health Center. Proof of inoculation will be required on the following: a. A negative tuberculin skin test or chest x-ray. b. Polio immunization if applicant is under nineteen years of age. c. Diphtheria/Tetanus injection within ten years.

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.

Concurrent Enrollment
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.

Fees
Tuition fees will be charged according to the LEGAL RESIDENCE of the student. (see definition below)

Fall or Spring Term
In-District—$6.00 per credit unit through ten credit units and $4.00 per credit unit in excess of ten credit units; Minimum of $25.00
Out-of-District—$20.00 per credit unit through ten credit units and $4.00 per credit unit in excess of ten credit units; Minimum of $25.00
Out-of-State—$60.00 per credit unit
Out-of-Country—$40.00 per credit unit
A.D. Nursing Program—$4.00 per semester credit unit within the minimum and maximum amounts; Minimum of $20.00 and Maximum of $50.00

Summer Term
In-District—1-6 Credit Units $10.00 per semester credit unit with a minimum of $25.00
7- Credit Units $4.00 per semester credit unit
FEES

A.D. Nursing Program - $10.00 per semester unit

Student Services Fee - (12 or more semester credit units) $40.00 per semester credit unit

Out-of-State - 1-6 Credit Units $45.00 per semester credit unit

Out-of-Country - 1-6 Credit Units $45.00 per semester credit unit

Nursing Program - $10.00 per semester unit

Additional Fees

Out-of-State - 1-6 Credit Units $45.00 per semester credit unit

Out-of-Country - 1-6 Credit Units $45.00 per semester credit unit

Laboratory Fees - (a semester, per lab) $2.00 to $8.00

Special Fees and Charges

Student Services Fee - (12 or more semester credit units) $7.00 a semester

Student Services Fee - (12-11 semester credit units) $4.00 a semester

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

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 activity fee is not charged.

Credit by Examination

Examination fee of $15.00 per examination.

ACT

(American College Testing Program)

National Test Dates $6.00

Local Test Dates $8.00

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. Also, a student's original enrollment represents a sizeable cost to the district whether or not he continues in that class. Therefore, refunds will be made only under the following conditions:

1. No 100% refunds are granted unless college error is involved.
2. 80% refund of tuition and fees if the class is dropped during the first week of classes for each semester. No refund for less than $4.00 will be made.
3. Tuition refunds may be obtained through the fifth day of classes (see calendar). An exception may be made for students inducted into the armed services if a copy of the induction notice is filed with the Registrar's Office.
4. The first two days of a six-week summer session are considered to be the equivalent of one week for purposes of this policy.

Degree Requirements

Associate in Arts and Science

Degree Requirements

A total of 60 units exclusive of physical education activity courses must be presented with an average of at least "C" (2.0). Courses numbered 99 and below may not be counted toward the 60 units minimum. These 60 units may be earned at any Dallas County Community College District college and must include:

- English 101-102, plus an additional 6 units of English
- A minimum of 6 semester units of a laboratory science
- History 101-102 and Government 201-202
- Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101

In addition to the course requirements, each degree candidate must earn the last 15 units as a resident student in the district colleges or accrue 45 units in residence. The degree will be granted by the college in which the student took the last 15 units or where the majority of units were accrued. No more than 1/3 of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for correspondence work.

All students who expect to transfer to a four-year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years. The student is urged to consult the catalog of the institution to which he may transfer for its special requirements. These catalogs should be used by the student and his advisor as a basis for the program plan.

Associate in Applied Arts and Science Degrees

A minimum total of 60 units exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester unit total is over 60.
Associate Degree and Certificate Programs

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technician</td>
<td>EC MV R E</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration (Certificate)</td>
<td>E</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Technology</td>
<td>E</td>
</tr>
<tr>
<td>Apparel Design</td>
<td>EC</td>
</tr>
<tr>
<td>Architectural Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Auto Body</td>
<td>E</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>E</td>
</tr>
<tr>
<td>Aviation Administration</td>
<td>MV</td>
</tr>
<tr>
<td>Avionics Technology</td>
<td>MV</td>
</tr>
<tr>
<td>Child Development Associate</td>
<td>E</td>
</tr>
<tr>
<td>Child Development Assistant</td>
<td>E</td>
</tr>
<tr>
<td>Construction Management and Technology</td>
<td>R</td>
</tr>
<tr>
<td>Data Processing Operator</td>
<td>EC</td>
</tr>
<tr>
<td>Data Processing Programmer</td>
<td>EC MV E</td>
</tr>
<tr>
<td>Dental Assisting Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Dental Assisting Certificate</td>
<td>EC</td>
</tr>
<tr>
<td>Diesel Mechanic</td>
<td>E</td>
</tr>
<tr>
<td>Digital Electronics</td>
<td>E</td>
</tr>
<tr>
<td>Drafting and Design Technology (Co-op)</td>
<td>EC MV E</td>
</tr>
<tr>
<td>Drafting and Design Technology</td>
<td>E</td>
</tr>
<tr>
<td>Educational Secretaries</td>
<td>EC MV R E</td>
</tr>
<tr>
<td>Electro-Mechanical Technology</td>
<td>E</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>MV</td>
</tr>
<tr>
<td>Environmental Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>EC R</td>
</tr>
<tr>
<td>Fluid Power Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Food Service-Operations</td>
<td>EC</td>
</tr>
<tr>
<td>Food Service</td>
<td>E</td>
</tr>
<tr>
<td>Dietetic Technician</td>
<td>EC</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>E</td>
</tr>
<tr>
<td>Hortology</td>
<td>MV</td>
</tr>
<tr>
<td>Horticulture-Landscape</td>
<td>R</td>
</tr>
<tr>
<td>Nurseryman</td>
<td>E</td>
</tr>
<tr>
<td>Interior Design</td>
<td>EC</td>
</tr>
<tr>
<td>Library Technical Assistant</td>
<td>EC</td>
</tr>
<tr>
<td>Machine Shop</td>
<td>MV</td>
</tr>
<tr>
<td>Medical Assisting Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
<td>EC</td>
</tr>
<tr>
<td>Medical Transcriptionist</td>
<td>EC</td>
</tr>
<tr>
<td>Mid-Management</td>
<td>MV R E</td>
</tr>
<tr>
<td>Nursing—Associate Degree</td>
<td>EC</td>
</tr>
<tr>
<td>Nursing—Licensed Vocational</td>
<td>EC</td>
</tr>
<tr>
<td>Office Skills and Systems</td>
<td>EC</td>
</tr>
<tr>
<td>Operating Room Technology</td>
<td>EC</td>
</tr>
<tr>
<td>Pattern Design (Drifting and Draping)</td>
<td>EC</td>
</tr>
<tr>
<td>Plastics Management and Technology</td>
<td>MV</td>
</tr>
<tr>
<td>Plastics Technology</td>
<td>MV</td>
</tr>
<tr>
<td>Police Science</td>
<td>E</td>
</tr>
<tr>
<td>Quality Control Technology</td>
<td>R</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>E</td>
</tr>
<tr>
<td>Recreational Leadership</td>
<td>E</td>
</tr>
<tr>
<td>Respiratory Therapy—1 year certificate</td>
<td>EC</td>
</tr>
<tr>
<td>Respiratory Therapy Technology</td>
<td>E</td>
</tr>
<tr>
<td>Secretarial Science (1 year)</td>
<td>EC MV R E</td>
</tr>
<tr>
<td>Secretarial Science (2 year)</td>
<td>EC MV R E</td>
</tr>
<tr>
<td>Services for the Deaf (1 year)</td>
<td>E</td>
</tr>
<tr>
<td>Services for the Deaf (2 year)</td>
<td>E</td>
</tr>
<tr>
<td>Teacher Aide</td>
<td>EC MV R E</td>
</tr>
<tr>
<td>Television and Radio Electronics</td>
<td>E</td>
</tr>
<tr>
<td>Transportation Technology</td>
<td>E</td>
</tr>
<tr>
<td>Welding, Industrial</td>
<td>R</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Technology (aircraft mechanic)</td>
<td>South Campus</td>
</tr>
<tr>
<td>Appliance Service</td>
<td>South Campus</td>
</tr>
<tr>
<td>Broadcast Communications Technology</td>
<td>South Campus</td>
</tr>
<tr>
<td>Civil Technology</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>Food Marketing</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>General Clerical (one year)</td>
<td>Both campuses</td>
</tr>
<tr>
<td>General Office Occupations</td>
<td>Both campuses</td>
</tr>
<tr>
<td>Instructional Aided</td>
<td>Both campuses</td>
</tr>
<tr>
<td>Legal Secretarial</td>
<td>Both campuses</td>
</tr>
<tr>
<td>Medical Secretarial</td>
<td>Both campuses</td>
</tr>
<tr>
<td>Technical Illustration</td>
<td>Both campuses</td>
</tr>
</tbody>
</table>
DEGREE REQUIREMENTS
continued
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 10 under "Additional Fees." Instruction concerning graduation will be mailed to all candidates 30 days prior to commencement. 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.

RULES AND REGULATIONS

Scholastic Rules and 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 instructor 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 college level courses, the combined number of semester units in credit courses and audit shall not exceed eighteen.

Recommended Academic Load

No student will be permitted to carry more than 18 semester units of course work or more than 5 classes plus physical education without permission of the Director of Counseling. Employed students are advised to limit their academic loads in accordance with the following recommendations: 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 status: 1. Students who have completed one or more semesters in 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 Suspension

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 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 admitted to El Centro College until this deficiency has been cleared. Credits earned on 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.

Transcripts of Credit from El Centro College

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

Settlement of Debts and Grade Reports

Grade reports are issued to each student at the end of each semester. Transcripts will 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:

<table>
<thead>
<tr>
<th>Grade Interpretation</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>P Progress</td>
<td>Not Computed</td>
</tr>
<tr>
<td>F Failing</td>
<td>0 points</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W Withdrawn</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

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 may be given when unforeseen emergency prevents a student from completing the work in a course. Incomplete grades must be
Rules and Regulations

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. There is no refund of this fee. 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.

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

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.

Student Development Services

Urban Progress with Education—
A Mobile Counseling Project

The Mobile Counseling Service is sponsored by the Dallas County Community College District and the Talent Search and Special Services Branch of the U.S. Office of Education. The project is designed to offer extensive counseling services to persons from economically disadvantaged groups who are now eligible for further secondary or post-secondary education through the use of a Mobile Counseling Center. The project staff attempts to achieve this objective through activities such as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the counseling service to the target group and assisting in the placement of youth either in schools or on the job training programs. For further information, contact Mobile Counseling Center, El Centro College.

Health Center

The Health Center, located on the second floor, is maintained on campus to provide health counseling and education as well as emergency and first aid care. The Health Center is open from 8:00 a.m. until 10:00 p.m. daily Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday. Confidentiality of all findings is maintained, and no information is ever released without written permission from the student. A major function of the Health Center is the referral of students to the appropriate outside source for the correction of defects. Each student is responsible for his own transportation to referred sources. If the illness/injury is of such nature to necessitate an ambulance call, it will be provided at the student’s personal expense. Health education material may be secured from the Health Center. A small library is maintained containing health-related materials not available in the library. All students are encouraged to complete the health history form as fully as possible so that the Health Center can best serve their needs.

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 I want to be” as 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.
Campus Employment

Part-Time Employment. Typically, part-time employment is designed as a financial aid to assist students while they are in college through: 1. On-campus placement 2. Work-study programs. 3. EOG Loans. Students are encouraged to gain employment in clerical work, library work, laboratories, custodial work, selling, etc.

Federal and State Programs

Veteran's Benefits. The Veteran's Benefits program for eligible students is coordinated by the Office of Admissions and Records located on the second floor and by the Veterans Service Office located in the Mezzanine. Veterans who are interested in details should contact the person in charge of Veteran's Benefits in the Admissions Office or the Director of the Veterans Service Program. 4. Bureau of Indian Affairs. For information on educational benefits, an Indian student should contact the nearest BIA Office. 5. 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. 6. 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 Expyway, Dallas, Texas. 7. 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. 8. 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 awards provide aid for direct educational expenses and are of two types, as follows: 1. Loans. Loans are available to full-time students only, but either in-service or pre-service law enforcement students may qualify. A LEEP loan to in-service students may be canceled at the rate of 25% for each year of full-time public law enforcement service. In the case of pre-service students, the same cancellation benefit is available if the student is employed in an acceptable law enforcement agency following graduation. 2. Grants. Potential non-repayable grants are available only to students who are employed full-time by a public law enforcement agency. Students enrolled either part-time or full-time may be eligible. Grants cannot cover more than 30% of the total amount of tuition, fees, and estimated cost of required books. 9. LEEP awards are limited by funds made available to the college. For further information and applications, contact the Office of Financial Aid. 10. National Nursing Scholarship. Students who have been officially accepted and who have a patient, full-time student record in the Associate Degree Nursing Program may apply to the Financial Aid Office. National Nursing Scholarships are awarded on the basis of exceptional financial need and are limited by funds made available to the student. 11. 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 EOG award must be matched by another source, usually an amount earned by the student from a work-study job on campus. EOG amounts vary from $200.00 to $800.00 per academic year depending on need, total number of applicants, and funds available. Students must apply each academic year to be reinstated.

Loans

El Centro College has several loan funds for students needing long-term as well as short-term loans. Students interested in making application for loans should apply at the Financial Aid and Placement Office. 12. Hinson-Hazelwood Loan. A resident of the state of Texas who meets the necessary requirements of the state and college may be eligible. Repayment must begin nine months following the termination of enrollment on at least a half-time basis. Minimum payments are $30 per month and up, depending on total loan. Interest is charged at the rate of 6.25%, beginning on date of first required payment. A new application is required each academic year, and a separate application is necessary for summer term loans. 13. Students who wish may apply for a Federally Insured Student Loan from a commercial lender, such as his family bank or credit union. 14. El Centro College Loan. A short-term institutional loan for emergency purposes. Repayment is to be made within 60 days or less, with interest at the rate of 6%.
eductional 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.

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—Professional organizations are comprised of students who are pursuing careers in professional 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 interested in 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 the campus. 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, particularly 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 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: “0.”

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.

Placement Office

The 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, where the Division of Math and Engineering posts related jobs, in the sixth floor area, and are convenient for El Centro students; but some jobs require transportation. The Placement Office also provides a personal resume service for former students. We encourage all graduating students to complete our resume form during their last semester in college. Copies of the resume may be forwarded to prospective employers upon request. The terminal placement program for graduates is a cooperative effort utilizing the resources of the Counseling Center, the Faculty, and the Placement Office.

Student Activities

The Student Activities Program at El Centro College is responsible for providing the campus with a balanced program of cultural, social, and academic activities, to enrich the student’s total college experience.
COURSE DESCRIPTIONS

In the following list of courses, the credit value of each course in semester units is indicated. The number in parentheses after the title gives the unit value for that course. The second parenthesis indicates the number of hours devoted to lecture and laboratory, respectively.

To make it possible for a greater number of courses to be offered at El Centro College, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when developing his long-range program.

Because students are concerned about the transfer of credit to other colleges, the following numbering system is designed to clarify which courses at ECC are parallel to those courses offered by colleges granting the bachelor's degree: Courses numbered 100 and above are considered comparable to lower division courses in state colleges and universities. All such courses are applicable to the associate degrees. Courses numbered below 100 are essentially developmental in nature and generally do not transfer; however, some four-year colleges may accept these courses for elective credit. Consult specific catalogs regarding these possibilities.

The prerequisites for any course may be waived by the instructor and the Dean of Instruction.
ANTHROPOLOGY

Anthropology

103. Introduction to Anthropology
(3, 3). A survey of the origin of mankind involving the processes of physical and cultural evolution; ancient man; pre-literate man today. Attention is centered on fossil evidence, physiology and family/group roles and status. ■

101. Cultural Anthropology
(3, 3). 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. Consent of instructor recommended. ■

APPAREL DESIGN

Apparel Design

232. Design Development
(3), (2,4). Prerequisite: POD 131, DES 136; concurrent enrollment in APP 237 and PDD 239. The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered as well. Lab Fee $2.00. ■

233. Design Development
(3, 2,4). Prerequisite: APP 232; concurrent enrollment in APP 232 and PDD 239. A study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior, petite, junior, active sportswear, misses and suits. ■

237. Style Trends and Research
(2, 2). Prerequisite: PDD 131, DES 136; concurrent enrollment in APP 232 and PDD 239. A continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Lab Fee $2.00. ■

238. Style Trends and Research
(2, 2). Prerequisite: APP 237; concurrent enrollment in APP 233 and PDD 231. A continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, large and petite, and lingerie. Lab Fee $2.00. ■

239. Architectural Design, Grade II
(3, 9). Prerequisite: ARC 125, 132, 139. Research into design theory for the solution of Architectural problems. Emphasis upon functional and aesthetic values through three-dimensional problem-solving studies. ■

225. Freehand Drawing III
(2, 6). Prerequisite: ARC 224 (Freehand Drawing II). Exploration of the student's abilities in freehand communication. Mixed media with emphasis upon observation and architectural presentation. ■

226. Technical Communications I
(2, 6). Prerequisite: ARC 132. An introduction to construction drawings and their relationship with design and specifications. Emphasis upon total concept and construction procedures and detailing. ■

229. Technical Communications II
(2, 6). Prerequisite: ARC 228 or one year of architectural drafting experience. Continuation of ARC 228 with concentration upon more complex structure. ■

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

232. Basic Architectural Photography
(2, 2). Prerequisite: ARC 139 and sophomore standing. A study of the basic theories of film, exposure, development, flash, filters and printing. Practical applications and axes in Architectural Illustrations to be investigated with emphasis upon good composition, negative and print qualities. ■

234. Building Technology-Materials and Methods
(3, 3). Prerequisite: ARC 228; ARC 224 may be taken concurrently with ARC 228. An analysis of architectural materials and their uses. Introduction to specifications and codes. Investigation of structural systems. ■

235. Building Technology-Mechanical Equipment
(3, 2,4). Prerequisite: ARC 228; ARC 235 to be taken concurrently with ARC 228. A study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. ■

238. Architectural Design, Grade I
(3, 9). Prerequisite: ARC 125, 132, 139. Research into design theory for the solution of Architectural problems. Emphasis upon functional and aesthetic values through three-dimensional problem-solving studies. ■

243. Architectural Design, Grade III
(3, 9). Prerequisite: ARC 238. Continuation of ARC 238, I. ■

Architecture

122. Freehand Drawing I
(2, 6). Prerequisite: ART 114 concentrating on materials; ART 115 concentrates on concepts. ■

201. Life Drawing I
(3, 2,4). Prerequisites: ART 110, 114, sophomore standing and permission of the Humanities Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. ■

202. Life Drawing II
(3, 2,4). Prerequisites: ART 110, 114, 201, sophomore standing and permission of the Humanities Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. ■

Art

104. Art Appreciation
(3, 3). Films, lectures, slides, and discussion on the theoretical, cultural and historical aspects of the visual arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual. ■

165. Survey of Art History
(3, 3). This course covers the chronological sequence of art from the prehistoric through the Renaissance. Explores the cultural, geophysical, and personal influences upon 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. ■

166. Survey of Art History
(3, 3). This course covers the chronological sequence of art from the Baroque through the present. Explores the cultural, geophysical, and personal influences upon 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. ■

110. Basic Design I
(3, 2,4). A study of basic concepts of design, using two-dimensional materials. Use of line, color, illusion of area or mass and texture, and shape in composition. Required of all art majors. Open to all interested students. ■

111. Basic Design II
(3, 2,4). A study of basic concepts of design with three-dimensional materials. Use of line, color, illusion of area or mass and texture, and shape in composition. Required of all art majors. Open to all interested students. ■

114. Basic Drawing II, III
(3, 3, 2,4). Prerequisite: ART 114 is prerequisite to ART 115. A study of drawing, both as a major medium and as a flexible research tool with emphasis on structure and the illusion of space, volume and movement. Required of all art majors. Open to others who are interested. ■

115. Architectural Design, Grade I
(3, 9). A study of basic concepts of design, using three-dimensional materials. Use of line, color, illusion of area or mass and texture, and shape in composition. Required of all art majors. Open to all interested students. ■

116. Architectural Design, Grade II
(3, 9). 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. ■
ART continued

205. Painting I
(3), (2,4). Prerequisites: ART 110, 114, 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 imagination. 

206. Painting II
(3), (2,4). Prerequisites: ART 110, 114, 205 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 imagination.

208. Sculpture I
(3), (2,4). Prerequisites: ART 110, 114 or permission of the instructor. A studio course designed as a means of original expression in three-dimensional media.

209. Sculpture II
(3), (2,4). Prerequisites: ART 110, 114, 208 or permission of the instructor. A studio course designed as a means of original expression in three-dimensional media.

210. Commercial Art I
(3), (2,4). Prerequisites: ART 110, 111, 114. 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.

211. Commercial Art II
(3), (2,4). Prerequisites: 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.

212. Advertising Illustration
(3), (2). Prerequisite: ART 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solutions to contemporary illustration are developed.

101. Astronomy
(3), (2). A descriptive course consisting of a survey of fundamentals of astronomy. Emphasis on the solar system, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteors.

102. Astronomy
(3), (2). A course emphasizing stellar astronomy which includes a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way galaxy, and external galaxies.

BIOLOGY

Biology

101-102. General Biology
(4), (4), (3,3). A two-semester course surveying in depth 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. Recommended for science majors. $5.00 Laboratory fee payable during registration.

115. Biological Science
(4), (3,3). 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. $5.00 Laboratory fee payable during registration.

116. Biological Science
(4), (3,3). 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. $5.00 Laboratory fee payable during registration.

120-121. Introduction to Human Anatomy and Physiology
(4), (4), (3,2). 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 Paramedical 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. $5.00 Laboratory fee payable during registration.

203. Intermediate Botany
(4), (3,3). Prerequisite: BIO 101 and 102 or equivalent preparation. A survey of the major plant groups with emphasis placed on morphology, physiology, classification,
Biology

continued
life cycles, evolutionary relationships, and economic importance to man. Recommended for science majors. $5.00 Laboratory fee payable during registration.

211. Invertebrate Zoology
(4), (3,3).
Prerequisite: Two semesters of Biological Science. An intermediate level course surveying the major groups of animals below the level of the chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology, and biology of the groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. $5.00 Laboratory fee payable during registration.

214. Field Biology (Summer Only)
(6), (3,3).
Prerequisite: Six hours of Biological Sciences. Survey of local plant and animal life in relationship to their environment. Aquatic and terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification, and collecting specimens in the field. Special travel fee required.

216. General Microbiology
(4), (3,4).
Prerequisite: BIO 101-102 or BIO 120-121. A study of microbes with emphasis on classification, growth, nutrition, metabolism, reproduction, and the genetics of microorganisms. Recommended for science majors and science-related programs. $5.00 Laboratory fee payable during registration.

221-222. Anatomy and Physiology
(4), (3,4).
Prerequisite: BIO 102. Structure and function as related to the human skeletal, muscular, nervous, cardiovascular, digestive, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships between these systems as well as basic principles of disease transmission and detection. $5.00 Laboratory fee payable during registration.

Business

105. Introduction to Business
(3), (3). Provides over-all picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

130. Keypunch
(2), (1,3).
Prerequisite: BUS 173. A course designed to train students in the proper operation of keypunch machines. Keypunch procedures and the role of the keypunch operator in modern data processing are stressed.

131. Bookkeeping
(3), (3).
Prerequisite: BUS 131. Attention will be given to Data Processing systems, receivables, inventories, current liabilities and depreciation. A practice set covering the entire business cycle will be completed.

132. Bookkeeping
(3), (3).
Prerequisite: Enrollment in the Television and Radio Electronics Program. This course consists of techniques and practices used for successful customer relations. Includes role playing and class demonstrations of various methods of meeting and selling to the public.

136. Principles of Management
(3), (3).
Prerequisite: BUS 131. 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.

140. Educational Processes
(3), (3).
An overview of the educational processes (public and private) from pre-school through college. Emphasis is placed on the contribution and influence made by education on our culture and our economy.
141. Current Practical Problems
(2), (3). Orientation to school organization, procedures, and staff utilization via the problem-solving approach.

143. Personal Finance
(2), (3). A study of everyday financial problems encountered in managing personal affairs. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment, and tax problems.

150. Management Training
(4), (6). 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.

151. Management Training
(4), (6). Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of Business 150. Offered during the second semester.

154. Management Seminar—The Role of Supervision
(2), (6). Prerequisite: Concurrent enrollment in BUS 150 and preliminary interview by Mid-Management faculty. Problem analysis and project development for students majoring in Mid-Management. Special emphasis is placed upon the development of management, goal-setting and planning, leadership, communication, and motivation as applied to the student's work experiences.

155. Management Seminar—Personnel Management
(2), (6). Prerequisite: BUS 150, 154 and concurrent enrollment in BUS 151. A study of principles, policies, and practices relating to the personnel functions of business.

160. Machine Transcription
(3), (3). Prerequisite: Satisfactory completion of BUS 173 or one year of typing in high school. Intensive course in transcription covering shorthand writing, use of duplicating machines, mail, telegraph, postal, and shipping service, handling travel details, and meeting arrangements. Includes the development of shorthand outlines, speed and accuracy with practice in typing business forms, and reinforcement of typing skills.

161. Office Machines
(2), (1, 2). Training for familiarization and comprehension on those machines common to most business offices, such as adding machines and calculators.

162. Secretarial Training
(3), (3). Prerequisite: Satisfactory completion of BUS 173 or one year of typing in high school. Special emphasis is given to the most frequently performed secretarial duties. Unit of work includes filing, keyboarding, and transcription in the use of duplicating machines, mail, telegraph, postal, and shipping service.

163. Principles of Accounting
(2, 3). Prerequisite: Satisfactory completion of BUS 173 or one year of typing in high school. Introduction to basic principles of accounting, particularly those of the double-entry system. Emphasis is placed on the development of a desirable secretarial appearance and personality.

164. Intermediate Shorthand
(3), (3). Prerequisite: Satisfactory completion of BUS 173 or one year of typing in high school. Application of principles of Gregg Shorthand to the development of the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes the development of shorthand outlines, speed building, dictation, and shorthand transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills.

171. Beginning Typing
(2), (1, 2). 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.

174. Intermediate Typing
(2), (1, 2). Prerequisite: Satisfactory completion of BUS 173 or one year of typing in high school. Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence, and manuscripts.

190. Vocational—Work Experience
(2), (10). Prerequisite: Concurrent enrollment in a minimum of 8 units. Supervised employment in student's chosen field of vocational interest.

191. Vocational—Work Experience
(4), (1, 2). Prerequisite: Concurrent enrollment in a minimum of 8 units. Supervised employment in student's chosen field of vocational interest.

202. Principles of Accounting
(3), (3). Theory and practice of measuring and interpreting financial data for business units; study of the role of income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements.

250. Business Law
(3), (3). 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 (holdings, sales, leases, wills, and estates), and torts.

251. Management Training
(4), (6). Prerequisite: BUS 150-151; concurrent enrollment in BUS 254. Supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management.

254. Principles of Accounting
(3), (3). Prerequisite: BUS 201. Accounting procedures and practices applicable to partnerships and corporations; the use of cost data; budgetary control; analysis and interpretation of financial reports for use by creditors, investors, and management.

255. Intermediate Accounting
(3), (3). Prerequisite: BUS 250. An intensive study of the concepts, principles, and practice of modern commercial accounting. Includes a complete study of the purposes and procedures underlying the financial statements.

260. Principles of Marketing
(3), (3). Study of the scope and structure of marketing institutions in the marketplace today. Analysis of marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws.

261. Salesmanship
(3), (3). A course in general salesmanship involving the factors of successful selling of goods and ideas, selling motives, sales psychology, customer approach, and sales techniques are studied.
BUSINESS

continued

254. Management Seminar—Organizational Development  
(2). (3). Prerequisite: BUS 151, BUS 153 and concurrent 
enrollment in BUS 259. A study of the organizational 
objectives and management of human resources including 
the various approaches to organizational theory.  
255. Management Seminar—Business Strategy, 
the Decision Process and Problem Solving  
(2). (3). Prerequisite: BUS 250, BUS 254 and concurrent 
enrollment in BUS 251. Business strategy and the 
decision-making process applied to the first line 
supervisor and middle-management positions. Special 
emphasis is placed on application of the student's 
knowledge as related to his work experience.  
263. Advanced Shorthand  
(3). (3). Prerequisite: Satisfactory completion of 
BUS 154 or two years of typing in high school; satisfactory 
completion of 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.  
264. Shorthand Transcription  
(3). (3). Prerequisite: Satisfactory completion of BUS 
263; satisfactory completion of BUS 273. Emphasis upon 
specialized dictation, mailable transcripts, and 
vocabulary building. Development of high-level skill in 
production work meeting office standards.  
273. Advanced Typing  
(3). (3). Prerequisite: Satisfactory completion of 
BUS 174 or two years of typing in high school. Timed 
production of all types of business material is emphasized. 
A continuation of skill development and a review of typing 
techniques are also stressed. This course will demand 
accuracy at advanced speeds.  
275. Secretarial Procedures  
(3). (3). Prerequisite: 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: decision-making 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

continued

these concepts in explaining various observations and 
laws relating to chemical bonding, reactions, states 
of matter, solutions, electrochemistry and nuclear 
chemistry. The descriptive chemistry of some 
common elements and inorganic compounds is included. 
$5.00 Laboratory fee payable during registration.  
116. General Chemistry  
(4). (3,3). Prerequisite: CHM 101. 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. $5.00 
Laboratory fee payable during registration.  
170. Chemistry of Flammable Materials  
(3). (3). Enrollment is restricted to Fire Technology 
students. A survey of the chemical nature of matter with 
particular emphasis on flammable substances, pyrophoric 
materials, heat transfer reactions, spontaneous 
combustion, basic thermodynamics and related subjects. 
No laboratory fee.  
201. Organic Chemistry  
(4). (3,4). Prerequisite: CHM 101 and 102. Designed 
for science and science-related majors. An integrated 
introductory course in organic chemistry dealing with the 
fundamental types of organic compounds, their nomen- 
clature, 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. 
$5.00 Laboratory fee payable during registration.  
202. Organic Chemistry  
(4). (3,4). 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 develop- 
ment of aliphatic and aromatic systems, poly-functional 
compounds including amino acids, proteins, carbohydrates, 
sugars, heterocyclic and related compounds. 
Instrumental techniques will be used to identify 
organic compounds. $5.00 Laboratory fee 
payable during registration.  
203. Quantitative Analysis  
(4). (2,6). Prerequisite: CHM 101, 102, and MTI 101. This course 
includes the principles of chemistry as applied 
by the analytical chemist to quantitative determinations. 
Topics include gravimetric analysis, volumetric analysis, 
and acid-base theory. Laboratory experience focuses on the 
fundamentals of gravimetric and volumetric analysis with 
an introduction to colorimetry. $5.00 Laboratory 
fee payable during registration.  
234. Instrumental Analysis  
(4). (2,6). Prerequisite: CHM 202. This course 
emphasizes the role of modern electronic instrumentation 
in analysis. Laboratory work includes infrared and 
ultraviolet spectroscopy, gas chromatography, 
potentiometric titration, and colorimetry as analytical 
tools. $5.00 Laboratory fee payable during registration.  

Communications

131. Applied Composition and Speech  
(3). (3). A linguistic approach to the study of English 
as a practical means of preparing for successful 
performance in the student's chosen vocation. Emphasis 
placed upon assembling, organizing, and evaluating 
materials for the composition of letters, applications, 
resumes, and short reports. Practice 
in oral expression.  
132. Applied Composition and Speech  
(3). (3). Prerequisite: COM 131. Enrichment of 
communication process through the practice of oral and 
written persuasion directly related to vocational training and 
work experience. Expository techniques of business 
letters and documented reports. Wide periodic 
reading required.
Data Processing

133. Beginning Programming
(4), (3,4). Prerequisite: Successful completion of, or concurrent enrollment in, DP 130 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 debugging will be developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing COBOL. Lab fee $7.00. 0

136. Intermediate Programming
(4), (3,4). Prerequisite: DP 133, DP 137 or MTH 101. Further development of skills and proficiency using COBOL in a more complex programming environment. Special emphasis is given to random processing techniques, multiple input-output files, and the development of advanced program concepts of the language. Advise concurrent enrollment in DP 138. Lab fee $7.00. 0

137. Data Processing Mathematics
(3), (3). 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. 0

140. Operations—Console
(4), (3). Prerequisite: DP 137 and DP 139. Computer operation from a console in a batched mode on a multiprogramming, three 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. Lab fee $4.00. 0

231. Advanced Programming
(4), (3). Prerequisite: DP 136. Provides advanced 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. Lab fee $7.00. 0

232. Operating Systems and Communications
(4), (3). Prerequisite: DP 231. The objective of this course is to acquaint the student with concepts of an operating system, and provide him the technical knowledge required to work effectively in this environment. The internal functions of an operating system are analyzed, and training is given in the creation, operation, and maintenance of the system. Students will continue to develop programming techniques using the language of their choice in more sophisticated systems. Lab fee $7.00. 0

Dental Assisting

130. Dental Science
(4). Prerequisite: "C" study of science as it has evolved to a profession. The growth and development of the dental association and the auxiliary association and the education of the dental personnel are introduced 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. $2.00 material fee, payable during registration. 0

131. Dental Materials
(4). A study of general chemistry and its relationship to the physical properties of all dental materials. Methods and techniques in preparing gypsum products, mixing and pouring, types of impression materials, (rigid, plastic, and elastic) custom trays, denture bases, bite rims, dental cements, cavity liners, protective bases, restorative materials, dental waxes, abrasives and polishing agents. A study of sterilization and its application in the dental office. $7.00 materials fee payable during registration. 0

133. Beginning Dental Assisting
(3). Prerequisite: "C" average in DAT 130, 133. A study of the basic concepts of radiation therapy, patient care, radiographic procedures, anatomy, chemistry, physics, and the control program on oral hygiene, the proper use of hand instruments for the removal of cement from dental restorations and appliances. 0

136. Intermediate Dental Assisting
(3). 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. 0

137. Dental Operator Procedures
(2), (3). Prerequisite: "C" average in DAT 130, 131, 136. A study of patient care in the dental operators office, to 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. 0

138. Dental Office Practice & Bookkeeping
(3). Prerequisite: "C" average in DAT 135, 137, 138. A study of general and local anesthetics and the application of topical anesthetics. Preliminary inspection of the oral cavity and teeth and charting their findings. Learning the names of dental instruments, their purpose, when they are used and how they are used in dental office. First aid as it applies to the dental office. $2.00 material fee, payable during registration. 0

230. Dental Office Practice & Bookkeeping
(3). Prerequisite: "C" average in DAT 135, 137, 138. A study of general and local anesthetics and the application of topical anesthetics. Preliminary inspection of the oral cavity and teeth and charting their findings. Learning the names of dental instruments, their purpose, when they are used and how they are used in dental office. First aid as it applies to the dental office. $2.00 material fee, payable during registration. 0

231. Advanced Dental Roentgenology
(2), (3). Prerequisite: "C" average in DAT 135, 137, 138. A study of physics as it applies to roentgenology, advanced techniques in intra-oral films, dental exposure techniques and their relationship to the dental office and sterilization of instruments. 0

232. Dental Assisting Technology
(2). 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 blocks. How 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. $2.00 material fee payable during registration. 0

233. Dental Internship
(6),(18). Prerequisite: "C" average in DAT 135, 137, 138. Study of the duties in dental laboratory procedures,
DENTAL ASSISTING continued

care and safety measures of all laboratory equipment. Properties and manipulation of die stones, waxes, investment and rubber base materials, spruing inlays, investing inlays, use of the burn out oven and blow torch and casting machine. Construction of a gold MOD inlay, temporary acrylic jackets and dentures, cleaning and repairing prosthesis, removal of cement from dental restorations and appliances. $7.00 material fee payable during registration.

235. Dental Office Management (3), (3). 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.

236. Dental Operatory Practice (2), (2). 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. $2.00 material fee payable during registration.

237. Dental Internship (6), (18). 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

134. Industrial Garment Construction (3), (2). Analysis of the mass production in the apparel industry. The study of equipment, techniques and skills involved in the construction of apparel. Lab Fee $2.00.

135. Textiles (3). A study of fibers, fabrics, and finishing processes, including identification and analysis of all types of textiles and their application in industry. Graphic history of textiles of the traditional styles and comparative analysis with contemporary developments.

136. Fashion Sketching (3), (2). 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.

234. History of Costume (3). 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.

235. History of Costume (3). 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 which have affected garment styles and their influence upon the current mode.

DIRECTED STUDIES

Directed Studies

901. Directed Studies (1), (1). Prerequisite: Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit.

902. Directed Studies (2), (2). Prerequisite: Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit.

903. Directed Studies (3), (3). Prerequisite: Completion of twelve semester hours in residence and the approval of a division chairman and the Dean of Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors seminars, field study, or independent study. May be repeated for credit.
130. Technician Drafting (2, 3, 4). A beginning drafting course to enable students to read and interpret engineering drawings. Topics covered include orthographic drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams and printed circuit boards. 0

132. Basic Drafting (4, 5). A beginning course for students who have had little or no previous experience in drafting. The principal objectives are basic understanding of orthographic projection; skill in orthographic, axonometric, and oblique sketching and drawing; lettering fundamentals; applied geometry; fasteners; sectioning; tolerancing; and 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.

133. Intermediate Drafting (3, 4). Prerequisite: DFT 132. The instructional units provide additional understanding of drafting problems, places emphasis on the design function and introduces several specialized drafting areas. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. 0

135. Reproduction Processes (2, 3, 4). Prerequisite: DFT 132. A study of equipment and processes used to reproduce technical art: graphic arts process camera, lithographic offset printing, diazo reproduction, blue-printing, photodrafting, microfilming, photocopying, silk screen printing, printed circuit board etching, thermography, typographies, xerography, engraving, 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. 0

136. Geological and Land Drafting (3, 4). Prerequisite: DFT 132 and MTH 132. Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, geology, topography, geology, mapping, and application of drawing techniques to land surveying, including boundaries, roads, buildings, elevations, plan and profile sheets, cross sections, plotting surveyor's notes, traverses, plot plans and plats. 0

230. Structural Drafting (3, 4). Prerequisite: DFT 132 and MTH 132. A study of stresses, thermal and elastic qualities of materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components. 0

231. Electronic Drafting (3, 4). Prerequisite: DFT 132. Develops skill in drawing and understanding of drawings used in the electronics industry. Topics include logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed wiring boards, integrated circuits, component packaging, chassis design and current practices. 0

232. Technical Illustration (3, 4). Prerequisite: DFT 132. Instruction and experience in the rendering of three-dimensional drawings. Orthographic views and engineer's sketches are developed into isometric, dimetric, perspective, and isometric drawings of components and their environments. Mechanical lettering, airbrush, and clamping techniques are presented, use of commercially prepared pressure-sensitive materials and layout of electronics schematics are included in the course. 0

233. Advanced Technical Illustration (4, 5). Prerequisite: DFT 132. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, airbrush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective renderings, design of commercial displays, and art for slide presentations.

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ENGINEERING

Engineering

101. Engineering Analysis
(3), (2). Prerequisite: MTH 603 or equivalent. The past, present, and future role of the engineer in society; branches and specialties in engineering; introduction to engineering analysis affording practice in analyzing and solving engineering problems; computational methods and devices, to include slide rule theory and techniques, and introduction to numerical methods and computer programming.

102. Engineering Graphics
(3), (2,4). 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.

106. Descriptive Geometry
(3), (2,4). Prerequisite: DTF 122 or ENG 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.

108. Computer Methods in Engineering
(3), (3). Prerequisite: MTH 126 or registration therein. A study of the fundamental methods of numerical analysis with applications by computer programming. Topics taught are computer programming, recursion formulas, successive approximations, error analysis, non-linear equations, systems of linear equations and matrix methods, probabilistic models, interpolation, determination of parameters, numerical integration and solution of ordinary differential equations.

201. Engineering Mechanics
(3), (3). Prerequisite: Credit or concurrent registration in MTH 227. Dynamics—the study of linear and angular motions of particles and rigid bodies resulting from applied forces, time, mass, velocity, acceleration, work and energy, impulse and momentum, kinematics.

(3), (3). Prerequisite: MTH 227 or registration therein. A study of forces, deformation, and material properties of simple structural elements. Concepts of stress, strain and elastic properties are presented. Analyses of thin-walled vessels, members loaded in tension, torsion, bending and shear, combined loadings and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced.

ENGLISH

203. Engineering Production Techniques
(3), (1,3), (1,3). Prerequisite: ECR 103 or consent of instructor. Standard machining of metals, layout, turning, boring, shaping, drilling, threading, milling, and grinding. Manufacturing of interchangeable parts, fixtures and jigs with theoretical applications.

204. Electrical Systems Analysis
(3), (3). Prerequisite: MTH 227 or registration therein. Introduction to electrical science, fundamental electrical systems and signals; basic concepts of electricity and magnetism with mathematical representation and computation.

240. Statics
(3), (3). Prerequisite: MTH 132 or MTH 102. A study of forces and force systems, resultant of forces and force components, moments, friction, and equilibrium. Emphasis on solving problems involving forces acting on members of trusses and frames structures applying both analytical and graphical methods of the solution of problems.

241. Characteristics and Strengths of Materials
(3), (3). Prerequisite: ECR 240 and DFT 133. A study of the characteristics and strengths of materials as they relate to loads, stresses, and deformations within the elastic range.

Environmental Technology

101. Environment and Man
(3), (3). A one-semester course dealing with topics relating to man and his environmental role. Subjects will be treated through discussions, guest speakers, films, and field studies. Recognized authorities and specialists from many disciplines will be used as guest lecturers and resource persons. The thesis of the course will be the man's responsibility to the environment and will be interdisciplinary. The course is designed for all students interested in the environmental problems of today.

103. Environmental Geology
(3), (2,2). A survey of geologic materials and processes from an environmental viewpoint. Studies include the man's adaptations and adjustments to the limits of the geologic environment. Environmental relationships are explored in laboratory and field studies. $5.00 Laboratory fee payable during registration.

105. Atmospheric and Water Environments
(3), (2,2). A survey of the atmosphere and hydrosphere from the environmental viewpoint. Description of normal conditions and studies of variations includes consideration of effects upon man and man's effects upon this portion of the total environment. Environmental relationships are explored in laboratory and field studies. $5.00 Laboratory fee payable during registration.

201. Seminar in Environmental Science
(1,2). Prerequisite: ENV 101 and 103 or 105. The course is designed to provide students with supervised field experience. Students will be placed in local industries, treatment plants, and laboratories in order to use current equipment and experience common procedures.

Fire Protection

131. Introduction to Fire Protection
(3), (3). A course in the history and development of fire protection; the role of the fire service in the development of civilization; personnel in fire protection; introduction to general fire hazards; and a discussion of the problems and possible solutions for current and future fire protection.

132. Fire Prevention Theory and Application
(3), (3). Prerequisite: FPT 101 or 103. The development of fire prevention laws and ordinances for elimination of fire hazards; inspection organization, practices and procedures; theory and application of laws and ordinances in modern concepts of fire prevention.

133. Fire Operations Strategy
(3), (3). The aspects of tactics and strategy in extinguishing fires; pre-fire plans; organization of the fire ground, including techniques of using available equipment and manpower; a study of configurations and techniques of prediction of fire severity. Emphasis will be placed on the development of thinking skills in relation to crises.

135. Introduction to Fire Administration
(3), (3). A course in the practical application of records, reports and training; the municipal fire problem; organization for fire protection to include manpower, equipment and facilities, principles or organization; methods of supervision and discipline; relations with the public and other city departments; the budget and purchasing practices; a study of rating systems and their application to the fire service; discussion of the proper ways to handle personnel problems, grievances and employee suggestions.
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 (county) and (state) where you last resided.
   **Name of Parent or Guardian: (Complete if under 21)

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: __________________________

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EL CENTRO COLLEGE
Admissions Office
Main and Lamar
Dallas, Texas 75202

FOLD AND SEAL. POSTAGE NOT REQUIRED
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             |

13. Indicate Major Field of Study: __________________________________ If undecided, check here □
To the Student:
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.

EL CENTRO COLLEGE
Health Center
Main & Lamar
Dallas, Texas 75202

REPORT OF MEDICAL HISTORY
This side to be completed by ALL Students
Print answers to all questions.

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

<table>
<thead>
<tr>
<th>LAST NAME (Print)</th>
<th>FIRST NAME</th>
<th>MIDDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME ADDRESS</td>
<td>CITY/TOWN</td>
<td>STATE</td>
</tr>
</tbody>
</table>

NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN

ENROLLMENT DATE: MARITAL STATUS:

Fall Spring Summer Year
S M W M D

CITIZEN: U.S. Other

WHERE?

ARE YOU A VETERAN? Yes No

FAMILY HISTORY

<table>
<thead>
<tr>
<th>Age</th>
<th>State of Health</th>
<th>Occupation</th>
<th>Age of Death</th>
<th>Cause of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Father  
Mother  
Brothers 

Sisters 

PERSONAL HISTORY

HAVE YOU HAD?

Yes Yes Yes Yes Yes

Scarlet Fever Insomnia Other Allergy Back Problems Albumin/Sugar in Urine

Measles Depression/Axiety Penicillin Tumor, Cancer, Cyst

German Measles Frequent Depression Sulfinamides Stomach or Intestinal Trouble

Who?

Kidney Disease

Mumps

Heart Disease

Chicken Pox Worry or Nervousness Other Arthritis

Malaria Recurrent Colds Recurrent Headache Gallbladder Trouble

Gum or Tooth Trouble Paginations (Heart) Chronic Cough Gastric Ulcers

Dental Work Needed Head Injury with Unconsciousness High or Low Blood Pressure Recurrent Diarrhea

Sinusitis

Rheumatic Fever or Heart Murmur

Eye Trouble Hay Fever, Asthma Axis of the Heart

Ear, Nose, Throat Trouble Paralysis Tumor, Cyst

Surgery

Dizziness, Fainting

Appendectomy Pain/Pressure in Chest Recent Gain or Loss of Weight

Tonsillectomy

FEMALES ONLY

Hernia Repair

Others

PERSONAL INFORMATION

A. Has your physical activity been restricted during the past five years? (Give reasons and durations)

B. Have you had difficulty with school, studies, or teachers? (Give details)

C. Have you received treatment or counseling for a nervous condition, personality or character disorder, or emotional problems? (Give details)

D. Have you had any illness or injury other than already noted? (Give details)

E. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past five years? (Other than routine checkups?)

F. Have you been rejected for or discharged from military service because of physical, emotional, or other reasons? (If so, give reasons)

G. Do you have any question in regard to your health, family history, or other matters, such as pre-marital counseling, which you would like to discuss now with a member of the staff of the Health Center? No Counseling Center

Student's Signature

REM ARKS OR ADDITIONAL INFORMATION
(Use additional sheet if necessary)
REQUIRED IMMUNIZATIONS FOR ALL STUDENTS

<table>
<thead>
<tr>
<th>Completed</th>
<th>Yes</th>
<th>No</th>
<th>Date of Last Injection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Tetanus (within 10 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (if under age 19) (within 10 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REQUIRED OF ALL STUDENTS INCLUDING CURRENT DATE

<table>
<thead>
<tr>
<th>Chest x-ray</th>
<th>Neg.</th>
<th>Pos.</th>
<th>Date</th>
<th>or</th>
</tr>
</thead>
<tbody>
<tr>
<td>T.B. skin test</td>
<td>Neg.</td>
<td>Pos.</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

PHYSICIAN'S SIGNATURE

ADDRESS

PRINT LAST NAME DATE

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

Treatment consent for students under age 21. Parent or guardian must sign. If student is over 21, the student must sign. In case of serious accident/illness I give the Health Center permission to select procedure of choice.

SIGNATURE DATE

BE CERTAIN PHYSICIAN AND STUDENT, PARENT OR GUARDIAN HAVE SIGNED THIS FORM

EL CENTRO COLLEGE
HEALTH CENTER
MAIN AT LAMAR
DALLAS, TX. 75202
GEOGRAPHY/GEOLoGY

German
101. Beginning German
(3), (3). Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. $1.00 lab fee. 

102. Intermediate German
(3), (3). Prerequisite: GER 101 or equivalent. Continuation of GER 101 with emphasis on idiomatic language and complicated syntax. 

103. Advanced Reading
(3), (3). Prerequisite: GER 201 or equivalent. Development of reading skills for specialized content areas. 

Government
201. American Government
(3), (3). An introduction to the study of political science; origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; civil rights and liberties, local government; parties, politics and political behavior. Either CIV 201 or 202 satisfies requirement for Texas State Teacher Certification. 

202. American Government
(3), (3). Prerequisite: GIV 201. A study of the United States and Texas legislative process, the executive and bureaucratic structure, the judicial process, and domestic policies. Other topics include foreign relations and national defense. Either CIV 201 or 202 satisfies requirement for Texas State Teacher Certification. 

Guided Studies
090. Guided Studies Mathematics
(3), (3). GSM 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. 

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

100. Guided Studies Reading
(3), (3). GSR 090 is concerned with the improvement of comprehension skills, vocabulary building, and study skills. The course is designed for students who wish to strengthen the basic reading skills necessary for success in vocational, technical, and transfer educational programs. The course provides instruction on an individual basis so that students may progress at their own rate of achievement. 

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

102. General Geography
(4), (3). Study of earth materials and processes for science and non-science majors. Includes examination of the earth’s interior, magnetism, gravity, setting in space, minerals, rocks, structure and geologic processes. $5.00 Laboratory fee payable during registration. 

103. General Geology (Historical)
(4), (3). 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. $5.00 Laboratory fee payable during registration. 

From 1980’s department store to community college lobby, students now gather where saltrockers once sold the latest lines.
HISTORY

101. History of the United States
(3, 3) 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.

102. History of the United States
(3, 3) A survey of the unfolding of the United States History from the Reconstruction Era. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. History 101 recommended.

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

106. Western Civilization
(3, 3) The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic, and political factors of recent history.

110. The Heritage of Mexico
(3, 3) This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the people 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.

120. Afro-American History
(3, 3) 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 United States from colonial times. Emphasis on political, economic and sociological factors of the 20th Century.

Home Economics

101. Basic Design
(3, 12, 4) A study of the fundamental principles of art, design, and color as a basis for developing originality and art appreciation in the home and in clothing. Laboratory experiences enhance the development of creative abilities by the application of the fundamental principles. This course is for students interested in home economics.

102. Food Selection and Preparation
(3, 2, 4) 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. $3.00 Laboratory fee payable during registration.

110. Clothing and Home Design
(3, 2, 4) Prerequisite: HS 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 Services

131. Orientation to Human Services
(3, 3) A brief survey of historical development of social services in our society. Emphasis is on current needs, practices and projected changes. Will involve contact with community agencies and give the student the opportunity to test his interest in people-to-people occupations.

134. Human Services Seminar
(3, 1) A continuation of HS 131 - Orientation to Human Services with an emphasis on class discussion, sharing of experiences. A problem-solving approach to individual, family, and community problems.

Human Development

101. Introduction to the Humanities
(3, 3) 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.

105. Basic Processes of Interpersonal Relationships
(3, 1) A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities are planned, partly by each class, designed to meet specific human needs of the students in the class. Open to freshmen and sophomores.
INTERIOR DESIGN

Interior Design

130. Basic Planning (3, 2,4). Prerequisite: Enrollment in Design Institute. The student learns to use drawing instruments in drawing two-dimensional forms, drafting basic architectural plans and symbols, use of architectural lettering, and electrical plan overlay.

131. Basic Watercolor and Gouache (2, 6). Prerequisite: Successful completion of concurrent enrollment in INT 130. The study of color theory, color systems, and mixing techniques of transparent and opaque pigments. The practice of using values, tints and intensities. Basic color schemes and color psychology applied to INT 130 projects.


133. Advanced Architectural Planning (2, 6). Prerequisite: INT 130. The student learns drawing of floor plans, interior elevations and furniture plan layout and space planning. One and two points perspective to be projected into advanced watercolor for illustration in color. Orthographic and isometric projections are made of furniture studies.

230. History of Interior Arts (4, 3). Prerequisite: INT 132. A study of the evolution of the interior arts and related architectural development from Egyptian through Rococo. The student compiles a notebook of supplementary material. Lectures, slides, field trips, and reports provide research information.

231. History of Interior Arts (4, 3). Prerequisite: INT 230. Continuation of study of evolution of interior arts from Neo-Classical through Victorian with related architectural development. The student compiles a notebook of supplementary material. Lectures, field trips, and reports provide research information.

232. Fabrications (3, 6). Prerequisite: INT 133 and INT 132. The study of furniture upholstery, wood refinishing, frame construction, new materials, drapery making and wall covering techniques. The course is geared for general understanding and technical methods rather than for learning of craftsmanship.


234. Interior Space Composition and Presentation (3, 2,4). Prerequisite: INT 230, INT 132. 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.

236. Concepts of Contemporary Interior Design and Lighting (3, 3). Prerequisite: INT 231 or consent of instructor and concurrent enrollment in INT 237. Concentration on 20th Century and current developments in interior 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.

237. Advanced Principles of Interior Design (4, 3,3). Prerequisite: INT 235 or consent of instructor and concurrent enrollment in INT 236. Organization of all aspects of interior and related exterior spaces including 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.

238. Client Psychology Survey and Business Procedures (4, 3,3). Prerequisite: INT 236 or consent of instructor and concurrent enrollment in INT 239. A study of designer and client relations, how to analyze and meet the client's needs by interview and survey. How to coordinate the proper design and presentation to the individual client. Application of color psychology principles, guest speakers, in-the-field on-the-job projects. How to use source catalogs and showrooms and local crafts and workshops. How to estimate costs and make contracts. How to coordinate projects and install for studio organization and professional ethics. Field trips and student notebook.

LIBRARY TECHNOLOGY

Library Technology

131. Introduction to Libraries (3, 3). Prerequisite: Open to all students. A general introduction to library activities and operations, as they relate to various types of libraries and services.

132. Introduction to Media I (3, 3). Prerequisite: INT 131 and INT 132. Study and practice of basic skills and operations associated with the acquisition, organization, preparation and preservation of library materials.

133. Co-Operative Field Service in Libraries II (3, 2,2). Prerequisite: LT 131 and LT 132. Study and practice of basic skills and operations in areas of public assistance, including circulation and informational services.


104, 105. (Freshman) 202, 203 (Sophomore) Student Publications. Prerequisite: INT 102. Individual staff assignments on the student newspaper in one of the following journalistic fields: writing, advertising, photography, cartooning, editing, on-the-job training in appropriate work situations related to the student's individual aptitudes and interests. To be arranged, subject to the approval of the Division Chairman.
sequence with \(121 \times 223 - 221 \times 224\) is equivalent to the sequence with \(123 \times 222 - 221 \times 224\).

126. Introductory Calculus
(3, 5). Prerequisite: MTH 105 or MTH 106 or MTH 121 or equivalent. Study of limits, continuity, derivatives, slopes, tangents, chain rule, implicit differentiation, higher derivatives, differentials, integration, applications of differential and integral calculus, and trigonometric and inverse trigonometric functions.

130. Business Mathematics
(3, 3). Prerequisite: One year of high school algebra or GSM 091. Common application of percent to business problems, simple and compound interest, bank discount, payrolls, taxes, purchase discounts, periodic payment plans, depreciation, overhead, business statements, markup and markdown, various problems in retailing.

131. Technical Mathematics
(3, 3). Prerequisite: Two years of high school algebra or MTH 091. A course designed for technical students covering a general review of arithmetic, a treatment of the following: polynomial and rational, exponential, logarithmic and inverse trigonometric functions, matrices, and parametric equations.

132. Technical Mathematics
(3, 3). Prerequisite: MTH 227 or equivalent. A continued study of techniques of differentiation and integration with respect to logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors.

228. Mathematical Analysis II
(3, 3). Prerequisite: MTH 272 or equivalent. A continued study of vectors, introduction to functions of several variables, multiple integrals, improper forms, and infinite series.

229. Differential Equations
(3, 3). Prerequisite: MTH 224 or MTH 228. A course in ordinary differential equations concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

MEDICAL ASSISTING

131. Medical Terminology
(4, 4). Prerequisite: Admission to Medical Assisting. A course designed for technical students which includes a study of the medical terminology of functions, differential calculus, integral calculus, and applications. Determinants, parametric equations, and coordinate systems.

132. Calculus
(3, 3). Prerequisite: MTH 127 or equivalent. A continued study of techniques of differentiation and integration with respect to logarithmic and exponential functions, parametric equations, polar coordinates, hyperbolic functions and vectors.

228. Medical Assisting Technology
(3, 3). Prerequisite: Concurrent enrollment with MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

133. Medical Assisting, Ethics and Economics
(3, 3). Prerequisite: Admission to Medical Assisting. A study of the medical law including the legal relationship of physician and patient, creation and termination of 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.

134. Medical Assisting, Applications
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

135. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

136. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

137. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

138. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

139. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

140. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

141. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

142. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

143. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

144. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

145. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

146. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

147. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

148. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

149. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

150. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

151. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

152. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

153. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

154. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

155. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.

156. Seminar Applied Anatomy and Physiology
(3, 3). Prerequisite: Concurrent enrollment in MTH 128. A course in medical assisting technology concerned with first order equations, singular solutions, and miscellaneous methods of solving and analyzing differential equations of first and higher order.
Medical Laboratory Technology

133. Hematology
(4), (3,3). 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 135. The theory and basic techniques utilized in the hematological examination of blood will be presented. ☐

135. Urology
(3, 3). 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. ☐

136. Immunology
(4), (3,3).

138. Immunology
Score of enrollment in MLT 133 and 135. The basic theory and principles of immunology will be presented. Building upon this background, the laboratory procedures utilized in the serological and immunohematological examination of blood and serum shall be considered. ☐

139. Clinical Practice
Hematological examination of blood and serum will be presented. Emphasis will be given to the music of late Gothic, Renaissance, and Baroque eras. Special emphasis is given to the music of late Gothic, Renaissance, and Baroque eras. ☐

140. Applied Music—Minor
(1). One-half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. ☐

Music

101. Freshman Theory
(4), (3,4). 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. ☐

102. Freshman Theory
(4), (3,4). Prerequisite: MUS 101 or consent of instructor. Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. ☐

104. Music Appreciation
(3), (3). 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. ☐

110. Music Literature
(3), (3). 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 history. Special emphasis is given to the music of late Gothic, Renaissance, and Baroque eras. ☐

111. Music Literature
(3), (3). Prerequisite: MUS 110. A continuation of the studies introduced in MUS 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic, and Modern periods. ☐
MUSIC
continued
221-240. Applied Music—Concentration
(2). Private instruction in the area of student's concentration. Two-half hour lessons a week. Open to students registered in music theory, ensembles, and other music major or minor courses.  

251-270. Applied Music—Major
(2). Private instruction in the area of 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.  

150. Chorus
(1), (3). 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.  

151. Voice Class I
(1), (2). 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.  

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

155. Vocal Ensemble
(1), (3). A select group of mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director.  

160. Band
(1), (3). The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors. Open to all other students upon consent of instructor.  

173. Percussion Ensemble
(1), (3). Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.  

175. Strings Ensemble
(1), (3). Select group of instrumentalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.  

177. Chamber Ensemble
(1), (3). Select groups of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles. Membership through audition with the appropriate director.  

185. Stage Band
(1), (3). Prerequisite: Consent of instructor. The stage band studies and performs a wide variety of music with emphasis on the jazz oriented big-band styles of the 1960's.  

199. Recital
(1), (2). One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required for all music students and open to all other students.  

201. Sophomore Theory
(4), (3,4). Prerequisite: MUS 101-102 or by 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 sigh-singing, keyboard harmony and ear training.  

202. Sophomore Theory
(4), (3,4). Prerequisite: MUS 201 or equivalent or by consent of instructor. A continuation of MUS 201, including a study of sonata-allegro form; nineth, 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 sigh-singing, keyboard harmony and ear training.  

NURSING
Nursing

120. Nursing Care in Physical and Mental Health
(6), (3,9). Prerequisites: NUR 132 and concurrent enrollment in BIO 121 and PSY 201. A study of the family as it is influenced by pregnancy, delivery and postpartum, as well as the growth and development of the child.  

121. Nursing Care of Physically and Mentally III
(6), (3,9). Prerequisites: NUR 132 and concurrent enrollment in BIO 121 and PSY 201. The study of the impact of illness both physical and mental upon selected patients and their families and the role of the nurse in meeting the physical and emotional needs associated with selected disorders.  

122. Fundamentals of Nursing
(6), (3,9). Prerequisite: Admission to program. The study and practice of basic nursing skills with emphasis on safety, comfort, body mechanics, nutrition, pharmacology, and historical and current trends. Lab fee $10.00.  

123. Nursing of Physically and Mentally Ill-II
(9), (1,3). Prerequisites: NUR 132 and NUR 121. A continuation of Nursing 121 with increasing implementation of supportive and therapeutic nursing care to more complex patient needs including chronic mental and physical disorders and the teaching required of these patients and their families.  

211. Nursing Care of the Physically and Mentally Ill-III
(4), (2,15). Prerequisites: NUR 230. A continuation of organizing and providing total care for persons and their families with complex physical and mental health problems with emphasis on the refinement of skills as well as continued investigation of professional responsibilities and limitations. (Summer session, 1974, only)  

PATTERN DESIGN
Pattern Design

125. Pattern Drafting and Draping
(3), (2,4). 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. POD 125 and 126 are equivalent to POD 130. Lab Fee $2.00.  

126. Pattern Drafting and Draping
(2), (1,3). Prerequisite: POD 125. Student learns to draft and drape basic patterns in collars, skirts, sleeves and dresses. POD 125 and 126 are equivalent to POD 130. Lab Fee $2.00.  

130. Pattern Drafting and Draping
(5), (3,9). 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. Lab Fee $4.00.  

131. Pattern Drafting and Draping
(5), (3,9). Prerequisite: POD 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. Lab Fee $4.00.  

230. Creative Pattern Design
(5), (3,9). Prerequisite: POD 131. Student learns techniques to develop patterns for children, junior petite, junior, active sportswear, misses, and suits. Special assignments for Apparel Design Students. Lab Fee $4.00.  

231. Creative Pattern Design
(5), (3,9). Prerequisite: POD 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. Lab Fee $4.00.
PHILOSOPHY/ P.E.

Philosophy

102. Introduction to Philosophy
(3, 3). 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 important ancient and modern, are examined as possible solutions. 0

105. Logic
(3, 3). 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. 0

203. Ethics
(3, 3). Prerequisite: Sophomore standing. This course is an 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. 0

208. History of Modern Philosophy
(3, 3). Prerequisite: Sophomore standing. A continuation of PHI 207. Starting with the Renaissance, it examines Western thought through the 19th century. Special emphasis will be given to the philosophical foundations of modern society. For pre-medical students who require a two-semester course in philosophy. 0

257. Standard and Advanced First Aid
(3, 3). A study of the basic principles of concepts of safety. This course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for those who desire to become certified as certified first aiders. 0

115. Physical Science
(4, 3, 2). A study of the basic principles and concepts of physics, chemistry, and biology. This course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for those who desire to become certified as certified first aiders. 0

116. Physics
(4, 3, 2). A study of the basic principles and concepts of physics, chemistry, and biology. This course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for those who desire to become certified as certified first aiders. 0

PHYSICS

111-112 General Physics
(4, 4, 3). Prerequisite: Working knowledge of Algebra, Geometry, and Trigonometry. An introduction to the principles of physics, chemistry, mathematics, and engineering. Designed primarily for technical programs. $5.00 Laboratory fee payable during registration. 0

201. General Physics
(4, 3, 3). Prerequisite: Credit or current enrollment in MTH 126 or MTH 222. Principles and applications of mechanics, wave motion, and sound. Emphasis on fundamental concepts and problem-solving. Describes primarily for technical programs. $5.00 Laboratory fee payable during registration. 0

202. General Physics
(4, 3, 3). Prerequisite: PHY 201 and credit or current enrollment in MTH 125 or MTH 222. Principles and applications of heat, electricity, magnetism, and optics. Emphasis on fundamentals, concepts, problem-solving, and laboratory work. $5.00 Laboratory fee payable during registration. 0

203. Modern Physics
(4, 3, 3). Prerequisite: PHY 202. Principles of relativity, atomic and nuclear physics with emphasis on fundamentals and concepts. $5.00 Laboratory fee payable during registration. 0

POLICE SCIENCE

136. Patrol Administration
(3, 3). Prerequisite: POL 140. For the student to acquire an understanding of modern personnel problems, patrol administration, and to relate these problems to operational and administrative 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 the service of society. Patrol administration problems are studied and an analysis of alternate solutions is made. The objectives of the course are analysis of patrol operations, attempt to establish new patrol areas, and increase the capabilities of the patrol function. 0

137. Police Community Relations
(3, 3). The role of the individual officer in achieving public support. Human relations, group dynamics, and community relationships are explored with the emphasis on developing good police-community relations. 0

140. Introduction to Law Enforcement
(3, 3). The student will acquire a basic philosophy and history of state and federal law enforcement agencies. Surveys of professional opportunities and personnel qualifications are studied. The course is designed to 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 in this country, how the police function is structured to meet the needs of the population, and the historical and philosophical foundations upon which these systems are based. $5.00 Laboratory fee payable during registration. 0

141. Police Organization and Administration
(3, 3). The structure and organization of law enforcement agencies. An introduction to basic organizational theories and the management of general and specialized police studies in the dynamic field of public administration. This course includes an examination of traditional organizational concepts, administrative techniques, personnel policies, and operating systems. $5.00 Laboratory fee payable during registration. 0

142. Legal Aspects of Law Enforcement
(3, 3). Prerequisite: POL 140. To provide the student with a basic understanding of the nature of criminal jurisprudence, a working knowledge of legal principles and a survey of case law. The course covers the constitution's role in the legal system, police power and the constraints placed upon the role of the police, the role of law enforcement in the administration of justice, and the roles of the courts and the police in the legal system. $5.00 Laboratory fee payable during registration. 0

233. Introduction to Criminalistics
(3, 3). Prerequisite: POL 140 and 240. Physical evidence in criminal investigation relative to recognition, collection, preservation and laboratory processing; overview of instrumental techniques, identification, and comparison techniques through examination of photographs of evidence from actual laboratory cases. 0

240. Criminal Investigation
(3, 3). Prerequisite: POL 140 and 240. This course presents an overview of fundamental concepts leading to the understanding of crime investigation, and the crime scene process. It covers techniques of crime scene investigation and the analysis of crime scene evidence. This is a comprehensive course designed to provide the student with the skills necessary to conduct a complex investigation. The course includes an examination of investigative techniques, legal procedures, and basic scientific analysis. 0

241. Police Role in Crime and Delinquency
(3, 3). Prerequisite: POL 140. This course presents an overview of fundamental concepts leading to the understanding of crime investigation, and the crime scene process. It covers techniques of crime scene investigation and the analysis of crime scene evidence. This is a comprehensive course designed to provide the student with the skills necessary to conduct a complex investigation. The course includes an examination of investigative techniques, legal procedures, and basic scientific analysis. 0

242. Juvenile Procedures
(3, 3). Prerequisite: POL 140. This course is designed to integrate and synthesize the significant contributions resulting from current research in the field of juvenile procedures and to present new materials in the field. An introduction to the development of juvenile police work with children and youth in developing the student's understanding and appreciation of the intricacy of the juvenile function and modern police philosophy in working with juveniles. 0

Physical Education

101. Fundamentals of Health
(3, 3). A study of personal and community health. Emphasis is placed on causative factors of various diseases, means of prevention, and relationship to personal health and community health. $10.00 Laboratory fee required. 0

118. Beginning Golf
(3, 3). A coeducational class in beginning golf. Equipment furnished. No uniform required. $5.00 Laboratory fee required. 0

119. Beginning Tennis
(3, 3). A course designed for the beginner. Basic tennis fundamentals will be covered. Uniform required. $5.00 Laboratory fee required. 0

120. Bowling
(3, 3). An activity course that will provide the student an opportunity to participate and improve skills in one of the more popular recreational activities. $10.00 Laboratory fee required. 0

124. Social Dance
(3, 3). Students who have limited experience in dance will find this course beneficial. Ballroom and Social Dance includes fundamental steps and rhythms of the fox trot, waltz, tango, and other recent dances. "Country" dancing includes reel, square dance, and other related dances. 0

144. Introduction to Physical Education
(3, 3). Designed for professional orientation in the area of physical education. Brief history, philosophy, modern trends in physical education, teacher qualifications, vocational opportunities, expected competencies and skill testing are included within scope of the course. 0

218. Intermediate and Advanced Tennis
(3, 3). A course designed to develop skills and techniques beyond the "beginner's" stage. $5.00 Laboratory fee required. 0

219. Intermediate and Advanced Tennis
(3, 3). A course designed to develop skills and techniques beyond the "beginner's" stage. $5.00 Laboratory fee required. 0

257. Standard and Advanced First Aid and Safety Education
(3, 3). Theory and practice in the standard and advanced courses of the American National Red Cross in First Aid, Home and Farm Safety, for physical education, health and recreation majors and minors with specific interest. 0
243. Probation and Parole
PSYCHOLOGY

This course is an elective course, designed as an introduction to the many
faced 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.

244. Traffic Planning and Administration

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
evacuate 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.

245. Traffic Law

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.

246. Penology (Jail Operation and Management)

Prerequisite: POL 140. The purpose for this elective course is to afford the student an opportunity to acquire the
knowledge of the basic principles of penological control, traffic
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.

247. Preparatory Psychology

Prerequisite: PSY 105. A study involving the direct application of psychological principles to human relations problems in
business and industry. Consideration is given to
how factors such as human nature, motivation, learning, emotions, thinking and intelligence, can be
applied to today's criminal justice official. An overview of the principles and techniques used by the various agencies
to evacuate 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.

131. Human Relations

Prerequisite: PSY 105. 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 meet the needs of the students enrolled in
each section.

201. Human Growth and Development

Prerequisite: PSY 105. A study of human growth, development and behavior, emphasizing the
effects of environment on human development. Special emphasis will be placed on observing, recording, and modifying human
behavior. Some off-campus work will be required.

205. Psychology of Personality

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

299. General Psychology

Prerequisite: PSY 105. An in-depth survey of
behavior, including learning, motivation, perception,
and emotion. An introduction to psychological research, data collection and analyses will be included.

250. Psychology of Behavior and Development

Prerequisite: PSY 105. A study of the development of psychological processes from infancy to
maturity, emphasizing the role of the environment in
the development of personality. Special emphasis will be placed on the effects of social and emotional factors on
human growth and development.

251. Psychology of Learning

Prerequisite: PSY 105. A study of the processes of learning, including conditioning, stimulus-response
relations, and reinforcement. Special emphasis will be placed on the role of learning in human behavior and the effects of
environmental factors on learning.

252. Psychology of Personality

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

299. General Psychology

Prerequisite: PSY 105. An in-depth survey of
behavior, including learning, motivation, perception,
and emotion. An introduction to psychological research, data collection and analyses will be included.

Recommended for psychology majors. 1
### Respiratory Therapy

120. Applied Anatomy and Physiology

(1, 11). Prerequisite: Concurrent enrollment in BID 120. A one-hour seminar designed to assist the student in making practical application of the principles of anatomy and physiology to the area of respiratory therapy. 

121. Applied Anatomy and Physiology

(1, 1). Prerequisite: BID 120 and concurrent enrollment in BID 121. A continuation of RES 120. 

130. Orientation

(3, 3). Prerequisite: Admission to the program. This course is designed to acquaint the student with the field of respiratory therapy and the responsibilities of the technician as a member of the health team. 

131. Clinical Laboratory I

(1, 3). Prerequisite: RES 130. Supervised observation and practice in a respiratory therapy department. Designed to introduce the student to the hospital atmosphere. 

132. Basic Technology

(4, 3). Prerequisite: RES 130. The basic principles of respiratory therapy techniques and basic operation of equipment. $7.00 laboratory fee payable during registration. 

133. Clinical Practice I

(3, 12). Prerequisite: RES 132. Students perform standard respiratory therapy procedures in a clinical setting under supervision. 

134. Therapy Related to Disease

(4, 4). Prerequisite: RES 132. Lecture series given by physicians and therapists on general techniques, physiology, and pathophysiology of cardiopulmonary failure, respiratory pediatric care, obstructive airways diseases and pre- and post-operative problems. 

230. Technical Correlation

(4, 3, 3). Prerequisite: RES 132, 133, and 134. The student is given ample opportunity to correlate previous instruction with experiences in clinical practice. Discussion of intimate mechanics and its relationship to physiology. $7.00 laboratory fee payable during registration. 

231. Clinical Practice II

(3, 12). Prerequisite: RES 132 and 134. Practice in the cardiopulmonary laboratory doing such procedures as Spirometry, blood-gas analysis and lung volumes. Practice in an intensive care unit. 

232. Seminar

(3, 3). Prerequisite: RES 230 and 231. Under the supervision of physicians the student will present selected cardiopulmonary cases once a week. 

233. Advanced Technology

(3, 3). Prerequisite: RES 230 and 231. The student will review and evaluate recently written literature in Respiratory Therapy. 

234. Clinical Laboratory II

(1, 11). Prerequisite: RES 132 and 134. The student performs as an assistant clinical instructor. 

235. Clinical Practice III

(3, 21). Prerequisite: RES 134, 230, and 231. Advanced training in the direction of a physician in relationship to medical application respiratory therapy techniques. 

236. Clinical Practice IV

(3, 12). Prerequisite: RES 234 and 235. Training in supervision, teaching, and emergency situations. 

239. Pediatric Respiratory Therapy

(4, 3, 3). Prerequisite: RES 134 or be an R.N. or an LVN. An in-depth study of advanced pediatric respiratory therapy. Emphasis will be placed on distinguishing between adult therapy and the generally accepted pediatrics approach to respiratory therapy. Respiratory care of infants in the nursery. 

### Reading

101. Advanced Reading

(3, 3). Prerequisite: Successful completion of CSR 091 or reading level equivalent. Reading 101 emphasizes the development of advanced techniques in reading for pleasure as well as for information. Improved reading comprehension, vocabulary development, and flexibility of reading rate are stressed. In addition, advanced techniques for note-taking, exam-taking, studying and reading for specialized content are developed.
### Social Science/Sociology/ Spanish

#### Social Science
1. **131-132. American Civilization**
   - (3, 3, 3). 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.

#### Sociology
1. **101. An Introduction to Sociology**
   - (3). An introduction to the nature of society and the foundations of group life, including institutions, with broad presentation of the bases of social change, processes and problems.
2. **102. Social Problems**
   - (3). Prerequisite: SOC 101. A study of the background, emergence, and scope of current group relations in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.
3. **203. Marriage and Family**
   - (3). Analysis of curricular patterns, marriage and family forms; relationships, functions, and socio-cultural differences in family behavior.
4. **204. American Minorities**
   - (3, 3). The principle minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene.
5. **206. Introduction to Social Work**
   - (3, 3). 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.
   - (3, 3). Prerequisite: SOC 101 or SOC 204. Assignments on a rotating basis to Indian, Black, and Mexican-American community centers to work under professional supervision in a task-oriented setting.

#### Spanish
1. **101. Beginning Spanish**
   - (4, 3, 2). Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.
2. **102. Beginning Spanish**
   - (4, 3, 2). Prerequisite: SPA 101 or equivalent. Continuation of SPA 101 with emphasis on idiomatic language and complicated syntax.
3. **201. Intermediate Spanish**
   - (3, 3). Prerequisite: SPA 102 or equivalent. Reading, composition, grammar review and intensive oral practice.
   - (3, 3). Prerequisite: SPA 201 or equivalent. Continuation of SPA 201 with reading selections drawn more directly from contemporary literary sources. Composition.

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### TEACHER AIDE PROGRAM

#### Teacher Aide Program
1. **120. Communication Skills for Teacher Aides**
   - (3, 3). 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, and manuscript handwriting will be included in the language skills emphasized.
2. **131. Teacher Aide Techniques I**
   - (3, 3). The primary purpose of this course is to define the role of the teacher aide within the school structure and to develop an understanding of the organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the teacher aide trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development.
3. **132. Teacher Aide Techniques II**
   - (3, 3). This course is designed to further develop the teacher aide trainee's understanding, 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's responsibilities as a member of the educational team.
4. **135. Arts and Crafts for Teacher Aides**
   - (3, 3). The course acquaints the teacher aide with the variety of creative art materials and methods appropriate for use in programs for students as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom decorations, charts, posters, and bulletin boards will be incorporated in the course.
5. **231. Teacher Aide Seminar I**
   - (2, 2). The first seminar section is designed to provide an opportunity for the teacher aide trainee to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills.
6. **232. Teacher Aide Practicum I**
   - (4, 20). 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-learning situation.
7. **235. Teacher Aide Seminar II**
   - (2, 2). 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.
8. **236. Teacher Aide Practicum II**
   - (4, 20). 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.
THEATRE

Theatre

100. Rehearsal and Performance
(1). Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a major production. May be repeated for credit.

101. Introduction to the Theatre
(3, 3). A general survey designed to acquaint the students with the various aspects of theatre, plays and playwrights, directing and acting, the theatre and its relationship to the arts, as its relation and integration with the Theatre Arts.

102. Contemporary Theatre
(3, 3). 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.

103. Stagecraft I
(3, 3). A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas.

104. Stagecraft II
(3, 3). Prerequisite: THE 103. 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.

106. Acting I
(3, 3). 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.

107. Acting II
(3, 3). Prerequisite: THE 106. Continuation of THE 106 with emphasis on problems of complex characterization, ensemble acting, and acting in period plays.

108. Movement for the Stage
(1, 1, 4). 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.

109. Voice and Articulation
(3, 3). SPE 105 is recommended before taking THE 109. A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

110. History of Theatre
(1, 3, 3). 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.

111. History of Theatre II
(3, 3). Development of the theatre from the seventeenth century through the twentieth century.

115. Mime
(2, 2). Prerequisite: Stage Movement, THE 106. Exploration of the expressive significance and techniques of mime.

VOCATIONAL NURSING

Vocational Nursing

120. Introduction to Nursing
(4, 4). Prerequisite: Admission to the program. Introduces the student to professional and vocational adjustments for becoming a nurse; to the causes of disease and the importance of maintaining cleanliness; to the significance of mental health and the effects of mental illness; related studies in normal growth and development and geriatrics.

125. Fundamentals of Nursing
(7, 1, 4). 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.

126. Basic Skills
(7, 3, 6, 6). Prerequisite: Admission to the program. The basic theory and practice necessary to the vocational nurse are combined in a classroom-laboratory setting. After the first eight weeks the lab terminates and the student gains pre-clinical experience in selected hospitals in the Dallas area.

127. Clinical Practice
(10, 3, 7). Prerequisite: VN 120, 125, 126. The application of theory in relation to supportive care including the physical, emotional and spiritual needs of the patient.

128. Medical and Surgical Nursing
(9, 3, 3). Prerequisite: VN 120, 125, 126, and 271. 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.

148. Maternal and Child Nursing
(1, 1, 4). 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 child health and diseases.

149. Clinical Practice
(8, 32). Prerequisite: VN 120, 125, 126, 148, and 271. The application of theory with hospital experience in caring for patients with specific medical and surgical conditions.

TELEVISION AND RADIO ELECTRONICS

Television and Radio Electronics

132. Television and Radio Electronics
(5, 3, 6). 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. $3.00 Laboratory fee payable during registration.

133. Television and Radio Electronics
(5, 3, 6). Prerequisite: TRE 132 or concurrent enrollment in TRE 134. 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. $3.00 Laboratory fee payable during registration.

134. Television and Radio Electronics
(6, 3, 9). Prerequisite: TRE 133. Presents the methods of trouble shooting, antenna systems, CATV, MATV, home installations of antennas, color and black/white televisions. $3.00 Laboratory fee payable during registration.

136. Television and Radio Electronics
(6, 3, 9). Prerequisite: TRE 134 or concurrent enrollment in 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. $3.00 Laboratory fee payable during registration.
Technical-Occupational Programs

El Centro College will offer courses during the 1973-74 school year in which students can work toward an associate degree or certificate in any of 27 technical-occupational programs.

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

Additional information about the programs may be obtained by calling the counseling center (746-2173), the office of the associate dean of instruction in charge of technical-occupational programs (746-2252), or the division office for the particular program. Course descriptions of all courses are included in another section of this catalog.

Students who are changing majors and are now entering a technical-occupational program may wish to petition the Director of Admissions to waive all previous grades below “C.” Refer to Scholastic Rules and Regulations section of this catalog.

ACCOUNTING TECHNICIAN/APPAREL DESIGN

Accounting Technician
(One-year Certificate Program)

<table>
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<th>FALL SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tr>
<td>Communications or English</td>
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<tr>
<td>BUS 105—Intro. to Business</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>BUS 117—Bookkeeping</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>BUS 161—Office Machines</td>
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<td>2</td>
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<th>Lab. Hrs.</th>
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<td>Communications or English</td>
<td>3</td>
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</tr>
<tr>
<td>BUS 132—Bookkeeping</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>BUS 173 or 174—Beginning or Intermediate Typing</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>CS 101—Introduction to Computing Science</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 28

General Information and Objectives

This program provides the student with a basic background for completing the accounting cycle which is the basic work of an accountant’s assistant. The training a student receives is in the form of journalizing, posting, making a work sheet, preparing financial statements, adjusting and closing the books, and taking an after-closing trial balance. This program is available for both day and evening students.

Admission to the Program

Fulfill all requirements for admission to El Centro College.

Apparel Design
(Associate Degree in Applied Arts)

REQUIRED APPAREL DESIGN AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 135—Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 134—Industrial Garment Construction</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>DES 135—Textiles</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 132—Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 136—Fashion Sketching</td>
<td>2</td>
<td>4</td>
<td>3</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 230—Creative Pattern Design</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 234—History of Costume</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>APP 232—Design Development</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>APP 237—Style Trends &amp; Research</td>
<td>2</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 231—Creative Pattern Design</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 235—History of Costume</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>APP 233—Design Development</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>APP 238—Style Trends &amp; Research</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES

| Communications or English     | 6         | 0         | 6           |
| Psychology or HD 105          | 3         | 0         | 3           |
| BUS 105—Intro. to Business    | 3         | 0         | 3           |
| HUM 103—Intro. to Humanities  | 3         | 0         | 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 Humanities for a Design Institute Information Form and for the schedule showing when indicator tests are given.
2. Fulfill all requirements for admission to El Centro College.
Architectural Technology
(Associate Degree in Applied Science)

REQUIRED ARCHITECTURE AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC 138—Intro. to Architecture I</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>ARC 132—Architectural Graphics</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MTH 131—Technical Mathematics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC 139—Intro. to Architecture and Programming II</td>
<td>1</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>ARC 125—Freehand Drawing I</td>
<td>0</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>MTH 132—Technical Mathematics</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ARC 224—Freehand Drawing II</td>
<td>0</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>ARC 229—Technical Communications I</td>
<td>0</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>ARC 231—Const. Estimating &amp; Field Inspct.</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ARC 234—Illg. Technology—Materials &amp; Methods</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PHY 131—Applied Physics</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC 239—Technical Communications II</td>
<td>0</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>ARC 230—History of Modern Architecture</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ARC 235—Illg. Technology—Mechanical Equip.</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>DFT 230—Structural Drafting</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>PHY 132—Applied Physics</td>
<td>3</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>

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 Science degree and is entitled to write the National Test Pool Examination to qualify as a Registered Nurse (RN). Associate Degree nursing graduates qualify for beginning level staff positions as bedside technical nurses.

Admission to the Program

1. Fulfill all requirements for admission to El Centro College.
2. Recommended ACT composite score of 16 or higher.
3. Conference with counselor.

Associate Degree Nursing
(Associate Degree in Applied Science)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 132—Fundamentals of Nursing</td>
<td>3</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>BIO 120—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>PSY 105—Introduction to Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 120—Nursing Care in Physical and Mental Health</td>
<td>3</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>or NUR 121—Nursing Care of the Physically</td>
<td>3</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>and Mentally Ill</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BIO 121—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201—Human Growth &amp; Development</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>SUMMER SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 101—Composition &amp; Expository Reading</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101—Introduction to Sociology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 220—Nursing Care of the Physically</td>
<td>4</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>and Mentally Ill</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>or NUR 221—Nursing Care of the Physically</td>
<td>3</td>
<td>24</td>
<td>4</td>
</tr>
<tr>
<td>and Mentally Ill</td>
<td>3</td>
<td>24</td>
<td>4</td>
</tr>
</tbody>
</table>

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 Science degree and is entitled to write the National Test Pool Examination to qualify as a Registered Nurse (RN). Associate Degree nursing graduates qualify for beginning level staff positions as bedside technical nurses.

Admission to the Program

1. Fulfill all requirements for admission to El Centro College.
2. Recommended ACT composite score of 16 or higher.
3. Conference with counselor.
DATA PROCESSING/ DENTAL ASSISTING

Data Processing Programmer
(Associate Degree in Applied Science)

REQUIRED D. P. AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>DP 133—Beginning Programming</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DP 127—D. P. Math, or MTH 101—College Algebra</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>BUS 201—Principles of Accounting</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>DP 136—Intermediate Programming</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DP 138—Data Processing Logic</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>BUS 201—Principles of Accounting</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES

Communications or English 6
BUS 231—Business Correspondence (may be substituted for last semester of Communications or English) 3
BUS 105—Introduction to Business 3
ECO 201—Principles of Economics 3
MTH 202—Business Statistics 3
Electives 10

ELECTIVES RECOMMENDED:

DP 139—Technician
DP 140—Operations—Console

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 EICentro 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.

DRAFTING

Dental Assisting Technology
(Associate Degree in Applied Science)

REQUIRED DENTAL ASSISTING AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>DAT 130—Dental Science</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DAT 121—Dental Materials</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DAT 136—Dental Seminar</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>BIO 120—Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Communications or English</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>DAT 137—Dental Operative Procedures</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DAT 134—Dental Roentgenology</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DAT 135—Dental Seminar</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>BIO 121—Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>Communications or English</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>3</td>
<td>0</td>
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</tbody>
</table>

General Information and Objectives

This 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. Transfer credit is available in drafting courses with skills and understandings to enable the student to adapt quickly to the employer. In addition, students may 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 Certification 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 EICentro College.
2. Recommended ACT composite score of 15 or higher.
3. Advice and consent of counselor.

Drafting & Design Technology
(Associate Degree in Applied Science)

REQUIRED DRAFTING AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>DFT 122—Basic Drafting</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>EGR 201—Engineering Production Techniques</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MTH 131—Technical Mathematics</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>DFT 132—Intermediate Drafting</td>
<td>2</td>
<td>4</td>
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<tr>
<td></td>
<td>EGR 106—Descriptive Geometry</td>
<td>2</td>
<td>4</td>
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<tr>
<td></td>
<td>MTH 132—Technical Mathematics</td>
<td>3</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>DFT 231—Structural Drafting</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DFT 232—Technical Illustration</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DFT 135—Reproduction Processes</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>EGR 201—Statics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 131—Applied Physics</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>DFT 230—Engineering Drafting</td>
<td>2</td>
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<tr>
<td></td>
<td>DFT 232—Technical Illustration</td>
<td>2</td>
</tr>
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<td></td>
<td>DFT 135—Reproduction Processes</td>
<td>1</td>
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<td></td>
<td>EGR 201—Statics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY 131—Applied Physics</td>
<td>3</td>
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</tbody>
</table>

Required Support Courses

Communications or English 6
Amer. Civ. (Soc. Sci.), Amer. Hist., or Amer. Govt. 6
Psychology or Health Education 3

Total Credit Hours Required 62

*Other drafting courses may be substituted upon special approval.

Admission to the Program

Fulfill all requirements for admission to EICentro College.
ENVIRONMENTAL TECHNOLOGY

Environmental Technology
(Associate Degree in Applied Science)

REQUIRED ENVIRONMENTAL TECHNOLOGY AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>ENV 101 — Environment and Man</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 131 — Applied Composition and Speech (COM 131 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTH 131 — Technical Mathematics (MTH 131 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 101 — General Biology</td>
<td>3 (3) (4)</td>
</tr>
<tr>
<td></td>
<td>BIO 115 — Biological Science</td>
<td>3 (3) (4)</td>
</tr>
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</table>

SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 132 — Applied Composition and Speech (COM 132 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>OP 133 — Beginning Programming</td>
<td>3</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 103 — Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>CVT 201 — American Government</td>
<td>3 (3) (4)</td>
</tr>
<tr>
<td>SS 131 — American Civilization</td>
<td>3 (3) (4)</td>
</tr>
<tr>
<td>CHM 101 — General Chemistry</td>
<td>3 (3) (4)</td>
</tr>
<tr>
<td>CHM 115 — General Chemistry</td>
<td>3 (3) (4)</td>
</tr>
</tbody>
</table>

General Information and Objectives

This program is designed to prepare the student for employment in environmental technology, particularly in the areas of environmental protection, resource conservation, and environmental research. Graduates will be prepared for entry-level positions in environmental technology or for further study at the baccalaureate level. Upon completing the program, graduates will be prepared to work in various fields, including environmental consulting, regulatory agencies, and private industry.

Admission to the Program

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

FIRE PROTECTION/FOOD SERVICE

Fire Protection Technology
(Associate Degree in Applied Science)

REQUIRED FIRE PROTECTION TECHNOLOGY COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>FPT 131 — Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FPT 132 — Fire Prevention Theory &amp; Application</td>
<td>3</td>
</tr>
<tr>
<td>FPT 133 — Fire Operations Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FPT 135 — Introduction to Fire Administration</td>
<td>3</td>
</tr>
<tr>
<td>FPT 136 — Fire Investigation &amp; Arson</td>
<td>3</td>
</tr>
<tr>
<td>FPT 231 — Fire Protection Through Bldg. Construction</td>
<td>3</td>
</tr>
<tr>
<td>FPT 232 — Protection Systems in Industry</td>
<td>3</td>
</tr>
<tr>
<td>CHM 135 — Chemistry of Flammable Materials</td>
<td>3</td>
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</tbody>
</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications or English</td>
<td>6</td>
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<tr>
<td>Amer. Civ. (Soc. Sci.), Amer. Hist.</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Government</td>
<td>3</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 136 — Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>HLMN 101, ART 104, MUS 104, or THE 101</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Recommend FPT 138)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

General Information and Objectives

The course work in this associate degree in-service program is geared to improve the firefighter'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 firefighter's role in today's society.

Admission to the Program

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

Food Service — Dietetic Technician
(Associate Degree in Applied Science)

REQUIRED FOOD SERVICE COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 222 — Nutrition &amp; Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>FS 136 — Supervisory Techniques for Food Service</td>
<td>3</td>
</tr>
<tr>
<td>FS 138 — Food Service Cost Control</td>
<td>3</td>
</tr>
</tbody>
</table>

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, 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.
Human Services—Social Worker Assistant
(Mental Health Assistant
(Associate Degree Program—2-year Program)

General Information and Objectives
The Associate Degree Program will develop competencies for students to enter employment in paraprofessional positions as social service assistants in various social and mental health agencies. The first year of the program consists of a basic "core curriculum" followed by a "branching" into either social worker assistant or mental health assistant options in the second year of the program.

REQUIRED HUMAN SERVICE COURSES AND RELATED COURSES

FALL SEMESTER
ENG 101—Composition and Expository Reading or
COM 131—Applied Composition and Speech
PSY 101—Introduction to Psychology
HD 105—Basic Processes of Interpersonal Relationships
HST 101—History of the United States or
SS 131—American Civilization or
SOC 101—Introduction to Sociology
HS 131—Orientation to Human Services
*Electives

Total Credit Hours for first semester 15

SPRING SEMESTER
ENG 102—Composition and Literature or
COM 132—Applied Composition and Speech
PSY 101—Introduction to Psychology or
HD 105—Basic Processes of Interpersonal Relationships
SOC 101—Introduction to Sociology or
SOC 102—Sociology of Problems
HS 134—Human Services Seminar
*Elective

Total Credit Hours for second semester 15

*Suggested electives for first year:
HD 106—Personnel and Social Growth
SS 132—American Civilization
BUS 173—Beginning Typing
BIO 116—Biological Science
HUM 101—Introduction to Humanities
SPE 101—Guided Studies Reading

*Social Worker Assistant Option (page 58)

Mental Health Assistant Option

SECOND YEAR
SOC 204—American Minorities
HD 215—Introduction to Mental Health
HD 240—Work Experience in Human Services (Field)
HD 241—Work Experience Seminar
*Elective

Total Credit Hours for Semester III 14

SEMESTER IV
SOC 204—Marriage and the Family
PSY 205—Psychology of Personality
HS 232—Counseling for the Paraprofessional
HS 242—Work Experience in Human Service (Field)
*Elective

Total Credit Hours for Semester IV 14

*Suggested electives for second year: Mental Health Option:
PEH 101—Fundamentals of Health
SPE 105—Fundamentals of Public Speaking
GVT 201—American Government
ANT 101—Cultural Anthropology
PHR 257—Second Aid
SPA 101—Beginning Spanish

continued
### Interior Design (Associate Degree in Applied Arts)

#### Social Worker Assistant Option

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 204—American Minorities</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>SOC 206—Introduction to Social Work</td>
<td>3</td>
<td>0</td>
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<tr>
<td>HS 107—Developing Leadership Behavior</td>
<td>2</td>
<td>0</td>
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<tr>
<td>HS 249—Work Experience in Human Services (Field)</td>
<td>0</td>
<td>10</td>
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<tr>
<td>HS 241—Work Experience Seminar</td>
<td>2</td>
<td>0</td>
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<tr>
<td>* Elective</td>
<td>3</td>
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Total Credit Hours for Semester III 14 10 16

<table>
<thead>
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<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>SOC 203—Marriage and the Family</td>
<td>3</td>
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<tr>
<td>GVT 201—Municipal and County Government or GVT 203—American Government</td>
<td>3</td>
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<tr>
<td>HS 234—Procedures in Social Work</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>HS 242—Work Experience in Human Services (Field)</td>
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<td>HS 243—Work Experience Seminar</td>
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<td>* Elective</td>
<td>3</td>
<td>0</td>
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</table>

Total Credit Hours for Semester IV 14 10 16

*Suggested Electives for second year Social Worker Option:
- PEH 101—Fundamentals of Health
- PSY 205—Psychology of Personality
- HS 233—Counseling for Paraprofessionals
- ANT 101—Introduction to Anthropology
- PEH 25—First Aid
- SPA 101—Beginning Spanish
- ENV 101—Environment and Man

#### Library Technical Assistant

**Library Technical Assistant**

(Associate Degree in Applied Science)

#### REQUIRED LIBRARY COURSES

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>LT 131—Intro. to Libraries</td>
<td>3</td>
<td>0</td>
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<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>LT 32—Intro. to Media</td>
<td>1</td>
<td>4</td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LT 231—Technical Services in Libraries</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>LT 232—Public Services in Libraries</td>
<td>2</td>
<td>2</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>LT 233—Cooperative Field Service in Libraries</td>
<td>0</td>
<td>6</td>
<td>3</td>
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</table>

**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENG 101—102—Freshman English</td>
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<tr>
<td>ENG—Sophomore Literature</td>
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<tr>
<td>*PSC 115-116—Physical Science</td>
<td>6</td>
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<tr>
<td>Amer. Civ. ( Soc. Sci.), Amer. Hist., or Amer. Gov.</td>
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<tr>
<td>HUM 101, ART 104, MUS 104, or THE 101</td>
<td>3</td>
<td></td>
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<tr>
<td>Psychology</td>
<td>3</td>
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<tr>
<td>BUS 174—Intermediate Typing</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>CS 101—Intro. to Computing Science</td>
<td>3</td>
<td></td>
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<tr>
<td>BUS 162—Secretarial Training</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>9</td>
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</tbody>
</table>

Total Credit Hours Required 62

*Substitutions made upon advice of counselor.

#### General Information and Objectives

The Library Technical Assistant program is designed to provide fundamental education and experience in the many facets of library work. Library technology courses are applicable only to a career as a Library Technical Assistant and not as preparation for a professional degree. LTA classes are offered both day and evening.

#### Admission to the Program

Fulfills all requirements for admission to El Centro College.

---

### Interior Design (Associate Degree in Applied Arts)

**REQUIRED INTERIOR DESIGN AND RELATED COURSES**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>INT 130—Basic Planning</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>INT 131—Basic Watercolor &amp; Gouache</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>ART 110—Basic Design I</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>ART 105—Survey of Art History</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INT 132—Adv. Watercolor &amp; Gouache</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>INT 133—Intro. to Architectural Planning</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>DES 135—Textiles</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>ART 106—Survey of Art History</td>
<td>3</td>
<td>0</td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INT 230—History of Interior Arts</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>INT 233—Fabrications</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>ART 111—Basic Design II</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INT 231—History of Interior Arts</td>
<td>3</td>
<td>3</td>
<td>4</td>
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</tr>
<tr>
<td>INT 234—Intro. Graphics &amp; Illustration</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>INT 235—Space Composition &amp; Illustration</td>
<td>2</td>
<td>4</td>
<td>3</td>
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</table>

**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem.</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Communications or English</td>
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<tr>
<td>Psychology</td>
<td>3</td>
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<tr>
<td>BUS 105—Intro. to Business</td>
<td>3</td>
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<tr>
<td>Electives—Recommended</td>
<td>9</td>
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<tr>
<td>INT. 236—Concepts of Cont. Interior Design &amp; Lighting</td>
<td>3</td>
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<tr>
<td>INT 237—Advanced Principles of Interior Design</td>
<td>3</td>
<td></td>
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<tr>
<td>INT 238—Client Psychology Survey &amp; Business Principles</td>
<td>3</td>
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</table>

Total Credit Hours Required 62

#### General Information and Objectives

The interior designer provides solutions for interior spaces of public structures and private residences. In the designer’s presentation the needs of the client are met by shaping the physical environment. The organization of art, furniture, fabric, equipment and lighting demands coordination by the designer. Upon completion of the program, the student enters the field as an assistant in interior design. The following courses are sometimes offered in the evenings: DES 135, INT 130, INT 131, INT 230, and INT 231.

#### Admission to the Program

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

---

An automated card catalogue system on film lets students scan listings in seconds.
Medical Assisting Technology

(REQUIRED MEDICAL ASSISTING AND RELATED COURSES)

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 131</td>
<td>Medical Terminology</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>MA 133</td>
<td>Med. Law, Ethics &amp; Economics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MA 134</td>
<td>Seminar Applied Anatomy &amp; Physiology</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>BUS 174</td>
<td>Intermediate Typing</td>
<td>1</td>
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**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>MA 230</td>
<td>Medical Transcription</td>
<td>1</td>
<td>6</td>
<td>3</td>
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<tr>
<td>MA 132</td>
<td>Clinical Procedure</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td>MA 135</td>
<td>Seminar Applied Anatomy &amp; Physiology</td>
<td>1</td>
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<tr>
<td>BIO 121</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MA 231</td>
<td>Administrative Procedure</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>BUS 131</td>
<td>Bookkeeping</td>
<td>3</td>
<td>0</td>
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<tr>
<td>BUS 231</td>
<td>Business Correspondence</td>
<td>3</td>
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**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MA 232</td>
<td>Directed Practice</td>
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<td>16</td>
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<tr>
<td>MA 233</td>
<td>Seminar &amp; Journal Club</td>
<td>3</td>
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</table>

**REQUIRED SUPPORT COURSES**

- Communications or English (Should be taken before the second year)
- Psychology
- HUM 101, ART 104, MUS 104, or THE 101
- BUS 162—Secretarial Training
- PEH 251—First Aid
- Elective

**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 Office Assistant in the physician's office and in related places. This specialized training combines physician's office management with office laboratory procedures. Graduates are eligible for registration by 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 12 or higher.
3. High school courses in secretarial/business and biological sciences.

Medical Laboratory Technician

(REQUIRED MEDICAL LABORATORY AND RELATED COURSES)

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>BIO 107</td>
<td>General Biology</td>
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<tr>
<td>CHM 101</td>
<td>General Chemistry</td>
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<tr>
<td>MTH 101</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MLT 133</td>
<td>Hematology</td>
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**SPRING SEMESTER**

<table>
<thead>
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<tr>
<td>PSY 105</td>
<td>Introduction to Psychology</td>
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<td>BIO 107</td>
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<td>CHM 102</td>
<td>General Chemistry</td>
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<td>MLT 138</td>
<td>Immunology</td>
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**SECOND YEAR**

<table>
<thead>
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<tbody>
<tr>
<td>MLT 139</td>
<td>Clinical Practice I</td>
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**SUMMER SEMESTER (12 Weeks)**

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<tbody>
<tr>
<td>MLT 238</td>
<td>Clinical Practice II</td>
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</table>

**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 Science 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**  
- Communications or English: 3 Lec., 0 Lab., 3 Credit  
- MA 131—Medical Terminology: 3 Lec., 0 Lab., 3 Credit  
- MA 134—Seminar—Applied Anatomy & Physiology: 1 Lec., 0 Lab., 2 Credit  
- BIO 120—Human Anatomy & Physiology: 3 Lec., 3 Lab., 4 Credit  
- BUS 174—Intermediate Typing: 1 Lec., 2 Lab., 2 Credit  

**SPRING SEMESTER**  
- Communications or English: 3 Lec., 0 Lab., 3 Credit  
- MA 230—Medical Transcription: 1 Lec., 6 Lab., 3 Credit  
- MA 135—Seminar—Applied Anatomy & Physiology: 1 Lec., 0 Lab., 1 Credit  
- BIO 121—Human Anatomy & Physiology: 3 Lec., 3 Lab., 4 Credit  
- BUS 162—Secretarial Training: 3 Lec., 0 Lab., 3 Credit  

Total Credit Hours Required: 27

**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 secretaries, business, and biological sciences.

---

**Office Skills and Systems**  
*(One-year Certificate Program)*

**FALL SEMESTER**  
- Communications or English: 3 Lec., 0 Lab., 3 Credit  
- BUS 105—Introduction to Business: 3 Lec., 0 Lab., 3 Credit  
- BUS 131 or 201—Bookkeeping or Accounting: 3 Lec., 0 Lab., 3 Credit  
- BUS 161—Office Machines: 1 Lec., 2 Lab., 2 Credit  
- BUS 162—Secretarial Training: 3 Lec., 0 Lab., 3 Credit  
- BUS 174—Intermediate Typing: 1 Lec., 2 Lab., 2 Credit  

**SPRING SEMESTER**  
- Communications or English: 3 Lec., 0 Lab., 3 Credit  
- BUS 160—Machine Transcription: 3 Lec., 0 Lab., 3 Credit  
- BUS 231—Business Correspondence: 3 Lec., 0 Lab., 3 Credit  
- BUS 273—Advanced Typing: 1 Lec., 2 Lab., 2 Credit  
- Elective: 3 Lec., 0 Lab., 3 Credit  

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)

REQUIRED PATTERN DESIGN AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Lect.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDD 130—Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>DES 136—Industrial Garment Construction</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DES 135—Textiles</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>PDD 131—Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>DES 136—Fashion Sketching</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>SECOND YEAR</td>
<td>PDD 230—Creative Pattern Design</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>DES 234—History of Costume</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Lect.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications or English</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology or RD 185</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amer. Civ. (Soc. Sci.), Amer. Hist., or Amer. Cvt.</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 101—Introduction to Humanities</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>(9)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

General Information and Objectives

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a 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, POD 125, and POD 126.

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.

Radioologic Technology
( Associate Degree in Applied Science)

REQUIRED TECHNICAL AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Lect.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>RAD 120—Applied Anatomy &amp; Physiology</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RAD 125—Radiologic Fundamentals</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RAD 127—Radiologic Orientation &amp; Practicum I</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 120—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>RAD 121—Applied Anatomy &amp; Physiology</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RAD 132—Radiologic Principles</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RAD 133—Radiologic Practicum II &amp; Film Critique</td>
<td>0</td>
<td>0</td>
<td>6</td>
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<td></td>
<td>BIO 121—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td></td>
<td>4</td>
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<tr>
<td>SUMMER SEMESTER</td>
<td>RAD 134—Radiologic Principles</td>
<td>1</td>
<td>2</td>
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<tr>
<td></td>
<td>RAD 135—Radiologic Practicum III &amp; Film Critique</td>
<td>0</td>
<td>36</td>
<td>9</td>
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<td>SECOND YEAR</td>
<td>RAD 239—Adv. Radiologic Principles</td>
<td>2</td>
<td>6</td>
<td>4</td>
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<tr>
<td></td>
<td>RAD 231—Radiologic Practicum IV &amp; Film Critique</td>
<td>0</td>
<td>24</td>
<td>6</td>
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<td>SPRING SEMESTER</td>
<td>RAD 232—Adv. Radiologic Techniques</td>
<td>1</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>RAD 233—Radiologic Practicum V &amp; Film Critique</td>
<td>0</td>
<td>28</td>
<td>7</td>
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<td>SUMMER SEMESTER</td>
<td>RAD 234—General Review</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RAD 235—Radiologic Practicum VI &amp; Film Critique</td>
<td>0</td>
<td>37</td>
<td>9</td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Lect.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Communications or English</td>
<td>6</td>
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<tr>
<td>PSY 105—Intro. to Psychology</td>
<td>3</td>
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<td></td>
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</tbody>
</table>

continued
General Information and Objectives
This program is designed to prepare technicians 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.

Respiratory Therapy Technology
(Certificate of Achievement
Awarded Upon Completion of Step 1)
(Associate Degree in Applied Science
Awarded After Step 2)

FIRST YEAR
(Step 1)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Lec. Hrs</th>
<th>Lab Hrs</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>RES 130—Orientation</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td>RES 131—Clinical Laboratory I</td>
<td>0</td>
<td>4</td>
<td>1</td>
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<tr>
<td></td>
<td>RES 120—Applied Anatomy &amp; Physiology</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BIO 120—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td>MTH 139—Applied Mathematics</td>
<td>3</td>
<td>0</td>
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<td></td>
<td>Communications or English</td>
<td>3</td>
<td>0</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>RES 132—Basic Technology</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td></td>
<td>RES 121—Applied Anatomy &amp; Physiology</td>
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<tr>
<td></td>
<td>BIO 121—Human Anatomy &amp; Physiology</td>
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<td>PSC 115—Physical Science</td>
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<td>2</td>
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<td>Psychology</td>
<td>3</td>
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<td>Communications or English</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>SUMMER SEMESTER</td>
<td>RES 133—Clinical Practice I (10 Weeks)</td>
<td>0</td>
<td>12</td>
<td>3</td>
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<td>RES 134—Therapy Related to Disease</td>
<td>4</td>
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<td></td>
<td>Total Credit Hours Required for Certificate</td>
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SECOND YEAR
(Step 2)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Lec. Hrs</th>
<th>Lab Hrs</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>RES 230—Technical Correlation</td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td></td>
<td>RES 231—Clinical Practice II</td>
<td>0</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RES 234—Clinical Laboratory I</td>
<td>0</td>
<td>4</td>
<td>1</td>
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<tr>
<td></td>
<td>BIO 216—General Microbiology</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>RES 232—Seminar</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td>RES 233—Advanced Technology</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td>RES 235—Clinical Practice III</td>
<td>0</td>
<td>20</td>
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<td></td>
<td>BUS 136—Principles of Management</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>SUMMER SEMESTER</td>
<td>RES 236—Clinical Practice IV (10 Weeks)</td>
<td>0</td>
<td>12</td>
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<tr>
<td></td>
<td>Total Credit Hours for Associate Degree</td>
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<td>70</td>
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</table>

continued
Respiratory Therapy continued

General Information and Objectives

The one-year program (Step 1) is designed to develop skills in administering routine therapy in the treatment or prevention of cardiopulmonary complications. Successful completion of step 1 will qualify the student academically for the Technician Certification Examination. Upon successful completion of the Respiratory Therapy (Step 1) program, selected students may enter the Respiratory Therapy (Step 2) program.

The two-year program has a two-fold objective: (1) to meet the needs of the community by providing persons with uniform competency in respiratory therapy; and (2) to meet the needs for professionally oriented personnel at the level of a registered therapist, instructor or departmental supervisor. Upon successful completion of the two-year program, the student is eligible to write the American Registry Examination.

Admission to the Program

1. Fulfill all requirements for admission to El Centro College.
2. Recommended ACT composite score of 12 or higher for Step 1.
3. Recommended ACT composite score of 15 or higher for Step 2.

Secretarial Science

(One-year Certificate Program)

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.
Teacher Aide
(Two-Year Associate Degree Program)

REQUIRED TEACHER AIDE COURSES

FIRST YEAR

FALL SEMESTER
TA 131—Teacher Aide Techniques I
LEC 3
LAB 0
CREDIT 3

SPRING SEMESTER
TA 129—Communication Skills for Teacher Aides
LEC 3
LAB 0
CREDIT 3
TA 133—Teacher Aide Techniques II
LEC 3
LAB 0
CREDIT 3
TA 135—Arts and Crafts for Teacher Aides
LEC 3
LAB 0
CREDIT 3

SECOND YEAR

FALL SEMESTER
TA 231—Teacher Aide Seminar I
LEC 2
LAB 0
CREDIT 2
TA 232—Teacher Aide Practicum I
LEC 0
LAB 20
CREDIT 4

SPRING SEMESTER
TA 235—Teacher Aide Seminar II
LEC 2
LAB 0
CREDIT 2
TA 236—Teacher Aide Practicum II
LEC 0
LAB 20
CREDIT 4

REQUIRED SUPPORT COURSES

Communications (May be chosen from Guided Studies Reading and/or Writing, Communications 131-132, English 101-102, 201-202) 12
Human Development 105 3
Guided Studies Math 090 or 091 3
Business 173 or 174 2
ET 132 3
Business 161 2
Psychology 105 3
Psychology 201 3
Sociology 101 3
Sociology 231 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

(Two-Year Certificate Program)

REQUIRED TEACHER AIDE COURSES

FALL SEMESTER
TRE 132—Television & Radio Electronics
LEC 3
LAB 6
CREDIT 5
TRE 133—Television & Radio Electronics
LEC 3
LAB 6
CREDIT 5
GSW 090—Guided Studies Writing
LEC 3
LAB 0
CREDIT 3
BUS 130—Customer Relations
LEC 3
LAB 0
CREDIT 3

SPRING SEMESTER
TRE 134—Television & Radio Electronics
LEC 3
LAB 9
CREDIT 6
TRE 136—Television & Radio Electronics
LEC 3
LAB 9
CREDIT 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.

Vocational Nursing

(One-year Certificate Program)

SPRING SEMESTER
VN 120—Introduction to Nursing
LEC 4
LAB 0
CREDIT 4
VN 125—Fundamentals of Nursing
LEC 7
LAB 0
CREDIT 7
VN 126—Basic Skills
LEC 3
LAB 14
CREDIT 7

SUMMER SEMESTER
VN 127—Clinical Practice
LEC 0
LAB 37
CREDIT .10
VN 148—Maternal and Child Nursing
LEC 5
LAB 0
CREDIT 5

FALL SEMESTER
VN 128—Medical and Surgical Nursing
LEC 5
LAB 0
CREDIT 5
VN 149—Clinical Practice
LEC 0
LAB 32
CREDIT 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

1. Fulfill all requirements for admission to El Centro College.
   a. complete college application form (located in Registrar's office).
   b. complete college physical examination form (located in Registrar's office).
2. Fulfill all program requirements as required by the State Board of Vocational Nursing:
   a. complete program application form (located in the Paramedics Division Office—729).
   b. complete program physical examination form (located in the Paramedics Division Office—729).
   c. must have ACT score of 12 or equivalent.
   d. must be interviewed by program coordinator.
3. Both application forms, physical forms and ACT score must be completed by December 1.
ADMINISTRATION

Administrative Staff

- President: Donald T. Rippey (746-2179)
- Dean of Instruction: Chester H. Palmer (746-2182)
- Dean of Students: Don G. Creamer (746-2177)
- Associate Dean of Instruction and Research: Carl M. Nelson (746-2232)
- Associate Dean of Instruction: Ruby H. Herd (746-2186)
- Associate Dean of Instruction, Evening Administration: Kenneth L. Permenter (746-2194)
- Associate Dean for Business Services: Robert L. Ware (746-2193)
- Associate Dean for Counseling and Guidance: Gwen L. Hall (746-2172)
- Director of Community Service: Ray Witherspoon (746-2191)
- Assistant Dean for Student Activities: Ric Abbott (746-2195)
- Director of Admissions and Registrar: John Williamson (746-2311)
- Director of Financial Aid: William W. Wilmeth (746-2199)
- Director of Health Center: Jean B. Wycoff (746-2266)
- Assistant Director of Community Service: Sue Pfaffinger (746-2189)
- Director of Placement and Research: Bill Coy (746-2404)
- Public Information Assistant: Tommy Fallen (746-2152)
FACULTY

Faculty

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

Abernathy, Marshall M. Mathematics
University of Texas, B.A.; M.A.

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

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

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

Allen, Jr., Floyd English
Univ. of Michigan, B.A.; M.A.

Alley, Kathryn G. Sociology
Texas Christian Univ., B.A.; University Texas M.S.W.

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

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

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

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

Beach, Suzanne A.D. Nursing
Texas Woman's Univ., R.N.; B.S.; M.S.

Bean, Alvin T. Chairman, Div. of Social Science
Baylor Univ., B.A.; M.A.; Ed.D.

Bell, Mildred J. Counselor
Troy State University, Professional Counseling Certificate

Bennett, Robert C. Curriculum Specialist and Philosophy
University of Denver, M.A.

Blackerby, Robert A. Mathematics
Hardin-Simmons Univ., B.A.; N.T.S.U., M.Ed. ; Univ. of Illinois, M.A.

Blackshear, Reba S. Law and Accounting
South Texas University, B.S.; Sanford University, M.S.

Booth, Dorothy I. Psychology
T.W.U., B.A.; North Texas State University, M.A.

Brock, Dorothy S. English
North Texas State University, B.A.; M.A.

Bread, Aubrey H. Radiology Technology
Parkland School of Radiology Technology, R.T. (A.R.R.T.)

Broughter, Patricia Respiratory Therapy
University Texas, B.A.; A.R.I.T.

Burns, Barbara A. Communications and Speech
Texas Woman's University, B.S.; M.A.

Carley, W. Ted Div., Division of Learning
North Texas State Univ., B.S.; M.S. Resources

Caution, Linnie L. A.D. Nursing
Tyler Jr. College, A.D.; Texas Woman's University, B.S.

Chamberlain, Enrique A. LT A-Coordinator and Chairman, Div. of Social Science
North Texas State Univ., B.A.; M.A.

Chamoo, Bobby H. English
Southern Methodist University, B.A.; M.A.

Childs, Eva A. D. Nursing
Baylor University, B.S.

Clinton, John E. Guided Studies Math
North Texas State University, B.S.; M.Ed.

Coldwell, Patricia C. English
Southwestern College, B.A.; Yale University, M.A.

Coleman, Juliette Medical Office Assisting
Four "C" Business College, C.M.A.

Comast, Cheryl A.D. Nursing
Baylor University, B.S.N.

Cox, John M. Coordinator, Co-Director of Howard Payne College, B.S.; Testing Center
Southwestern Theol. Sem., M.R.E.; University of Houston, M.A.

Coy, William N. Director of Placement & Research

Cromer, Don G. Dean of Students
F.T.S.U., B.A.; M.Ed.; Indiana University, Ed.D.

Crom, Boyd W. Radiology Technology
Advanced Radiology Tech, School of Aviation Medicine, R.T.R.

Curran, Fred A. A.D. Nursing
Texas Christian Univ., B.S.; Texas Women's Univ., M.L.A.

David, Joe A. Learning Resource Consultant
Texas A&M Univ., Library Technical Services; B.A., Univ. of Texas, M.L.S.

Deek, Sami D. Math & Engineering
Grace College, B.A.; Ball State University, S.T.S., Ph.D. (candidate).

Denmon, Carl Guided Studies Reading
Wiley College, B.A.; North Texas State University, M.E.

Dolance, John M. Spanish
Colorado State Univ., B.A.; University of Colorado, M.A.

Doughty, George E. Director of Campus Security, Human Development, Certificate in Law Enforcement, S.M.U.; M.L.A.

Drake, Jesse H. English
East Texas Baptist College, B.S.; Hardin-Simmons Univ., M.A.; N.T.S.U., Ph.D.

Elbert, Weldon E. Counselor
E.T.S.U., B.S.; M.S.

Elliott, S. C. Mathematics & Engineering
University of Texas, B.S.; M.S.

Erickson, Hobert L. Police Science

Fallen, Andrew Thomas English
U.T.A., B.A.

Fauley, Carlotta Vocational Nursing
Washington Univ. School of Nursing, R.N.

Ferlin, Dorothy A.D. Nursing
George Peabody College, B.S.; North Texas State Univ., M.E.; Catholic Univ. of America, M.S.N.; St. Joseph's School of Nurs., D.N.S.

Finch, Mildred N. Mathematics
Wiley College, B.S.; Reed College, M.A.T.

Fleming, Walter Lee III Mid-Management
University of Notre Dame, B.A.; S.M.U., M.B.A.

Fowler, Wilton R. A. Director, Southern Methodist University, B.S.; M.A.

Fomby, Gayle D. Biology
Texas Tech., B.B.A.; The University of Texas, B.S.; M.A.

Froome, Judy K. Data Processing
Southern Methodist University, B.S.; M.L.A.

Geweirtz, Irving D. Architecture
Texas A&M Univ., B.A.; Registered Architect

Gilbert, Jack P. Chairman, Div. of Communications
The University of Texas at Austin, B.A.; Ph.D.

Gillett, Grover Business
Texas Tech. Univ., B.A.; B.S.; Southwestern Methodist University, M.Ed.

Gommell, Louis H. Secretarial Science
Southeastern State College of Okla., B.S.; Univ. of Oklahoma, M.B.E.

Gommett, Katherine A. Guided Studies Reading
T.W.U., B.S.; Eastern Texas State University, M.Ed.

Grisom, Anne Speech, Debate
Baylor University, B.A.; M.A.

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

Hamm, Robert D. Dir. Urban Progress with Eastern Texas State Univ., Education Proj., B.S.; M.Ed.

Hamann, Loy M. History
Southwestern Missouri State College, B.A.; Univ. of Missouri, M.A.

Hancock, James H. Government
University of Texas, B.A.; M.A.

Hares, David R. Guided Studies Math
Southwestern Univ., B.A.; East Texas State University, M.Ed.

Hensley, Jimmie H. General Business
East Texas State University, B.S.; M.Ed.

Herb, Ruby A. Assoc. Dean of Instruction
North Texas State University, B.S.; M.Ed.; Ed.D.

Herndon, Raette M. A.D. Counseling
Shadyside Hospital School of Nursing, R.N.; Univ. of Pittsburgh, B.S.

Herron, Carolyn A. German
George Peabody College, B.S.; N.Ed.; North Texas State University, M.L.A.

Hitt, Frances Nutrition/Dietetics
Auburn Univ., B.S.; Univ. of Alabama, M.S.

Hogarth, Bruce M. Mid-Management
Univ. of Omaha, B.S., B.S.N.; North Texas State Univ., M.B.A.

Horton, James F. Counseling
Baylor University, B.S.; M.Ed.

Hubley, Robert G. Food Service
Culinary Institute of America, Basic Rest. Trades Adv. Chef Training

James, Jimmie R. Counseling
Southwestern Okla. State College, B.A.; Central Okla. State Univ., M.T.A.; Fort Hays, Kansas
1973-74 ACADEMIC CALENDAR

FALL SEMESTER, 1973

August 27 - Faculty Reports
August 28-30 - Registration
September 3 - Labor Day Holiday
September 4 - Classes begin 8:00 A.M.
September 10 - Last day to apply for tuition refund
November 21 - Thanksgiving Holiday begins 10:00 P.M.
November 26 - Classes resume 8:00 A.M.
December 7 - Last day to withdraw with a grade of "W" 4:00 P.M.
December 14 - Last day of classes
December 17-21 - Final Examinations
December 21 - Semester closes 5:00 P.M.

SPRING SEMESTER, 1974

January 2 - Faculty Reports
January 8-10 - Registration
January 14 - Classes begin 8:00 A.M.
January 18 - Last day to apply for tuition refund
April 12 - Spring break begins 5:00 P.M.
April 22 - Classes resume 9:00 A.M.
May 3 - Last day to withdraw with a grade of "W" 4:00 P.M.
May 10 - Last day of classes
May 13-17 - Final Examinations
May 17 - Semester closes 5:00 P.M.

SUMMER SESSIONS, 1974

Due to building construction there may be no summer sessions or only one session at El Centro College. Students should check with the Registrar's Office for information concerning summer sessions.

EXAM SCHEDULE

SCHEDULE OF EXAMINATIONS

Fall Semester, 1973

<table>
<thead>
<tr>
<th>Class Meeting Time</th>
<th>Date of Examination</th>
<th>Time of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 8:00-8:30</td>
<td>Monday, December 17</td>
<td>8:00-9:30</td>
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<tr>
<td>TR 9:30-10:50</td>
<td>Tuesday, December 18</td>
<td>10:00-11:50</td>
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<tr>
<td>MWF 11:00-11:50</td>
<td>Tuesday, December 18</td>
<td>12:00-1:50</td>
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<tr>
<td>TR 1:30-2:50</td>
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<td>2:00-3:50</td>
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<tr>
<td>TR 8:00-9:20</td>
<td>Thursday, December 19</td>
<td>8:00-9:50</td>
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<tr>
<td>MWF 10:00-10:50</td>
<td>Thursday, December 19</td>
<td>10:00-11:50</td>
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<td>MWF 11:00-11:50</td>
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<tr>
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<td>8:00-9:50</td>
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<tr>
<td>TR 12:00-1:20</td>
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<td>12:00-1:50</td>
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<tr>
<td>MWF 2:00-2:50</td>
<td>Thursday, December 19</td>
<td>2:00-3:50</td>
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<tr>
<td>MWF 3:00-3:50</td>
<td>Thursday, December 19</td>
<td>10:00-11:50</td>
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<tr>
<td>MWF 12:00-12:50</td>
<td>Thursday, December 19</td>
<td>8:00-9:50</td>
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<tr>
<td>TR 3:00-4:20</td>
<td>Thursday, December 19</td>
<td>12:00-1:50</td>
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<tr>
<td>MWF 4:00-4:50</td>
<td>Thursday, December 19</td>
<td>10:00-11:50</td>
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<tr>
<td>MWF 9:00-9:50</td>
<td>Wednesday, December 19</td>
<td>8:00-9:50</td>
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<tr>
<td>TR 12:00-1:20</td>
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<td>MWF 12:00-12:50</td>
<td>Wednesday, December 19</td>
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<tr>
<td>TR 3:00-4:20</td>
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<tr>
<td>MWF 4:00-4:50</td>
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<td>10:00-11:50</td>
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</tbody>
</table>

The final examination period for each class which meets at 5:30 P.M. or any hour thereafter will begin at the usual class time during Examination Week, with these exceptions: Classes which meet T, R should have the final examination on Tuesday at the usual class time during Examination Week; after 5:30 classes which meet M, W should have the final examination on Monday at the usual time during Examination Week.

Spring Semester, 1974

<table>
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<tr>
<th>Class Meeting Time</th>
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<tbody>
<tr>
<td>MWF 8:00-8:50</td>
<td>Monday, May 13</td>
<td>8:00-9:50</td>
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<tr>
<td>TR 9:30-10:50</td>
<td>Tuesday, May 15</td>
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<td>Tuesday, May 15</td>
<td>8:00-9:50</td>
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<tr>
<td>MWF 10:00-10:50</td>
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<tr>
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<td>MWF 9:00-9:50</td>
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The text and cover of the 1973-74 catalogue are printed on paper made entirely of re-cycled fibers. Not only does this save the trees used in making over a ton of paper, it means a considerable saving of tax dollars compared to the use of new paper of comparable quality and also eliminates the problem of disposal of a ton of solid waste.