All blank pages have been removed from this document.
Welcome to El Centro

We at El Centro hope that this catalog will provide you with the information that you need as a prospective student or as a student continuing his or her education at this college. We also hope that the catalog will project some of the stimulating and challenging educational experiences that this college offers for those who choose to enroll here. No mere catalog, however, can ever give you the real feeling of being a part of our exciting educational community. We suggest that you see for yourself by joining us.

If we have not included all of the information you need in making decisions about your educational plans or your future, we welcome questions and suggestions. Our purpose is to fully serve the educational needs of the Dallas County community, and we can do this more effectively if we hear from you. Thank you.

Ruby H. Herd
President

A decade of promises kept;
A promise of future decades.
Can you think of better reasons to pick El Centro College?

The school that has earned a national reputation as well as the respect of the community offers new and exciting approaches toward degrees in a myriad of fields. Majors from traditional fields with courses fully transferable as well as majors from technical-occupational fields designed to give a student a degree and a job in one or two years make the curriculum at El Centro one of the broadest ranging in the country.

The proof of the El Centro philosophy is in the classroom. For instruction is our business, though instruction isn't always or often in the traditional mold. Teaching at El Centro is based on the premise that we teach students, first, and then subject
matter. Learning is a personal thing at El Centro—an exchange of ideas and not an indoctrination, a forum for discussion and reasoning. El Centro is the result of a well planned effort to provide the best college, the best education, available anywhere—bar none. The instructors were selected from a nationwide search. They are the basis of an earned reputation of El Centro excellence and also the roots of the innovative approach to learning which has become the trademark of the college.

Simply, what all this means is that you would find at El Centro not only academic excellence but also an educational atmosphere you might not have experienced anywhere before. Office doors are open. Instructors are willing and eager to help. Counselors concentrate on being a good friend as well as a guiding influence and source of help on any problem and not on forcing you into some program or course outside your interest.

Students do not "sit at the feet of the master" as has long been the philosophy at the traditional "University."

El Centro College holds a unique, even radical view about education—that it is best accomplished when teacher and student "come together" on an interpersonal level, that it is an individual matter and always a unique experience rather than the assembly line learning often dictated by numbers.

So what kind of student attends El Centro College? We can best answer with a question. What kind of people live in Metropolitan Dallas? All types. Joe College, the promising student fresh out of high school looking for an education and some fun is enrolled here. But the student mix at El Centro does not stop with "student-type" which might be considered "typical." Some of Dallas’ finest students are here. And so are some who have never been considered "college material" making good on a second chance provided by El Centro’s innovative programs. Some 26 students last year were sixteen or under. 24 were sixty or over. 78 students were forty-one years old. 157 were thirty-four years old. About 3364 were eighteen to twenty-five. Some had long hair. Some had short hair. Some were businessmen trying to further their education, finish a degree, or learn a new job entirely. Some majored in English and studied the poetry of Keats who said that beauty was truth and truth, beauty, that that was all we knew on earth and all we needed to know. Some studied the philosophy of Descartes who said that all man knows is that he exists: "I think, therefore I am." And some students studied mid-management and earned part of their credits on their jobs. And some students studied to be chefs, and some to be architects, and some to be computer operators, and some to be... the list goes on. And so the atmosphere within El Centro is unique, but its students are not much different from people on the other side of its doors who live and work and do all the things people do in a metropolis. For El Centro’s students are as diverse and as exciting as Dallas.

And what kind of people would you find as administrators and teachers at El Centro? Well, first of all, you would probably find them. (Which isn’t the case everywhere.) El Centro’s teachers have left the ivory tower. We have said that learning is our business. And our teachers get down to business with students, both inside the classroom and out. They hold the view that students are the only reason they are here and not the other way around. They are the cream of the crop, the finest teachers that could be hired, for they have an important job to do.

El Centro College offers classes in many downtown office buildings for employees, classes in the County Jail for both inmates and jailers, and classes at both public and private high schools for seniors.

El Centro believes that we are here for one reason—to serve our students and in so doing serve our community. That’s the important difference. And El Centro’s philosophy doesn’t end when you turn the page. It is reflected in people. Our personnel, whether, instructors or counselors or office staff, and even our students, reflect the concept of "community" which is more than a name at this community college. For at El Centro College, a close relationship exists among all those who make up the college and a very real feeling of community is achieved.

El Centro, then, is a school with much to offer. Maybe more than any other college, it’s a school that can offer you what you always thought a college should.
The Dallas County Community College District's four innovative educational communities are dedicated to a common goal: serving in the best possible way the complex, varied and ever-changing educational requirements of a growing metropolitan community.

Each of the district's four colleges—Eastfield, El Centro, Mountain View and Richland—is therefore committed to providing every person in Dallas County a quality educational experience, whether the person is a youth setting forth toward a degree in medicine, or an adult wanting to enrich his leisure hours with an interesting hobby.

There is a place for a student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field.

There is a place for the very bright high school student who is ready to undertake college-level training in advance of his graduation from secondary school, and a place for the high school dropout who has changed his mind about the necessity of education in today's complex, demanding society.

There is, simply stated, a place for everyone.

Of primary importance to the district's goal is making certain that a student's educational program is tailored to his needs, abilities and ambitions. The philosophy of the district is to create an educational program for an individual, rather than to try to squeeze or stretch an individual to fit an "educational mold."

Every student is offered competent, intensive counseling to help discover his goals and special abilities. Continued guidance is available to up a student's educational program if his goals change during his college experience. This emphasis on counseling, rare for some institutions, is routine procedure at all district colleges.
The district officially became the Dallas County Community College District in 1972, when its philosophy, function and breadth outgrew the traditional “junior” college label. The new name more closely states the district’s mission—to meet the educational needs of the entire metropolitan community.

Dallas County voters created the district in May 1965 and approved a $41.5 million bond issue. The following year the district’s first college, El Centro, opened its doors for the fall semester in the heart of downtown Dallas. In August, 1970, Eastfield College and Mountain View College enrolled their first students and the multi-campus district envisioned by the district planners became a reality. Richland College became the District’s fourth college in the fall of 1972.

How do the district’s colleges serve the educational requirements of such a complex family? The answer is found in educational offerings in four broad categories:

- For the student seeking the first two years of work toward the goal of a bachelor’s or higher degree, the colleges offer a wide range of courses which are transferable to senior colleges and universities.

- For the student wishing to enter an occupation at a level above the bottom rung of the ladder, the colleges offer one-year and two-year programs of credit courses covering specific technical-occupational fields.

- For the employed person wishing to improve his knowledge of his field, or train for a move into a new occupational field . . . the colleges offer a broad range of credit and non-credit adult education courses.

- For the person who simply wants to make life a little more interesting, there are community service programs offering a myriad of subjects on cultural, civic and avocational topics.

In September of 1972, the voters of Dallas County approved the sale of an additional $85 million in bonds, thereby paving the way for the expansion of existing campuses as needed and the planning and construction of three more colleges. The first priority in the expansion program was the remodeling and enlarging of El Centro College.

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

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

Admission Requirements

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

2. Transfer Students: a. College transfer applicants will be considered for admission on the basis of their previous college record. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by El Centro College. b. Students on scholastic or disciplinary suspension from another institution must
petition the Committee on Admission and Retention for special approval.

3. Former Students: Former Dallas County Community College District students will be required to submit an application for readmission to any one of the District colleges. A student will not be readmitted to any college within the District if he has unsettled financial debts at any of the District colleges.

4. Non-Credit Students: Students seeking enrollment for non-credit courses are directed to contact the Developmental Studies Program Office. Exceptions to these requirements will be referred to the Committee on Admission and Retention.

Admission Procedures

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

- an application for admission
- an official transcript from the last school attended
- a fee of $25

Transcripts are required by the College's accrediting agency and are important for program advising in the Counseling Office. Students who seek a certificate or associate degree are required to submit transcripts of all previous college work prior to the end of the first semester.

Advisement Procedures

When all requirements of admission procedures are met, students are invited to an advisement session. This session may be conducted individually or as a group with a counselor; however, new students are expected to attend a Self-Assessment Lab for advisement. The Lab is designed to help students to make schedule choices for themselves upon assessment data available for each student and for courses or programs at El Centro College. The Lab requires one hour and is designed to meet the needs of students who are enrolling in college for the first time and who expect to attend full-time.

A variety of test instruments may be used for assessment and placement in courses or programs; however, none are required for admission. These instruments are used as counseling tools for more reliable placement. For those students who wish to send their ACT scores for placement use, the ACT file is maintained by EICentro's accrediting agency and is important for program advising in the Counseling Office.
Tuition and Fees

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

- Tuition is charged on a sliding scale according to the minimum and maximum amounts; minimum of $20.00 and maximum of $50.
- Certain other programs such as Fire Protection Technology and certain technical occupational programs which fit the reciprocal agreement between the DCCCD and the TCICD may have special tuition rates (see page 00).

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

Special Fees and Charges

- Laboratory Fees—(a semester, per lab) $2.00 to $8.00
- Music Fees—*(private lessons, a semester) $35.00 for 1 hour per week (maximum charge for one course) $20.00 for ½ hour per week
- Physical Education Activity Fee—$5.00 maximum

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

Audit Fee

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

Credit by Examination

Examination fee of $20.00 per examination.

Additional Fees

Additional fees may be assessed as new programs are developed with special laboratory cost. 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 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 unless he officially drops the class during the first week of the semester. Also, a student's original enrollment represents a sizable cost to the District whether or not he continues in that class. Therefore, a refund will be made only under the following conditions:

1. No 100% refund is granted unless college error is involved.
2. An 80% refund of tuition and fees may be obtained through the date noted in the college calendar. Eighty percent refunds will be given through the first two class days of a six week summer session or a Fastrak semester. Refunds for flexible entry courses will be considered through completion of the second day of class from the date of enrollment. No refund will be granted after the dates referred to above.
3. A physician's statement must be submitted with petitions related to medical reasons for withdrawal from college.
4. Requests for refunds must be submitted before the end of a semester session for which the refund is requested.
5. A refund of less than $4.00 for tuition and/or fees will not be made.
6. Refund Petition forms are available in the office of the Associate Dean of Students in charge of counseling.

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy should be explicit when completing the Refund Form. All requests for refund will be referred to the Committee on Admission and Retention. Refund checks normally require one month from date of approval.

Tuition Schedule 

Summer Sessions, 1977

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
<th>In-District</th>
<th>Out-of-District (Other Texas Counties)</th>
<th>Out-of-State*</th>
<th>Out-of-Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>25</td>
<td>30</td>
<td>45</td>
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<td>Summer</td>
<td>30</td>
<td>90</td>
<td>135</td>
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<td>Fall</td>
<td>40</td>
<td>120</td>
<td>180</td>
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<tr>
<td>Spring</td>
<td>50</td>
<td>150</td>
<td>225</td>
<td>225</td>
<td></td>
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<tr>
<td>Summer</td>
<td>60</td>
<td>180</td>
<td>270</td>
<td>270</td>
<td></td>
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<tr>
<td>Fall</td>
<td>64</td>
<td>184</td>
<td>310</td>
<td>310</td>
<td></td>
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<tr>
<td>Spring</td>
<td>68</td>
<td>188</td>
<td>350</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>72</td>
<td>192</td>
<td>390</td>
<td>390</td>
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</tbody>
</table>

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

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

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

Certain other programs such as Fire Protection Technology and certain technical occupational programs which fit the reciprocal agreement between the DCCCD and the TCICD may have special tuition rates (see page 00).

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Where the majority of hours were accrued. No more than \( \frac{3}{4} \) of the work required for any degree or certificate may be taken by correspondence. Correspondence work submitted for graduation credit must be approved by the Director of Admissions.

All students who expect to transfer to a four-year institution are urged to complete their four semester requirement in physical education during their freshman and sophomore years. A maximum of two physical education activity hours may be counted as credit toward requirements for graduation.

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

Associate in Arts and Sciences Degree

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

- English 101-102, plus an additional 6 units of English .............................. 12 hours
- A minimum of 8 semester hours of a laboratory science.
- (Music Majors are exempt from this requirement. Check listings under subject field) 8 hours
- History 101-102* and Government 201-202* (No substitutions allowed) .................. 12 hours
- Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101 ... 3 hours

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

In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district colleges or accrue 45 hours in residence. The degree will be granted by the college in which the student took the last 15 hours or

Associate in Applied Arts and Sciences Degree

A minimum of 60 hours exclusive of Music Recital 199 must be presented for the degree with an average grade of at least "C" (2.0). All of the prespecified requirements for the specific technical or occupational program for which the student is enrolled must be completed. For some programs, the semester hour total is over 60.

A maximum of two physical education activity hours may be counted as credit toward graduation. Courses numbered 99 and below cannot be included to meet degree or certificate requirements, except such courses which are specifically listed in the curriculum pattern of the specific program.

The requirements one must meet to be awarded a certificate are detailed under specific programs listed in the technical-occupational programs section of this catalog. A "C" (2.0) grade average is necessary for all courses listed in the requirements of the certificate program in which the student is enrolled.

Associate Degree and Certificate Programs

Technical vocational programs are one-year and two-year courses of study designed to enable a student to enter his chosen occupational field as a skilled employee and his community as a culturally aware citizen.

These programs are offered only after studies prove employment opportunities will exist at the time the student completes his program, matching the industrial community's requirements to the ambitions and goals of the student.

This realistic approach to vocational education is made possible by the excellent cooperation of local industry, business and institutions who more and more are looking to the district's colleges for skilled personnel.

In addition to training in a specific occupational field, the student's program includes courses in the humanities, English, history and other academic subjects to enable the student to better understand and participate in his community. A "C" (2.0) grade average is necessary for all courses listed in the requirements of associate degree and certificate programs.

Technical vocational courses are college credit courses and some are transferable in the event a student wishes to continue his studies at a four-year institution.

The following Associate Degree and Certificate Programs are offered at Dallas County Community Colleges:

- El Centro—EC
- Mountain View—MV
- Eastfield—E
- Richland—R
<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Accounting Associate</td>
<td>EC MV R</td>
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<tr>
<td>Accounting Technician</td>
<td>E</td>
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<tr>
<td>Air Conditioning and Refrigeration (Certificate)</td>
<td>M</td>
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<tr>
<td>Refrigeration Technology</td>
<td>E</td>
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<tr>
<td>Animal Medical Technology</td>
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<tr>
<td>Apparel Design</td>
<td>M</td>
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<tr>
<td>Architectural Drafting (1 Year)</td>
<td>E</td>
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<tr>
<td>Architectural Technology</td>
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<td>Auto Body</td>
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<td>Automotive Technology</td>
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<td>Aviation Administration</td>
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<td>Air Cargo Transport</td>
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<td>Airline Marketing</td>
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<td>Fixed Base Operations</td>
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<td>Airport Management</td>
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<td>Avionics Technology</td>
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<td>Child Development Associate</td>
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<td>Child Development Assistant</td>
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<td>Construction Management and Technology</td>
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<td>Data Processing Programmer</td>
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<td>Dental Assisting Technology</td>
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<td>Diesel Mechanic</td>
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<td>Digital Electronics</td>
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<td>Drafting and Design Technology</td>
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<td>Electronics Technology</td>
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<td>Engineering Technology</td>
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<td>Electro-Mechanical Technology</td>
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<td>Electric Power</td>
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<td>Fluid Power</td>
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<td>Quality Control</td>
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<td>Fire Protection Technology</td>
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<td>Food Service—Dietetic Assistant</td>
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<td>Food Service—Dietetic Technician</td>
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<td>Food Service—Operations</td>
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<td>Food Service—School</td>
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<td>Graphic Arts</td>
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<td>Horology</td>
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<td>Human Services</td>
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<td>Interior Design</td>
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<td>Legal Assistant</td>
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<td>Machine Shop</td>
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<td>Medical Assisting Technology</td>
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<td>Medical Laboratory Technician</td>
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<td>Medical Transcriptionist</td>
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<td>Mid-Management</td>
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<td>Mid-Management</td>
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<td>Marketing Management</td>
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<td>Nursing—Associate Degree</td>
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<td>Operating Room Technician</td>
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<td>Ornamental Horticulture</td>
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<td>Pattern Design</td>
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<td>Pilot Technology</td>
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<td>Police Science</td>
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<td>Radiologic Technology</td>
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<td>Real Estate</td>
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<tr>
<td>Recreational Leadership</td>
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<tr>
<td>Respiratory Therapy (1 Year)</td>
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<td>Respiratory Therapy Technology</td>
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<tr>
<td>Secretarial Careers</td>
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<td>Administrative</td>
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<td>Educational</td>
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<td>Executive</td>
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<td>Office Skills and Systems</td>
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<tr>
<td>Professional</td>
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<tr>
<td>Teacher Aide (2 Year)</td>
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<td>Teacher Aide (1 Year)</td>
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<td>Teacher Aide</td>
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<td>Television and Radio Electronics</td>
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<tr>
<td>Training Paraprofessionals for Services for the Deaf</td>
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<tr>
<td>Transportation Technology</td>
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<tr>
<td>Welding Technology</td>
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</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.

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 requirements, see page 11 under "Additional Fees." Instruction concerning graduation will be mailed to all candidates 30 days prior to commencement.

7. Candidates for any degree or certificate must meet the requirements as set forth in the catalog for the year of first enrollment unless he elects to graduate under the requirements of a later catalog. The candidate must indicate the catalog of his choice when he files his degree plan.

8. 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.

Cooperative Work Experience

Students in certain Technical-Occupational Programs may enrich their education by enrolling in Cooperative Work Experience courses, credit being earned by the students while working on jobs that provide experience in their chosen occupation. The college supervises the program and awards credit based on the number of approved hours worked on the job during the semester. College instructor coordinators are responsible for approving students for enrollment in Work Experience courses.
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

Instructors are responsible for appropriate notification of attendance policy and procedures to all students enrolled in their classes. In cases where lack of class attendance is jeopardizing a student’s grade, it is the responsibility of the instructor to apprise the student of this fact. Such notice shall be given by the issuance of a letter. If the student continues to miss the class, after a notice has been mailed, the instructor will drop the student from the class.

As a general rule, the administrator in charge of student services shall receive a preliminary notice in cases where absences have become so excessive as to endanger the student’s class standing. However, the primary responsibility for handling such cases rests with the instructor.

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.

Change of Schedule

Request for change of schedule must be initiated through the student’s counselor and will be deter-
physical education without consultation with a counselor. Employed students are advised to limit their academic loads so that they can work more than 20 hours per week for a reasonable amount of time.最优

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 the student's academic standing:
1. Students who have completed one or more semesters in a college will be placed on probation if they fail to maintain a 2.0 cumulative grade point average.
2. Students who have been placed on scholastic probation may be removed from probation when they earn a 2.0 cumulative grade point average.
3. Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above may continue on scholastic probation.
4. Students on probation who do not meet the requirements of paragraph 3 will be placed on scholastic suspension.

The periods of scholastic suspension are: 1) suspension for the first time—one regular semester and 2) subsequent suspension—two regular semesters.

Students previously enrolled in college who are placed on scholastic probation are expected to enroll in Human Development 106. Under special circumstances a counselor may waive this course for probationary students.

Students who have been suspended must file a petition for readmission. The conditions for readmission are established and administered by the Dean of Students.

Waiving of Scholastic Deficiency

Any student pursuing an academic transfer program who wishes to transfer to a technical-occupational program may have his earned credits evaluated for the possibility of disregarding any grades of his choice below "C" as long as the student follows the technical-occupational program. The logic of this procedure is that many students do poorly while pursuing a course of study for which they are not suited but make rapid improvement when faced with tasks more suited to their interests and aptitudes. This procedure is contingent upon the student's successful completion of the 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 Credit from El Centro College

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

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

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

Settlement of Debts and Grade Reports

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

Library Obligations

Willful damage to library materials (or property) or actions disturbing to the other users of the Library may lead to revocation of library privileges. Cases involving such damage will be referred for further action by the appropriate authorities.

All books and other library materials must be returned before the end of each semester. No grades will be sent to students who have not returned all such materials or who have unpaid library fines. No transcripts of grades may be sent until the library record is cleared.

Scholastic Standards: Grades and Grade Point Averages

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>P</td>
<td>Progress</td>
<td>Not Computed</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 points</td>
</tr>
<tr>
<td>W</td>
<td>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 calculated by adding the total grade point values for all courses for which grade point values may be computed and dividing by the appropriate number of credit units attempted during the same period.

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen must approve all "I" grades. Incomplete grades must be removed within 90 calendar days after the first day of classes in the subsequent regular semester. After 90 days they will be changed to a "W".

Repetition of Courses

In computing cumulative grade-point averages, only the latest grade earned in repeated courses will be included. However, transcripts should indicate all work completed in the District. This policy shall apply, even if the latest grade is lower than the preceding grade. In cases where a student withdraws from a course which he is repeating his cumulative grade-point average shall be calculated by using the immediately preceding grade in the same course.

Honors

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

The Honor Roll, Dean's Honor List and Academic Recognition Roll will be published each semester.

Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Regardless of the test, it may be a subject examination from the College Level Examination Program or a teacher-made instrument.

Students will be allowed to earn as many credits through this procedure as their needs require and ability permits. However, 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 for any given course and a grade of "C" or higher is required in order to receive credit. Grades below "C" will not be transcripted and credit can then be earned only by enrollment in and completion of the course with a minimum grade of "D".

Some courses at El Centro feature experiences that cannot be duplicated through testing and are thus ruled out as credit-by-examination possibilities. Only 3 credit hours may be earned through credit-by-examination in satisfying the degree requirement for History and Government. Assistance in choosing appropriate courses for credit-by-examination is available in the counseling center.

Requests for examinations should be made to a counselor who will explain the necessary paperwork and procedure. A student, whether part-time or full-time, will be assessed a non-refundable, $20 fee prior to each examination.

Credit Granted for CPS Examination

Credit toward the Associate Degree in Applied Arts and Sciences in Secretarial Careers may be granted by the college for the successful completion of all parts of the Certified Professional Secretaries (CPS) Examination. In order to receive credit, the applicant must:
1. Request that direct notification be given to the Registrar by the Institute for Certifying Secretaries that the applicant has passed all sections of the exam.
2. Earn 12 hours of credit for courses at El Centro College or the advanced standing credit is posted on the applicant's record, and
3. Demonstrate that the CPS Exam was passed within the last 10 years.

Bus 173 — Beginning Typing
Bus 174 — Intermediate Typing
Bus 159 — Beginning Shorthand
Bus 164 — Intermediate Shorthand
Bus 162 — Secretarial Training
Bus 234 — Business Law
Bus 131 — Bookkeeping
Bus 201 — Principles of Accounting
Bus 231 — Business Correspondence
Psy 131 — Human Relations

Total Credit Hours: 26
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. Students may see any counselor of their choice simply by making an appointment at the reception desk in the Counseling Center. The Counseling Center is located on the second floor. Telephone 746-2173.

Human Development

The instructional activities in the Human Development courses provide chances for students to explore the relationship between meaningful education and some of the dilemmas or questions commonly brought to college. "Why learn" and "how to learn" is put in a perspective of "who is to learn." These courses are taught by counselors and by instructors in Developmental Studies.

This new series of courses in student development enhance the total curriculum and blends in with the total concept of the community college, and at the same time, offers academic credit which is transferable to most surrounding four-year institutions.

Advisement

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

Two offices on campus provide assistance to veterans — The Office of Veteran Affairs (VAO) and the Vet Reps Office.

1. The VAO is established to provide service to veterans including job placement, counseling, financial aid for enrollment, and information services. The VAO sponsors the Inner City Veterans Association on campus and engages in outreach and recruitment. When tutoring or developmental studies are indicated, arrangements can be made through this office which is located in the Student Center, telephone 746-2341 or 746-2342.

2. The Vet Reps are employed by the Veterans Administration to provide on-campus assistance to veterans. The main areas of assistance are preparation of applications for educational benefits and initiation of pay inquiries in cases of non-receipt or questioned amounts in their VA checks. Also Vet-Reps provide assistance to veterans including job placement, counseling, financial aid for enrollment, and information services. The VAO sponsors the Inner City Veterans Association on campus and engages in outreach and recruitment. When tutoring or developmental studies are indicated, arrangements can be made through this office which is located in the Student Center, telephone 746-2341 or 746-2342.

Financial Aid

The Financial Aid Program at El Centro College is designed to function as a multi-purpose financial assistance service for students. A major objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational opportunities of able students should not be controlled by their financial resources.

Where to Apply. Requests for information should be directed to the Director of Financial Aid, El Centro College, Main and Lamar, Dallas, Texas 75202.

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

Previous to a Fall semester, the deadline for completing application and interview is 6 weeks prior to the first day of registration. Previous to a Spring semester, the deadline is 6 weeks prior to the first day of registration.

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 may profit from 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 communities and assisting in the placement of youth either in schools or on-the-job training programs. For further information, contact UP with Education, El Centro College, at 746-2258.

Educational Opportunity Center

The Educational Opportunity Center is sponsored by the Dallas County Community College District and the Special Services Branch of the U.S. Office of Education. This project is designed to offer extensive counseling and information services primarily to persons from economically disadvantaged groups who may profit from further secondary or post-secondary education. This is done by the Mobile Counseling Center, satellite centers through the community and a computer terminal network. The staff will achieve its objectives through such activities as one-to-one counseling, disseminating educational information, acquiring financial aid for needy students, bringing the counseling service to the target communities, referring students to appropriate social help agencies, and assisting in the placement of individuals either in schools and/or on-the-job training programs. For further information, contact the EOC, Room 307, Main Bank Building, Main and Lamar or phone 746-2197 or 746-2258.

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.

Campus Employment

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

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

Efforts are made by the Office of Financial Aid and Placement for students to gain employment in clerical work, library work, laboratories, custodial work, selling, etc.
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 Affairs Office located in the Student Center, in the basement of the college. Veterans who are interested should contact the person in charge of Veteran's Benefits in the Admissions Office or the Director of Veterans Affairs.

Bureau of Indian Affairs. For information on educational benefits, an Indian student should contact the nearest BIA Office.

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

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division, offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical or mental disabling condition. For further information, contact Vocational Rehabilitation, 433 N. Central Expressway, Dallas, Texas.

Hazlewood Act. Certain veterans who have no remaining V.A. educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible. Contact the Financial Aid Office for details.

Law Enforcement Educational Program. The LEEP Program is designed to aid students who are presently employed or working toward becoming employed in certain law enforcement and correctional agencies. LEEP funds provide aid for direct educational expenses, and are as follows:

Grants. Potential non-repayable grants are available only to students who are employed full-time by a public law enforcement agency. Students enrolled either part-time or full-time may be eligible. Grants cannot cover more than amount of tuition, fees, and estimated cost of required books.

LEEP awards may be limited by funds made available to the college. For further information and applications, contact the Office of Financial Aid.

National Nursing Scholarship. Students who have been officially accepted and are in at least half-time attendance in the Associate Degree Nursing Program, and who have received benefit from it before, may apply to the Financial Aid Office. National Nursing Scholarships are awarded on the basis of exceptional financial need and are limited by funds made available to the college.

Basic Educational Opportunity Grant. (BEOG). Students who entered college for the first time during or after the summer of 1973 and are enrolling full-time may be eligible for this "entitlement grant." Applications are available in the Financial Aid Office, and are mailed directly by the student to a central processing place indicated in the instructions. The student receives a student eligibility report, SER, which he brings to the Financial Aid Office for interpretation and determination of grant amount according to an objective table provided to them by the federal government for that purpose.

Supplemental Educational Opportunity Grant. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with exceptional financial need. To be eligible a student must prove such financial need and make satisfactory progress toward the completion of his educational goal. The amount of an SEOG award must be matched by another source, usually an amount earned by the student from a work-study job on cam-
pus. 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.

Hinson-Hazwood Loan. A resident student of the state of Texas who meets the necessary requirements of the state and college may be eligible. Repayment must begin nine months following the termination of enrollment on at least a half-time basis. Minimum payments are $50.00 per month and up, depending on total loan. Interest is charged at the rate of 7%, beginning on date of first required payment. A new application is required previous to each academic year, and a separate application is necessary for each loan.

Students who wish may apply for a Federally Insured Student Loan from a commercial lender, such as his family bank or credit union.

El Centro College Loan. A short-term institutional loan for emergency purposes. Repayment is to be made within 60 days or less.

Dye Foundation Loan. A short-term loan designed to assist students with tuition, and fees. Repayment is to be made within 60 days or less.

Minnie Stevens Piper Foundation Loan. A loan made available to assist worthy and needy students. Loans up to $500.00 per semester for undergraduate students (sophomore or above) are available. Interest is a low 4% compounded annually from date of loan. Notes fall due one year after graduation. Interested persons should inquire at Minnie Stevens Piper Foundation, 2700 National Bank of Commerce, San Antonio, Texas 78205.

Sears Roebuck Foundation Loan. This is a short-term loan available to mid-management and business students who are recommended by their instructors. It is a 60-day loan for up to $100.00, bearing no interest.

Smith-Murray Memorial Loan. This is a flexible short-term loan available to deserving students in financial need. It is ordinarily a $50.00 loan, for payment of tuition, fees, and books. It bears no interest.

Sears Services Loan. This is a loan made available to Food Services students who are recommended by the Director of the Food Services Program. It is a 60-day loan for emergency purposes and bears no interest.

Scholarships

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

Designated for specific fields of study, Professional organizations, and others with specific interests, sometimes provide scholarships which are available only to students majoring in that specific field of study. Applications should be submitted through the appropriate division chairman to the Office of Financial Aid.

Internal, based on financial need. Several scholarships at El Centro are available only to students who demonstrate a definite financial need related to their educational expenses.

For further information concerning scholarships and other types of financial aid, students should contact the Office of Financial Aid and Placement. Financial Aid programs are highly dependent upon the state of the economy, and upon changes in state and federal legislation, and funding levels. Because of the changes in programs and guidelines occur frequently.

Off-Campus Job Placement

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

Student Activities

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

Community Association

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

The Community Association allows the total college population to share in the decision-making process and is composed of the following elements: Town Meeting, Community Council, Ad-Hoc Committees, and Permanent Organizations.

Student Organizations

Information about participating in any organization may be obtained through the Student Activities Office on the lower level of the Student Center. 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 pursing their responsibilities. Among the agencies are the Community Council, the Center Activities Board, and the Lyceum Committee.

2. Social Organizations — Such organizations exist for the purpose of providing fellowship, developing social relationships and promoting a sense of community among students who wish to be involved in group social activities.

3. Service Organizations — Service organizations have as their primary function the pursuit of activities which will contribute positively to the school and to the community.

4. Professional Organizations — Pre-professional and academic organizations are joined by students wishing to pursue interests which will contribute to the development of career fields.

5. Scholastic Honorary Organizations — Scholastic honorary organizations offer membership to students on the basis of academic excellence and performance.

6. Special Interest Organizations — Such organizations are organized by students who are intent upon developing a broader interest in some particular aspect of their lives as human beings or students.

Student Center

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

The main level of the complex houses the cafeteria and bookstore, as well as the central lobby. The office of the Assistant Dean of Student Activities is on the mezzanine.

Security Division

The department of Campus Security is required by state law to "protect and police buildings and grounds of state institutions of higher learning." Since all of the general and criminal laws of the state are in full force and effect within the campus community, a specially trained and educated personnel are commissioned to protect not only the physical property of the campus community but also to protect the person and the property of campus citizens. The security officers are responsible for enforcing rules, regulations, and Board policies of the college, including a Code of Conduct for students. The department seeks to operate a student-oriented program which encourages the open exchange of ideas and to develop a tolerance for individual points of view.

The Campus Security Office is located in the Student Activities area. A security officer may be reached at any time the campus is open for educational activities by calling the campus operator: "0."
In the following list of courses, the credit value of each course in semester units is indicated. Below the credit value is the number of hours devoted to lecture and/or laboratory.

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

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

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

Accounting
(See Business 201, 202)

Advertising and Sales Promotion
(See Business 233)

Anthropology

Anthropology 100
Introduction to Anthropology
3 Cr.

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

Anthropology 101
Cultural Anthropology
3 Cr.

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.
The Heritage of Mexico 3 Lee

Anthropology 110 3 Cr.

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

Apparel Design

Apparel Design 232 3 Cr.
Design Development 2 Lec., 4 Lab.
Prerequisites: Pattern Design 131, Design 130; concurrent enrollment in Apparel Design 237 and Pattern Design 230. The principles of design for apparel are studied through each instructional unit. Fabric selection and trimming are considered each assignment. Laboratory fee required.

Architectural Graphics I 3 Cr.
The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon a) line and lettering in pencil and in ink. Laboratory fee required.

Architectural Graphics II 3 Cr.
The study of perspective drawing, shade and shadow. Emphasis upon theory of drawing, line work and lettering in pencil and ink. Laboratory fee required.

Freehand Drawing I 3 Cr.
Fundamental approach to mastering the technique of pencil drawing with emphasis upon eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon. Exercises using book references, human models and indoors-outdoor sketching are utilized. Laboratory fee required.

Freehand Drawing II 3 Cr.
Drawing with pen and ink as well as use of brush with ink and ink washes for tonal effects are incorporated within a multitude of practical applications. Exercises using book references, human models and indoor-outdoor sketching are utilized. Laboratory fee required.

Credit Courses by TV

El Centro College is offering several courses via television. These courses are Government 201, Ecology 291, English 101, Psychology 105, Business 105, 143, Anthropology 101, and Earth Science 117. Content of and credit for these courses is the same as for similar courses taken on campus.

Television courses include viewing of two 30-minute television programs on KERA-Channel 13 each week, plus reading assignments and study guide assignments. Students come to the El Centro College campus for an orientation session at the beginning of the semester, for one or two seminars (discussion meetings) and for three or four visits during the semester. These visits to the campus are normally scheduled so that they may be attended either in the afternoon, at night or on the weekends.

Television courses may be taken in conjunction with on-campus courses or by persons who are taking no on-campus instruction.

Architecture

Architecture 130 3 Cr.
Architectural Graphics I 3 Cr.
The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon a) line and lettering in pencil and in ink. Laboratory fee required.

Photography 2 tec., 4 lab.
Prerequisites: Architecture 129 and sophomore standing. A study of the basics of photography of film, exposure, development, flash, filters, and printing. Practical applications and uses in Architectural Illustrations to be investigated with emphasis upon reproduction, negative and print qualities. Laboratory fee required.

History of Architecture 3 Cr.
This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the peoples who inhabited the country before the Spanish conquest, the course leads to modern Mexico, emphasizing the historical relations between Mexico and the United States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110.

Architectural Illustrations

Architecture 232 3 Cr.
Architectural Graphics I 3 Cr.
The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon a) line and lettering in pencil and in ink. Laboratory fee required.

Photography 2 tec., 4 lab.
Prerequisites: Architecture 129 and sophomore standing. A study of the basics of photography of film, exposure, development, flash, filters, and printing. Practical applications and uses in Architectural Illustrations to be investigated with emphasis upon reproduction, negative and print qualities. Laboratory fee required.

History of Architecture 3 Cr.
This course presents major historical developments and personalities which have shaped the Mexican nation, with emphasis on cultures and customs. Beginning with the peoples who inhabited the country before the Spanish conquest, the course leads to modern Mexico, emphasizing the historical relations between Mexico and the United States and the role of the Mexican-American in the contemporary United States. The student may register for either Anthropology 110 or History 110.

Architecture 233 3 Cr.
Architectural Graphics I 3 Cr.
The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon a) line and lettering in pencil and in ink. Laboratory fee required.

Architectural Graphics II 3 Cr.
The study of perspective drawing, shade and shadow. Emphasis upon theory of drawing, line work and lettering in pencil and ink. Laboratory fee required.

Freehand Drawing I 3 Cr.
Fundamental approach to mastering the technique of pencil drawing with emphasis upon eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon. Exercises using book references, human models and indoors-outdoor sketching are utilized. Laboratory fee required.

Freehand Drawing II 3 Cr.
Drawing with pen and ink as well as use of brush with ink and ink washes for tonal effects are incorporated within a multitude of practical applications. Exercises using book references, human models and indoor-outdoor sketching are utilized. Laboratory fee required.

Photography 2 tec., 4 lab.
Prerequisites: Architecture 129 and sophomore standing. A study of the basics of photography of film, exposure, development, flash, filters, and printing. Practical applications and uses in Architectural Illustrations to be investigated with emphasis upon reproduction, negative and print qualities. Laboratory fee required.

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Freehand Drawing II 3 Cr.
Drawing with pen and ink as well as use of brush with ink and ink washes for tonal effects are incorporated within a multitude of practical applications. Exercises using book references, human models and indoor-outdoor sketching are utilized. Laboratory fee required.
Architecture 248
Architectural Design, 4 Cr.
Grade II
Prerequisites: Architecture 130 and 132. Research into design theory for the solution of architectural problems. Emphasis upon functional and aesthetic values through three-dimensional problem solving studies.

Architecture 249
Architectural Design, 4 Cr.
Grade II
Prerequisite: Architecture 248. Continuation of Architecture 248 with emphasis upon functional and aesthetic solutions based upon individual programming and research.

Art

Art 103
Introduction to Art
An introduction to materials and techniques of studio art for the non-major, involving basic design concepts and traditional techniques. Laboratory fee required.

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

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

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

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

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

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

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

Art 201
Drawing III
2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115; sophomore standing and/or permission of the Division Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Laboratory fee required.

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

Art 203
Painting I
2 Lec., 3 Cr.
Prerequisites: ART 110, ART 111, ART 115 or permission of the instructor. A studio course stressing fundamental concepts of painting with emphasis upon painting from still life, models, and the imagination.

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

Art 207
Sculpture I
2 Lec., 4 Lab.
Prerequisites: ART 110, ART 111, ART 115 or permission of the instructor. An exploration of various sculpting techniques in the process of bringing to life objects and media and using different techniques. Laboratory fee required.

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

Art 210
Sculpture III
2 Lec., 4 Lab.
Prerequisite: ART 208. A continuation of Sculpture II with emphasis on individual expression. Laboratory fee required.

Art 217
Commercial Art I
2 Lec., 4 Labs.
Prerequisites: ART 110, ART 111, ART 115 or consent of the instructor. An introduction to the working world of commercial art with emphasis on the acquisition of professional attitudes and basic studio skills through the working out of typical commercial assignments. Laboratory fee required.

Art 218
Commercial Art II
2 Lec., 4 Labs.
Prerequisite: ART 210. A continuation of ART 210 with added emphasis on layout and design concepts through increased individual assignments, work with simple art for reproduction techniques, and the development of a professional portfolio. Laboratory fee required.

Art 219
Advertising Illustration
2 Lec., 4 Labs.
Prerequisite: ART 210. Problems of the illustrator are investigated while exploring the elements he uses. Projects involving basic solution to contemporary illustration are developed.

Biology

Biology 101
General Biology
3 Lec., 3 Lab.
This course is a prerequisite for all higher level biology courses and should be taken in sequence. Recommended for science majors. Emphasis is on structure and function at the cellular, tissue, and organ system levels of organization in both plant and animal. Laboratory fee required.

Biology 102
Biological Science
3 Lec., 3 Lab.
This course is a continuation of Biology 101. Emphasis is on Mendelian and molecular genetics, evolutionary mechanisms, plant and animal development, and the energetics and regulation of ecological communities. Laboratory fee required.

Biology 115
Biological Science II
3 Lec., 3 Lab.
A study 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, photosynthesis and respiration, reproduction, plant and animal reproduction. Laboratory fee required.

Biology 116
Biological Science III
3 Lec., 3 Lab.
No prerequisite. A study of selected topics of Biological Science for the non-science major including all systems of the human body, disease, drug abuse and aging, ecology and man in relation to his environment. Laboratory fee required.

Biology 120
Introduction to Human Anatomy and Physiology
3 Lec., 2 Lab.
A two-semester course in anatomy and physiology, introducing the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. This course serves as a foundation for present and future specialization for students of A.D. Nursing and Allied Health disciplines. Other students interested in the study of the functioning of the human body should consult a counselor. No science background is presupposed. Through grounding in the basic chemistry of life processes, cell theory, genetics, embryology and anatomy and physiology will be provided. Coordination of body systems for integral functioning will be stressed. Laboratory fee required.

Biology 121
Introduction to Human Anatomy and Physiology
3 Lec., 2 Lab.
Prerequisite: Biology 120. A continuation of Biology 120. Laboratory fee required.

Biology 122
Applied Anatomy & Physiology for Respiratory Therapists
3 Lec., 2 Lab.
Biology 122 is a non-transferable one semester course restricted to students of the one-year certification program in respiratory therapy. The major content emphasis of this course is an in-depth treatment of the anatomy and physiology of the cardiovascular, respiratory, and excretory systems. A student must show evidence of acceptance into the respiratory therapy certification program. Laboratory fee required.

Biology 210
Invertebrate Zoology
3 Lec., 3 Lab.
Prerequisite: Eight hours of Biological Science. An intermediate level course surveying the major groups of animals below the level of chordates. Consideration is given to the phylogeny, taxonomy, morphology, physiology, and biology of groups involved. Relationships and importance to higher animals and man are stressed. Recommended for science majors. Laboratory fee required.

Biology 211
Vertebrate Zoology
3 Lec., 3 Lab.
Prerequisites: Biology 102 or consent of instructor. A study of vertebrates with emphasis on growth, reproduction, nutrition, genetics and ecology of microorganisms. Laboratory activities will constitute a major part of the course. Recommended for science majors and science related programs. Laboratory fee required.

Biology 215
General Microbiology
3 Lec., 4 Lab.
Prerequisites: Biology 102 or consent of instructor. An introduction to the working world of microorganisms. Activities will constitute a major part of the course. Recommended for science majors and science related programs. Laboratory fee required.

Biology 217
Anatomy and Physiology I
3 Lec., 3 Lab.
Prerequisite: Biology 102 or approval of instructor. Recommended for science majors. First course of a two-course sequence. Structure and function as related to the human skeletal, muscular and circulatory system. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

Biology 218
Anatomy and Physiology II
3 Lec., 3 Lab.
Prerequisite: Biology 217 or approval of instructor. Second course of the two-course sequence. Structure and function as related to the human digestive, nervous, respiratory, reproductive and endocrine systems. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

Biology 290
See Ecology 290

Biology 290
(See Ecology 290)
Bookkeeping
(See Business 131, 132)

Business Mathematics
(See Mathematics 130)

**Business**

**Business 105**
Introduction to Business
3 Cr.  
Provides overall picture of business operations; includes analysis of specialized fields within business organizations; identifies role of business in modern society. (This course is offered on campus and via television.)

**Business 118**
Data Entry Concepts
2 Lec., 5 Lab.  
Prerequisite: Credit in Business 173 or one year of typing in high school. Designed to provide skills using card oriented and buffered display equipment. Emphasis is placed on speed and accuracy for performing the basic functions, record formatting with protected and variable fields, utilizing a variety of source documents, program control and multiple program laboratory fee required.

**Business 121**
Bookkeeping
3 Cr. 3 Lec.  
The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. A practice set covering the entire business cycle will be completed.

**Business 122**
Bookkeeping
3 Cr. 2 Lec.  
Prerequisite: Business 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced.

**Business 136**
Principles of Management
3 Cr. 3 Lec.  
A study of the process of management including the functions of planning, organizing, leading, and controlling. Particular emphasis on policy formulation, decision making processes, operating problems, communications theory, and motivation techniques.

**Business 143**
Personal Finance
3 Cr. 3 Lec.  
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.

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

**Business 151**
Management Training
20 Lab.  
Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of Business 150. Business 151 will be offered the second semester.

**Business 153**
Business Management
3 Cr. 3 Lec.  
The student will be studying the fundamental approaches to planning, establishing and operating a small business. The day-to-day operation of the business and reporting procedures will be studied as well as exploring the concepts of general management.

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

**Business 155**
Personnel Management
2 Cr.  
Prerequisites: Business 150, Business 154, and concurrent enrollment in Business 151. A study of the principles, policies and practices relating to the personnel functions of business as applied to the student's work experiences.

**Business 159**
Beginning Shorthand
4 Cr. 3 Lec., 2 Lab.  
Prerequisite: Credit in or concurrent enrollment in Business 173 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write and transcribe shorthand outlines. Development of knowledge of mechanics of English.

**Business 161**
Office Machines
2 Cr. 1 Lec., 2 Lab.  
Office machines is designed to provide the student with a skill in the operation of such machines as adding machines, printing calculators, and electronic calculators. Emphasis is placed on using the touch system in both speed and accuracy for performing the basic functions, solving problems that require the use of special keys and controls, and solving application problems.

**Business 162**
Secretarial Training
3 Cr. 3 Lec.  
Prerequisites: Credit in Business 173 or one year of typing in high school. Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing, skill in the use of duplicating machines, mail, telegraph, postal and shipping service, handling travel details and meeting arrangements. Duties of the receptionist and development of a desirable secretarial appearance and personality are studied.

**Business 164**
Intermediate Shorthand
2 Cr. 3 Lec., 3 Lab.  
Prerequisites: Credit in Business 173 or one year of shorthand in high school; credit in Business 173 or one year of typing in high school. Application of principles of Gregg shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading of shorthand outlines, speed building, dictation and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills.

**Business 165**
Introduction to Word Processing
3 Cr. 3 Lec.  
Prerequisite: Credit in Business 173 or one year of typing in high school. Development of word processing concepts and skills. Skills include writing and transmitting business communications from a variety of professions, industries, and government agencies; operating electric typewriters; using computer data, budgeting, analysis, and interpretation. Training in the use of major dictating and transcribing machines with electric typewriters. Goal is development of employable skill in an office or word processing center.

**Business 173**
Beginning Typing
2 Cr. 1 Lec., 2 Lab.  
The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting.

**Business 174**
Intermediate Typing
2 Cr. 1 Lec., 2 Lab.  
Prerequisite: Credit in Business 173 or one year of typing in high school. Further development of typing skills. Emphasis will be placed on solving problems, increasing speed and accuracy typing business forms, correspondence and manuscripts.

**Business 201**
Principles of Accounting
3 Cr. 3 Lec.  
Theory and practice of measuring and interpreting financial data for business units; study of problems of income measurement, such as depreciation, inventory valuation, and credit losses, the operating cycle and the preparation of financial statements.

**Business 202**
Principles of Accounting
3 Cr. 3 Lec.  
Prerequisites: Business 201. Accounting procedures and principles applicable to partnerships and corporations; the use of cost data, budgeting, analysis, and interpretation of financial reports for use by creditors, investors, and management.
Chemistry

Chemistry 101  
General Chemistry  3 Lec., 3 Lab.  
Prerequisite: Developmental Mathematics 091 or equivalent. Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure and interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter and changes of state. The fundamental principles are applied to the solution of qualitative problems relating to chemistry. Laboratory fee required.

Chemistry 102  
General Chemistry  3 Lec., 3 Lab.  
Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 111  
General Chemistry  3 Lec., 3 Lab.  
Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 112  
General Chemistry  3 Lec., 3 Lab.  
Prerequisite: Chemistry 101. Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Laboratory fee required.

Chemistry 116  
General Chemistry  3 Lec., 3 Lab.  
Prerequisite: Chemistry 115. Designed for non-science majors, this course covers organic chemistry and biochemistry. The important classes of organic compounds are surveyed with the concept of structure providing the central theme. The biochemistry section includes carbohydrates, proteins, lipids, chemistry of blood, immunity and therapy and plant biochemistry. Laboratory fee required.

Chemistry 170  
Chemistry of Flammable Materials  3 Lec.  
Prerequisite: Chemistry 116. Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting control.

Chemistry 201  
Organic Chemistry I  4 Lec., 3 Lab.  
Prerequisite: Chemistry 102. Designed for science and science-related majors. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions, and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanisms and stereochemistry, transition state theory, and technique of organic synthesis. Laboratory fee required.

Chemistry 202  
Organic Chemistry II  4 Lec., 4 Lab.  
Prerequisite: Chemistry 201. Designed for science and science-related majors, this course is a continuation of Chemistry 201. Emphasis will be given to the further development of aliphatic and aromatic systems, polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocyclic and related compounds. Instrumental techniques will be used to identify compounds. Laboratory fee required.
Computing Sciences 240 4 Cr.
Telecommunications I
Prerequisite: A minimum of 2 semesters of a high level language and credit in Data Processing 231, or permission of the instructor. Introduction to telecommunications concepts including systems configuration of a telecommunication network on a third generation computer, telecommunications vocabulary, MODMS, terminal configuration, polling, simulation and common carrier characteristics. Student will investigate, analyze and design an existing telecommunications system and a student conceived national data system. Laboratory fee required. 240.

Computing Sciences 241 4 Cr.
Telecommunications II
Prerequisite: Computing Sciences 240. Continuation of Computing Sciences 240. Included concepts: basic telecommunication programming, terminal configurations, line configurations, synchronous transmission, synchronous transmission and polling techniques at the central unit. Laboratory fee required.

Cooperative Work Experience
101, 711, 801, 811
1 Cr.
701, 712, 802, 812
1 Cr.
703, 713, 803, 813
2 Cr.
704, 714, 804, 814 4 Cr.

Prerequisite: Completion of two courses in the student's major and instructor/coordinator approval. This course constitutes an on-the-job application of theory and laboratory experience received in the formal courses of the student's major curriculum. The student will be placed in a work-study position in his technical/occupational field that will enable the student to function successfully in that respective occupation. The student's learning in this course will be guided by a set of learning objectives formulated at the beginning of each semester by the student, his instructor/coordinator, and his supervisor at work.

Computing Sciences 208
Introductory APL Programming
3 Cr.
Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 107 or consent of instructor. A study of APL language with emphasis on applications. This course is designed for partial fulfillment of degree requirements in the math and science disciplines. Laboratory fee required.

Computing Sciences 230
Advanced Assembly Language Coding
4 Cr.
Prerequisite: Data Processing 231. Further development of programming skills using the Assembly Language instruction set of the System/360. Topics of study will include indexing, Indexed Sequential File Organization, Table Search Methods, Data and Bit Manipulations Techniques, Code Translation, advanced problem analysis, and debugging techniques. Floating point operations will be introduced. Laboratory fee required.

Chemistry 203 4 Cr.
Quantitative Analysis
2 Lec., 6 Lab.
Prerequisites: Chemistry 102, Mathematics 101 or Mathematics 104 or equivalent.

Data Processing
Data Processing Programmed Work Experience 701, 711, 801, 811
1 Cr.
702, 712, 802, 812
2 Cr.
723, 703, 803, 813
3 Cr.
704, 714, 804, 814 4 Cr.

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

Data Processing 133 4 Cr.
Beginning Programming
3 Lec., 4 Lab.
Prerequisite: Credit in Data Processing 133, 137 or another math course. Further development of skills and proficiency using COBOL including level one job data flow. Machinable concepts, table build and search techniques, learn disk concepts, matching record and file maintenance concepts using disk. Advisory concurrent enrollment in Computer Services 175. Laboratory fee required.

Data Processing 134 3 Cr.
Data Processing Logic
3 Lec.
Prerequisite: Data Processing 133, 137 or another math course. Provides additional language capabilities and third generation hardware concepts using the Assembly Language instruction set of the IBM 360/370. This course 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 be studied. Advisory concurrent enrollment in Computer Services 175. Laboratory fee required.

Data Processing 231 4 Cr.
Advanced Programming
3 Lec., 4 Lab.
Prerequisite: Data Processing 136 or consent of the instructor. Provides additional language capabilities and third generation hardware concepts using the Assembly Language instruction set of the IBM 360/370. This course 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 be studied. Advisory concurrent enrollment in Computer Services 175. Laboratory fee required.

Data Processing 232 4 Cr.
Advanced Cobol
3 Lec., 4 Lab.
Prerequisite: Data Processing 231. Introduction to Cobol and develop skills required to analyze existing systems and to design new systems. Each student is required to complete a case study which involves all facets of system design from the original source of data to final reports including flowcharts and documentation. Fall semester offered only. Spring semester offered only. Laboratory fee required.

Data Processing 233 4 Cr.
Operating Systems
3 Lec., 4 Lab.
Prerequisite: Data Processing 231. The objective of this course is to acquaint the student with the general operation of an operating system, JCL, and utilities, and provide him the technical knowledge required to work effectively in this environment. The student will be given a design of an operating system is analyzed and training is given in the use of JCL and utilities. Laboratory fee required.

Data Processing 234 4 Cr.
Advanced Cobol
3 Lec., 4 Lab.
Prerequisite: Credit in Data Processing 133 and 137, or
Dental science is the study of the mouth and its diseases. It is a combination of biology, chemistry, and anatomy. Dental science involves the study of the teeth and their structures, as well as the diseases that affect them. It includes the study of the development of the teeth, the tissues that support them, and the functions of the mouth. Dental science also involves the study of the diseases that affect the mouth, such as gum disease, cavities, and oral cancer. The goal of dental science is to provide the best possible care for the teeth and the mouth.
Developmental Mathematics courses are offered on a self-paced, individualized basis. These courses may be taken for review of mathematics skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 104, 111, and 115. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130, 139, and 195.

Developmental Mathematics 060 1 Cr.
Basic Mathematics I 1 Lec.
This course is designed to give an understanding of fundamental operations dealing with selected topics such as whole numbers, decimals and setting up and solving ratio and proportions.

Developmental Mathematics 061 1 Cr.
Basic Mathematics II 1 Lec.
This course is designed to give an understanding of fractions by dealing with selected topics including primes, factors, least common multiples and basic operations with fractions. This course is also designed to give an understanding of the basic operations of percent.

Developmental Mathematics 062 1 Cr.
Pre-Algebra 1 Lec.
This course is designed to introduce students to business math by dealing with such selected topics and discounts and commissions, interest, metric and English measuring systems, area and volume.

Developmental Mathematics 063 1 Cr.
Pre Algebra 1 Lec.
This course is designed to introduce students to the language of algebra by dealing with such topics as integers, metrics, equations and properties of counting numbers.

Developmental Mathematics 064 1 Cr.
Nursing 1 Lec.
This course is designed to develop an understanding of the measurements and terminology in medicine and calculations used in problems dealing with solutions and dosages needed to complete a nursing program.

Developmental Mathematics 070 1 Cr.
Elementary Algebra I 1 Lec.
Prerequisites: Developmental Mathematics 060 or equivalent. Designed as an introduction to algebra which includes selected topics such as basic principles and operations of sets, counting numbers and integers.

Developmental Mathematics 071 1 Cr.
Elementary Algebra II 1 Lec.
Prerequisite: Developmental Mathematics 070 or equivalent. Designed as a sequel to Developmental Mathematics 070 which includes selected topics such as rational numbers, algebraic polynomials, factoring and algebraic fractions.

Developmental Mathematics 072 1 Cr.
Elementary Algebra III 1 Lec.
Prerequisite: Developmental Mathematics 071 or equivalent. Designed as a sequel to Developmental Mathematics 071 to include selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables.

Developmental Mathematics 080 1 Cr.
Intermediate Algebra I 1 Lec.
Prerequisites: Developmental Mathematics 072, 091 or equivalent. This course is designed to include a study of selected topics such as systems of rational numbers, real numbers, and complex numbers.

Developmental Mathematics 081 1 Cr.
Intermediate Algebra II 1 Lec.
Prerequisite: Developmental Mathematics 080 or equivalent. Designed as a sequel to Developmental Mathematics 080 and includes such selected topics as sets, relations, functions, inequalities and absolute values.

Developmental Mathematics 090 1 Cr.
Prerequisites: Developmental Mathematics 082 or equivalent. This course is designed as a sequel to Developmental Mathematics 081 and includes such selected topics as graphing, exponentials, and factoring.

Developmental Mathematics 091 3 Cr.
Prerequisites: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of study skills, and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes reading/learning experiences developed to strengthen the total educational background of each student. Developmental Reading 090 and Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.

Developmental Reading 090 3 Cr.
Techniques of Reading/Learning 3 Lec.
Developmental Reading 090 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement. It emphasizes learning how to learn and includes Reading/Learning experiences developed to strengthen the total educational background of each student. Developmental Reading 090 and Developmental Reading 091 are offered in a laboratory setting employing varied instructional methods.

Developmental Writing 090 3 Cr.
Writing 3 Lec.
Developmental Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Spelling, grammar, vocabulary improvement, and principles of sentence and paragraph structure (as well as experience in organization for composition) are taught in a laboratory utilizing individualized instruction techniques.

Developmental Writing 091 3 Cr.
Writing 3 Lec.
Developmental Writing 091 is a sequel to Writing 090 and continues work on the composition process; therefore, it is important to develop the student's skills of organization, transition and revision. His program of composition will vary according to his individual needs, which may include brief, simple forms as well as more complex critical and research writing.

Developmental Writing 092 1 Cr.
Writing Lab 3 Lec.
Developmental Writing Lab 092 is a workshop to facilitate writing success for course work and other individual interests. Students are given instruction and supervision in writing assignments, including the research paper, and in editing for mechanical effectiveness.

Developmental Writing Lab 092 3 Lec.

Drafting 160 2 Cr.
Geological and Land Drafting 2 Lec., 4 Lab.
Prerequisites: Drafting 183 and Mathematics 196. This is a specialty course to prepare one for work in the area of civil drafting. Drawings completed are relief maps, plan and profile drawings, roadways, pipelines, petroleum and geophysical maps. Calculations are made from surveyor's notes to plot a traverse and to determine area. A set of drawings is prepared for a residential subdivison, a shopping center, or some other type of land development.

Drafting 160 2 Cr.
Manufacturing Fundamentals 2 Lec.
This is a study of manufacturing fundamentals and production methods. The course is designed to acquaint the student with modern machine tools and equipment used in the manufacturing industry. It also correlates the functions of drafting and its role in the industrial world.

Drafting 160 2 Cr.

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

Drafting 160 2 Cr.
Advanced Technical Illustration 2 Lec., 6 Lab. 4 Cr.
Prerequisite: Drafting 183. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, airbrush retouching of photographs, use of commercially prepared pressure sensitive materials and layout of electronics schematics included in the course. Laboratory fee required.

Economics

Economics 201 Principles of Economics I 3 Cr.
The fundamental principles of macroeconomics.

Economics 202 Principles of Economics II 3 Cr.

Economics organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore standing recommended.

Economics 203 Money and Banking 3 Cr.

Economics 204 Monetary and Fiscal Policy 3 Cr.

Economics 205 Economic Fluctuations 3 Cr.

Economics 206 Growth 3 Cr.

Economics 207 International Trade 3 Cr.

Economics 208 Macroeconomics 3 Cr.

Economics 209 Microeconomics 3 Cr.

Economics 210 Advanced Macroeconomics 3 Cr.

Economics 211 Advanced Microeconomics 3 Cr.

Economics 212 Advanced International Trade 3 Cr.

Economics 213 Advanced Macroeconomics 3 Cr.

Economics 214 Advanced Microeconomics 3 Cr.

Economics 215 Advanced International Trade 3 Cr.

Economics 216 Advanced Macroeconomics 3 Cr.

Economics 217 Advanced Microeconomics 3 Cr.

Economics 218 Advanced International Trade 3 Cr.

Economics 219 Advanced Macroeconomics 3 Cr.

Economics 220 Advanced Microeconomics 3 Cr.

Economics 221 Advanced International Trade 3 Cr.

Economics 222 Advanced Macroeconomics 3 Cr.

Economics 223 Advanced Microeconomics 3 Cr.

Economics 224 Advanced International Trade 3 Cr.

Economics 225 Advanced Macroeconomics 3 Cr.

Economics 226 Advanced Microeconomics 3 Cr.

Economics 227 Advanced International Trade 3 Cr.

Economics 228 Advanced Macroeconomics 3 Cr.

Economics 229 Advanced Microeconomics 3 Cr.

Economics 230 Advanced International Trade 3 Cr.

Economics 231 Advanced Macroeconomics 3 Cr.

Economics 232 Advanced Microeconomics 3 Cr.

Economics 233 Advanced International Trade 3 Cr.

Economics 234 Advanced Macroeconomics 3 Cr.

Economics 235 Advanced Microeconomics 3 Cr.

Economics 236 Advanced International Trade 3 Cr.

Economics 237 Advanced Macroeconomics 3 Cr.

Economics 238 Advanced Microeconomics 3 Cr.

Economics 239 Advanced International Trade 3 Cr.

Economics 240 Advanced Macroeconomics 3 Cr.

Economics 241 Advanced Microeconomics 3 Cr.

Economics 242 Advanced International Trade 3 Cr.

Economics 243 Advanced Macroeconomics 3 Cr.

Economics 244 Advanced Microeconomics 3 Cr.

Economics 245 Advanced International Trade 3 Cr.

Economics 246 Advanced Macroeconomics 3 Cr.

Economics 247 Advanced Microeconomics 3 Cr.

Economics 248 Advanced International Trade 3 Cr.

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Economics 302 Advanced International Trade 3 Cr.

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Economics 304 Advanced Microeconomics 3 Cr.

Economics 305 Advanced International Trade 3 Cr.

Economics 306 Advanced Macroeconomics 3 Cr.

Economics 307 Advanced Microeconomics 3 Cr.

Economics 308 Advanced International Trade 3 Cr.

Economics 309 Advanced Macroeconomics 3 Cr.

Economics 310 Advanced Microeconomics 3 Cr.

Economics 311 Advanced International Trade 3 Cr.

Economics 312 Advanced Macroeconomics 3 Cr.

Economics 313 Advanced Microeconomics 3 Cr.

Economics 314 Advanced International Trade 3 Cr.

Economics 315 Advanced Macroeconomics 3 Cr.

Economics 316 Advanced Microeconomics 3 Cr.

Economics 317 Advanced International Trade 3 Cr.

Economics 318 Advanced Macroeconomics 3 Cr.

Economics 319 Advanced Microeconomics 3 Cr.

Economics 320 Advanced International Trade 3 Cr.

Economics 321 Advanced Macroeconomics 3 Cr.

Economics 322 Advanced Microeconomics 3 Cr.

Economics 323 Advanced International Trade 3 Cr.

Economics 324 Advanced Macroeconomics 3 Cr.

Economics 325 Advanced Microeconomics 3 Cr.

Economics 326 Advanced International Trade 3 Cr.

Economics 327 Advanced Macroeconomics 3 Cr.

Economics 328 Advanced Microeconomics 3 Cr.

Economics 329 Advanced International Trade 3 Cr.
Fire Protection

Fire Protection 131 3 Cr.
Introduction to Fire Protection

Fire Protection 132 3 Cr.
History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and a review of expanding future fire protection problems.

Fire Protection 133 3 Cr.
Fire Prevention Policy and Application

The objectives and views of inspections, fundamental principles of fire prevention, and community fire prevention. Inspection, fire prevention administration. Fire prevention organization: public cooperation and image; recognition of fire hazards; inspection problems and legal aspects; development and implementation of a systematic and definite inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology. Relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

Fire Protection 135 3 Cr.
Introduction to Fire Department Administration

An in-depth study of the organization and management as related to the fire department including budgeting, management, and related activity programs, training and management of fire department officers. Personnel administration and distribution of duties. Introduction to fire department organization and its relation to various local government agencies to fire protection areas. Fire service leadership as viewed from the command and administrative position.

Fire Protection 136 3 Cr.
Fire Investigation and Arson

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogative procedures, cooperation and coordination between fire and police forces, and other related topics.

Fire Protection 138 3 Cr.
Introduction to Fire Operations

An introduction to fire operations and procedures; proper use and operations of fire apparatus, equipment, and rescue procedures; communication systems and dispatch procedures; pump operations and fire service hydrant systems.

Fire Protection 139 4 Cr.
Fire Operations Strategy

4 Cr.

3 Lec., 1 Lab.

An introduction to analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis is to be placed on pre-planning, study of conflagration problems, fire ground organization problem-solving related to fire ground decision-making and attack tactics and strategy. Use of mutual aid and large scale command problems.

Fire Protection 140 3 Cr.
Fire Protection Through Building Construction

3 Lec.

Prerequisite: English 102.

Study of construction and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data necessary for fire protection. Review of related building codes and fire codes. Study of post-renaissance works of continental Europe, England, and America.

Fire Protection 141 3 Lec.
American Literature

Study of the works of the important writers before Whitman in the context of their times.

Fire Protection 142 3 Cr.
Creative Writing

Writing of fiction: short story, poetry and short drama.

English 215 3 Cr.
Studies in Literature

3 Lec.

Prerequisite: English 102.

The student will read, analyze and discuss selections in literature organized by genre, period, or geographical region. Course titles and descriptions will be available each semester prior to registration.

English 216 3 Cr.
Studies in Literature

3 Lec.

Prerequisite: English 102.

The student will read, analyze and discuss selections in literature organized by theme, interdisciplinary concern, or major author. Course titles and descriptions will be available each semester prior to registration.

English 218 3 Lec.
Introduction to Dietetics

An introduction to dietetics as a career. A study of organizational patterns and functions of food service in health care facilities and in community nutrition care settings. The role of food assistance programs and legal accountability as related to food service facilities are covered. Basic food service operations and procedures are explored for various age groups. The career later in dietetics is presented. Job opportunities for the dietetic technician in equipment involved in food preparation, with particular stress on high quality in relation to preparation tech- niques. Laboratory fee required.
Food Service 132 3 Cr.
Food Purchasing, Handling and Storage 3 Lec.
A lecture course covering the study of quantity food purchasing and storage procedures, receiving and storage requirements, procedures and controls. The market availability of food supplies and the analysis of food quality and specifications for handling is covered.

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

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

Food Service 231 3 Cr.
Supervisory Techniques for Food Service 3 Lec.
A course designed to develop an understanding of basic principles in selecting, training, and supervising personnel in the total food service environment. It includes personnel policies, job descriptions, methods of teaching, preparation of schedules, and procedures for work improvement.

Food Service 232 3 Cr.
Food Service Cost Control 3 Lec.
Prerequisite: Food Service 132 and Mathematics 130. A course covering the essential principles and procedures of effective food cost control which will enable the student to gain a firm understanding of these principles and then adapt them to any food service operation.

Food Service 234 4 Cr.
Elementary Bakery Training 2 Lec., 4 Lab.
This course covers the operation of the baker. Basic doughs, breads, pies, cookies, sweet and puff doughs are analyzed and produced in quantity. The proper handling of the pastry bag is stressed. Also covered are all types of fillings, bars, chocolates, puddings, cakes, cake decorating, and frostings. The use of proper flours to achieve desired product is stressed. Laboratory fee required.

Food Service 235 2 Cr.
Food Service Financial Management 3 Lec.
A problem-solving course which deals with profit planning, cost analysis, break-even point analysis, budgets, income statements and balance sheets for commercial food service operations. Emphasis is also directed to cost management, ratio analysis and feasibility studies for food service operations.

Food Service 237 4 Cr.
Quantity Food Preparation and Service 2 Lec., 8 Lab.
Prerequisite: Food Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the special problems experienced by a student in instituting and planning of a cost service facility. Includes study and use of convenience foods. Laboratory fee required.

Food Service 238 3 Cr.
Food Marketing 3 Lec.
A lecture course which introduces the student to the area of distribution of the finished product. It is geared to the contemporary approach of the operation of a food service facility. Covers the activities involved in the generation of markets and customers and in the development and distribution of the customer satisfying foods and services.

Food Service 239 4 Cr.
Advanced Quantity Food Preparation and Service 2 Lec., 8 Lab.
Prerequisite: Food Service 230. Continuation of Food Service 230 emphasizing the fundamental principles in planning and management of quantity food production and service under field training conditions. Practice in production of entire meal, including evaluation and controls. Study of quality food standards of various cost levels. Includes equipment planning and layout as well as maintenance of all types of food preparation equipment. Laboratory fee required.

Food Service 240 3 Cr.
Basic Operations and Service 2 Lec.
A course dealing with beverage service of the student.

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

Food Service 243 4 Cr.
Norton Case II 3 Lec., 3 Lab.
Prerequisite: Food Service 242. A lecture-laboratory course with emphasis on the modification of nutrition care to accommodate individuals with cardiovascular disease, diabetes, weight control, malnutrition and other health problems requiring adjustments in food and nutrition intake. Laboratory fee required.

Food Service 244 4 Cr.
Norton Case III 3 Lec., 3 Lab.
Prerequisite: Food Service 242. A lecture-laboratory course with emphasis on nutrition care of children beginning with birth and extending through childhood and adolescence. Special emphasis is made to the contributions of feeding programs in child care centers and schools.

Food Service 245 3 Cr.
Advanced Pastry Shop Training 2 Lec., 4 Lab.
Prerequisite: Food Service 140. This course covers the operation of the pastry shop. Covered is the analysis and production of French pastry, hot and cold desserts, pastries, ice creams and ices, sugar fantasies, chocolate work, decoration with garnishes, and pâtisserie techniques. Strengthened is the advanced techniques in continental pastries. Laboratory fee required.

Food Service 804 (See Cooperative Work Experience)

Food Service 814 (See Cooperative Work Experience)
**French**

French 101 4 Cr.
Beginning French 3 Lec., 2 Lab.
Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension and oral expression. Laboratory fee required.

French 102 4 Cr.
Beginning French 3 Lec., 2 Lab.
Prerequisite: French 101 or equivalent. Continuation of French 101 with emphasis on idiomatic language and complicated syntax. Laboratory fee required.

French 201 3 Cr.
Intermediate French 3 Lec.
Prerequisite: French 102 or equivalent. Reading, composition, grammar review and intensive oral practice.

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

**Geography**

Geography 101 3 Cr.
Physical Geography 3 Lec.
A survey of the physical makeup of the earth: weather and climate, topography, plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography.

Geography 102 3 Cr.
Economic Geography 3 Lec.
A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture, and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered.

Geography 103 3 Cr.
Cultural Geography 3 Lec.
Development of regional variations of culture, including the distribution of races, religions, languages, and aspects of material culture, with emphasis on origins and diffusion.

**Government**

Government 201 3 Cr.
American Government 3 Lec.
Prerequisite: Sophomore standing recommended. An introduction to the study of political science, origin and development of constitutional democracy (United States and Texas); federalism and intergovernmental relations; local government; parties, politics and political behavior. Satisfies requirements for Texas State Teacher's Certification. (This course is offered on campus and via television.)

Government 202 3 Cr.
American Government 3 Lec.
Prerequisite: Government 201 and sophomore standing recommended. A study of the United States and Texas legislative process, the executive and the bureau structure, the judicial process, civil rights and liberties, domestic policies. Other topics include foreign relations and national defense. Satisfies requirements for Texas State Teacher's Certification.

**Home Economics**

Home Economics 101 3 Cr.
Basic Design 2 Lec., 4 Lab.
A study of the fundamental principles of art, design, and color as basis for developing originality and art appreciation in the home and in clothing. Laboratory experiences enhance the development of creative abilities by the application of the fundamental principles. This course is for students interested in home economics.

Home Economics 102 3 Cr.
Food Selection and Preparation 2 Lec., 4 Lab.
A study of basic nutrition involving the function and value of various foods and the factors related to food selection and preparation such as cost, availability, and time and methods required for preparation. Laboratory experiences relate the application of the fundamental principles of food selection, preparation and service to the problem of providing attractive, nutritious meals for the individual and family. Laboratory fee required.

Home Economics 110 3 Cr.
Clothing and Home Design 2 Lec., 4 Lab.
Prerequisite: Home Economics 101 or ART 101. The study and advanced application of color and design to the costume and in the home. Designed for students interested in home economics.

**Human Development 105**

Human Development 105 3 Cr.
Basic Processes of Interpersonal Relationships 3 Lec.
A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities is planned.
partly by each class, designed to meet certain specific human needs of the students in the class.

Human Development 107 3 Cr. 
Development Leadership Behavior
A course in human development designed to meet specific needs of students through application in activities. The focus of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth to group dynamics and management skills will be emphasized.

Human Development 106 3 Cr. 
and Social Growth
A course which deals with human development from the standpoint of the interaction of the person and his society. Understanding of self, the influence of society contributing to the development of self, and the success of the individual within a society are investigated. Adjustment to family, school, and society is developed.

Humanities 101 3 Cr. 
Introduction to the Humanities 3 Cr.
Through an examination of interrelated examples of man's creative achievements, the Humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life.

**Interior Design**

**Interior Design 120** 3 Cr. 
Basic Planning
Prerequisites: Interior Design major and concurrent enrollment in Interior Design 121. Learning to use drafting instruments in drawing two and three dimensional forms, floorplans, interior elevations, furniture layouts, and electrical plans. The reading of blueprints, use of architectural symbols, and printing are emphasized.

**Interior Design 121** 3 Cr.
Basic Color Theory for Interior Design 120 3 Cr.
Opaque pigments. The practice of using values, tints and intensities. Basic color schemes and color psychology applied to Interior Design.

**Interior Design 122** 3 Cr. 
Prerequisite: Interior Design 121, 225 and concurrent enrollment in Interior Design 224, 226, and 235. Continuation of study of evolutions of interior arts from English through Oriental with related architectural development. The student compiles a notebook of supplementary material. Lectures, field trips, slides and reports provide research information.

**Interior Design 123** 3 Cr. 
History of Interior Design
Introduction to the 120, 122, 225 and concurrent enrollment in Interior Design 224, 226, and 235. A study of the evolution of the interior arts and related architectural development from Egyptian through French. The student compiles a notebook of supplementary material. Lectures, field trips, slides and reports provide research information.

**Interior Design 124** 3 Cr. 
Prerequisites: Interior Design 120, 122, 225 and concurrent enrollment in Interior Design 224, 226, and 235. Designing of a basic residential floor plan and delineation of all working drawings, plot plan, foundation plan, details, sections, and elevations.

**Interior Design 125** 4 Cr. 
Architectural Drawing I
Prerequisites: Interior Design 120, 122, and concurrent enrollment in Interior Design 122 and 123. Describing a basic residential floor plan and delineation of all working drawings, plot plan, foundation plan, details, sections, and elevations.

**Interior Design 126** 3 Cr. 
Architectural Drawing II
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 220 and 233. Rendering three-dimensional objects from still life, human and architectural forms, with emphasis of freehand perspective in mixed media.

**Interior Design 221** 3 Cr. 
Fabrications I
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 220 and 226. The study of principles of good design, of furniture upholstery, woods, finishes, frame constructions, materials, drapery making, wall coverings, plastics and metals. The course is geared for general understanding of technical methods rather than for learning the craftsmanship.

**Interior Design 224** 4 Cr. 
Fabrications II
Prerequisites: Interior Design 220, 226, 233 and concurrent enrollment in Interior Design 221, 224, and 234. The organization of all elementary principles of interior design for problem-solving assignments and finished presentation. Emphasis to be on preparation of material for presentation. Concentration on traditional projects.

**Interior Design 237** 4 Cr. 
Advanced Principles of Interior Design
Prerequisites: Interior Design 221, 224, 233, and concurrent enrollment in Interior Design 234, 237, and 238. Organization of all aspects of interior and related exterior space by coordination of color and design involving all materials and principles in the form of professional solving and formal presentation for contemporary design. Emphasis placed on contemporary residential interior projects. Field trips and student notebooks.

**Interior Design 238** 4 Cr.
Client Psychology Survey and Business Practices
Prerequisites: Interior Design 221, 224, 233, and concurrent enrollment in Interior Design 234 and 237. A study of designer and client relations, how to analyze and meet the client's needs by interview and survey. How to calculate the proper design and presentation to the individual. 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 workrooms. How to estimate costs and make contracts. How to coordinate orders, fabrications and installations. Studio organization and professionalism. Field trips and study notebook.

**Interior Design 239** 4 Cr. 
Principles of Commercial Interior Design
Prerequisites: Interior Design 242, 237, 340, and 341, and concurrent enrollment in Interior Design 239 and 340. A study of designer and client relations, how to analyze and meet the client’s needs by interview and survey. How to calculate the proper design and presentation to the individual. 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 workrooms. How to estimate costs and make contracts. How to coordinate orders, fabrications and installations. Studio organization and professional ethics. Field trips and student notebook.

**Interior Design 240** 2 Cr. 
Lighting and Acoustics
Prerequisites: Interior Design 221, 224, 233, and concurrent enrollment in Interior Design 237, 342, and 343. A study of effective lighting and acoustics for residential and commercial applications. Electrical plans and specifications to correlate with projects in Interior Design 342. Field trips included.

**Interior Design 341** 1 Cr. 
Special Project
Prerequisites: Interior Design 221, 224 and 225 and concurrent enrollment in Interior Design 237, 340, and 342. Assignment of design problem to be solved by analysis, planning, illustration and presentation accomplished by outside work due at end of semester. Regular instructor consultation scheduled. Problem scope directed and controlled by instructor.

**Interior Design 342** 3 Cr. 
20th Century Designs

**Interior Design 343** 2 Cr. 
Research and Presentation
Prerequisites: Interior Design 237, 340, 341 and 342, and concurrent enrollment in Interior Design 238 and 239. Development and defense of in-depth problem solved by a complete design process from survey of final presentation to jury at end of semester.

**Interior Design 811** 1 Cr. (See Work Experience)

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**Journalism**

**Journalism 101**  
Introduction to Mass Communications  
3 Cr.  
A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

**Journalism 192**  
News Gathering and Writing  
2 Lec., 3 Lab.  
Prerequisite: Typing ability. Beginning reporting, study of types of news, lead, body treatment of story, feature in lead, fact-background, and practice in writing straight news story. Required for all journalism majors.

**Legal Assistant**

**Legal Assistant 131**  
Introduction to Legal Technology  
3 Cr.  
May be taken concurrently with Legal Assistant 135 except with permission of instructor. Review development of legal technician concept; study the legal profession, its ethics, and unauthorized practice; establish the "new profession" concept; study history of American law, classification for study and analysis, and the various areas of law as classified; begin in depth study of legal research and bibliography including research problems, add introduction to legal drafting and writing.

**Legal Assistant 133**  
Law of Real Property and Real Estate Transaction  
3 Cr.  
Prerequisite: Legal Assistant 131. A study of the law of real property and a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, deeds of trust, etc.; drafting problems involving various types of these instruments; and special research projects related to the subject matter: study of the system of recording and search of public documents.

**Legal Assistant 134**  
Principles of Family Law  
3 Cr.  
Prerequisite: Legal Assistant 131. Such topics as divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, and separation agreements are covered in this course.

**Legal Assistant 135**  
Texas Legal Systems  
3 Cr.  
Prerequisite: Legal Assistant 131. A study of the court system of Texas. Includes an examination of the various types of legal practices as they relate to the courts and general principles of court administration. Elements of the federal court system are reviewed.

**Legal Assistant 231**  
Legal Office Management  
3 Cr.  
Prerequisite: Legal Assistant 231. Study of the more common forms of wills and trusts, and a survey of the fundamental principles of law applicable to each; a study of the organization and jurisdiction of the Texas Probate Court; a detailed analysis of the administration of estates in Texas Probate; review of estate and inheritance taxes applicable to such estates.

**Legal Assistant 232**  
Tort and Insurance Law  
3 Cr.  
Prerequisite: Legal Assistant 132. A study of the fundamental principles of the law of torts and insurance, including special research assignments related to the subject matter; consideration of the techniques of investigation involved in the lawyer's handling of tort and insurance claims; a study of the various forms of pleadings involved in commencing such claims in court actions.

**Legal Assistant 233**  
Income Taxation and Legal Accounting  
3 Cr.  
Prerequisite: Legal Assistant 135 and Business 201. Study of Federal, state and local income taxation of individuals and corporations, sales tax and property tax returns and other tax-related documents. The course also includes a general introduction to accounting as it relates to legal problems.

**Mathematics**

(Also see Computer Science 208)

**Mathematics 101**  
College Algebra  
3 Cr.  
Prerequisite: Two years of high school algebra or Developmental Mathematics 903. A study of functions and relations, absolute values, variation, quadratic equations, complex numbers, functions of two variables, systems of equations and inequalities, elementary aspects of the theory of equations, progressions, the binomial theorem and algebraic proof.

**Mathematics 102**  
Plane Trigonometry  
3 Cr.  
Prerequisite: Mathematics 101 or equivalent. A study of angles, functions of the angle, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.

**Mathematics 106**  
Elementary Functions and Coordinate Geometry  
5 Cr.  
Prerequisites: Two years of high school algebra and one semester of trigonometry. A study of the algebra of functions to include the following: polynomial, rational, exponential, logarithmic and trigonometric functions, functions of two variables, complex numbers, vectors, and analytic geometry to include conics, transformation of coordinates, polar coordinates, parametric equations, and three dimensional space.
El Centro College
Application for Admission

Complete all items. PLEASE PRINT!

1. SOCIAL SECURITY NUMBER:

2. NAME: give full legal name. Do not use initials unless initials constitute your legal name.

   [ ] Mr.
   [ ] Ms.
   [ ] [ ] [ ]

3. ADDRESS: [ ] [ ] [ ]

4. PHONE:

5. BIRTH DATE: [ ] [ ] [ ]

6. Give name, if different from above, that will appear on transcripts from other institutions:

7. ETHNIC BACKGROUND:

   [ ] Caucasian
   [ ] Oriental
   [ ] Negro
   [ ] American Indian
   [ ] Mexican-American

8. CHECK EACH APPROPRIATE AREA:

   [ ] Veteran
   [ ] Yes
   [ ] No
   [ ] Do you receive veteran's benefits? [ ] Yes [ ] No
   [ ] AGE: [ ] 18 or over [ ] under 18

9. HIGH SCHOOL ATTENDED:

10. DID YOU GRADUATE? [ ] Yes [ ] No

11. LIST ALL COLLEGES ATTENDED, REGARDLESS OF CREDIT EARNED, INCLUDING THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT:

12. IF YOU ARE NOT A CITIZEN OF THE UNITED STATES, COMPLETE THE FOLLOWING:

   Country of citizenship __________________________ Type of Visa __________________________

13. RESIDENCY INFORMATION:

   Do you live in Dallas county? __________________________ Have you lived in Texas for the past twelve months? __________________________

   IF YOU ARE UNDER 18, COMPLETE THE FOLLOWING:

   Have your parents lived in Texas for the past twelve months? __________________________
   Do your parents live in Dallas County? __________________________ Name of Parent or Guardian: __________________________

14. IF YOU HAVE EVER SERVED ON ACTIVE DUTY IN THE MILITARY, COMPLETE THE FOLLOWING:

   Home of record at time of induction __________________________ Date of induction into active duty __________________________
   Date of release from active duty __________________________ Are you requesting an EARLY RELEASE from military service? __________________________

15. MAJOR FIELD OF STUDY:

16. SEMESTER YOU PLAN TO ENTER:

   [ ] Fall [ ] 1st Summer [ ] 17. CHECK ONE [ ] Day student [ ] Night
   [ ] Spring [ ] 2nd Summer

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS COMPLETE AND ACCURATE.

Date __________________________

Applicant’s Signature __________________________
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

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

SOCIAL SECURITY NO.  NAME (LAST, FIRST, M.I.)

PLEASE ANSWER ALL QUESTIONS, PLACE AN "X" NEXT TO THE APPROPRIATE RESPONSE.

FAMILY INFORMATION
Is there a family history of:
DIABETES—YES NO
MENTAL ILLNESS—YES NO
TUBERCULOSIS—YES NO

PERSONAL INFORMATION
AGE SEX  FULL TIME STUDENT (12 hrs. or more)
36 Male  YES
37 Female  NO
38

Are you a client of Texas Rehabilitation—YES NO
40

Do you have now or have you ever had any of the following:

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIABETES</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HEART TROUBLE</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HEMOPHILIA</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>FREQUENT DEPRESSION OR ANXIETY</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>KIDNEY DISEASE</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HIGH BLOOD PRESSURE</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>STOMACH DISORDERS</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ALLERGIES</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

DO YOU HAVE DIFFICULTY WITH STUDIES OR TEACHERS? YES NO

I HAVE QUESTIONS ABOUT MY HEALTH, FAMILY HISTORY, OR OTHER YES NO

I WOULD LIKE TO DISCUSS THESE WITH: DOCTOR NURSE COUNSELOR REHAB.

PHYSICAL DISABILITIES

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>SIGHT PROBLEMS</th>
<th>HEARING LOSS</th>
<th>ARE YOU CONSIDERED LEGALLY BLIND</th>
<th>PARALYSIS</th>
<th>DO YOU HAVE A SPEECH HANDICAP</th>
<th>WOULD SPECIAL EQUIPMENT OR SERVICES ENHANCE YOUR HEARING OR SIGHT</th>
<th>DO YOU NOW HAVE AND USE THESE AIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Slight</td>
<td>Severe</td>
<td>None</td>
<td>Slight</td>
<td>Severe</td>
<td>YES NO</td>
<td>ARTIFICIAL LIMB CRUTCHES WALKER OTHER</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0 NO</td>
<td>0 0 70 71</td>
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<tr>
<td></td>
<td>64</td>
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<td>64</td>
<td>64</td>
<td>65</td>
<td>66 66 65</td>
<td>72 73 74 75 76</td>
</tr>
</tbody>
</table>
I AM INTERESTED IN FURTHER INFORMATION ABOUT:

WEIGHT REDUCTION [ ] YES [ ] NO

FAMILY PLANNING [ ] YES [ ] NO

PRE-MARITAL COUNSELING [ ] YES [ ] NO

PREGNANCY CARE [ ] YES [ ] NO

DRUG ADDICTION [ ] YES [ ] NO

FIRST AID [ ] YES [ ] NO

AID TO STOP SMOKING [ ] YES [ ] NO

I GRANT PERMISSION FOR AID TREATMENT BY THE HEALTH CENTER STAFF—[ ] YES [ ] NO

DO YOU HAVE MEDICAL INSURANCE? [ ] YES [ ] NO

Print answers to all questions.
Mathematics 111 3 Cr.
Mathematics for Business and Economics I 3 Lec.
Prerequisite: Two years of high school algebra or Developmental Mathematics 90. A study of equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Applications in business and economic problems are emphasized.

Mathematics 112 3 Cr.
Mathematics for Business and Economics II 3 Lec.
Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization and appropriate applications.

Mathematics 115 3 Cr.
College Mathematics I 3 Lec.
Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 90. A course designed for liberal arts students which includes the study of logic, mathematical patterns, mathematical recreations, systems of numeration, mathematical systems, sets and statements, and sets of numbers. Historical aspects of the above topics will also be emphasized.

Mathematics 116 3 Cr.
College Mathematics II 3 Lec.
Prerequisite: Mathematics 115. A course designed for liberal arts students which includes the study of algebra, linear programming, permutations, combinations, probability and geometry. Historical aspects of the above topics will also be emphasized.

Mathematics 121 3 Cr.
Analytic Geometry 3 Lec.
Prerequisite: Mathematics 112 or equivalent. A study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space.
### Mathematics 130
3 Cr.
**Business Mathematics**
3 Lec.
**Prerequisite:** One year of high school algebra or Developmental Mathematics 091 or equivalent. A study of simple and compound interest, bank discount, payroll, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. This course is intended primarily for specialized occupational programs.

### Applied Mathematics
3 Cr.
**Prerequisite:** One year of high school algebra or Developmental Mathematics 091 or equivalent. A study of commercial, technical, and other applied uses of mathematics. 

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

### Technical Mathematics 106
3 Cr.
**Technical Mathematics 105.** A course for technical students which includes a study of the following: trigonometric functions of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles. 

### Technical Mathematics 202
3 Cr.
**Lect.** A study of the theory of probability, probability distributions, correlation, and regression. 

### Calculus 1
3 Lec.
**Prerequisite:** Mathematics 121. Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms. 

### Calculus 11
3 Lec.
**Prerequisite:** Mathematics 222. The indefinite integral, definite integral, and applications, techniques of integration, improper integrals, and infinite series. 

### Advanced Calculus
3 Cr.
**Prerequisite:** Mathematics 223. Multiple integrals, partial differentiation, vector analysis, series, and hyperbolic functions.

### Business Mathematics 300
3 Cr.
**Prerequisite:** Admission to Medical Assisting, Medical Transcription Program. A study of the basic structure of medical words including prefixes, suffixes, roots, combining forms and plurals; pronunciation, spelling, and definition of medical terms; emphasis on building a professional vocabulary required for working in the medical field.

### Medical Terminology 301
4 Cr.
**Prerequisite:** Admission to Medical Assisting, Medical Transcription Program. The theory and basic techniques utilized in the medical field.

### Medical Assisting Technology 131
4 Cr.
**Prerequisite:** Admission to Medical Assisting, Medical Transcription Program. An introduction to medical law including the legal relationship of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, and Medical Practice Acts. 

### Medical Law, Ethics and Economics
3 Cr.
**Prerequisite:** Admission to Medical Assisting program. An introduction to medical law including the legal relationship of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, and Medical Practice Acts. 

### Medical Assisting Technology 133
3 Cr. 
**Seminar Applied Anatomy and Physiology**
1 Lec.
**Prerequisite:** Concurrent enrollment in Biology 120-121. This course is designed to relate Biology 120-121 to the specific needs of students enrolled in Medical Assisting or Medical Transcription Program.

### Medical Assisting Technology 232
4 Cr.
**Directed Practice**
18 Cr.
**Prerequisite:** Medical Assisting Technology 230 and 231. Practical experience in offices of selected physicians and hospitals to give the student insight, understanding and skill in medical office assisting.

### Medical Assisting Technology 233
3 Cr.
**Seminar and Professional Club**
**Prerequisite:** Concurrent enrollment in Medical Assisting Technology 232. Problem solving and correlation of classroom and practice work experience in a conference course. 

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### Medical Lab Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Lab Technology 133</strong></td>
<td>4 Cr.</td>
<td><strong>Hematology</strong>. Prerequisite: Acceptance into the Medical Laboratory Technician program with an ACT composite score of 18 and concurrent enrollment in Medical Laboratory Technology 123. The theory and basic techniques utilized in the hemostatic examination of blood will be presented. Laboratory fee required.</td>
</tr>
<tr>
<td><strong>Medical Lab Technology 135</strong></td>
<td>3 Cr.</td>
<td><strong>Urinalysis</strong>. Prerequisite: Acceptance into the Medical Laboratory Technician program with an ACT composite score of 18 and a math score of 18 and concurrent enrollment in Medical Laboratory Technology 123. 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. Laboratory fee required.</td>
</tr>
<tr>
<td><strong>Medical Lab Technology 127</strong></td>
<td>4 Cr.</td>
<td><strong>Immunology</strong>. Prerequisite: 'C' average in Medical Laboratory Technology 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. Laboratory fee required.</td>
</tr>
</tbody>
</table>

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### Medical Lab Technology 139
3 Cr.
**Clinical Practice I**
2 Lec., 33 Lab.
**Prerequisite:** 'C' average in Medical Laboratory Technology 133 and an overall 'C' average in non-technical course work. The student will be assigned to a hospital laboratory for supervised clinical practice in the areas of hematology, serology, blood banking, and urinalysis.

### Medical Lab Technology 229
4 Cr.
**Medical Microbiology I**
3 Lec., 4 Lab.
**Prerequisite:** Completion of the first year of the Medical Laboratory Technician program. The fundamental microbial life will be presented and, building upon this background, the methods and procedures used in diagnostic microbiology will be included. The principles of aseptic technique, susceptibility testing of bacteria, quantification of bacteria in body fluids, and the isolation and identification of selected bacteria of medical importance. The normal body flora will be discussed and the association of the bacteria studied with disease in man will be emphasized.
Music 101
Freshman Theory
3 Lec., 3 Lab.
Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard, and notation.

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

Music 104
3 Cr.
Music Appreciation
3 Lec.
A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Relevant cultural influences upon the music of each era are observed.

Music 110
3 Cr.
Music Literature
3 Lec.
A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras.

Music 111
3 Cr.
Foundations in Music I
3 Lec.
Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading).

Music 112
3 Lec.
Foundations in Music II
3 Lec.
Prerequisite: Music 111. A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic and Modern periods.

Music 113
3 Cr.
Foundations in Music III
3 Lec.
Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading).

Music 114
3 Cr.
Foundations in Music IV
3 Lec.
Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 110 or to further their general music understanding. Course emphasis will include rhythmic and melodic training, understanding of basic chord functions, melody, textures, and basic analysis of music.

Music 117
1 Cr.
Piano Class I
2 Lab.
Prerequisite: Consent of instructor. A class in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students. May be repeated for credit.

Music 118
1 Cr.
Piano Class II
2 Lab.
Prerequisite: Consent of instructor. A class in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students. May be repeated for credit.

Music 119
1 Cr.
Guitar Class I
2 Lab.
Prerequisite: Consent of instructor. A class in the areas of basic musicianship and guitar skills designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. May be repeated for credit.

Music 120
1 Cr.
Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Baritone, Tuba, Percussion, Guitar, Electric Bass, and Drum Set. Private music may be repeated for credit.

Music 121-143
1 Cr.
Applied Music — Minor
1 Lec.
Private instruction in the student's secondary area. One half hour lesson a week. Open to students registered in Music 121-143, and other music majors or minors. Fee required. Private music may be repeated for credit.

Music 150
3 Cr.
Chorus
3 Lab.
Prerequisite: Consent of instructor. Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history. May be repeated for credit.

Music 151
1 Cr.
Private Class I
2 Lab.
A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Two group lessons a week. Open to all non-voice majors. May be repeated for credit.

Music 152
1 Cr.
Private Class II
2 Lab.
A continuation of Music 151 with emphasis on solo singing.
Nursing

Nursing 141 7 Cr.
Nursing I
Prerequisite: Admission to the program. Completion of Physical Science 118 or its equivalent. Completion of or concurrent enrollment in Biology 121 and Psychology 105. Nursing I is the basic course in nursing which serves as a foundation on which other nursing courses will build and expand. Technical, observational and communicative skills will be developed to enable the student to meet the basic physical, emotional and spiritual needs of the patient. Content and selected clinical experiences will enable the student to develop abilities. Laboratory fee required.

Nursing 142 7 Cr.
Nursing II
Prerequisite: "C" grade in Nursing 141 and successful completion of or concurrent enrollment in Biology 121 and Psychology 201. Nursing II is the augmentation and application of the basic principles, concepts and skills from Nursing I in the family situation. The impact of stress, environmental, psychological, and physiological on the individual and the family is examined through planned clinical experiences.

Office Machines

(See Business 161)

Pattern Design

Pattern Design 125
Pattern Drafting and Draping
2 Lec., 4 Lab.
Pattern Design 126
Pattern Design 127

Prerequisite: Pattern Design 125. Students learn the fundamental principles of design and drape basics. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Pattern Design 125 and 126 are equivalent to Pattern Design 130. Laboratory fee required.

Pattern Design 128
Pattern Design 130

Prerequisite: Pattern Design 128. Students learn to design and drape basic patterns in collars, skirts, sleeves, and dresses. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Laboratory fee required.

Pattern Design 129
Pattern Design 131

Creative Pattern Design

3 Lec., 9 Lab.
Prerequisite: Pattern Design 129. Students learn the principles of design and drape basics in collars, skirts, sleeves, and dresses. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Laboratory fee required.

Pattern Design 132
Pattern Design 133

Creative Pattern Design

3 Lec., 9 Lab.
Prerequisite: Pattern Design 132. Students learn the principles of design and drape basics in collars, skirts, sleeves, and dresses. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Laboratory fee required.

Nursing

Nursing 141 5 Cr.
Nursing I
Prerequisite: Admission to the program. Completion of Physical Science 118 or its equivalent. Completion of or concurrent enrollment in Biology 121 and Psychology 105. Nursing I is the basic course in nursing which serves as a foundation on which other nursing courses will build and expand. Technical, observational and communicative skills will be developed to enable the student to meet the basic physical, emotional and spiritual needs of the patient. Content and selected clinical experiences will enable the student to develop abilities. Laboratory fee required.

Nursing 142 5 Cr.
Nursing II
Prerequisite: "C" grade in Nursing 141 and successful completion of or concurrent enrollment in Biology 121 and Psychology 201. Nursing II is the augmentation and application of the basic principles, concepts and skills from Nursing I in the family situation. The impact of stress, environmental, psychological, and physiological on the individual and the family is examined through planned clinical experiences.

Orthography

Orthography 140 5 Cr.
Medical Terminology
Prerequisite: Grade of "C" in Operating Room Technician 149 & 141. Completion of Biology 120, concurrent enrollment in or previous completion of Biology 121. A course in which the student expands the basic principles from Operating Room Technician 141 to include specific patient preparation, medication, instrumentation and complications related to selected surgical procedures.

Orthography 141 5 Cr.
Operating Room Techniques
Prerequisite: Grade of "C" in Operating Room Technician 149 & 141. Completion of Biology 120, concurrent enrollment in or previous completion of Biology 121. A course in which the student expands the basic principles from Operating Room Technician 141 to include specific patient preparation, medication, instrumentation and complications related to selected surgical procedures.

Orthography 142 5 Cr.
Operating Room Procedures
Prerequisite: Grade of "C" in Operating Room Technician 149 & 141. Completion of Biology 120, concurrent enrollment in or previous completion of Biology 121. A course in which the student expands the basic principles from Operating Room Technician 141 to include specific patient preparation, medication, instrumentation and complications related to selected surgical procedures.

Orthography 143 5 Cr.
Clinical Practice
Prerequisite: Grade of "C" in Operating Room Technician 149 & 141. Completion of Biology 120, concurrent enrollment in or previous completion of Biology 121. A course in which the student expands the basic principles from Operating Room Technician 141 to include specific patient preparation, medication, instrumentation and complications related to selected surgical procedures.

Orthography 144 5 Cr.
Seminar
Prerequisite: Grade of "C" or better in Operating Room Technician 149 & 141. Completion of Biology 120, concurrent enrollment in or previous completion of Biology 121. A course in which the student expands the basic principles from Operating Room Technician 141 to include specific patient preparation, medication, instrumentation and complications related to selected surgical procedures.
Philosophy 208
History of Modern Philosophy 3 Cr.

Philosophy
3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. A continuation of Philosophy 207. Starting with the Renaissance, it examines western philosophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to 20th century philosophies. Emphasis will be placed on the historical relationship existing between these schools of thought.

Philosophy 210 3 Cr.
Studies in Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of the instructor. Students will study a philosophical problem, movement, or special topic. Course topic will change each semester and may be repeated for credit.

Photography
Photography 110 3 Cr.
Introduction to Photography and Photo-Journalism 2 Lec., 4 Lab.
Introduction to photography and photojournalism. The general mechanics of camera lenses and shutters, general characteristics of the photographic film, papers, and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting. Laboratory fee required.

Photography 111 3 Cr.
Advanced Photography and Photo-Journalism 2 Lec., 4 Lab.
Advanced photography and photojournalism. Utilization of everything taught in 110, with emphasis on refining techniques. Special emphasis on photographic communication. Laboratory fee required.

Physical Education Activity Courses
One of the main objectives of the Physical Education division is to provide the opportunity for each student to become skilled in at least one physical activity which will prepare him for personal enjoyment of leisure time.

Physical Education 100
Lifeline Sports Activities 3 Lab.
Students are provided an opportunity for participation and instruction in various lifetime sports. Selection may be made from archery, badminton, bowling, golf, handball, racquetball, softball, swimming, tennis, and other sports. Activities may be offered singularly or in combinations. Instruction shall be presented at the beginner and advanced-beginner levels. The course is designed for male and female students and may be repeated for credit providing students selecting different activities. Laboratory fee required.

Physical Education 111 1 Cr.
Beginning Wrestling 2 Lab.
Basic wrestling fundamentals, techniques, rules and strategy will be taught. Emphasis will be placed upon spectator appreciation. Uniform required. Laboratory fee required.

Physical Education 113 1 Cr.
Handball and Racquetball 2 Lab.
Designed to provide the student an opportunity for basic skills development in handball and racquetball. Uniform required. Laboratory fee required.

Physical Education 114 1 Cr.
Beginning Badminton 2 Lab.
This course is designed to teach the history, rules, and beginning skills involved in the playing of badminton. Uniform required. Laboratory fee required.

Physical Education 115 1 Cr.
Physical Performance Lab 3 Lab.
This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Performance Laboratory. Coeducational. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 116 1 Cr.
Intercollegiate Athletics 2 Lab.
A coeducational activity course designed to offer intramural competition in a variety of coeducational activities. May be repeated for credit. Uniform required. Laboratory fee required.

Physical Education 117 1 Cr.
Beginning Archery 2 Lab.
Co-educational course in Beginning Archery. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 118 1 Cr.
Beginning Golf 2 Lab.
A co-educational course in Beginning Golf. Equipment furnished. No uniform required. Laboratory fee required.

Physical Education 119 1 Cr.
Beginning Tennis 2 Lab.
A co-educational course designed for the beginner. Basic tennis fundamentals will be stressed. Uniforms required. Laboratory fee required.

Physical Education 121 1 Cr.
Folk Dance 2 Lab.
Participation in a variety of folk dances from other lands. Cultural backgrounds and costume study is included as a part of the course. Laboratory fee required. No uniform required.

Physical Education 122 1 Cr.
Gymnastics and Tumbling 2 Lab.
A co-educational course in tumbling, horizontal bar, parallel bars, rings and trampoline. Uniform required. Laboratory fee required.

Physical Education 124 1 Cr.
Social Dance 2 Lab.
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 rival dance steps. "Country" dancing includes reel, square dance, and other related dances. No uniform required. Laboratory fee required.

Physical Education 125 1 Cr.
Figure Tumbling and Conditioning Exercise 3 Lab.
A course designed for those students who desire instruction and participation in weight training and conditioning furnished. No uniform required. Laboratory fee required.

Physical Education 127 1 Cr.
Basketball and Volleyball 2 Lab.
Techniques, rules and strategy of the game will be taught and the emphasis will be on playing the game. Uniform required. Laboratory fee required.

Physical Education 129 1 Cr.
Modern Dance 2 Lab.
A coeducational, beginning class in Modern Dance. Uniform required. Laboratory fee required.

Physical Education 131 1 Cr.
Weight Training and Conditioning for Men 3 Lab.
A course designed for those students who desire instruction and participation in weight training and conditioning techniques. May be repeated for credit. Uniform required. Laboratory fee required.
**Non-Activity Courses**

**Physical Education 134**
1 Cr.
Outdoor Education

A co-educational course designed to provide students with the opportunity to gain knowledge and skills in outdoor education and camping activities through planned and incidental experiences. Including a week end camp-out. No uniform required. Laboratory fee required.

**Physical Education 200**
1 Cr.
Lifeline Sports Activities II

A continuation of Physical Education 100. Students are provided an opportunity for participation and instruction in selected activities. Activities shall be presented at the intermediate and intermediate/advanced levels. This course number may be repeated twice for credit. For male and female students. Laboratory fee required. May be repeated for credit.

**Physical Education 217**
1 Cr.
Intermediate Tennis

This course is designed for the student who has had previous experience in archery and who would like to engage in target shooting and field archery. The student furnishes equipment, and no uniform is required. Laboratory fee required.

**Physical Education 218**
1 Cr.
Intermediate Golf

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage. Laboratory fee required.

**Physical Education 219**
1 Cr.
Intermediate Tennis

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage. Uniform required. Laboratory fee required.

**Physical Education 222**
1 Cr.
Intermediate Gymnastics

Prerequisite: Physical Education 122. A course designed to develop skills and techniques beyond the "beginner" stage. Uniform required. Laboratory fee required.

**Physics 111**
4 Cr.
Introductory General Physics

Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two semester course designed for pre-dental, pre-medical, pre-pharmacy, and pre-architecture majors and other students who require a two-semester technical course in physics. This course includes a study of mechanics and heat. Laboratory includes one hour problem session. Laboratory fee required.

**Physics 131**
4 Cr.
Applied Physics

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. The first half of a one year course designed to explain the basic concepts of the property of matter, mechanics, and heat. Emphasis will be placed on application and problem solving. Designed primarily for students enrolled in technical programs. Laboratory includes one hour problem session. Laboratory fee required.

**Physics 132**
4 Cr.
Applied Physics

Prerequisite: Physics 131. A continuation of Physics 131 designed to explain basic concepts in the areas of sound, light, electricity, magnetism, and atomic theory. Laboratory includes a one hour problem session. Laboratory fee required.

**Physics 201**
4 Cr.
General Physics

Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, problem solving, notation, and units. Designed primarily for physics, chemistry, mathematics, and engineering majors. Laboratory includes one hour problem session. Laboratory fee required.

**Physics 202**
4 Cr.
General Physics

Prerequisite: Physics 201 and credit or concurrent registration in Mathematics 227. Principles of electricity, magnetism and optics emphasizing fundamental concepts, problem solving, notation and units. Laboratory includes a one hour problem session. Laboratory fee required.

**Physics 203**
4 Cr.
Introduction to Modern Physics

Prerequisite: Physics 201. Principles of relativity, atomic and nuclear physics with emphasis on fundamental concepts, problem solving, notation, and units. Laboratory includes a one hour problem session. Laboratory fee required.

**Police Science 124**
3 Cr.
Criminal Evidence and Procedure

A study of trial and courtroom procedure; parties in the case; the rules of evidence; decision and punishment; due process re-emphasized.

**Police Science 127**
3 Cr.
Police Community Relations

The role of the individual officer in achieving and maintaining public support; human relations, public information, relationships with violators and complainants.

**Police Science 140**
3 Cr.
Introduction to Law Enforcement

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

**Police Science 141**
3 Cr.
Police Organization and Administration

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

**Police Science 142**
3 Cr.
Legal Aspects of Law Enforcement

To provide opportunities for the student to acquire a basic philosophy in criminal jurisprudence, a working knowledge of criminal statutes and a survey of case law. This course also is a basic orientation designed to provide the student with a rationale for playing a role in criminal law in its proper perspective in the American system of justice. Within the course will be legal definitions and procedures applied to operational techniques in law enforcement.

**Police Science 143**
3 Cr.
Practical Spanish for Public Service Personnel

Prerequisite: Police Science 140. A conversational Spanish course designed primarily for police officers to provide those persons working in public service with the fundamental skills to communicate effectively with the Spanish speaking community they serve. The successful student will develop the necessary minimal skills in understanding, speaking, and listening to the Spanish of the local area. The course will concentrate on a highly specialized vocabulary taught in English and Spanish with extensive conversational drills in Spanish.

**Police Science 144**
3 Cr.
Practical Spanish for Public Service Personnel

Prerequisite: Police Science 143. A conversational Spanish course to provide those persons working in public service with the fundamental skills to communicate effectively with the Spanish speaking community they serve. The course will build on an understanding of Spanish language skills established in Police Science 143. Specialized vocabulary and conversational drills in English and Spanish will be continued.

**Police Science 145**
3 Cr.
Patrol Administration

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

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

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

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

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

Police Science 243
Probation and Parole
Prerequisite: Police Science 140. This course is an elective course, designed as an introduction to the many facets of juvenile problems. Through this survey course the student will be exposed to the historical development of this integral part of today's Criminal Justice System.

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

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

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

Radiologic Technology 120 1 Cr.
Prerequisite: Admission to program and concurrent enrollment in Biology 120 or equivalency. Osteology of the upper extremities, pectoral and pelvic girdles, thoracic column and skull.

Radiologic Technology 121 1 Cr.
Prerequisite: "C" average in Radiologic Technology 120, 130, 141, Biology 120 and concurrent enrollment in Biology 121 or equivalency. Osteology of the thoracic cage, vertebral column and skull.

Radiologic Technology 130 3 Cr.
Radiologic Fundamentals
Prerequisite: Admission to program, high school biology or Biology 115 and Biology 116. A study of medical terminology, radiographic positioning, radiographic exposure and physics, and nursing procedures.

Radiologic Technology 133 6 Cr.
Clinical Education II and Film Critique
Prerequisite: "C" average in Radiologic Technology 120, 130 and 141. Students receive practical experience in a hospital radiology department.

Radiologic Technology 134 1 Cr.
Radiologic Principles
Prerequisite: "C" average in Radiologic Technology 121, 133, and 142. Biology 121 and concurrent enrollment in Radiologic Technology 135. Continuing study of radiographic positioning, radiographic exposure, physics, nursing procedures and surgical procedures anatomy of the digestive and urinary systems will be emphasized. Thirteen week course.

Radiologic Technology 135 9 Cr.
Clinical Education III and Film Critique
Prerequisite: "C" average in Radiologic Technology 121, 142, and 143. Students receive practical experience in a hospital radiology department for thirteen weeks.

Radiologic Technology 141 4 Cr.
Prerequisite: Admission to program and concurrent enrollment in Radiologic Technology 120 and 121.

Advanced Radiologic Principles
Prerequisite: "C" average in Radiologic Technology 134 and 135. A study of Radiographic Positioning II, Radiographic Exposure II, survey of medical and surgical diseases, special procedures, special techniques and radiotherapy.

Radiologic Technology 222 4 Cr.
Advanced Radiologic Techniques
Prerequisite: "C" average in Radiologic Technology 230 and 241. Continuing study of Radiographic Positioning II, Radiographic Exposure II. Radiation protection, radiobiology and nuclear medicine will be emphasized.

Radiologic Technology 234 1 Cr.
Prerequisite: "C" average in Radiologic Technology 230 and 241. Students receive practical experience in a hospital radiology department for thirteen weeks.

Radiologic Technology 241 5 Cr.
Prerequisite: "C" average in Radiologic Technology 230 and 241. Students receive practical experience in a hospital radiology department.

Clinical Education IV and Film Critique
Prerequisite: "C" average in Radiologic Technology 230 and 241 and at least C average in Radiologic Technology 230 and 241. Students receive practical experience in a hospital radiology department.

Respiratory Therapy

Respiratory Therapy 141 2 Cr.
Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Respiratory Therapy 142 2 Cr.
Basic Respiratory Therapy 538B 16 Lab.
Prerequisite: Admission to either program. Provides orientation to the field of respiratory therapy and to the hospital environment. Instructs in the identification, classification, diagnosis, treatment, and general care of patients. Provides practice in performing all aspects of respiratory therapy.

Respiratory Therapy 143 16 Lab.
Prerequisite: Completion of Respiratory Therapy 142 with a grade of "C" or better. Provides practice in the care of patients with respiratory system diseases, including obstructive pulmonary disease, chronic obstructive pulmonary disease, and acute respiratory failure.

Respiratory Therapy 144 2 Cr.
Pathology and Treatment
Prerequisite: Consent of instructor. A study of the pathologic processes associated with respiratory disease, the clinical manifestations of these processes, and the methods of diagnosis and treatment.

Reading

Reading 101 2 Cr.
Effective College Reading
Prerequisite: Consent of instructor. Provides a comprehensive understanding of the reading process and the development of reading skills necessary for effective college reading.

Reading 102 3 Lec.
Prerequisite: Reading 101. Provides a comprehensive understanding of the reading process and the development of reading skills necessary for effective college reading.

Religion

Religion 101 3 Cr.
Religion in American Culture
Prerequisite: Consent of instructor. A systematic examination of religion in American culture. Emphasis upon the characteristics of American religion, an introduction to the study of the various religious groups, and an examination of the relation of religion to the arts and other cultural phenomena.

Religion 201 3 Cr.
Major World Religions
Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Respiratory Therapy

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Respiratory Therapy 142 2 Cr.
Basic Respiratory Therapy 538B 16 Lab.
Prerequisite: Admission to either program. Provides orientation to the field of respiratory therapy and to the hospital environment. Instructs in the identification, classification, diagnosis, treatment, and general care of patients. Provides practice in performing all aspects of respiratory therapy.

Respiratory Therapy 143 16 Lab.
Prerequisite: Completion of Respiratory Therapy 142 with a grade of "C" or better. Provides practice in the care of patients with respiratory system diseases, including obstructive pulmonary disease, chronic obstructive pulmonary disease, and acute respiratory failure.

Respiratory Therapy 144 2 Cr.
Pathology and Treatment
Prerequisite: Consent of instructor. A study of the pathologic processes associated with respiratory disease, the clinical manifestations of these processes, and the methods of diagnosis and treatment.

Reading

Reading 101 2 Cr.
Effective College Reading
Prerequisite: Consent of instructor. Provides a comprehensive understanding of the reading process and the development of reading skills necessary for effective college reading.

Reading 102 3 Lec.
Prerequisite: Reading 101. Provides a comprehensive understanding of the reading process and the development of reading skills necessary for effective college reading.

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Religion 101 3 Cr.
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Religion 201 3 Cr.
Major World Religions
Prerequisite: Sophomore standing or consent of instructor recommended. A survey of major world faiths, the course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of 'objective' study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.
Respiratory Therapy 140  
Pathology and Treatment  
Rationale I  
Prerequisite: Completion of Pathology and Treatment Rationale I with a grade of "C" or better. A continuation of Pathology and Treatment Rationale I to include the spectrum of commonly encountered disease states and associated gas exchange and ventilatory deficits and their potential reversibility with therapy. (6 weeks)

Respiratory Therapy 150  
Clinical Practice III  
Prerequisite: Completion of Respiratory Therapy 140 with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides continuing practice in patient care procedures including cardiopulmonary resuscitation techniques, check and testing CPR equipment, systems assembly for gas mixtures, special pediatric assemblies.

Respiratory Therapy 240  
Pharmacology II  
Prerequisite: A grade of "C" or better in Pharmacology I. Fulfillment of all first year requirements with a G.P.A. of 2.0 or better. A continuation of Pharmacology I.

Respiratory Therapy 243  
Instructional and Presentation  
Methods I  
Prerequisite: Completion of all first year Associate Degree Program requirements with a G.P.A. of 2.0 or better. Provides study in depth of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative and therapeutic procedures.

Respiratory Therapy 244  
Advanced Physiology and Pathology  
Prerequisite: Completion of all first year Associate Degree Program requirements with a G.P.A. of 2.0 or better. Provides study in depth of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluative and therapeutic procedures.

Respiratory Therapy 245  
Clinical Practice IV  
Prerequisite: Completion of Respiratory Therapy 150 with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides practice in periodic positive pressure therapy with critical patients and in the emergency and recovery room.

Respiratory Therapy 246  
Clinical Practice V  
Prerequisite: Completion of Clinical Practice IV with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides practice in the care of continuous ventilator patients including monitoring and equipment change, observation and assistance in airway care and weaning procedures.

Respiratory Therapy 247  
Instructional and Presentation  
Methods II  
Prerequisite: Completion of all previously scheduled Associate Degree requirements with a G.P.A. of 2.0 or better. A continuation of Respiratory Therapy 241 including a survey of commercial and professional aids available and discussion of their utilization.

Respiratory Therapy 248  
Survey and Critique of Current Literature  
Prerequisite: Overall "C" average in respiratory therapy courses. Provides instruction in use of medical school library facilities, research techniques, elementary statistical and experimental method and opportunity for discussion of current articles related to respiratory therapy and cardiorespiratory medicine.

Respiratory Therapy 249  
Seminar and Case Presentation  
Prerequisite: Summer graduation scheduled. C.P.A. of 2.0 or better. Provides physician directed in-depth study, presentation and discussion of case histories involving cardiorespiratory problems.

Respiratory Therapy 250  
Clinical Practice VI  
Prerequisite: Completion of Respiratory Therapy 245 with a grade of "C" or better. Completion of all Associate Degree requirements scheduled through Fall of Second Year with a grade of "C" or better. Overall G.P.A. of 2.0 or better. Provides practice in assuming total responsibility for continuous ventilator patients including monitoring, airway care and weaning.

Respiratory Therapy 251  
Clinical Practice VII  
Prerequisite: Completion of Respiratory Therapy 250 with a grade of "C" or better. Completion of all Associate Degree requirements scheduled through Fall of Second Year with a grade of "C" or better. Overall G.P.A. of 2.0 or better. The content of Clinical Practice VII and VIII is arranged to assure each student's participation in the preoperative evaluation, observation of surgery, post-operative management of thoracic surgery patients, pediatric intensive care, acute and chronic disease management and cardiopulmonary rehabilitation.

Respiratory Therapy 252  
Clinical Practice VIII  
Prerequisite: Completion of Respiratory Therapy 251 with a grade of "C" or better. Graduation scheduled for close of semester. The content of Respiratory Therapy 251, 252 is arranged to assure each student's participation in the preoperative evaluation, observation of surgery, post-operative management of thoracic surgery patients, pediatric intensive care, acute and chronic disease management and cardiopulmonary rehabilitation. (8 weeks)

Respiratory Therapy 253  
Departmental Supervision and Management (8 Weeks)  
Prerequisite: Credit or concurrent enrollment in Respiratory Therapy 251. All other Associate Degree requirements fulfilled. G.P.A. of 2.0 or better. Provides instruction, discussion and practice in problem solution related to respiratory therapy department operations. Opportunity for exchange of information with technical and educational directors provided in the hospital setting.

Respiratory Therapy 246  
Advanced Technology and Instrumentation II  
Prerequisite: Completion of Respiratory Therapy 243 with a grade of "C" or better. A continuation of Respiratory Therapy 243 including instruction, discussion and practice related to laboratory and monitoring equipment and use test evaluation of new equipment.

Salesmanship  
(See Business 230)

Science  
(See Business 162)

Secretarial Training  
(See Business 163, 164, 203, 204)

Social Science  
(See Business 131)

American Civilization  
A study of the development of scientific knowledge, including biology, genetics, chemistry, mathematics, astronomy, architecture, industrial technology, and ethical considerations relating to the use of scientific knowledge. (This course is offered via television.)

American Civilization  
A continuation of Social Science 131.
**Sociology**

Sociology 101 3 Cr.
Introduction to Sociology 3 Lec.
An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

Sociology 102 3 Cr.
Social Problems 3 Lec.
Prerequisite: Sociology 101. A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment.

Sociology 103 3 Cr.
Sex Roles in American Society 3 Lec.
A study of the physiological, psychological and sociological aspects of human sexuality. The student may register for either Sociology 101 or Psychology 103, but may receive credit in only one of the two.

Sociology 203 3 Cr.
Marriage and Family 3 Lec.
Prerequisite: Sociology 101 recommended. An analysis of courtship patterns, marriage and family forms, relationships and functions, and sociocultural differences in family behavior.

Sociology 204 3 Cr.
American Minorities 3 Lec.
Prerequisite: Sociology 101 and/or six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social change occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

Sociology 206 3 Cr.
Introduction to Social Work 3 Lec.
Prerequisite: Consent of instructor required. Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; attention given to requirements for training in social work.

Sociology 210 3 Cr.
Field Studies in American Minorities 3 Lec.
Prerequisite: Sociology 101 or Sociology 204. Assignment on a rotating basis to Indian, Black, and Mexican-American communities to work under professional supervision in a task-oriented setting.

**Speech**

Speech 105 3 Cr.
Fundamentals of Public Speaking 3 Lec.
An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials and outlining.

Speech 109 3 Cr.
Voice and Articulation 3 Lec.
A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation.

Speech 201 1 Cr.
Forensic Workshop 2 Lab.
A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for an additional unit of credit.

Speech 205 3 Cr.
Discussion and Debate 3 Lec.
A study of the mechanics of speech applied to the improvement of the individual's voice and pronunciation. A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for an additional unit of credit.

**Teacher Aides**

Teacher Aide 129 3 Cr.
Communication Skills for Teacher Aides 3 Lec.
This course is designed to test and enhance the teacher aide's basic communication skills in reading, writing, speaking and listening. It will include also the use 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, creative and manuscript handwriting will be included in the language skills emphasized.

Teacher Aide 131 3 Cr.
Teacher Aide Techniques I 3 Lec.
The primary purpose of this course is to define the role of the teacher aide within the school structure and to develop an understanding of the organization and administration of the public school system. Special attention will be given to the development of effective interpersonal relationships. Through direct experiences with students on a one-to-one basis, the teacher aide trainee will observe and study the developmental patterns of students. A study will be made of the general principles of human growth and development.

Teacher Aide 132 3 Cr.
Introduction to Media 2 Lec., 4 Lab.
An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment.

**TV & Radio**

Television and Radio Electronics 141 3 Cr.
Resistive and Reactive Circuits 6 Lab.
This is an introductory course that covers the basic concepts of Ohm's Law, and reactances. These concepts will be introduced with the associated components of resistors, capacitors and inductors. No prior knowledge of electronics is required to take this course. All day students must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night students must enroll in Television and Radio Electronics 141 and 142. Laboratory fee required.

Television and Radio Electronics 142 3 Cr.
Meters and Test Equipment 6 Lab.
This course builds upon the concepts of resistance and reactance. The student will learn preliminary troubleshooting techniques of elementary circuits through the use of meters and other various electronic test equipment. All day students must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night students must be concurrently enrolled in Television and Radio Electronics 141 and 142. Laboratory fee required.

Television and Radio Electronics 143 3 Cr.
TUBE Circuits 6 Lab.
This course covers the topics of diodes, triodes, pentodes, beam power and cathode-ray tubes. These various tubes will be taught in view of radio and television circuitry. All day students must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night students must be concurrently enrolled in Television and Radio Electronics 143 and 144.
Electronics 144 3 Cr.
Solid State Circuitry 6 Lab.

This course covers the topic of solid state devices such as diodes, transistors, SCR's, FET's, Zener's and IC's. These devices will be taught in view of radio and television circuitry. All day students must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night students should be enrolled in Television and Radio Electronics 143 and 144. Laboratory fee required.

Television and Radio Electronics 147 3 Cr.

Radio and Television Techniques I 6 Lab.

This course covers the presentation of radio and television standards for transmission and reception of black and white and color television signals. These standards include video band pass requirements, sweep and synchronization, color vectors, and audio band pass. It will also bring into focus some problems that may be encountered in trouble-shooting these circuits. All day students should enroll concurrently in Television and Radio Electronics 146, 147, 148 and 149. All night students should enroll in Television and Radio Electronics 146 and 147. Laboratory fee required.

Television and Radio Techniques II 6 Lab.

This section directs the student to specific television fundamentals, such as circuit types (amplifiers, oscillators, rectifiers) and their relation to the television signal, and basic servicing facilities as applied to black and white television. All day students must be concurrently enrolled in Television and Radio Electronics 146, 147, 148 and 149. All night students should be enrolled in Television and Radio Electronics 146 and 147. Laboratory fee required.

Television and Radio Electronics 149 3 Cr.
Radio and television Techniques III 6 Lab.

This course is an advanced study of servicing fundamentals and alignment of black and white color television. The servicing fundamentals include proper use of test equipment such as voltmeter, ohmmeter, vacuum tube or transistor voltmeter, oscilloscope, RF and audio oscillators, and sweep generators, field strength meter, and CRT testers. The topics of TV antenna and antenna systems will be stressed. All day students should enroll concurrently in Television and Radio Electronics 146, 147, 148 and 149. All night students should enroll in Television and Radio Electronics 146 and 149. Laboratory fee required.

Television and Radio Electronics 148 3 Cr.
Radio and television Techniques IV 6 Lab.

Servicing fundamentals and skills taught in this course are those used trouble-shooting the latest model black and white color television receivers, including solid state and tube television. All day students should enroll concurrently in Television and Radio Electronics 146, 147, 148 and 149. All night students should enroll in Television and Radio Electronics 148 and 149. Laboratory fee required.

Television and Radio Electronics 151 3 Cr.
Television and Radio Mathematics 3 Lec.

The mathematical concepts presented in this course will be sequenced in such a manner as to reinforce the students' knowledge of mathematics prior to their implementation in television and radio electronics courses.

Television and Radio Electronics 152 3 Cr.
Customer Relations 3 Lec.

This course will acquaint the student with some of the techniques used in discussing such problems as bill collection, implementation of servicing problems, and how to soothe an irate customer. The instructional approach used in this course will be primarily role-playing.

Television and Radio Electronics 154 3 Cr.
Teaching and Lecture Techniques 2 Lec.

In this course the student will learn to translate printed material into motion that will result in the accomplishment of a physical objective.

Theatre 100 1 Cr.
Rehearsal and Performance 4 Lab.

Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. May be repeated for credit. Credit limited to one hour per semester.

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

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

Theatre 103 3 Cr.
Contemporary Theatre 3 Lec.

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

Theatre 103 Stagcraft I 2 Lec., 3 Lab.

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

Theatre 103 Stagcraft II 2 Lec., 3 Lab.

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

Theatre 106 2 Lec., 3 Lab.
Acting I 3 Cr.

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

Theatre 107 3 Cr.
Acting II 2 Lec., 3 Lab.

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

Theatre 108 3 Cr.
Movement for the Stage 2 Lec., 3 Lab.

A study of movement as both a pure form as well as its relation and integration with the Theatre Arts. The course will include movement as a technique to control balance, rhythm, strength, and flexibility. Movement will be explored as it is used in all the theatrical forms and in development of characterization. May be repeated for credit.

Theatre 109 3 Cr.
Voice and Articulation 3 Lec.

Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.

Theatre 110 3 Cr.
History of Theatre I 3 Lec.

Survey of theatre from its beginning through the sixteenth century. Study of the theatre in each period as a part of the total culture of the period.

Theatre 111 3 Cr.
History of Theatre II 3 Lec.

Development of the theatre from the seventeenth century through the twentieth century.

Theatre 115 2 Cr.
Mime 1 Lab., 2 Lec.

Prerequisite: Stage Movement. Theatre 106. Exploration of the expressive significance and techniques of mime.
Technical Occupational Programs

El Centro College will offer courses during the 1976-77 school year in which students can work toward an associate degree or certificate in any of 32 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 and 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

(One-year Certificate Program)

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<td>Communications or English</td>
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<td>BUS 131—Bookkeeping</td>
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<td>BUS 161—Office Machines</td>
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<td>MTH 130—Business Mathematics</td>
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<td>CS 175—Introduction to Computer Science</td>
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<td>Elective</td>
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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 afterclosing trial balance. This program is available for both day and evening students.

Admission to the Program

Fill all requirements for admission to El Centro College.
Apparel Design

(Associate Degree in Applied Arts and Sciences)

REQUIRED APPAREL DESIGN AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 130</td>
<td>Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>DES 125</td>
<td>Introduction to Mass Production and Apparel</td>
<td>2</td>
<td>0</td>
<td>2</td>
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</tr>
<tr>
<td>DES 129</td>
<td>Industrial Garment Construction</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>DES 134</td>
<td>Textiles</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DES 234</td>
<td>History of Costume</td>
<td>3</td>
<td>0</td>
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SPRING SEMESTER

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 131</td>
<td>Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 136</td>
<td>Fashion Sketching</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DES 235</td>
<td>History of Costume</td>
<td>3</td>
<td>0</td>
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</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 230</td>
<td>Creative Pattern Design</td>
<td>3</td>
<td>9</td>
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<tr>
<td>APP 232</td>
<td>Design Development</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>APP 237</td>
<td>Style Trends &amp; Research</td>
<td>3</td>
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SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>PDD 231</td>
<td>Creative Pattern Design</td>
<td>3</td>
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<tr>
<td>APP 233</td>
<td>Design Development</td>
<td>2</td>
<td>4</td>
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<tr>
<td>APP 238</td>
<td>Style Trends &amp; Research</td>
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REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Commun. 101</td>
<td>Intro. to Humanities</td>
<td>3</td>
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</table>

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

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

Architectural Drafting

(One-year Certificate Program)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ARC 130</td>
<td>Arch. Graphics I</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ARC 134</td>
<td>Freehand Drawing I</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>ARC 136</td>
<td>Introduction to Arch. I</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td></td>
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<tr>
<td>ARC 233</td>
<td>Hist. of Arch.—Survey to 1850</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>ARC 234</td>
<td>Building Technology—Materials and Methods</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours Required: 30

General Information and Objectives

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

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

Architectural Technology

(Associate Degree in Applied Arts and Sciences)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 130</td>
<td>Arch. Graphics I</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ARC 134</td>
<td>Freehand Drawing I</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>ARC 136</td>
<td>Introduction to Architecture I</td>
<td>3</td>
<td>3</td>
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</table>

Total Credit Hours Required: 62

General Information and Objectives

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

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

Associate Degree Nursing

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>PHY SCI 118</td>
<td>Physical Science</td>
<td>3</td>
<td>2</td>
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FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Hrs.</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>NUR 141</td>
<td>Nursing I</td>
<td>4</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Human Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>*PSY 105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>*ENC 101</td>
<td>Composition and Expository Writing</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
SPRING SEMESTER
NUR 142—Nursing II 4
BIO 121—Human Anatomy and Physiology 3
*PSY 201—Developmental Psychology 3
*ENG 102—Composition and Literature 3

SUMMER SESSION
NUR 240—Nursing III 7

SECOND YEAR
FALL SEMESTER
NUR 243—Nursing IV 5
*SOC 101—Introduction to Sociology 3

SPRING SEMESTER
NUR 242—Nursing V 5
Elective 3

Total Credit Hours Required 66

*May be taken during the initial summer session or prior to enrolling in the first Nursing Course.

General Information and Objectives
This program requires two calendar years of study. Students who previously have not been enrolled in college must enroll the first summer session as indicated in the above curricular pattern. Upon completion of the program the student has earned as Associate in Applied Arts and Sciences Degree and is eligible to write to the State Board Test Pool Examination to qualify as a registered nurse.

Admission to the Program
1. Fulfill all requirements for admission to El Centro College.
2. Contact counseling office for admission packet.

Data Processing Programmer
(Associate Degree in Applied Arts and Sciences)

REQUIRED D. P. AND RELATED COURSES

FIRST YEAR

FALL SEMESTER
CS 175—Intro. to Computer Sciences 3
DP 133—Beginning Programming 3
DP 137—D. F. Math or any other Math 3
BUS 201—Principles of Accounting or BUS 131 & BUS 132—Bookkeeping 3

SPRING SEMESTER
DP 136—Intermediate Programming 3
DP 138—Data Processing Logic 3
BUS 202—Principles of Accounting 3
CS 176—FORTRAN Programming 3
CS 131—RPG Programming 3

SECOND YEAR

FALL SEMESTER
DP 231—Advanced Programming 3
DP 232—Applied Systems 3
BUS 203—Intermediate Accounting or BUS 238—Cost Accounting 3

SPRING SEMESTER
DP 233—Operating Systems & Communications 3
DP 236—Advanced COBOL Techniques or CS 240—Telecommunications I or DP 238—Computer Hardware and Data Systems 3

REQUIRED SUPPORT COURSES
Communications or English 6
*BUS 231—Business Correspondence (may be substituted for last semester of Communications or English) 6
BUS 105—Introduction to Business 3
ECO 201—Principles of Economics 3
*MAY be one of the following courses:
DP 239—Computer Center Management 3
MTH 202—Business Statistics 3
BUS 265—Principles of Marketing 3
BUS 234—Business Law 3
BUS 237—Organizational Behavior 3
ECO 202—Principles of Economics 3
DP 700 and/or DP 800 Series Co-op

Total Credit Hours Required 60
General Information and Objectives
This program is designed to develop programming and related skills and to provide the student with competencies necessary for job entry in a commercial data processing environment. The program includes both classroom and laboratory work directed by experienced professionals using large, modern equipment. All classes are offered day or night in the Fall and Spring semesters. Some classes are offered during the Summer semester.

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

Dental Assisting Technology
(Associate Degree in Applied Arts and Sciences)

REQUIRED DENTAL ASSISTING AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DAT 130—Dental Science</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DAT 131—Dental Materials</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>DAT 136—Dental Seminar</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 129—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Communications or English</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAT 137—Dental Operator Procedures</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DAT 138—Dental Roentgenology</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DAT 139—Dental Seminar</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>BIO 121—Human Anatomy &amp; Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Communications or English</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>3</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAT 230—Dental Office Practice &amp; Bookkeeping</td>
<td>3</td>
<td>0</td>
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<tr>
<td>DAT 231—Dental Advanced Roentgenology</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>DAT 232—Dental Odontography</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>DAT 233—Dental Internship</td>
<td>0</td>
<td>18</td>
<td>6</td>
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<tr>
<td>BUS 174—Intermediate Typing</td>
<td>1</td>
<td>2</td>
<td>2</td>
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<tr>
<td>PEH 257—First Aid</td>
<td>3</td>
<td>0</td>
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<td>SPRING SEMESTER</td>
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<td></td>
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<tr>
<td>DAT 234—Dental Prosthetics</td>
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<tr>
<td>DAT 235—Dental Office Management</td>
<td>3</td>
<td>0</td>
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<tr>
<td>DAT 236—Dental Operator Practice</td>
<td>2</td>
<td>1</td>
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<tr>
<td>DAT 237—Dental Internship</td>
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<td>18</td>
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</table>

Total Credit Hours Required 64

Dietetic Assistant
(One Year Certificate Program)

REQUIRED DIETETIC ASSISTANT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>FS 090—Orientation</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>FS 120—Basic Food Preparation</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FS 122—Advance Food Preparation</td>
<td>4</td>
<td>3</td>
<td>3</td>
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<tr>
<td>FS 134—Food Service Sanitation and Safety</td>
<td>2</td>
<td>0</td>
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</table>

Drafting & Design Technology
(Associate Degree in Applied Arts and Sciences)

REQUIRED DRAFTING AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>DFT 183—Basic Drafting</td>
<td>2</td>
<td>6</td>
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<tr>
<td>DFT 160—Manufacturing Fundamentals or</td>
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<td>EGR 135—Manufacturing Processes</td>
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<tr>
<td>MTH 195—Technical Mathematics</td>
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</tbody>
</table>

Note: Before completing this program, the student will be required to work a minimum of 320 hours in an approved work station — equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting.

General Information and Objectives
The Dietetic Assistant program trains men and women to assume a responsible position in the institutional field of food service such as hospitals, extended care facilities, nursing homes, school lunch programs, and college dormitories. Courses in nutrition and dietetics, basic and quantity food preparation, and institutional food service management are the core of this curriculum.

Admission to the Program
Fulfill all requirements for admission to El Centro College.
SPRING SEMESTER
DFT 131—Introduction to Fire Protection  3  0  3
DFT 132—Fire Prevention Theory & Application  3  0  3
DFT 133—Introduction to Fire Administration  3  0  3
DFT 139—Fire Operations Strategy  3  1  4
DFT 231—Fire Protection Through Bldg. Construction  3  0  3
DFT 232—Protection Systems in Industry  3  0  3
DFT 233—Fire Protection Systems  3  0  3
DFT 234—Industrial Fire Protection II  3  0  3
DFT 235—Fire Administration II  3  0  3

SUPPORT COURSES
English (required)  3
Mathematics 130 (required)  3
Psychology or other elective  3
Speech (required)  3
Government (required)  3
Sociology or other elective  3
Chemistry 115 and 116 (required)  8
CHM 170—Chemistry of Combustible Materials (required)  3
DFT 243—Technical Writing (required)  3
Any two of the following: DFT 138, DFT 236, DFT 237, DFT 240  6

Total Credit Hours Required  69

NOTE: Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station equal to the number of hours required for the course in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting.

General Information and Objectives
The Dietetic Technician program trains men and women to assume a responsible position in the institutional field of food service such as hospitals, extended care facilities, nursing homes, school lunch programs and college dormitories. Courses in nutrition and dietetics, cooking and quantity food preparation, and institutional food service management are the core of this curriculum.

Admission to the Program
Fullfill all requirements for admission to El Centro College.

Food Service Operations
(associate degree in applied arts and sciences)

REQUIRED FOOD SERVICE COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>LeC.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FS 120—Basic Food Preparation</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>FS 121—Food Preparation and Service</td>
<td>2</td>
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<td>3</td>
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<tr>
<td>FS 122—Food Preparation</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>FS 123—Quantity Food Preparation and Service</td>
<td>2</td>
<td>4</td>
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<tr>
<td>FS 124—Food Investigation &amp; Sanitation</td>
<td>2</td>
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<td>3</td>
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<td>FS 125—Nutrition &amp; Menu Planning</td>
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<td>FS 126—Supervisory Techniques for Food Service</td>
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SECOND YEAR

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<thead>
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<th>Course</th>
<th>LeC.</th>
<th>Lab.</th>
<th>Credit</th>
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<tr>
<td>FS 230—Food Service Experience</td>
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<tr>
<td>FS 231—Food Service Experience II</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>FS 232—Quantity Food Preparation and Service</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>FS 233—Nutrition Care I</td>
<td>3</td>
<td>0</td>
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<tr>
<td>FS 234—Nutrition Care II</td>
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</tbody>
</table>

REQUIRED SUPPORT COURSES

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

Total Credit Hours Required  69
**General Information and Objectives**

The Food Service Operations program trains students to assume responsible positions in the commercial sector of the food service industry. Courses are geared to cover the various operational functions of restaurants, hotel food service, caterers, coffee shops, and other types of fast food service. FS 238, FS 239, and FS 245 are offered in the afternoon and evening as part of the regular curriculum, but they are also intended for those individuals already employed who wish to upgrade their skills. The first year of this program is offered both during the day and evening sessions.

**Admission to the Program**

Fulfill all requirements for admission to El Centro College.

### Interior Design

(Professional Certificate in Interior Design)  
(Associate Degree in Applied Arts and Sciences)

#### REQUIRED INTERIOR DESIGN AND RELATED COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td><strong>INT 120—Basic Planning</strong></td>
<td>2</td>
<td>4</td>
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<td></td>
<td><strong>INT 121—Basic Color Theory for Interior Design</strong></td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td></td>
<td><strong>ART 110—Design I</strong></td>
<td>2</td>
<td>4</td>
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<td></td>
<td><strong>ART 105—Survey of Art History</strong></td>
<td>3</td>
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<tr>
<td></td>
<td><strong>One of BUS 131, 201, 234</strong></td>
<td>3</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>DES 135—Textiles</strong></td>
<td>2</td>
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<td></td>
<td><strong>INT 132—Color Theory and Illustration for Interior Design</strong></td>
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<tr>
<td></td>
<td><strong>INT 133—Advanced Planning and Perspective</strong></td>
<td>2</td>
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<tr>
<td></td>
<td><strong>INT 215—Architectural Drawing I</strong></td>
<td>2</td>
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<td><strong>ART 106—Survey of Art History</strong></td>
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<td><strong>One of BUS 131, 201, 234</strong></td>
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</table>

*DES 135—Textiles and one of the following Business courses: BUS 131—Bookkeeping, BUS 201—Accounting, and BUS 234—Business Law can be taken in either the FALL or SPRING semester, for example, BUS 234 in FALL and DES 135 in SPRING.

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
<td><strong>INT 220—History of Interior Arts I</strong></td>
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<td><strong>INT 225—Architectural Drawing II</strong></td>
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<td></td>
<td><strong>INT 230—Fabrications I</strong></td>
<td>2</td>
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<td><strong>COM 132—Applied Composition and Speech</strong></td>
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<td></td>
<td><strong>SOC 1011—Introduction to Sociology</strong></td>
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<td><strong>INT 221—History of Interior Arts II</strong></td>
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<td></td>
<td><strong>INT 224—Interior Graphics and Illustration</strong></td>
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<td></td>
<td><strong>INT 234—Fabrications II</strong></td>
<td>2</td>
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<tr>
<td></td>
<td><strong>INT 235—Inner Space Composition and Presentation</strong></td>
<td>2</td>
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<td></td>
<td><strong>BUS 230—Salesmanship</strong></td>
<td>3</td>
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</table>

*All FIRST YEAR COURSES must be successfully completed before student will be admitted into the SECOND YEAR.*

**THIRD YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIFTH SEMESTER</strong></td>
<td></td>
<td><strong>INT 237—Advanced Principles of Interior Design</strong></td>
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<tr>
<td></td>
<td><strong>INT 340—Lighting and Acoustics</strong></td>
<td>1</td>
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<td></td>
<td><strong>INT 342—20th Century Designs</strong></td>
<td>3</td>
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<tr>
<td></td>
<td><strong>INT 341—Work Experience</strong></td>
<td>3</td>
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<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>INT 343—Special Project</strong></td>
<td>1</td>
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<td>1</td>
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</tr>
</tbody>
</table>

*INT 311 and INT 341 are alternates to each other — only one is required. If the student chooses to enroll for the INT 311 Work Experience course offered during the third year, he will be assigned to a local design studio for the semester for an on-the-job training experience. Prerequisites for this course require successful completion of the first two years of the interior design curriculum.*

**SIXTH SEMESTER**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
<td><strong>INT 238—Client Psychology Survey and Business Procedures</strong></td>
<td>3</td>
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<td>4</td>
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<tr>
<td></td>
<td><strong>INT 239—Principles of Commercial Interior Design</strong></td>
<td>3</td>
<td>3</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>INT 343—Research and Presentation</strong></td>
<td>2</td>
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<td>2</td>
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<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

**REQUIRED SUPPORT COURSES**

- **DES 135—Textiles**
- **COM 132—Applied Composition and Speech**
- **ART 110—Design I**
- **SOC 101—Introduction to Sociology**

**General Information and Objectives**

The interior design program qualifies the student to provide solutions for interior spaces of public structures and private residences. The curriculum includes studies in art, architecture, business, communications, sociology, and textiles with major concentration in interior design.

The program consists of three years (six semesters) of study in Interior Design and related courses. However, a student may file for an Associate in Applied Arts and Sciences degree after successful completion of the first two years of the program. A professional certificate is awarded upon successful completion of all courses identified in the three year (6 semester) curriculum. Earning of the certificate is accomplished by the following requirements:

1. successfully completing all courses outlined in the curriculum.
2. successfully completing requirements for INT 343.

The certificate qualifies the graduate to enter the profession of interior design as a beginning professional.

---

**Art and Science Courses**

- **INT 121—Basic Color Theory for Interior Design**
- **ART 110—Design I**
- **SOC 101—Introduction to Sociology**
- **COM 132—Applied Composition and Speech**
- **ART 106—Survey of Art History**
- **ART 110—Design I**
- **ART 106—Survey of Art History**
- **SOC 101—Introduction to Sociology**

**Business Courses**

- **BUS 131—Bookkeeping**
- **BUS 201—Accounting**
- **BUS 234—Business Law**
Admission to the Program
1. Contact the Division of Counseling for application to the Interior Design program and for scheduling a time to take the design indicator test.
2. Fulfill all requirements for admission to El Centro College including the evaluation of transfer of credit from a recognized school.

LEGAL ASSISTANT
(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.A. 121—Introduction to Legal Technology</td>
<td>3</td>
<td>0</td>
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<tr>
<td>L.A. 122—Texas Legal Systems</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>BUS 234—Business Law</td>
<td>3</td>
<td>0</td>
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<tr>
<td>BUS 173—Beginning Typing</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>CVT 201—American Government</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>ENG 101—Composition and Expository Writing</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>or COM 121—Applied Composition and Speech</td>
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<td>0</td>
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</table>

| SPRING SEMESTER                             |           |           |             |
| L.A. 133—Law of Real Property and          | 3         | 0         | 3           |
| Real Estate Transactions                    |           |           |             |
| L.A. 134—Principles of Family Law          | 3         | 0         | 3           |
| BUS 231—Business Correspondence             | 3         | 0         | 3           |
| BUS 201—Principles of Accounting            | 3         | 0         | 3           |
| Support Courses (must be from required      | 3         | 0         | 3           |
| support course list)                        |           |           |             |

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>L.A. 231—Wills, Trusts and Probate</td>
<td>3</td>
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<tr>
<td>Administration</td>
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<tr>
<td>L.A. 232—Tort and Insurance Law and Claims</td>
<td>3</td>
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<tr>
<td>Investigation</td>
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<tr>
<td>L.A. 233—Income Taxation and Legal</td>
<td>3</td>
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<tr>
<td>Accounting</td>
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<tr>
<td>Support Courses</td>
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</table>

| SPRING SEMESTER                             |           |           |             |
| L.A. 234—Personal Property, Sales and Credit| 3         | 0         | 3           |
| Transactions                                |           |           |             |
| L.A. 235—Techniques of Legal Practice and   | 3         | 3         | 4           |
| Procedure                                   |           |           |             |
| L.A. 236—Legal Office Management            | 2         | 0         | 2           |
| BUS 201                                     | 3         |           |             |
| Support Courses                             | 3         |           |             |

>Total Credit Hours Required 62

**or equivalent—BUS 173 may be challenged.**

REQUIRED SUPPORT COURSES
(The student will be required to take 4 courses from the courses listed below:)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>CVT 202—American Government</td>
<td>3</td>
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<tr>
<td>BUS 237—Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101—Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CS 175—Introduction to Computer Sciences</td>
<td>3</td>
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<tr>
<td>BUS 202—Principles of Accounting</td>
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<tr>
<td>MTH 130—Business Mathematics</td>
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<tr>
<td>HD 105—Basic Processes of Interpersonal</td>
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<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>ECO 201—Principles of Economics</td>
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</table>

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

Admission to the Program
Fulfill all requirements for admission to El Centro College.

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

Admission to the Program
Fulfill all requirements for admission to El Centro College.

MEDICAL ASSISTING TECHNOLOGY
(Associate Degree in Applied Arts and Sciences)

REQUIRED MEDICAL ASSISTING AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>Written or Oral Communications</td>
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<td>0</td>
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<tr>
<td>BUS 174—Intermediate Typing</td>
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<td>2</td>
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<tr>
<td>MA 121—Medical Terminology</td>
<td>4</td>
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<tr>
<td>BIO 120—Human Anatomy &amp; Physiology</td>
<td>3</td>
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<tr>
<td>MA 123—Medical Law, Ethics &amp; Economics</td>
<td>3</td>
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<tr>
<td>MA 134—Seminar—Applied Anatomy &amp; Physiology</td>
<td>1</td>
<td>0</td>
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</tbody>
</table>

| SPRING SEMESTER                             |           |           |             |
| Written or Oral Communications              | 3         | 0         | 3           |
| MA 239—Medical Transcription               | 1         |           |             |
| BIO 121—Human Anatomy & Physiology          | 3         | 2         | 4           |
| MA 132—Clinical Procedure                   | 3         | 3         | 4           |
| MA 136—Seminar—Applied Anatomy & Physiology | 1         | 0         | 1           |

SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>BUS 131—Bookkeeping</td>
<td>3</td>
<td>0</td>
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<td>BUS 231—Business Correspondence</td>
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<tr>
<td>MA 237—Administrative Procedure</td>
<td>3</td>
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<td>PEH 257—First Aid</td>
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<td>BUS 162—Secretarial Training</td>
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| SPRING SEMESTER                             |           |           |             |
| HUM 101, ART 104, MUS 104, or THE 101       | 3         | 0         | 3           |
| Psychology 101                              | 3         | 0         | 3           |
| MA 232—Directed Practice                    | 0         | 16        | 16          |
| MA 233—Seminar & Journal Club Elective      | 3         | 0         | 3           |

Total Credit Hours Required 64

General Information and Objectives
A two-year program in which the student develops basic skills and knowledge necessary to function as a Medical Secretary, Administrative and Clinical Medical Assisting Technologist. Employment is available in the physician's office, administrative and clerical departments of hospitals and related offices in the medical field. This specialized training includes one semester of directed practice in the office of a physician and a local hospital.

Admission to the Program
1. Fulfill all requirements for admission to El Centro College.
2. Conference with counselor and program coordinator.
Medical Laboratory Technician

(Associate Degree in Applied Arts and Sciences)

REQUIRED MEDICAL LABORATORY AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>BIO 101</td>
<td>General Biology</td>
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<td>CHM 101</td>
<td>General Chemistry</td>
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<td>*MTH 101</td>
<td>College Algebra</td>
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<td>MLT 133</td>
<td>Hematology</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
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<td>CHM 102</td>
<td>General Chemistry</td>
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<td>MLT 135</td>
<td>Urinalysis</td>
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SUMMER SEMESTER (12 Weeks)

MLT 139—Clinical Practice I  2  33  8

SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>BIO 221</td>
<td>Anatomy and Physiology</td>
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<tr>
<td></td>
<td>ENG 102</td>
<td>Composition and Expository Writing</td>
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<td>MLT 229</td>
<td>Medical Microbiology I</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>BIO 222</td>
<td>Anatomy and Physiology</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>Composition and Literature</td>
<td>3</td>
<td>0</td>
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<td></td>
<td>MLT 231</td>
<td>Clinical Chemistry</td>
<td>3</td>
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<td></td>
<td>MLT 236</td>
<td>Medical Microbiology II</td>
<td>3</td>
<td>4</td>
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<tr>
<td>SUMMER SEMESTER</td>
<td>MLT 238</td>
<td>Clinical Practice II</td>
<td>2</td>
<td>33</td>
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</tr>
</tbody>
</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 Arts and Sciences Degree and is eligible to take the National Certifying Examination for Medical Laboratory Technician, given by the American Society of Clinical Pathologists. Students are required to be covered by professional liability insurance.

Admission to the Program

1. Fulfill all requirements for admission to the college.
2. Interview with liaison counselor.
3. Interview with MLT faculty member.
4. Fulfill all requirements for admission to the Medical Laboratory Technician Program.
5. High School courses in biology and chemistry strongly recommended.

Medical Transcriptionist

(One-year Certificate Program)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec.</th>
<th>Lab.</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>Comm 131</td>
<td>Communications 131 or English 102</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td>BUS 174</td>
<td>Intermediate Typing</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>BIO 129</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
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<td>MA 131</td>
<td>Medical Terminology</td>
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<td>0</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>Comm 131</td>
<td>Communications 131 or English 102</td>
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<td>0</td>
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<tr>
<td></td>
<td>BUS 273</td>
<td>Advanced Typing</td>
<td>1</td>
<td>2</td>
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<tr>
<td></td>
<td>BIO 129</td>
<td>Human Anatomy and Physiology</td>
<td>3</td>
<td>0</td>
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<td></td>
<td>BUS 162</td>
<td>Secretarial Training</td>
<td>3</td>
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<td>MA 230</td>
<td>Medical Transcription</td>
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<td>MA 135</td>
<td>Seminar, Applied Anatomy and Physiology</td>
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</table>

Total Credit Hours Required 33

General Information and Objectives

This one-year Certificate Program prepares the student to function as a medical typist and/or medical transcriptionist. Job opportunities are available in physician's offices, hospitals and clinics, the health insurance industry; public or private health foundations and institutions; medical schools and research centers.

Admission to the Program

1. Fulfill all requirements for admission to El Centro College.
2. Typing prerequisite of 32 WPM.
3. Conference with counselor and program coordinator.

Mid-Management

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<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>FALL SEMESTER</td>
<td>BUS 136</td>
<td>Principles of Management</td>
<td>3</td>
<td>0</td>
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<tr>
<td></td>
<td>BUS 150</td>
<td>Management Training</td>
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<td></td>
<td>BUS 154</td>
<td>Management Seminar</td>
<td>2</td>
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SPRING SEMESTER
BUS 151—Management Training 0 20 4
BUS 155—Management Seminar 2 0 2

FALL SEMESTER
BUS 259—Management Training 0 20 4
BUS 254—Management Seminar 2 0 2

SECOND YEAR

SPRING SEMESTER
BUS 251—Management Training 0 20 4
BUS 255—Management Seminar 2 0 2

REQUIRED SUPPORT COURSES
Communications or English 6
Amer. Civ. (Soc. Sci.), Amer. Hist., or Amer. Govt. 3
Accounting or Bookkeeping 3
Economics 3
HUM 101, ART 104, MUS 104, or THE 101 3
BUS 105—Intro. to Business 3
Electives 12
Total Credit Hours Required 60

RECOMMENDED ELECTIVES
BUS 234—Business Law 3 0 3
BUS 206—Marketing 3 0 3
BUS 230—Salesmanship 3 0 3
BUS 237—Organizational Behavior 3 0 3
CS 175—Introduction to Data Processing 3 0 3

General Information and Objectives
The Mid-Management program includes a cooperative plan with members of the business community whereby the student attends college classes in business and related courses and concurrently works at a regular, paid, part-time job in a sponsoring business firm. The program is available day and evening.

Admission to the Program
1. Fulfill all requirements for admission to EI Centro College.
2. Personal interview with any Mid-Management instructor.
3. Applicants should demonstrate a sincere desire for a management career in business.
4. Fulfill all requirements for admission to EI Centro College.

Office Skills & Systems
(One-year Certificate Program)

FALL SEMESTER
Communications or English 3 0 3
BUS 105—Introduction to Business 3 0 3
BUS 131 or 201—Bookkeeping or Accounting 3 0 3
BUS 161—Office Machines 1 2 2
BUS 162—Secretarial Training 3 0 3
BUS 174—Intermediate Typing 1 2 2

SPRING SEMESTER
Communications or English 3 0 3
BUS 165—Introduction to Word Processing 3 0 3
BUS 231—Business Correspondence 3 0 3
BUS 233—Advanced Typing 1 2 2
Elective 3
Total Credit Hours Required 30

General Information and Objectives
This program is designed to meet the needs of those students who desire to enter the business world in a minimum of time. Intensive training in the basic office skills and systems is provided — including office machines, communications systems, record 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 EI Centro College.

OPERATING ROOM TECHNICIAN
(One-year Certificate Program)

FALL SEMESTER
COM 131—Applied Composition and Speech 3 0 3
BIO 121—Introduction to Human Anatomy and Physiology 3 2 4

SPRING SEMESTER
ORT 140—Medical Terminology 2 0 2

SUMMER SEMESTER
ORT 141—Operating Room Techniques 6 10 8
ORT 140—Medical Terminology 2 0 2

SPRING SEMESTER
HD 105—Basic Processes of Interpersonal Relationships 3 0 3
BIO 121—Introduction to Human Anatomy and Physiology 3 2 4
ORT 142—Operating Room Procedures 4 15 7

SUMMER SEMESTER
ORT 144—Seminar 2 0 2
ORT 143—Clinical Practice 0 35 7
Total Credit Hours Required 40

General Information and Objectives
The Operating Room Technician Programs trains a person to provide services in the operating room under the supervision and responsibility of the operating room supervisor. The technician, as part of the operating room team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the operating room. The operating room technician prepares materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures.

Admission to the Program
1. Fulfill all requirements for admission to EI Centro College.
2. Conference with liaison counselor for the Operating Room Technician Program.

PATTERN DESIGN
(Associate Degree in Applied Arts and Sciences)

REQUIRED PATTERN DESIGN AND RELATED COURSES

FIRST YEAR

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

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

SECOND YEAR

FALL SEMESTER
PDD 230—Creative Pattern Design 3 9 5

SPRING SEMESTER
PDD 231—Creative Pattern Design 3 9 5

REQUIRED SUPPORT COURSES
Communications or English 6
Psychology or HD 105 3
Amer. Civ. (Soc. Sci.), Amer. Hist., or Amer. Govt. 6
HUM 101—Introduction to Humanities 3
Electives 7
Total Credit Hours Required 60
Radiologic Technology

(Associate Degree in Applied Arts and Sciences)

REQUIRED TECHNICAL AND RELATED COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<td>RAD 130—Radiologic Fundamentals</td>
<td>1</td>
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<td>RAD 141—Orientation &amp; Clinical Education I</td>
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<td>BIO 120—Human Anatomy &amp; Physiology</td>
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<td>SPRING SEMESTER</td>
<td>RAD 121—Applied Anatomy &amp; Physiology</td>
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<td>RAD 142—Radiologic Principles</td>
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<td>RAD 133—Clinical Education II &amp; Film Critique</td>
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<td>BIO 121—Human Anatomy &amp; Physiology</td>
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<td>SUMMER SEMESTER</td>
<td>RAD 134—Radiologic Principles</td>
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<td></td>
<td>RAD 135—Clinical Education III &amp; Film Critique</td>
<td>0</td>
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<td>FALL SEMESTER</td>
<td>RAD 230—Advanced Radiologic Principles</td>
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<td>RAD 241—Clinical Education IV &amp; Film Critique</td>
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<td>SPRING SEMESTER</td>
<td>RAD 232—Advanced Radiologic Principles</td>
<td>1</td>
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<td></td>
<td>RAD 243—Clinical Education V &amp; Film Critique</td>
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<td>SUMMER SEMESTER</td>
<td>RAD 234—General Review</td>
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<td>RAD 235—Clinical Education VI &amp; Film Critique</td>
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</table>

REQUIRED SUPPORT COURSES

Communication or English

<table>
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<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>ENG 101—Composition</td>
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<td>ENG 103—Expository Writing</td>
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<td>RES 144—Pathology</td>
<td>3</td>
<td>0</td>
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<tr>
<td>RES 143—Clinical Practice I</td>
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</tr>
<tr>
<td>RES 145—Basic Radiologic Principles</td>
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</table>

Total Credit Hours Required: 64

Respiratory Therapy Technology

(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>CHM 101—General Chemistry or CHM 115—General Chemistry</td>
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<td></td>
<td>BIO 120—Human Anatomy &amp; Physiology or BIO 221—Anatomy and Physiology</td>
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<td>ENG 101—Composition &amp; Expository Writing</td>
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<td>RES 145—Basic Technology</td>
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<td>RES 146—Pharmacology</td>
<td>1</td>
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<td></td>
<td>RES 147—Clinical Practice</td>
<td>0</td>
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<td>SPRING SEMESTER</td>
<td>CHM 102—General Chemistry or CHM 116—General Chemistry</td>
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<td>BIO 121—Human Anatomy &amp; Physiology or BIO 222—Anatomy and Physiology</td>
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<td>RES 145—Basic Radiologic Principles</td>
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<td>RES 146—Pharmacology</td>
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<td></td>
<td>RES 147—Clinical Practice</td>
<td>0</td>
<td>8</td>
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</tbody>
</table>
### General Information and Objectives
The Associate Degree Program seeks to qualify the individual to perform, upon graduation, at a high level of competence in the areas of specialized patient care, technical expertise, administrative and educational function.

The Program is accredited by the American Medical Association Council on Medical Education through the Joint Review Committee for Respiratory Therapy Education. Program graduates are qualified upon completion of experience requirements to write the American Registry Exam.

### Admission to the Program
1. High School diploma or GED.
2. Completion of testing including ACT, basic math and reading level.
3. Completion of interviews in liaison counselor and program instructors.
4. Completion of “Requirements for Admission” to El Centro College.
5. Completion of math prerequisite for CHM 101 or 115.
6. Students are required to be covered by professional liability insurance.

Equivalency testing for advanced standing is available.

Written requests should be submitted well in advance of enrollment date.

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**Respiratory Therapy Technician (One Year Certificate Program)**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Lec. Hrs</th>
<th>Lab. Hrs</th>
<th>Credit Hrs</th>
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<tbody>
<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>RES 148—Basic Technology II (6 weeks)</td>
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<td>RES 149—Pathology &amp; Treatment Rationale II (6 weeks)</td>
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<td>RES 150—Clinical Practice III (6 weeks)</td>
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<td>ENG 102—Composition and Literature (6 weeks)</td>
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<td><strong>Fall Semester</strong></td>
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<td>RES 246—General Microbiology</td>
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<td>RES 247—Pharmacology II</td>
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<td>RES 248—Instructional &amp; Presentation Methods I</td>
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<tr>
<td>RES 249—Advanced Physiology &amp; Pathology</td>
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<td>RES 250—Advanced Technology &amp; Instrumentation I</td>
<td>2 3 3</td>
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<td>RES 251—Clinical Practice IV (8 weeks)</td>
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<tr>
<td>RES 252—Clinical Practice V (8 weeks)</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>RES 253—Clinical Practice VI (8 weeks)</td>
<td>0 16 2</td>
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<tr>
<td>RES 254—Departmental Supervision &amp; Management (8 weeks)</td>
<td>4 4 3</td>
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</tbody>
</table>

**Total Credit Hours Required**: 76

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The program has been designed to conform to the “Essentials for an Approved Educational Program for the Respiratory Therapy Technician” approved by the American Medical Association Council on Medical Education. The college is seeking accreditation from the Joint Review Committee for Respiratory Therapy Education, accrediting designate of the AMA-CME. Accreditation of the program will qualify the graduate for the Technician Certification Exam administered by the NBRT when the candidates experience requirements for that Exam have been fulfilled.

The Technician Program graduate may enroll as a second year Associate Degree student upon completion of the required Chemistry and Human Anatomy and Physiology courses and Pharmacology I.
School Food Service
(Certificate Program)

REQUIRED SCHOOL FOOD SERVICE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FS 120—Basic Food Preparation</td>
<td>2</td>
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<td>3</td>
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<tr>
<td>FS 121—Food Service Equipment</td>
<td>2</td>
<td>0</td>
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<tr>
<td>FS 134—Food Service Sanitation and Safety</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>FS 135—Nutrition and Menu Planning</td>
<td>3</td>
<td>0</td>
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<tr>
<td>FS 136—Supervisory Techniques for Food Service</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>FS 138—Food Service Cost Control</td>
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<td>3</td>
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<tr>
<td>FS 232—Quantity Food Preparation</td>
<td>2</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>FS 237—Organization and Management</td>
<td>3</td>
<td>0</td>
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<tr>
<td>FS 242—Nutrition Care I</td>
<td>3</td>
<td>3</td>
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<tr>
<td>HD 105—Basic Processes of Interpersonal Relationships</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours Required: 30

General Information and Objectives
This 30 credit hour certificate program prepares the student to function as a school food service worker and advance to school cafeteria manager. All credits earned in this program may be applied towards the Associate Degree in School Food Service.

Admission to the Program
Fulfill all requirements for admission to EI Centro College.

Certification
Upon completion of this program student will be awarded a Certificate of Completion by Texas School Food Service Association and a Certificate of Completion by EI Centro College.

School Food Service
(Associate Degree in Applied Arts and Sciences)

REQUIRED FOOD SERVICE COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FS 090—First Year Orientation</td>
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<td>FS 120—Basic Food Preparation</td>
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<tr>
<td>FS 121—Food Service Equipment</td>
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<tr>
<td>FS 122—Advanced Food Preparation</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>FS 122—Food Purchasing, Handling, &amp; Storage</td>
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<tr>
<td>FS 134—Food Service Sanitation and Safety</td>
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<tr>
<td>FS 135—Nutrition and Menu Planning</td>
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<tr>
<td>FS 136—Supervisory Techniques for Food Service</td>
<td>3</td>
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<tr>
<td>FS 138—Food Service Cost Control</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>FS 232—Quantity Food Preparation and Service</td>
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<tr>
<td>FS 235—Advanced Quantity Food Preparation and Service</td>
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<tr>
<td>FS 237—Organization and Management</td>
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<tr>
<td>FS 240—Food Service Work Experience I</td>
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<td>FS 241—Food Service Work Experience II</td>
<td>2</td>
<td>20</td>
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<tr>
<td>FS 242—Nutrition Care I</td>
<td>3</td>
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<tr>
<td>FS 244—Nutrition Care II (Child Nutrition)</td>
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REQUIRED SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Communications 131, 132 or English 101, 102</td>
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<tr>
<td>American Civilization 131, 132, or History 101, 162 or Gov. 201, 202</td>
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<tr>
<td>Human Development 105 or Psychology 105 or Sociology 101</td>
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<tr>
<td>Mathematics 130 or Business 131 — Bookkeeping</td>
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</table>

Total Credit Hours Required: 72

NOTE: A "C" (2-0) average is required in major field — all Food Service Courses.

(A) NOTE: Before completing this program, the student will be required to work a minimum of 640 hours in an approved work station — in a school food service facility. A weekly seminar enables the student to discuss his work experience in classroom setting.

General Information and Objectives
The School Food Service program trains men and women to assume a responsible position in the management of a school food service facility in the public or private sector. Courses in food management, nutrition, basic and quantity food preparation are at the core of this curriculum. Afternoon and evening courses are offered during the regular academic semesters. During the months of June, July and August accelerated courses are scheduled for those who desire to participate.

Admission to the Program
Fulfill all requirements for admission to EI Centro College.

Admission to the Program
1. High School diploma or GED
2. Completion of testing including ACT, basic math and reading level
3. Completion of interviews with liaison counselor and program instructors
4. Completion of "Requirements for Admissions" to EI Centro College
5. Students are required to be covered by professional liability insurance

Equivalency testing for advanced standing is available.

Written requests should be submitted well in advance of enrollment date.
SECRETARIAL CAREERS

(One-year Certificate Program)

Admission to the Program

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.

General Information and Objectives

The program is designed to provide a high level of proficiency in typing, shorthand, office machines, and other secretarial techniques, as well as a general educational background. Emphasis is also placed on the development of logical thought, human relations, business etiquette and business ethics. Courses are available in Communications (May be chosen from Developmental Studies Reading or English 101-102, 201-202).

Admission to the Program

Fulfill all requirements for admission to El Centro College.

SECRETARIAL CAREERS

(Associate Degree in Applied Arts and Sciences)

REQUISITE SECRETARIAL COURSES

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 174-Intermediate Typing</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>BUS 159-Beginning Shorthand</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>BUS 161-Office Machines</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>BUS 131-Bookkeeping</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
| SPRING SEMESTER
| BUS 264-Advanced Typing | 1         | 2         | 2           |
| BUS 164-Intermediate Shorthand | 3         | 2         | 4           |
| BUS 161-Office Machines | 1         | 2         | 2           |
| BUS 131-Bookkeeping     | 3         | 0         | 3           |
| SECOND YEAR
| BUS 264-Shorthand Transcription | 2     | 3         | 3           |
| REQUIRED SUPPORT COURSES
| Communications or English | 6        |           |             |
| Amer. Civ. (Soc. Sci.), Amer. Hist., or Amer. Govt. | 6        |           |             |
| HUM 101, ART 104, MUS 104, or THE 101 | 3        |           |             |
| BUS 254—Business Law | 3         |           |             |
| BUS 237—Organizational Behavior | 3        |           |             |
| BUS 105—Introduction to Business | 3        |           |             |
| CS 175—Introduction to Computer Science | 3        |           |             |
| Electives               | 1         |           |             |
| Recommended Electives   | BUS 128—Data Entry Concepts |           |             |
| Total Credit Hours Required | 61    |           |             |

TEACHER AIDE

(One-year Certificate Program)

CURRICULUM PATTERN

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD 101—Advanced Reading or</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPE 105—Fundamentals of Public Speaking</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DW 090—Developmental Writing or</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>COM 131—Applied Composition and Speech or</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENG 399—Composition and Expository Reading</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>TA 131—Teacher Aide Techniques I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BUS 173—Beginning Typing or</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>BUS 174—Intermediate Typing</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HD 105—Basic Processes of Interpersonal Relationships</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DM 090—Pre-Algebra Mathematics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
| SPRING SEMESTER
| TA 129—Communication Skills for Teacher Aides | 3        | 0         | 3           |
| BUS 174—Intermediate Typing or Elective | 1        | 2         | 2           |
| TA 133—Teacher Aide Techniques II | 3         | 0         | 3           |
| TA 132—Introduction to Media    | 1         | 4         | 4           |
| TA 135—Arts and Crafts for Teacher Aides | 3        | 0         | 3           |
| Total Credit Hours Required     | 31        |           |             |

General Information and Objectives

The Teacher Aide program provides training in the basic teacher aide skills for those who plan to work as teacher aides or pursue a career in teaching. Emphasis will be placed on practical experience, human development, and the interpersonal relations needed for working with students.

Admission to the Program

Fulfill all requirements for admission to El Centro College.

TEACHER AIDE

(Associate Degree in Applied Arts and Sciences)

REQUISITE TEACHER AIDE COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 131—Teacher Aide Techniques I</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
| SPRING SEMESTER
| TA 129—Communication Skills for Teacher Aides | 3        | 0         | 3           |
| TA 131—Teacher Aide Techniques II | 3         | 0         | 3           |
| TA 135—Arts and Crafts for Teacher Aides | 3        | 0         | 3           |
| SECOND YEAR
| TA 231—Teacher Aide Seminar I    | 2         | 0         | 2           |
| TA 232—Teacher Aide Practicum I or TA 804—Cooperative Work Experience | 0       | 20        | 2           |
| SPRING SEMESTER
| TA 235—Teacher Aide Seminar II   | 2         | 0         | 2           |
| TA 236—Teacher Aide Practicum II or TA 814—Cooperative Work Experience | 0       | 20        | 4           |
| REQUIRED SUPPORT COURSES
| Communications (May be chosen from Developmental Studies Reading and/or Writing, Communications 131-132, English 101-102, 201-202) | 12       |           |             |
| Human Development 105          | 3         |           |             |
| Developmental Studies Math 090 or 091 or a math elective | 3        |           |             |
| Business 173 or 174 or a proficiency examination | 2        |           |             |
| TA 132                          | 3         |           |             |
| Total Credit Hours Required     | 61        |           |             |
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 College.

T.V. & Radio Electronics
(One-year Certificate Program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRE 141—Resistive and Reactive Circuits</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 142—Meters and Test Equipment</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 143—Tube Circuits</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 144—Solid State Circuits</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 151—Television and Radio Mathematics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>TRE 152—Customer Relations</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TRE 145—Radio and Television Techniques I</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 147—Radio and Television Techniques II</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 149—Radio and Television Techniques III</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>TRE 149—Radio and Television Techniques IV</td>
<td>0</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>BUS 153—Small Business Management</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>TRE 154—Technical Logic</td>
<td>3</td>
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<td>3</td>
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</tbody>
</table>

Total Credit Hours Required 36

General Information and Objectives
Courses in this program are designed to train the student to isolate and locate malfunctioning circuits in TV's and Radio's, then restore them to manufacturers' specifications.

Admission to the Program
Fulfill all requirements for admission to El Centro College.

Vocational Nursing
(One-year Certificate Program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>VN 124—Introduction to Nursing</td>
<td>4</td>
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<td>4</td>
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<tr>
<td>VN 125—Fundamentals of Nursing</td>
<td>7</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>VN 126—Basic Skills</td>
<td>3</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>SUMMER SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VN 127—Clinical Practice</td>
<td>0</td>
<td>37</td>
<td>10</td>
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<tr>
<td>VN 148—Maternal and Child Nursing</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VN 128—Medical and Surgical Nursing</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>VN 149—Clinical Practice</td>
<td>0</td>
<td>32</td>
<td>8</td>
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</table>

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 as a full-time student to El Centro College.
2. Complete an application sheet to the Vocational Nursing program as required by the State Board (this is in addition to the application to El Centro).
3. Contact liaison counselor to the Vocational Nursing program for additional information.
Abbott, Richard W. Ass't. Dean of Students  
Sam Houston State College, B.S.;  
Southern Methodist University, M.A.

Agnew, Robert L.  
North Texas State University, B.A.; M.A.  
Baylor University, B.A.; M.A.

Ahrens, Carrie  
North Texas State University, B.A.; M.A.  
Oklahome State University, B.A.; M.A.

Alexander, Lavenne E.  
A.D. Nursing  
Tuskegee Institute, B.S.; Texas Woman's University, M.S.; R.N.

Alders, Johnice  
North Texas State University, B.A.; M.A.  
Counselor

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

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

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

Atchley, Phaona M.  
A.D. Nursing  
Research Hospital and Medical Center, K.C., MO, Diploma; Texas Woman’s University, B.S.

Barnhart, William G.  
Business  
Lamar University, B.B.A.; Western State College of Colorado, M.A.

Bean, Alvin T.  
Chairman, Div. of Social Science  
Baylor University, B.A.; Southern Methodist University, M.Ed.; North Texas State University, Ed.D.

Beasley, Sharman  
Legal Assistant  
University of Texas at Austin, B.A.

Bell, Mildred J.  
Counselor  
Houston-Tillotson College, B.A.; Texas Southern University, M.Ed.; Washington State University, Professional Counseling Certificate

Bennett, Robert C.  
Chairman, Div. of University of Colorado, B.A.; Communications University of Toronto, M.A. and Philosophy

Berry, John W.  
Mid-Management  
Prattie View A&M University, B.B.A.; East Texas State University, M.B.A.

Blackshear, Reba D.  
Law and Accounting  
Troy State University, B.S.; Samford University, M.S.

Blankenship, Patsy  
Secretarial Careers  
North Texas State University, B.B.A., M.B.E.

Booth, Dorothy I.  
Psychology  
Texas Woman’s University, B.A.; North Texas State University, M.A.; Ed.D.

Boothe, Florence  
A.D. Nursing  
Texas Woman’s University, B.S.N.

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

Brougher, Patricia  
Respiratory Therapy  
University of Texas, B.A.; A.R.T.

Burgett, Joyce  
A.D. Nursing  
Texas Christian University, B.S.N.

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

Carley, W. Ted  
Asst. Dean of Learning  
North Texas State University, Resources B.S.; M.S.

Cathey, Barbara  
A.D. Nursing  
Texas Woman’s University, B.S.N.

Caudalreaux, Andrew W.  
Interior Design  
University of Southwestern Louisiana, B. of Arch.; American Institute of Architects; National Council of Architecture Registration Board Certificate; Registered Architect of Louisiana and Texas

Chamberlain, Enrique A.  
Librarian Resources  
North Texas State University, Consultant B.A.; East Texas State University, M.I.S.

Chambers, Robert W.  
English  
North Texas State University, B.A.; M.A.

Chapman, Avon  
Learning Resources Center, East Texas State University, Media Services B.S.; M.Ed.  
Coordinator

Chambers, Kay  
A.D. Nursing  
Baylor University, B.S.N.; Texas Woman’s University, M.S.

Cheney, Bobby W.  
History  
Southern Methodist University, B.A.; M.A.

Childers, Eva  
A.D. Nursing  
Baylor University, B.S.N.; Texas Woman’s University, M.S.N.

Clendenen, Kay  
A.D. Nursing  
University of Texas Medical Branch, B.S.N.

Clifton, John F.  
Developmental Math  
North Texas State University, B.S.; M.Ed.

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

Collard, Lorraine  
A.D. Nursing  
Columbia University, B.S.N.

Conine, Randy  
English  
University of Texas at Arlington, B.A.

Crammer, Don G.  
Dean of Students  
East Texas State University, B.A.; M.Ed.; Indiana University, Ed.D.

Curran, Fern A.  
A.D. Nursing  
Texas Christian University, B.S.N.; Texas Woman’s University, M.S.N.

Currier, Glenn  
Sociology  
University of St. Thomas, B.A.;

Sam Houston State University, M.A.

Danne, Pat  
A.D. Nursing  
Texas Christian University, B.S.N.

David, Joe  
Librarian, Resources  
Texas A&M University, B.A.; Consultant University of Texas, M.L.S.

Dawson, Kathryn Jane  
A.D. Nursing  
University of Miami, Coral Cables, Fla., B.S.; University of Colorado, M.S.

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

Douglass, George E.  
Director of Campus Security Certificate in Law Enforcement; Southern Methodist University, M.L.A.

Drake, Jesse H.  
English  
East Texas Baptist College, B.S.; Hardin-Simmons University, M.A.; North Texas State University, Ph.D.

Eustace, Larry W.  
A.D. Nursing  
San Angelo School of Vocational Nursing, L.V.N.; Odessa College, A.D.N.; University of Texas, B.S.N.; Texas Woman’s University, M.S.N.

Fauley, Carlotta  
Vocational Nursing  
Washington University of Nursing, R.N.

Finch, Mildred N.  
Mathematics

Faculty
University, M.Ed.; Texas Woman's University, Ph.D.

Morgan, Charlie R. Counselor
East Texas State University, B.S.; M.S.

Mosby, Larry E. Drafting & Design
Prairie View A&M College, B.S.; Technology
North Texas State University, M.S.

Murray, Darrel Interior Design
University of Oklahoma, B.A.; Parsons School of
Design, N.Y.; City Academy Certificate

Myers, H. Wayne Biology
Emporia Kansas State College, B.A., M.S.

Naab, Carol J. English
Southern Methodist University, B.A.; M.A.

Nelson, Ellen Marie French
University of Dallas, B.A.; Tulane University, M.A.

Norman, Lois Baylor University, B.S.N.

Norris, Laura A.D. Nursing
Texas Woman's University, B.S.N.

Osentowski, Francis E. Music Theory and Band
Kearney State College, B.M.; North Texas State University, M.M.E.

Page, Jean Counselor
North Texas State University, B.S.; M.Ed.; Ed.D.

Patterson, Dorothy Developmental Writing

Ramsey, George E. Spanish
Southern Methodist University, B.A.; Texas Christian
University, M.A.

Raney, Carol A. Director, Student Programs
Simpson College, B.A.

Reeks, Eddie C. Life Sciences
University of Southwestern Louisiana, B.S.; B.S.

Rektor, Carey L. Assoc. Dean of Instruction
University of Houston, B.S.; Southern Methodist
University, M.L.A.

Reding, Diana L. A.D. Nursing
Hartwick College, B.S.; R.N.; East Texas State
University, M.S.

Rippeteau, William L. Mathematics
East Central State College, B.S.; Southeastern State
College, M.T.

Robinson, Billie Jeanne A.D. Nursing
University of Hawaii, B.S.N.; Texas A&I University,
M.S.; Texas Woman's University, M.S.N.

Robinson, Emily B. Secretarial Careers
Abilene Christian College, B.S.E.; North Texas State
University, M.B.E.

Rossi, Michael Drafting
East Texas State University, B.S.; M.S.

Southwestern University, B.A.; Southern Methodist University, B.S.; M.Ed.

Payne, James T. Radio and Television Repair
20th Century Trade School Certificate; R.C.A. Tech.
Training Center

Pelletier, Arlo C. Chairman, Div. of Fine
Louisiana State University, and Applied Arts
B.M.Ed.; M.M.Ed.; Fulbright Scholar, Die
Hochschule Fuer Musik, Hamburg, Germany

Pendleton, Julienne K. Mathematics
University of Texas at Austin, B.A.; M.Ed.; Ph.D.

Perdue, Mary Elizabeth A.D. Nursing
Parkland Hospital School of Nursing, R.N.; West
Texas State University, B.S.N.

Permenter, Kenneth L. Assoc. Dean of
Hardin-Simmons University, Instruction,
B.A., Texas Technological Evening Division
University, M.A.

Phillips, Arba M. Developmental Math
Paul Quinn College, B.S.; East Texas State University,
M.S.

Picquet, Jim Learning Resources Center,
Texas A&I University, B.S.; I.D. Consultant,
East Texas State University, M.S.

Plocek, Pat Business
North Texas State University, B.B.A.; M.B.A.

Ploug, Claudia E. Data Processing
Texas A&M University, B.Mu.; M.S.; Cert. of Data
Processing, E.C.P.I.

Potter, Frances M. Apparel Design
Certificate in Costume Designing, Southern
Methodist University

Pouney, Gene E. English and History
Southern Methodist University, B.F.A.

Pruitt, Susan A.D. Nursing
Baylor University, B.S.N.

Range, Norman D. Government
Texas Christian University, B.A.; Texas Christian
University, M.A.

Rountree, Rhuwan C. Developmental Writing
East Texas State University, B.A.; M.A.

Rooze, Pamela Business
North Texas State University, B.S.; Texas Woman's
University, M.Ed.

Scarbrough, William D. Respiratory Therapy
El Centro College, A.R.T.

Scardina, Patricia G. Data Processing
Baton Rouge Business School

Schrup, John E. Art
3 University of Wisconsin, B.S.; M.S.; M.F.A.

Schuster, Patricia Police Science
University of Texas at Arlington, B.A.

Schuster, Steve History
Texas Christian University, B.A.; M.A.; University
of Utah, M.S.

Scronson, Frank Data Processing
North Texas State University, B.S.

Shilling, Gerald B. Mid-Management
Central State University B.B.A.; University of Dallas,
M.B.A.

Shirley, Janie Mid-Management
Oklahoma State University, B.S.; University of
Texas at Arlington, M.B.A.

Silverman, Pincus English
Denver University, B.A.; Southern Methodist
University, M.Ed.; North Texas State University, Ed.D.

Simonetti-Arnold, Lucille Hunter College, B.A.; University of Dallas, M.A.;
The Cooper Union, Certificate of Art

Singer, Carol A. A.D. Nursing
Grace-New Haven School of Nursing, Diploma,
Boston College, B.S.; East Texas State University,

M.S.

Slaughter, Margie N. A.D. Nursing
Texas Woman's University, B.S.N.

Smart, Christine M. Chairman, Div. of Business
Southeastern State University, B.S.; M.Ed.

Smith, Dana F. Art
Stephens College, A.A.; University of Texas, B.S. in
Arts; North Texas State University, M.A.

Smith Laura V. Vocational Nursing
Oak Park Hospital School of Nursing, R.N.

Stahl, Dana A.D. Nursing
Oklahoma Baptist University, B.S.; Texas Woman's
University, M.S.

Stirman, Nan E. Dental Assistant
Board of the American Dental Assi. Assoc., C.D.A.

Steudtner, Cheryl University of Kansas, B.S.N.; R.N.; Texas Woman's
University, M.S.N.

Swanson, Peggy Economics
North Texas State University, B.B.A.; M.B.E.; South-
ern Methodist University, M.A.

Tanner, Donald L. Counselor
Memphis State University, B.S.; Virginia Comm-
monwealth University, M.Ed.

Thomas, Charles Edward Theatre and Humanities

Traylor, M. Inez Director, Financial Aid
Prairie View A&M College, A.D.

Tolentino, Albert E. Counselor
New Mexico Highlands University, B.A.; M.A.

Trotter, Robert S. Jr. Government
University of Texas, B.A.; North Texas State Univer-
sity, M.Ed.; Ed.D.

Trout Robert D. Architecture
Texas Technological University, B. of Arch.; Col-
umbia University, M.S. Arch; N.C.A.R.B. Certifi-
cate; Registered Architect of State of Texas; Li-
censed Real Estate Broker.

Tunnell, William K. History
University of Texas, B.A.; M.A.; Ph.D.

Venza, Stephanie English
Lamar University, B.A.; University of Texas, M.A.

Vereit, Gary D. Chairman, Div. of
Abilene Christian College, B.S.; M.Ed.; North Texas State
University, B.S.N.

West Texas State University, B.A.; M.A.; Actor's
Equity, Screen Actors Guild, American Guild of
Variety Artists.

Thomas, Joe P. Chemistry
Texas Wesleyan College, B.S.; Oklahoma State
University, M.S.

Thompson, Jean Philosophy
North Texas State University, B.A.; Texas Christian
University, M.A.

Thorson, Marcelyn M. Apparel Design
Patt Institute, B.S.

Troy Robert D. Architecture
Texas Technological University, B. of Arch.; Col-
umbia University, M.S. Arch; N.C.A.R.B. Certifi-
cate; Registered Architect of State of Texas; Li-
censed Real Estate Broker.

Tolentino, Albert E. Counselor
New Mexico Highlands University, B.A.; M.A.

Trotter, Robert S. Jr. Government
University of Texas, B.A.; North Texas State Univer-
sity, M.Ed.; Ed.D.

Trout Robert D. Architecture
Texas Technological University, B. of Arch.; Col-
umbia University, M.S. Arch; N.C.A.R.B. Certifi-
cate; Registered Architect of State of Texas; Li-
censed Real Estate Broker.

Tunnell, William K. History
University of Texas, B.A.; M.A.; Ph.D.

Venza, Stephanie English
Lamar University, B.A.; University of Texas, M.A.

Vereit, Gary D. Chairman, Div. of
Abilene Christian College, B.S.; M.Ed.; North Texas State
University, B.S.N.
Academic Calendar

FALL SEMESTER, 1977
August 19 Family Reunion
August 20-21 Registration
August 22 Family and Student Orientation
August 23 Family Orientation, 7 a.m.
August 29 Last Day for Tuition Return, 5 p.m.
September 6 Labor Day Holiday
October 16 Veterans Day Holiday
November 24 Thanksgiving Day Holiday, Begins 10:10 p.m.
December 7 Last Day to Withdraw with a Grade of "W", 6:30 p.m.
December 10 Last Day of Classes
December 19 Final Examinations for Saturday Classes
December 21 Semester Class, 4 p.m.

SPRING SEMESTER, 1977
January 10 Family Reunion
January 11-12 Registration
January 13 Family Professional Development
January 20 Saturday Class Begins
January 27 Last Day for Tuition Return, 4 p.m.
March 30 Spring Break Begins, 5 p.m.
March 31 Class Begins, 7 a.m.
April 1 Family Professional Development (No classes)
April 7 Easter Holiday Begins, 10:10 p.m.
April 14 Final Examinations, 7 a.m.
April 29 Last Day to Withdraw with a Grade of "W", 6:30 p.m.
May 2 Last Day of Classes
May 9 Final Examinations for Saturday Classes
May 10 Final Examinations
May 19 Graduation, 7:30 p.m.

SUMMER SESSIONS, 1977
First Session
May 30 Memorial Day Holiday
May 30 Registration
June 1 Class Begins, 7 a.m.
June 4 Last Day for Tuition Return, 6:10 p.m.
June 24 Last Day to Withdraw with a Grade of "W", 6:30 p.m.
July 4 Independence Day Holiday
July 4 Final Examinations
July 6 Semester Class, 10:00 p.m.

Second Session
July 8 Registration
July 10 Class Begins, 7 a.m.
July 23 Last Day for Tuition Return, 6:30 p.m.
August 3 Last Day to Withdraw with a Grade of "W", 6:30 p.m.
August 14 Final Examinations begin 6 p.m., Aug. 11, 1977
August 15 Last Class, 4 p.m.

Exams Schedule

FALL SEMESTER, 1977

Monday, December 18
9:00-10:10 11:00-12:30
10:10-11:30 12:30-2:00
11:30-12:50 1:00-1:50
2:00-3:20 3:20-4:20

SPRING SEMESTER, 1977

Wednesday, May 10
9:00-10:10 11:00-12:30
10:10-11:30 12:30-2:00
11:30-12:50 1:00-1:50
1:30-2:30 2:30-4:20

Credits

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