EL CENTRO

1977-78
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Welcome

We at El Centro hope that this catalog will provide you with the information that you need as a prospective student or as one of the students continuing your career 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. So more 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. Hard
President

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1. Under the General Information and Objectives of the Associate Degree Nursing program on page 46, the sentence that reads "Upon completion of the program the student has earned an Associate in Applied Arts and Sciences Degree and is eligible to write the State Board Test Pool Examination to qualify as a registered nurse" should be amended so that the phrase "is eligible to write" reads instead "may be eligible to write."

2. Under the General Information and Objectives of the Dental Assisting Technology program on page 48, the sentence that reads "Upon successful completion of the program, the student is eligible for the national examination by the Certifying Board of the American Dental Assistants" should be amended so that the phrase "the student is eligible for the national examination" reads instead "the student may be eligible for the national examination."

3. Under the General Information and Objectives of the Medical Laboratory Technician program on page 49, the sentence that reads "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" should be amended so that the phrase "and is eligible to take" reads instead "and may be eligible to take."

4. Under the General Information and Objectives of the Respiratory Therapy Technician program on page 50, the sentence that reads "Accreditation of the program will qualify the graduate for the Technician Certification Exam administered by the NBRRT when the candidates experience requirements for that Exam have been fulfilled" should be amended so that the phrase "Accreditation of the program will qualify the graduate" reads instead "Accreditation of the program may qualify the graduate."

5. Under the General Information and Objectives of the Respiratory Therapy Technology program on page 51, the sentence that reads "Program graduates are qualified, upon completion of experience requirements to write the American Registry Exam" should be amended so that the phrase "Program graduates are qualified" reads instead "Program graduates may be qualified."

1977-78 CATALOG OF
EL CENTRO COLLEGE
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Credits

This catalog was designed, photographed and produced by E. E. Cummins, Voye Books to all the art people at El Centro, especially Sharon Lee and Larry Moore, and to the Vangodar Development Group and DMU. Printed by League Press.
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 or educational aspirations in a variety of fields. We have students majoring in the traditional academic fields with courses fully transferable to senior colleges or universities as well as students majoring in technical-occupational programs that are designed to give a student a degree and a job in one or two years. And we also have thousands of students every year who enroll in our continuing educational or non-credit courses because they want to enrich their lives either vocationally or avocationally. We call these offerings community service courses. The diversity of our educational program makes 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. The “typical” 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 a “typical” student. Some of Dallas’ finest students are here. And so are some who have never been considered “college material” making good on a second change provided by El Centro’s innovative programs. Some 21 students last year were 16 years of age or under. Twenty were 60 or over. Fifty-eight students were 41 years old. One hundred and thirty-eight were 34 years old. About 3,076 were 18 to 25. Some were business people
trying to further their education, finish a degree, or learn a new job. 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.
North Lake College

The Dallas County Community College District's six 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 six colleges—Cedar Valley, Eastfield, El Centro, Mountain View, North Lake 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 first phase of that program was completed in time for the 1976-77 academic year.

In 1977, Dallas County Community College District opened two new campuses, Cedar Valley College in Lancaster, and North Lake College in Irving. Brookhaven College, the final campus in the seven-campus master plan, is now under construction in Farmers Branch and is scheduled to open for enrollment in 1978.
Admissions

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

Admission Requirements
1. Beginning Freshmen: Students enrolling in college for the first time may apply if they are: a. A graduate from an accredited high school. b. A graduate from an unaccredited high school who is eighteen years of age and whose high school class has graduated. c. A non-high school graduate who is eighteen years of age and whose high school class has attended. d. A high school student recommended by the high school principal. (See concurrent enrollment.)
2. Transfer Students: a. College transfer applicants will be considered for admission on the basis of their previous college record. Academic standing for transfer applicants will be determined by the Office of Admissions based on the standards established by El Centro College. b. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admission and Retention for special approval.
3. Former Students: Former Dallas County Community College District students will be required to submit an application for readmission to any one of the District colleges. A student will not be readmitted to any college within the District if he or she has unsettled financial debts at any of the District colleges.
4. Non-credit Students: Students seeking enrollment for non-credit courses are directed to contact the Division of Community Service Programs.

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

- An application for admission
- An official transcript from the last school (high school or college) attended. Transcripts are required by El Centro’s accrediting agency and are important for program advising in the counseling office. Students who are seeking a certificate or associate degree are required to submit transcript of all previous college work prior to the end of the first semester.

- Written proof from a medical office of a negative tuberculin skin test or chest X-ray, a polio immunization if the applicant is under 19 years of age, and a diphtheria/tetanus injection within the last ten years.

This medical proof is required by state law (Senate Bill 27).

Special Requirements for Veterans Admission
All veterans entering El Centro for the first time must complete an assessment process administered by the Counseling Division. If need for Developmental Studies is indicated, that need will be certified and the veteran may take Developmental Studies without charge to his enrollment. Veterans may not receive Veterans Administration benefits for taking Developmental Studies unless there is an official certification reflecting the need to take such courses in his file. Veterans are responsible for submitting transcripts of all successfully completed credit hours from other institutions to the Admissions Office. Certification for Veterans Administration benefits will not be processed until transcripts are received.

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

Acceptance of Transfer Credit
Transfer credit will be given for all college level passing work completed at accredited colleges and universities. Credit will be limited to courses which have a DACCCD equivalent. Students who have successfully
authority shall be considered based on the merits of the case.

*Title IX*

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as "directory information" may be released to the general public without the written consent of the student.

Directory information is defined as:
1. Student name
2. Student address
3. Telephone listing
4. Dates of attendance
5. Most recent previous educational institution attended
6. Other information including major field of study and degrees and awards received

A student may request that all or any part of the directory information be withheld from the public by making written request to the Registrar's Office during the first 12 class days of a fall or spring semester, or the first 4 class days of a summer term. If no request is filed, information will be released upon inquiry. No telephone inquiries will be acknowledged; all requests must be made in person.

Directory information is the only part of a student record that may be released without written consent from the student. No transcript or inquiries concerning an academic record will be released upon any circumstances without written consent from the student specifying the information to be given out.

Foreign Students

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

Admission procedures for foreign students are regulated by the President of the College and may require her permission for enrollment. Under present conditions, foreign students are not admitted until all admission requirements are complete.

Concurrent Enrollment

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

Community Service

The Community Service Division of El Centro College offers a variety of non-credit courses designed to provide continuing education opportunities for individuals desiring to upgrade their present skills or learn new skills, cultural and community enrichment programs, personal entertainment and recreation, and resources for industry, government and professional groups needing to supplement their own training and development programs.

Registration for these courses does not require a high school diploma or college transcript since no credits or grades are issued. However, Continuing Education units will be offered in compliance with guidelines from the Southern Association of Colleges and Schools.

The C.E.U. (continuing education unit) is officially defined as "ten contact hours of participation in an organized continuing education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The C.E.U. should not be interpreted as a substitute for college credit; it is merely a means of recording and accounting for the various continuing education activities which one has accumulated over a period of years.

Community Service programs are offered on the El Centro campus site as well as other off-campus locations. These programs are an important element in the El Centro College concept of the "Community College" and all efforts will be made to comply with the educational needs of Dallas County either on our campus or other locations where applicable.

Name, Address, and Social Security Number

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

Servicemen's Opportunity College

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

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

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

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

Refund Policy
The refund policy 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. A 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 Fast track semester. Refunds for flexible entry courses will be considered 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 a request for refund. Petition forms are available in the office of the Associate Dean of Students in charge of counseling.
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 $4,000 does not include in-tuition and/or fees not made.
6. Refund Petition forms are available in the office of the Associate Dean of Students in charge of counseling.
7. 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 Admissions and Retention. Refund checks normally require one month from date of approval.
In the following list of courses, the credit value of each course in semester units is indicated. Below the credit value is the number of hours devoted to lecture and/or laboratory.

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

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

The prerequisites for any course may be waived by the instructor and the Dean of Instruction.
Anthropology 100 3 Cr.
Introduction to Anthropology 3 Lec.
A survey of the origin of mankind involving the processes of physical and cultural evolution, ancient man, preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.

Anthropology 101 3 Cr.
Cultural Anthropology 3 Lec.
A survey of the cultures of the world with emphasis on those of North America. The concept of culture, social and political organization, language, religion and magic; elementary anthropological theory. (This course is offered on campus and may be offered via television.)

Anthropology 104 3 Cr.
American Indian Culture 3 Lec.
This course attempts to lead to a better understanding of native Americans from three perspectives: native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, the Bureau of Indian Affairs, self-determination, health care, etc.

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

Apparel Design 237 2 Cr.
Style Trends and Research 2 Lec.
Prerequisites: Pattern Design 133, Design 133; concurrent enrollment in Apparel Design 232 and Pattern Design 230. A study of trends in the apparel industry. The student develops workroom sketches of designs for children, junior, petite, junior, active sportswear, misses and suits.

Apparel Design 238 2 Cr.
Style Trends and Research 2 Lec.
Prerequisites: Apparel Design 237; concurrent enrollment in Apparel Design 232 and Pattern Design 230. A continuation of the current trends in apparel industry. Student develops sketches of designs for half sizes, dresses, dresses and lingerie. The student selects one size range for a complete research report.

Architecture 130 3 Cr.
Architectural Graphics I 2 Lec., 4 Lab.
The study of orthographic projection, isometric and oblique drawing, shade and shadow. Emphasis upon line work and lettering in pencil and ink. Laboratory fee required.

Architecture 136 3 Cr.
Freehand Drawing I 2 Lec., 4 Lab.
Fundamental approach to mastering the technique of pencil drawing with emphasis upon eye to hand coordination. Principles of light, shade, scale, proportion, line and tonal quality using both pencil and conte crayon. Exercises using book references, human models and indoor-outdoor sketching are utilized. Laboratory fee required.

Architecture 137 3 Cr.
Freehand Drawing II 2 Lec., 4 Lab.
Drawing with pen and ink as well as use of brush with ink and ink washes for tonal effects are incorporated within a multitude of practical applications. Exercises using book references, human models and indoor-outdoor sketching are utilized. Laboratory fee required.

Architecture 138 3 Cr.
Introduction to Architecture I 2 Lec., 4 Lab.
The study of human awareness to the environment as translated into architecture through basic design principles. Laboratory fee required.

Architecture 139 3 Cr.
Introduction to Architecture II 2 Lec., 4 Lab.
Continuation of Architecture 136 with emphasis upon methods by which information is assembled and basis of decision making for the formulation of architectural objec-
Art

Art 103  Introduction to Art  
1 Cr.  
Prerequisite: Sophomore standing.  
A brief exploration of the history of art and the nature of art criticism.  
Lab required.

Art 104  Art Appreciation  
3 Cr.  
Prerequisites: ART 103 or instructor's permission.  
A study of the nature, purpose, and importance of art, and the development of personal aesthetic sensitivity.  
Lab required.

Art 105  Survey of Art History I  
3 Cr.  
Prerequisite: ART 103.  
A brief survey of selected movements in world art history from prehistoric to modern times.  
Lab required.

Art 106  Survey of Art History II  
3 Cr.  
Prerequisite: ART 105.  
A continuation of Survey of Art History I from modern times to the present.  
Lab required.

Art 107  Basic Architectural Photography  
2 Lec., 4 Lab.  
Prerequisites: ART 103 and sophomore standing.  
A study of the basic theories of film, exposure, development, flash, filters, and printing.  
Lab required.

Art 108  Architectural Design, Grade II  
2 Lec., 6 Lab.  
Prerequisites: Architecture 130 and 130L.  
An introduction to design theory for the solution of architectural problems.  
Lab required.

Art 109  Architecture 232  
3 Cr.  
Prerequisite: Architecture 231.  
An analysis of architectural materials and their use.  
Lab required.

Art 110  Architectural Design, Grade I  
2 Lec., 6 Lab.  
Prerequisites: Architecture 130 and 130L.  
An introduction to design theory for the solution of architectural problems.  
Lab required.

Art 111  Architectural Design, Grade III  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 112  Architectural Design, Grade IV  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 113  Drawing I  
3 Cr.  
Prerequisites: ART 110, ART 111, or permission of instructor.  
A course in drawing as a means of communicating ideas.  
Lab required.

Art 114  Drawing II  
3 Cr.  
Prerequisite: ART 113.  
A continuation of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment.  
Lab required.

Art 115  Drawing III  
3 Cr.  
Prerequisites: ART 110, ART 111, or permission of instructor.  
A study of the basic techniques of fabrication and casting of metals, with emphasis on original design.  
Lab required.

Art 116  Drawing IV  
3 Cr.  
Prerequisite: ART 115.  
A continuation of Drawing III stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment.  
Lab required.

Art 117  Architectural Design, Grade V  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 118  Creative Photography for the Artist I  
2 Lec., 4 Lab.  
Prerequisites: ART 110, ART 111, or consent of the Instructor.  
Creative use of the camera and photosensitive materials as a means of making expressive graphic images.  
Lab required.

Art 119  Creative Photography for the Artist II  
2 Lec., 4 Lab.  
Prerequisite: ART 118 or consent of instructor.  
A continuation of Art 118 with emphasis upon color processing and printing techniques.  
Lab required.

Art 120  Architecture 233  
3 Cr.  
Prerequisite: ART 111.  
A study of various sculptural approaches in a variety of media and using different techniques.  
Lab required.

Art 121  Architecture 234  
3 Cr.  
Prerequisite: ART 111.  
A study of the basic theories of film, exposure, development, flash, filters, and printing.  
Lab required.

Art 122  Architectural Design, Grade VI  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 123  Architectural Design, Grade VII  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 124  Architectural Design, Grade VIII  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 125  Architectural Design, Grade IX  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 126  Architectural Design, Grade X  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 127  Architectural Design, Grade XI  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 128  Architectural Design, Grade XII  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 129  Architectural Design, Grade XIII  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 130  Architectural Design, Grade XIV  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.

Art 131  Architectural Design, Grade XV  
2 Lec., 6 Lab.  
Prerequisite: Architecture 231.  
Continuation of Architecture 230 with emphasis upon functional and aesthetic solutions based on individual programming and research.
Biology

**Biology 101**

**General Biology**
4 Cr.

This course is a prerequisite for all higher level biology courses and should be taken in sequence. Recommended for science majors. Emphasis is structure and function at the cell, tissue, and organ system levels of organization in both plants and animals. Laboratory fee required.

**Biology 102**

**General Biology**
3 Lec., 3 Lab.

This course is a continuation of Biology 101. Emphasis is 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**
4 Cr.

A presentation of selected topics in Biological Science for the non-science major including the cell concept, basic chemistry as it relates to biology, an introduction to genetics, cellular processes such as mitosis, meiosis, respiration, photosynthesis, and plant and animal reproduction. Laboratory fee required. (This course is offered on campus and may be offered via television.)

**Biology 116**

**Biological Science**
4 Cr.

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

**Biology 120**

**Introduction to Human Anatomy and Physiology**
3 Lec., 2 Lab.

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

**Biology 121**

**Introduction to Human Anatomy and Physiology**
3 Lec., 2 Lab.

Prerequisite: Biology 120. A continuation of Biology 120. Laboratory fee required.

**Biology 123**

**Applied Anatomy & Physiology**
3 Lec., 2 Lab.

This is a one semester survey of the Human Anatomy and Physiology. The subject matter will be dealt with according to the needs of the systems. The course is suggested for students of the health occupations in accordance with their program requirements; it is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee required.

**Biology 216**

**General Microbiology**
4 Cr.

Prerequisite: Biology 102 or consent of instructor. A study of microbes with emphasis on growth, reproduction, nutrition, genetics and ecology of micro-organisms. Laboratory activities will constitute a major part of the course. Recommended for science majors and science related programs. Laboratory fee required.

**Biology 221**

**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 skeletal, muscular and circulatory system. Emphasis placed on the inter-relationships of these systems. Laboratory fee required.

**Biology 222**

**Anatomy and Physiology II**
3 Lec., 3 Lab.

Prerequisite: Biology 221 or approval of instructor. Second course of a 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 291)

Business

**Business 105**

**Introduction to Business**
3 Cr.

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

**Business 128**

**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 levels. Laboratory fee required.

**Business 131**

**Bookkeeping I**
3 Lec.

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

**Business 132**

**Bookkeeping II**
3 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 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 137**

**Principles of Retailing**
3 Cr.

The operation of the retail system of distribution. The inter-relationship of consumer demand, inventory control, the buying sequence, personnel requirements, use of computer in retailing, store location and layout, and credit policies.

**Business 143**

**Personal Finance**
3 Lec.

A study of everyday financial problems encountered by the individual in managing personal affairs, includes financial planning, insurance, budgeting, use of credit, home ownership, saving, investment, and tax problems. (This course can be offered on campus and via television.)

**Business 150**

**Management Training**
20 Lab.

Prerequisite: Concurrent enrollment in approved major.

Bookkeeping

(See Business 131, 132)

Business Mathematics

(See Mathematics 130)
Management Program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 130 will be offered the first semester.

Business 151 4 Cr. Management Training 20 Lab.
Prerequisite: Concurrent enrollment in approved Mid-Management Program. A continuation of Business 150. Business 151 will be offered the second semester.

Business 153 3 Cr. Small Business Management
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 3 Cr. Management Seminar: Role of Supervision
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 159 4 Cr. Beginning Shorthand 3 Lec., 2 Lab.
Prerequisite: Concurrent enrollment in Business 173 or one year of typing in high school. Introduction of fundamental principles of Gregg Shorthand. Diamond jubilee series. Emphasis on development of ability to write and transcribe shorthand outlines. Development of knowledge of mechanics of English.

Business 161 3 Cr. Office Machines
Office machines are designed to provide the student with a skill in the operation of such machines as adding machines, printer calculators, electronic display calculators, and electronic printing calculators. Emphasis is placed on developing the touch system for both speed and accuracy. A review of the fundamental mathematics needed for such machines use in the typical office situation is included in the course.

Business 162 3 Cr. Office Procedures 3 Lec.
Duties, responsibilities, and personal qualifications of the office worker are emphasized. Units of work include filing, reprographic, mail, telephone, financial transactions, and job applications.

Business 165 3 Cr. Introduction to Word Processing 3 Lec.
Prerequisite: Business 172 or one year of high school typing. Provides an overview of pictor- processing and its effects on traditional office operations. A study of word processing terminology and word processing centers which combine up-to-date equipment with streamlined paper handling procedures. Training in the transcription and distribution of business communications. Reinforcement of English skills and English mechanics.

Business 166 3 Cr. Intermediate Shorthand 3 Lec., 2 Lab.
Prerequisite: Credit in Business 159 or one year of shorthand in high school. Credit in Business 172 or one year of typing in high school. Application of the principles of Gregg Shorthand to develop the following: increased speed dictation, accuracy in typing from shorthand notes, and emphasis on the beginning techniques of transcription skills. Included will be oral reading of shorthand outlines, speed building dictation, and mailable copy. Special attention will be given to English fundamentals such as grammar, punctuation, etc.

Business 167 3 Cr. Legal Terminology & Transcription 3 Lec.
Prerequisite: Completion of intermediate typewriting or typing speed of 50 words per minute; completion of introduction to word processing. This course is designed to acquaint students with legal terminology, including correct spelling and use of legal terms and Latin words and phrases, and provides intensive practice in building speed and accuracy in the transcription of legal terms.

Business 172 3 Cr. Beginning Typing 2 Lec., 3 Lab.
Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting.

Business 173 2 Cr. Intermediate Typing 1 Lec., 2 Lab.
Prerequisite: Credit in Business 172 or one year of typing in high school. Further development of techniques. Emphasis will be placed on problem solving, increasing speed and accuracy in typing business forms, correspondence and manuscripts.
principles and practices of people management. Emphasis will be on one or more of the roles that are relevant to employment of people; i.e., recruitment, selection, training, job development, interactions with others, labor management relations, government regulations, etc. The management functions of planning, organizing, staffing, directing, and controlling will provide the framework for applying the principles which are significant in personnel interactions and management.

**Business 250**
Management Training
Prerequisites: Business 150-151; concurrent enrollment in Business 254. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervision and responsibility for students preparing for employment in business management. Business 250 will be offered the first semester.

**Business 251**
Management Training
Prerequisites: Business 150-151; concurrent enrollment in Business 255. A continuation of Business 250. Business 251 will be offered the second semester.

**Business 254**
Management Seminar — Organizational Determinants
Prerequisites: Business 151, 155 and concurrent enrollment in Business 250. A study of the organizational objectives and management of human resources including the various approaches to organizational theory as applied to the student's work experiences.

**Business 255**
Management Seminar — Business Strategy, the Decision Process and Problem Solving
Prerequisites: Business 250, Business 254 and concurrent enrollment in Business 255. Business strategy and the decision making process applied to the first line supervisor and middle-management positions. Specific emphasis will be placed upon the application of the student's course knowledge and work experiences.

**Business 256**
Office Management
A study of the organization, design, and control of office activities. Included in a study of standards of office practice: office services; wage payment plans; selection, and training and supervising of office employees; office planning, organizing, and controlling techniques; and duties and responsibilities of the office manager.

**Business 265**
Word Processing Practices and Procedures
Prerequisite: Successful completion of Business 166. Theory and practice of translating ideas into words, putting those words on paper and turning that paper into communication. Emphasis on training in composing and dictating business communications, developing teamwork skills, setting priorities, scheduling, understanding procedures, selecting, storing and retrieving documents, and managing word processing systems, further development of transcribing and magnetic keyboarding skills. Reinforcement of typing skills and English mechanics. Goal is development of employable skills in office or word processing career.

**Business 266**
Advanced Shorthand
Prerequisites: Credit in Business 166 or two years of shorthand in high school, credit in Business 174 or two years of typing in high school. Emphasis is on specialized speed bureau training in cursive writing, typewritten mailable transcription, additional vocabulary building, and extensive production work capabilities. Continued development of this high level skill enables the student to meet the challenges presented in any office situation.

**Business 273**
Advanced Typing
Prerequisite: Credit in Business 174 or two years of typing in high school. Decision making and timed production of all types of office documents are emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speed.

**Business 274**
Legal Secretarial Procedures
Prerequisite: Completion of intermediate typewriting or typing speed of 60 words per minute; completion of intermediate shorthand or shorthand dictation speed of 80 words per minute. This course is designed for (1) the student who is training for a career as a legal secretary; (2) the secretary who wishes to train for a career as a legal secretary; (3) the legal secretary who desires a more comprehensive background in legal secretarial procedures. Specialized training is given in knowledge and skills required of legal secretaries in the areas of reminder and filing systems, telephone usage, dictation and shorthand, preparation of legal documents, the court system, client contacts, use of the law library, research techniques, timekeeping, billing, office bookkeeping, legal secretarial ethics, and how to obtain a legal secretarial position.

**Business 275**
Sentence Procedures
Prerequisite: Completion of or concurrent enrollment in
Computing Science

Computing Science 131  
RPG Programming  
3 Cr.  
2 Lec., 2 Lab.  
Prerequisite: Data Processing 133 or consent of the instructor. An elective course to provide programming skills using the Report Program Generator. Emphasis will be on the language techniques and not on operation and functioning of the equipment. Program problems will emphasize card processing and will include basic listing, multi-card records and multi-file processing. Designed for programmers and programmer trainees who require RPG in their job environment. System/3 techniques will also be included. Laboratory fee required.

Computing Science 175  
Introduction to Computer Science  
3 Cr.  
3 Lec.  
Provides a basic understanding of the computer, cultural impact, history of computers, vocabulary, flow charts, data representation, and an introduction to procedure-oriented languages with general applications.

Computing Sciences 176  
Fortran Programming  
3 Cr.  
2 Lec., 2 Lab.  
Prerequisite: Math 101 or Data Processing 137. Designed to provide programming skills for those students who need to use the computer as a tool in the solution of problems in their curriculum. Fortran is especially suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines. Laboratory fee required.

Computing Science 208  
Introductory APL Programming  
3 Cr.  
3 Lec.  
Prerequisites: Mathematics 101 or Mathematics 104 or Mathematics 111, and 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 Computing Science, but is recommended for Mathematics, Science, and Business majors.

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

Computing Science 240  
Telecommunications I  
4 Cr.  
3 Lec., 4 Lab.  
Prerequisite: A minimum of 2 semesters of a high level language and credit in Data Processing 232, or permission of the instructor. Introduction to telecommunications concepts including systems configuration of a teleprocessing network on a third generation computer, telecommunications vocabulary, MODEMs, 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.

Computing Science 241  
Telecommunications II  
4 Cr.  
3 Lec., 3 Lab.  
Prerequisite: Computing Science 240. Continuation of Computing Science 240. Included concepts: basic telecommunications programming, terminal configurations, line configurations, synchronous transmission, asynchronous transmission and polling techniques at the central unit. Laboratory fee required.

Dance

Dance 150  
Beginning Ballet I  
3 Cr.  
2 Lec., 3 Lab.  
Prerequisite: Data Processing 150. Continuation of Beginning Ballet I with emphasis on expansion of combinations at the Barre. Addition of 'connecting' steps learned at the center. Introduction of jumps and pirquettes. Laboratory fee required.
Cooperative Work Experience

Dental Assisting 140 1 Cr.
Introduction to the Dental Profession
1 Cr.
A study of the history, terminology, structure and function of the human body in relation to the dentition. Terminology relating to this course.

Dental Assisting 141 4 Cr.
Dental Anatomy and Physiology
3 Lec. 3 Lab.
A study of anatomy of the head and neck, and oral cavity. Terminology relating to this course.

Dental Assisting 142 3 Lec.
Dental Assisting I
1 Cr.
A study of the function of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 143 4 Cr.
Dental Assisting II
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 144 4 Cr.
Dental Assisting III
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 145 1 Cr.
Introduction to the Dental Profession
1 Cr.
A study of the history, terminology, structure and function of the human body in relation to the dentition. Terminology relating to this course.

Dental Assisting 146 4 Cr.
Dental Assisting IV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 147 4 Cr.
Dental Assisting V
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 148 4 Cr.
Dental Assisting VI
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 149 4 Cr.
Dental Assisting VII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 150 4 Cr.
Dental Assisting VIII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 151 4 Cr.
Dental Assisting IX
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 152 4 Cr.
Dental Assisting X
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 153 4 Cr.
Dental Assisting XI
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 154 4 Cr.
Dental Assisting XII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 155 4 Cr.
Dental Assisting XIII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 156 4 Cr.
Dental Assisting XIV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 157 4 Cr.
Dental Assisting XV
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 158 4 Cr.
Dental Assisting XVI
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 159 4 Cr.
Dental Assisting XVII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 160 4 Cr.
Dental Assisting XVIII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 161 4 Cr.
Dental Assisting XIX
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 162 4 Cr.
Dental Assisting XX
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 163 4 Cr.
Dental Assisting XXI
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 164 4 Cr.
Dental Assisting XXII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 165 4 Cr.
Dental Assisting XXIII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 166 4 Cr.
Dental Assisting XXIV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 167 4 Cr.
Dental Assisting XXV
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 168 4 Cr.
Dental Assisting XXVI
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 169 4 Cr.
Dental Assisting XXVII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 170 4 Cr.
Dental Assisting XXVIII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 171 4 Cr.
Dental Assisting XXIX
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 172 4 Cr.
Dental Assisting XXX
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 173 4 Cr.
Dental Assisting XXXI
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 174 4 Cr.
Dental Assisting XXXII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 175 4 Cr.
Dental Assisting XXXIII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 176 4 Cr.
Dental Assisting XXXIV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 177 4 Cr.
Dental Assisting XXXV
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 178 4 Cr.
Dental Assisting XXXVI
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 179 4 Cr.
Dental Assisting XXXVII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 180 4 Cr.
Dental Assisting XXXVIII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 181 4 Cr.
Dental Assisting XXXIX
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 182 4 Cr.
Dental Assisting XL
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 183 4 Cr.
Dental Assisting XLI
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 184 4 Cr.
Dental Assisting XLII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 185 4 Cr.
Dental Assisting XLIII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 186 4 Cr.
Dental Assisting XLIV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 187 4 Cr.
Dental Assisting XLV
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 188 4 Cr.
Dental Assisting XLVI
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 189 4 Cr.
Dental Assisting XLVII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 190 4 Cr.
Dental Assisting XLVIII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 191 4 Cr.
Dental Assisting XIX
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 192 4 Cr.
Dental Assisting XX
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 193 4 Cr.
Dental Assisting XXI
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 194 4 Cr.
Dental Assisting XXII
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 195 4 Cr.
Dental Assisting XXIII
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 196 4 Cr.
Dental Assisting XXIV
1 Cr.
A study of the dental hygienist in chairs. Terminology and duties as related to this course. Laboratory fee required.

Dental Assisting 197 4 Cr.
Dental Assisting XXV
1 Cr.
A study of the dental assistant in chairs. Terminology and duties as related to this course. Laboratory fee required.
Dental Assisting 145 2 Cr.
Dental Roentgenology I 2 Lec., 1 Lab.
Prerequisite: "C" average in Dental Assisting 140, 141, 142, and 143. A study of the dental specialties, endodontics, oral surgery and general anesthetic orthodontics, periodontics, periodontics, prosthodontics, pathology and public health, preparation and instrumentation. The vital signs of a patient will be introduced and practice sessions held. An introduction to hospital dentistry. Use of hand instruments to remove cement from dental restorations and bands, ligature ties, removing sutures, socket dressing, periodontal pack and temporary medicinal fillings. Terminology as it relates to this course. Laboratory fee required.

Dental Assisting 146 2 Cr.
Dental Assisting II 2 Lec., 1 Lab.
Prerequisite: "C" average in Dental Assisting 145, 147, 142, and 143. A study of history, terminology, theory of the roentgen ray, care and safety measures of x-ray equipment, radiation, hazards and safety precautions of patient and operator. Care and storage of film, types of dental films used, film composition, exposing, processing and mounting x-rays, using open cone bisecting angle technique. How to prevent faulty roentgenograms. Laboratory fee required.

Dental Assisting 240 2 Cr.
Dental Materials II 2 Lec., 1 Lab.
Prerequisite: "C" average in Dental Assisting 144, 145, and 146. A further study in dental materials, so the student will use all dental materials that she will use in the everyday practice in the dental office, adding new materials such as reversible hydrocolloids, asbestos and wax spacers, custom made trays, rubber base history, terminology, theory of the roentgen ray, splicing procedures, investment material, burnout, casting procedures, finishing castings, temporary acrylic jackets or crowns, temporary dentures and repairing prostheses. Terminology as it relates to this course. Laboratory fee required.

Dental Assisting 241 2 Cr.
Dental Practica 241 1 Lab.
Prerequisite: "C" average in Dental Assisting 144, 145, and 146. A course designed to study in detail front office routines of the dental office including dental team responsibilities, office policies for employee and patient, telephone techniques, greeting people in the office, patient information, credit ratings, appointment control, referrals; patient charts, check and receipt writing, deposit slips, petty cash, day sheets, recall system; inventory and supplies, filing, prescriptions, staff schedules, accounts payable and banking procedures. Terminology as it relates to this course.

Dental Assisting 243 3 Cr.
Dental Assisting Clinic Seminar I 3 Lec.
Prerequisite: "C" average in Dental Assisting 144, 145, and 146. A class to share clinical experiences and discuss problems that have been encountered during the dental assisting internship in dental clinics, hospital, and offices. Special counseling with individual students.

Dental Assisting 244 5 Cr.
Dental Assisting Internship I 18 Lab.
Prerequisite: "C" average in Dental Assisting 144, 145, and 146. Students will receive practical dental assisting experience at a suitable in dental clinics, dental school, hospitals, health agencies in the community. The student will rotate in clinics every 6 weeks to give as much work experience as possible.

Design

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

Design 135 3 Cr.
Textiles 1 Lec., 2 Lab.
A study of fibers, yarns, fabrics, and finishing processes, including the identification and analysis of all types of construction methods and their application in industry. The course will consider a graphic history of textiles of the traditional styles and will make comparative analysis with contemporary developments. A guided design systems approach will be implemented in the laboratory experience.

Design 137 3 Cr.
Fashion Sketching 2 Lec., 4 Lab.
A study of structure of the fashion figure. The student learns simple methods for making quick sketches in order to retain ideas and communicate style information.

Design 234 3 Cr.
History of Costume 3 Lec.
Prerequisite: Design 135. A study of the development of garments from the earliest times through the 18th Century with a consideration of the customs which affect garment styles.

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

Developmental Studies

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 also is designed to give an understanding of the basic operations of percent.

Developmental Mathematics 062 1 Cr.
Basic Mathematics III 1 Lec.
This course is designed to give an understanding of ratios, proportions, and percents. This course also is designed to give an understanding of the basic operations of percent.
Developmental Mathematics 062 1 Cr.  
Pre Business 1 Lec.  
This course is designed to introduce students to business math by dealing with such selected topics and discussions 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 the nursing program.

Developmental Mathematics 070 1 Cr.  
Elementary Algebra I 1 Lec.  
Prerequisites: Developmental Mathematics 060, 063 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 to include such selected topics as sets, relations, functions, inequalities and absolute values.

Developmental Mathematics 082 1 Cr.  
Intermediate Algebra III 1 Lec.  
Prerequisite: Developmental Mathematics 081 or equivalent. This course is designed as a sequel to Developmental Mathematics 081 and includes such selected topics as graphing, exponents and factoring.

Developmental Mathematics 090 3 Cr.  
Pre-Algebra Mathematics 3 Lec.  
This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the mathematics sequence and includes an introduction to algebra.

Developmental Mathematics 091 3 Cr.  
Elementary Algebra 3 Lec.  
Prerequisite: Developmental Mathematics 090 or equivalent. This course is designed to develop an understanding of first-year algebra. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

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

Developmental Reading 3 Lec.  
Students can improve and refine their performance in the English sequence by enrolling in Developmental Reading courses. Developmental Reading 090, 091, 092 are valuable skill development courses for English 101. Reading 091 is especially helpful in English 102 and the sophomore level literature courses. See catalogue description in reading for full course content.

Developmental Reading 090 3 Cr.  
Techniques of Reading/Learning 3 Lec.  
Prerequisite: One year of high school algebra or Developmental Mathematics 091. This course 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 to learn and includes reading/learning experiences that develop 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 091 3 Cr.  
Techniques of Reading/Learning 3 Lec.  
Prerequisite: Developmental Mathematics 090 or equivalent. Developmental Reading 091 is designed to meet individual needs for proficiency in reading comprehension, vocabulary development, study skills, and reading for success in academic areas and career advancement. It emphasizes learning to learn and includes reading/learning experiences that develop 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 3 Lec.  
Students can improve their level of success in all courses requiring writing assignments by registering for Developmental Writing. These courses, offered for one to two hours credit, consider organization skills, and research paper styles, as well as individual writing weaknesses.

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

Developmental Writing 091 3 Cr.  
Writing Lab 3 Lab.  
Prerequisites: Developmental Writing 090, 091, 092 are valuable skill development courses for English 101. Reading 091 is especially helpful in English 102 and the sophomore level literature courses. See catalogue description in reading for full course content.

Drifting 3 Lec.  
Geological and Land Drifting 4 Lab.  
Prerequisites: Drafting 180 or equivalent. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 180 3 Cr.  
Technician Drafting 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 181 3 Cr.  
Basic Drafting 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 180 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 181 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 180 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 181 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 180 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 181 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 180 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Drafting 181 Lab 3 Lab.  
Prerequisites: Drafting 180 or equivalent and Mathematics 106. This is a study of drafting. The course is planned primarily for students who need to review basic drafting processes. It is the first step in the drafting sequence. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.
Drafting 184
Intermediate Drafting
3 Cr.
Prerequisite: Drafting 183 or equivalent. The instructional units provide additional understanding of drafting problems, place emphasis on the design function, and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears andcams, jigs and fixtures, a study of metals and metal forming processes, drawing room standards and reproduction of drawings. The student is assigned to work that requires him to make complete and accurate detail and assembly drawings. Laboratory fee required.

(Equivalent is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented.)

Drafting 713
(See Cooperative Work Experience) 3 Cr.
Drafting 803
(See Cooperative Work Experience) 3 Cr.
Drafting 813
(See Cooperative Work Experience) 3 Cr.

Earth Science

Earth Science 117
Earth Science 3 Cr.
The course encompasses the interaction of the physical sciences and man's present world. Geology, astronomy, meteorology, and space science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major. Laboratory fee required. (This course is offered on campus and may be offered via television.)

Ecology

Ecology 211
Man and His Environment II 3 Cr.
A course designed to increase environmental awareness and knowledge. Areas of study include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Through documentaries and interviews with experts, emphasis is placed on proper planning of societal and individual action in order to protect the natural environment. (This course may be offered via television.)

Economics

Economics 201
Principles of Economics I 3 Cr.
The fundamental principles of macroeconomics. Economic organization, national income determination, money and banking, monetary and fiscal policy, economic fluctuations and growth. Sophomore status Earth Science recommended. (This course is offered on campus and may be offered via television.)

Engineering

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

Descriptive Geometry

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

Mainstream Processes

Mainstream Processes 1 Lec., 2 Lab.
Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools, and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Laboratory fee required.

English

English 101
Composition and Expository Reading 3 Lec.
A course designed to develop the student's skills in writing and the analysis of prose. (This course is offered on campus and may be offered via television.)

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

British Literature

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

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

World Literature

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

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

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

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

Creative Writing

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

English 215
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.
**Fire Protection**

**Fire Protection 131** 3 Cr.  
Introduction to Fire Protection 3 Lec.  
History and philosophy of fire protection; review of statistics of loss of life and property by fire, introduction to aeronautical fire protection, fire protection organization and management, legislative developments and employee organization; recruitment and training for fire departments; field trips to assorted plants and demonstrations of new equipment and innovations.

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

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

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

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

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

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

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

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

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

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

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

**Fire Protection 237** 3 Cr.  
Hazardous Materials I 3 Lec.  
Prerequisites: Chemistry 170. Hazardous materials covered include storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosive poisons, explosives, rocket propellants and exotic fuels, and radio-active materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to fire prevention and fire protection.

**Fire Protection 238** 3 Cr.  
Hazardous Materials II 3 Lec.  
Prerequisites: Chemistry 170. Hazardous materials covered include storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosive poisons, explosives, rocket propellants and exotic fuels, and radio-active materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to fire prevention and fire protection.

**Fire Protection 239** 3 Cr.  
Fire Service Communications 3 Lec.  
The development of fire alarm systems, the various components of systems, installation, operation and testing of the most common systems; receiving, dispatching, and radio communication procedures; F.C.C. regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports; technological advances.

**Fire Protection 240** 3 Cr.  
Fire Laws and Fundamentals 3 Lec.  
The relationship between fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire laws, the relationship between fire laws and insurance rates are studied. Basic insurance principles, fire laws, the relationship between fire and insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relation of insurance to merchandising and marketing of property and casualty insurance contracts, corporate structure of insurance companies.

**Fire Protection 241** 3 Cr.  
Advanced Fire Loss Statistical Systems 3 Lec.  
An intensive study of data collection, processing, and analysis techniques. Systems and engineering are utilized as analytic technologies for the technological assessment of public fire protection. Emphasis is placed on determining water supply, fire alarm, and fire department traditional assessment methods and urban analysis. Socio-economic and management factors as related to city planning. Environment problems incurred should be as effective utilization of equipment and space.

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

**Food Service**

**Food Service 119** 3 Cr.  
Food Service Equipment 3 Lec.  
A lecture-demonstration course which presents food service equipment and the underlying concepts of efficient and effective operation, including selection and use of equipment, purchasing, maintenance procedures, preparation, cleaning, refrigeration, storage and clean-up items are included. Application of air conditioning, electricity, gas and plumbing fundamentals as they relate to food service facilities are covered. Basic principles of layout analysis and design are included as well as effective utilization of equipment and space.

**Food Service 120** 3 Cr.  
Advanced Food Preparation 2 Lec., 4 Lab.  
Prerequisite: Food Service 120. Continuation of Food Service 120 with an introduction to large quantity procedures and basic food preparation management. Covered are basic cooking elements, ingredients, and safety. Emphasis is placed on preparation and efficient use of equipment and space.

**Food Service 122** 3 Cr.  
Basic Food Preparation 2 Lec., 4 Lab.  
A lecture laboratory course in fundamentals of food preparation and cooking and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

**Food Service 124** 3 Cr.  
Food Service Sanitation and Safety 3 Lec.  
A laboratory course to acquaint the student with the principles of food microbiology and how to apply this knowledge to the need for personal cleanliness; cause, control, and treatment of disease. Study of food contamination; sanitary practices in food preparation; proper dish washing procedures; sanitation of kitchen, dining room, and all equipment; the preparation of food from primary ingredients in using them; garbage and refuse disposal. General safety precautions including elementary first aid.

**Food Service 125** 3 Cr.  
Food Purchasing, Handling and Storage 3 Lec.  
A lecture course covering the study of quantity food purchasing policies and procedures; receiving and storing raw materials. Market availability of food supplies and the analysis of food quality and specification writing is covered.

**Food Service 126** 3 Cr.  
Nutrition and Menu Planning 3 Lec.  
A lecture course in the study of food nutrients, their digestive and absorptive characteristics, and the relationship of food to development and maintenance of health. Study is made of the nutritional needs of all age groups with application to the planning of satisfying and interesting meals for
analyzed and produced in quantity. The proper handling of the pastry bag is stressed. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frothings. The use of proper flours to achieve desired product is stressed. Laboratory fee required.

Food Service 147 3 Cr.
Bakery Production Management 3 Lec., 5 Lab.
This course covers the industrial practices and procedures in producing quality baked goods. The present day production methods will be stressed in handling frozen doughs and producing pies, cookies, cakes, breads, sweet doughs and cream goods. Laboratory fee required.

Food Service 162 3 Cr.
Baking Technology 2 Lec., 4 Lab.
This course deals with the application of chemical and physical principles to baking practices. Covered will be baking terminology, the composition and purity of materials used in baking, processing methods, flour tests, yeast tests, the uses of acids, bases, salts, tarts and oils and the use of bakery machinery to achieve industry acceptable products. Laboratory fee required.

Food Service 143 3 Cr.
Bakery Merchandising 3 Lec.
The application of retail merchandising methods as applied to baked goods will be covered in this course. The production and promotion of specialties for various holidays will be stressed. Window and showcase displays and the general areas of baked goods distribution will be covered.

Food Service 220 4 Cr.
Quantity Food Preparation and Service 3 Lec., 5 Lab.
Prerequisite: Food Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee required.

Food Service 222 4 Cr.
Advanced Quantity Food Preparation and Service
Continuation of Food Service 220 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 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 231 3 Cr.
Food Service Financial Management 3 Lec.
A problem-solving course which deals with profit planning, cost analysis, break-even point analysis, budgets, income statements and balance sheets for commercial food service operations. Emphasis is also directed to cost management, ratio analysis and feasibility studies for food service operations.

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

Food Service 237 2 Cr.
Organization and Management 3 Lec.
A study of the organizational structure of various types of group care institutions is made. Administration and tools of management, budget and cost analysis are emphasized.

Food Service 258 2 Lec., 4 Lab.
Gardé-manger Training
Prerequisite: Food Service 122. This course covers preparation of the cold buffet and includes salads, sandwiches, ice carvings, foodsculptures, charcuterie, hors d'oeuvres, pates, cold fish, poultry, meats and game. This course also covers the accurate and proper set-up of the Gardé-manger station. Laboratory fee required.

Food Service 239 3 Cr.
Saucier Training
This course covers the preparation of basic soups, sauces, vegetables, garnishes, all meats, fish, poultry and game. This course also covers the accurate and proper set-up of the saucier station. Laboratory fee required.

Food Service 240 6 Cr.
Food Service Work Experience I 2 Lec., 20 Lab.
Supervised employment in a food service operation in a commercial or institutional food service facility. The weekly conference is designed to provide each student an opportunity to discuss in a group setting, his or her learning experiences at an institutional kitchen or commercial food service facility. The weekly conference will afford students the opportunity to discuss their experience with invited industry representatives who are themselves involved in operating various types of food service facilities.

Food Service 242 4 Cr.
Community Nutrition 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 economic and cultural aspects of food choice, the socio-economic and psychological aspects of providing nutrition throughout the life cycle and techniques of interpreting and evaluating nutrition care. Laboratory fee required.

Food Service 243 4 Cr.
Clinical Nutrition 3 Lec., 3 Lab.
Prerequisite: Food Service 135. A lecture-laboratory course with emphasis on the modification of diet 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 3 Cr.
Child Nutrition 3 Lec., 3 Lab.
Prerequisite: Food Service 135. A lecture-laboratory course with emphasis on nutrition care of children beginning with birth and extending through childhood and adolescence. Special emphasis is made to the contribution of feeding programs in child care centers and schools. Laboratory fee required.

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, pastillage, ice creams and sorbets, sugar fantasies, chocolate work, decorations with cornet. Stressed are advanced techniques in continental pastries. Laboratory fee required.

Food Service 247 3 Cr.
Beverage Operations and Service 3 Lec.
A course dealing with beverage operations service as used in the commercial sector. Covered are the elements of bar service operations, sales control, beverage service and profits. A detailed analysis of the organization of a beverage bar, wine cellar or catered beverage service.

Food Service 804 4 Cr.
(See Cooperative Work Experience)
Food Service 814 4 Cr.
(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 103 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.

Geology

Geology 101 4 Cr.
Physical Geology 3 Lec., 3 Lab.
Study of earth materials and processes for science and non-science majors. Includes introduction to geochemistry, geophysics, examination of the earth’s interior, magnetism, setting in space, minerals, rocks, structure and geologic processes. Laboratory fee required.

Geological Geology 4 Cr.
Historical Geology 3 Lec., 3 Lab.
Prerequisite: Geology 101 or permission of the instructor. Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps, and field studies to interpret geologic history. Laboratory fee required.

Geology 101 3 Cr.
American Government 3 Cr.
Prerequisites: 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 and human liberties, domestic politics. Satisfies requirements for Texas State Teacher’s Certification. (This course is offered on campus and may be offered via television.)

Government 201 3 Cr.
American Government 3 Lec.
Prerequisites: 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 politics. Satisfies requirements for Texas State Teacher’s Certification. (This course is offered on campus and may be offered via television.)

Government 205 3 Cr.
Studies in Government 3 Lec.
Prerequisites: Sophomore standing and six hours of history or government. A treatment of selected topics in government.

History

History 101 3 Cr.
History of the United States 3 Lec.
A general presentation of United States History, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1877. (This course is offered on campus and may be offered via television.)

History 102 3 Cr.
History of the United States 3 Lec.
Prerequisites: History 101 recommended. A survey of the unfolding of United States History from the Reconstruction Era to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power.

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

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

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

History 112 3 Cr.
Latin American History 3 Lec.
This course presents major historical developments and personalities which have influenced the course of Latin American History, with examination of Indian cultures, the conquistadors, Spanish administration, the wars of independence, relations with the United States and concludes with a brief survey of relevant contemporary problems.

History 204 3 Cr.
American Minority 3 Lec.
Prerequisites: 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 changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

History 205 3 Cr.
Studies in U.S. History 3 Lec.
Prerequisites: Sophomore standing and six hours of American History. A treatment of selected topics in the history of the United States.

Home Economics

Home Economics 101 3 Cr.
Basic Design 2 Lec., 4 Lab.
A study of the fundamental principles of art, design, and
Human Development

Human Development 102 1 Cr.
Orientation 1 Lec.
This is a course to help the student to be successful in college. The course will include an individual contract with the instructor. Student experiences will include appropriate subject packets such as 'Improving Your Vocabulary,' 'How to Take Notes,' 'Study Skills,' and 'Listening Skills.' An evaluation session with a counselor is included. A 'Package' may be made up of programmed materials, filmstrips, tapes, slide seminars, learning activities, or other appropriate materials.

Human Development 103 3 Cr.
Educational and Career Planning 3 Lec.
A course in human development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving. Emphasis is on promulgation of interpersonal involvement within the group, the college, and the community through an understanding of the causes and effects of one's own behavior in relation to himself and others.

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

Human Development 109 3 Cr.
Developing Leadership Behavior 3 Lec.
A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

Humanities

Humanities 101 3 Cr.
Introduction to the Humanities 3 Lec.
Through an examination of interrelated examples of man's creative abilities, the Humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life. (This course is offered on campus and may be offered via television.)

Humanities 102 3 Cr.
Advanced Humanities 3 Lec.
Prerequisite: Humanities 101 and/or permission of instructor.

Interior Design

Interior Design 120 3 Cr.
Basic Planning
Prerequisite: Interior Design major and concurrent enrollment in Interior Design 121.

Interior Design 122 3 Cr.
Color Theory and Illustration for Interior Design
Prerequisites: Interior Design 120, 121 and concurrent enrollment in Interior Design 122 and 225.

Interior Design 123 3 Cr.
Advanced Planning and Perspective
Prerequisites: Interior Design 120, 121 and concurrent enrollment in Interior Design 122 and 225.

Interior Design 125 3 Cr.
History of Interior Arts I
Prerequisites: Interior Design 120, 122, 123 and concurrent enrollment in Interior Design 233 and 226.

Interior Design 220 3 Cr.
History of Interior Arts II
Prerequisites: Interior Design 220, 233 and concurrent enrollment in Interior Design 224, 225.

Interior Design 225 3 Cr.
Client Psychology Survey and Business Procedures
Prerequisites: Interior Design 342, 237, 340, and 811 or 341.

Interior Design 226 3 Cr.
Architectural Drawing II
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 220 and 233.

Interior Design 227 3 Cr.
Advanced Principles of Interior Design
Prerequisites: Interior Design 237, 224, 225, 233 and concurrent enrollment in Interior Design 340, 342, and 811 or 341.

Interior Design 228 3 Cr.
Fabrications I
Prerequisites: Interior Design 122, 220, 226 and concurrent enrollment in Interior Design 221, 222, and 235.

Interior Design 229 3 Cr.
Interiors Composition and Presentation
Prerequisites: Interior Design 220, 226 and concurrent enrollment in Interior Design 221, 222, and 235.

Interior Design 230 3 Cr.
History of Interior Arts I
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 233 and 226.

Interior Design 232 3 Cr.
History of Interior Arts II
Prerequisites: Interior Design 220, 233, 225 and concurrent enrollment in Interior Design 224, 225, and 235.

Interior Design 233 3 Cr.
Architectural Drawing I
Prerequisites: Interior Design 120, 121, and concurrent enrollment in Interior Design 122 and 123.

Interior Design 234 3 Cr.
Interiors Graphics and Illustration
Prerequisites: Interior Design 222, 226, and concurrent enrollment in Interior Design 220 and 233.

Interior Design 235 3 Cr.
Basic Color Theory for Interior Design
Prerequisites: Interior Design major and concurrent enrollment in Interior Design 120.

Interior Design 236 3 Cr.
Artistic Planning
Prerequisites: Interior Design 120, 121, and concurrent enrollment in Interior Design 122 and 225.

Interior Design 237 3 Cr.
Advanced Principles of Interior Design
Prerequisites: Interior Design 227, 224, 225, 233 and concurrent enrollment in Interior Design 340, 342, and 811 or 341.

Interior Design 238 3 Cr.
Organization of all elementary principles of interior design for problem-solving assignments and finished presentation.

Interior Design 239 3 Cr.
Client Psychology Survey and Business Procedures
Prerequisites: Interior Design 342, 237, 340, and 811 or 341.

Interior Design 240 3 Cr.
Architectural Drawing II
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 220 and 233.

Interior Design 241 3 Cr.
Interiors Composition and Presentation
Prerequisites: Interior Design 220, 226 and concurrent enrollment in Interior Design 221, 222, and 235.

Interior Design 242 3 Cr.
History of Interior Arts I
Prerequisites: Interior Design 122, 123, 225 and concurrent enrollment in Interior Design 233 and 226.

Interior Design 243 3 Cr.
History of Interior Arts II
Prerequisites: Interior Design 220, 233, 225 and concurrent enrollment in Interior Design 224, 225, and 235.

Interior Design 244 3 Cr.
Client Psychology Survey and Business Procedures
Prerequisites: Interior Design 342, 237, 340, and 811 or 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 client. Application of color psychology principles, guest speakers, in-the-field on-the-job projects. How to use space creatively, and layout of rooms, window treatments and local crafts and materials. How to estimate costs and make contracts. How to coordinate orders, fabrications and installations. Studio organization and professional ethics. Field trips and student notebook.

Interior Design 239
4 Cr.
Principles of Commercial Interior Design 3 Lec., 3 Lab.
Prerequisites: Interior Design 340, 342, 237, and 811 or 341, and concurrent enrollment in Interior Design 238 and 343. Continuation of Interior Design 237 with field trips to professional studios, workrooms and factories. Special emphasis placed on the study of commercial interiors. Both traditional and contemporary. Survey of the latest trends and materials with special project assignments making use of them.

Interior Design 340
2 Cr.
Lighting and Acoustics 1 Lec., 2 Lab.
Prerequisites: Interior Design 221, 224, 235 and concurrent enrollment in Interior Design 237, 342, and 811 or 341. 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 235 and concurrent enrollment in Interior Design 237, 340, and 342. Assignment of design problem to be solved by analysis, plan, 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.
29th Century Designs
Prerequisites: Interior Design 221, 224, 234 and 235 and concurrent enrollment in Interior Design 237, 340, and 811 or 341. Concentration on 20th Century and current developments in environmental design. Study of new materials and their application. Field trips included.

Interior Design 343
2 Cr.
Research and Presentation
Prerequisites: Interior Design 237, 340, 341 and 811 or 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 to final presentation to jury at end of semester.

Interior Design 811
1 Cr.
(See Work Experience)

Journalism

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

Journalism 102
3 Cr.
News Gathering and Writing
2 Lec., 3 Lab.
Prerequisite: Typing ability. Beginning reporting, study of types of news, leads, body treatment of story, feature lead in text, facts, background, and practice in writing straight news stories. Required for all journalism majors.

Keypunch
(See Business 128 — Data Entry Concepts)

Legal Assistant

Legal Assistant 131
3 Cr.
Introduction to Legal Technology
Prerequisite: Legal Assistant 132 except with permission of instructor. Review development of legal technology concept; study the legal profession, its ethics, and unauthorized practice; establish the "new profession" concept; study history of American law, its classification for study and analysis, and the various areas of law as classified; begin in-depth study of legal research and bibliography including research problems; add introduction to legal drafting and writing.

Legal Assistant 132
3 Cr.
Law of Real Property and Real Estate Transaction 3 Lec.
Prerequisite: Legal Assistant 131. A study of the law of real property and in-depth survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, deeds of trust, etc. Drafting problems 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 133
3 Cr.
Principles of Family Law
Prerequisite: Legal Assistant 131. Such topics as divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, Domestic Relations Court procedures, and separation agreements are covered in this course.

Legal Assistant 134
3 Cr.
Texas Legal Systems
3 Lec.
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
3 Cr.
Wills, Trusts, and Probate Administration
3 Lec.
Prerequisite: Legal Assistant 132. Study of the more common forms of wills and trusts, and a survey of the fundamental principles of law applicable to each; a study of the organization of probate officials; the operation of the Texas Probate Court; a detailed analysis of the administration of estates in Texas Probate; review of estate and inheritance taxes applicable to such estates.

Legal Assistant 232
3 Cr.
Tort and Insurance Law and Claims Investigation
3 Lec.
Prerequisite: 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 in tort and insurance claims; a study of the various forms of pleadings involved in commencing such claims in court actions.

Legal Assistant 233
3 Cr.
Income Taxation and Legal Accounting
3 Lec.
Prerequisite: Legal Assistant 132 and Business 201. Study of Federal, state and local income taxation of individuals and tax-paying entities such as estates, trusts, and corporations. Emphasis is placed on the preparation of basic tax returns and other related documents. The course also includes a general introduction to accounting as it relates to legal problems.

Legal Assistant 234
3 Cr.
Personal Property, Sales and Credit Transactions
3 Lec.
Prerequisite: Legal Assistant 132. A study of the law of personal property, contracts, including those special forms related to the legal profession, secured transactions, special drafting problems of various instruments and legal research projects; and a survey of the Uniform Commercial Code and its effect on the course subject matter.

Legal Assistant 235
4 Cr.
Techniques of Legal Practice and Procedures
3 Lec., 3 Lab.
Prerequisite: Legal Assistant 132, 133, 231, 232. This course coordinates with other Legal Technology courses and provides specialized training in the actual preparation of legal documents to be used in cases. Questions of statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, orders to show cause, third-party practice, orders, medical records, judgments, pretrial, settlements, and releases are some of the topics discussed.}

Legal Assistant 236
2 Cr.
Legal Office Management
Prerequisite: Legal Assistant 231, 232, 233 and Business 201. A course will provide the ethical considerations applicable to the legal technician, office organization, specialized bookkeeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, legal research, management of personnel, proofreading, management of investigations and filing preparation, legal draft and organization procedures for specialized areas of law, special considerations with respect to attorney's trust accounts, preparation of legal office forms, check list and files, and disbursement on behalf of clients.

Long Term Health

Long Term Health 132
3 Cr.
Introduction to Nursing Home Administration
3 Lec.
Prerequisites: Business 128, History and philosophy of nursing homes. Understanding and review and application of nursing home standards, the typical working organization and the study of gerontology. Preparation of job descriptions for the nursing home staff. Review of the functions, methods, and procedures of administering a nursing home including policy writing for admission, discharge, patient care, transfer, emergency procedures, etc. To teach new and new administrator in defining and relating the concepts, technology, and other technical aspects of nursing home operation.

Long Term Health 135
3 Cr.
Psychology of Patient Care
This course familiarizes the administrator with the personality dynamics involved in helping the geriatric patient adjust to his new environment—understanding the problems specifically related to psychological, emotional, and social needs, with an introduction to alternate courses of action to meet these needs.

Long Term Health 137
3 Cr.
Technology of Patient Care
This course includes a detailed study of the technological aspects of nursing home operation, including medical records, pharmacology, and medical terminology patient care and nursing care, physical therapy, recreational therapy, and sanitation.

Long Term Health 158
3 Cr.
Rehabilitation and Recreation
3 Lec.
Includes rehabilitation, creative hobbies, recreational activities planning for the handicapped and aged, planning involvement of patients with other community agencies, etc.

Long Term Health 235
3 Cr.
Nursing Home Administration Law
3 Lec.
Nature and scope of law; court system; law of contracts; business organizations, including partnerships and corporations; state community property laws, torts, bailments, employee/employer relationships; introduction to theory practice of insurance as applicable to owners of nursing homes with emphasis on burden of financial loss, contractual arrangements and contracts and legal liabilities for bodily injury and property damage to patients and visitors.

Long Term Health 236
3 Cr.
Financial Management of the Nursing Home
3 Lec.
Prerequisites: Principles of Accounting. This course includes and strategies of financial information for management decision-making in the nursing home, emphasizing the budgeting process and relationships between statistical and financial data. Includes study of special accounting requirements of medicare and other government programs.
Machine

Management

Mathematics

(Also See Computing Science 208)

Mathematics

Mathematics 101

College Algebra

3 Cr.

Prerequisite: Two years of high school algebra or Developmental Mathematics 093.

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 angular measure, functions of angles, identities, solution of triangles, equations, inverse trigonometric functions, logarithms and complex numbers.

Mathematics 106

Elementary Functions and Coordinate Geometry

5 Cr.

This course includes a general review of arithmetic; a treatment of the basic structure of mathematical sets 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 111

Mathematics for Business and Economics I

3 Cr.

Prerequisite: Two years of high school algebra or Developmental Mathematics 093.

A study of equations, inequalities, matrices, linear programming, and linear, quadratic, polynomial, rational, exponential and logarithmic functions. Applications to business and economic problems are emphasized.

Mathematics 112

Mathematics for Business and Economics II

3 Cr.

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

Mathematics 113

Course Mathematics I

3 Cr.

Prerequisites: One year of high school algebra and one year of high school geometry or two years of high school algebra or Developmental Mathematics 093. 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

College Mathematics II

3 Cr.

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

Analytic Geometry

3 Cr.

Prerequisite: Mathematics 091 or equivalent. A study of the real numbers, distance, the straight line, conics, transformation of coordinates, parametric equations, and three-dimensional space.

Mathematics 130

Business Mathematics

3 Cr.

Prerequisite: One year of high school algebra or Developmental Mathematics 091 or the equivalent. A study of simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. This course is intended primarily for specialized occupational programs.

Mathematics 132

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. An effort will be made to tailor the course to fit the needs of the students enrolled in each section.

Mathematics 195

Technical Mathematics

3 Cr.

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

Mathematics 196

Technical Mathematics

3 Cr.

Prerequisite: Mathematics 195. 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.

Mathematics 201

Introductory Statistics

3 Cr.

Prerequisite: Mathematics 191 or equivalent. A two year high school algebra or consent of instructor. A study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability and applications to various fields.

Mathematics 222

Calculus I

3 Cr.

Prerequisite: Mathematics 121. Limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indefinite forms.

Mathematics 223

Calculus II

3 Cr.

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

Mathematics 224

Advanced Calculus

3 Cr.

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

Medical

Assisting

Technology

Medical Assisting Technology 150

Ontario Nursing Office Technicians

3 Cr.

Prerequisite: Admission to the Medical Assisting Technology or Medical Transcription programs. An introduction to the medical office and to the roles of the medical assistant and the medical transcriptionist. A study of the professional and interpersonal relationships of the medical office worker with the office personnel, the patient, the physician and others. An introduction to the history of medicine, the great men and women of medicine and their discoveries.

Medical Assisting Technology 151

4 Cr.

Prerequisite: Admission to the Medical Assisting Technology or Medical Transcription program with concurrent enrollment in Biology 123 or consent of the instructor. A study of the basic structure of medical offices, including procedures, professional behavior, construction, and legal aspects. The legal relationship of the medical assistant/transcriptionist in regard to the physician’s legal responsibilities in the practice of medicine.

Medical Assisting Technology 152

2 Cr.

Prerequisite: Admission to the Medical Assisting Technology or Medical Transcription programs. An introduction to the principles of medical ethics and ethical behavior of the physician and patient, including contracts, professional behavior, malpractice, and the medical practice acts. The legal relationship of the medical assistant/transcriptionist in regard to the physician’s legal responsibilities in the practice of medicine.

Medical Assisting Technology 153

3 Cr.

Medical Assisting Technology and Sterilization Procedures

2 Lec., 2 Lab.

Prerequisite: Admission to the Medical Assisting Technology or Medical Transcription program. Completion of Medical Assisting 151 Medical Transcription and Business 174 Intermediate Typing (or equivalent) with a GPA of 2.0 or better or consent of the instructor. This course is designed to develop speed and accuracy in typing, skill in the use of transcription equipment and expansion of medical-surgical terminology. Practice in completion of medical forms and in transcription of data.

Medical Assisting Technology 160

Medical Transcription

2 Lec., 6 Lab.

Prerequisite: Admission to the Medical Assisting Technology or Medical Transcription programs. This course deals with the basic principles of medical office communications. An introduction to medical recordkeeping in medicine, types of records, reports, computerized and statistical procedures and the function of the hospital medical record department in relation to the medical office. The student will be instructed in the fundamentals of medical office management, care of equipment, ordering of office supplies and office housekeeping.

Medical Assisting Technology 162

Medical Office Bookkeeping and Insurance

3 Cr.

Medical Office Bookkeeping and Insurance

3 Lab.

Prerequisites: Admission to the Medical Assisting Technology program. A study of the fundamentals of medical office bookkeeping and financial recordkeeping, including the pegboard system and an introduction to computerized accounting. An appraisal of health insurance plans, including statistical and claim procedures with an emphasis on completion of claim forms.

Medical Assisting Technology 163

3 Cr.

Medical Office Clinical Medical Assisting

2 Lec., 2 Lab.

Prerequisite: Admission to the Medical Assisting Technol-
ogy program. Lectures and Laboratory experiences in which the student is introduced to the role of the clinical medical assistant: techniques of the examining room; patient handling and preparation; taking and recording vital signs; assisting the physician with examination, treatments and minor surgery and handling office emergencies. Ordering, storing and inventory of medical supplies and care of equipment will also be included.

Medical Assistant Program 164
3 Cr.

Medical Office Procedures and Drug Administration
2 Lec., 2 Lab.

Prerequisite: Admission to Medical Assistant Program. The student will be able to identify basic drugs, their use and effect on the body and to calculate dosage and solutions; how to define and use the correct abbreviations and terminology relating to drugs. How to identify medications that are regulated by the Bureau of Narcotics and Dangerous Drugs and the records that are required to be kept. Know how to order, store and inventory drugs and the proper procedure for disposal of drugs which have expired. Identify the methods of drug administration including giving injections, selections of sites and techniques. Laboratory fee required.

Medical Assistant Technology 170
3 Cr.

Medical Office X-Ray Orientation and Electromedical Instrumentation
5 Lec., 5 Lab.

Prerequisite: Admission to Medical Assistant Technology Program. This course will prepare the student to communicate instructions for proper preparation for X-ray examinations to the patient, identify safety hazards and precautions which should be observed relevant to the x-ray equipment and to demonstrate proper handling and storage of the finished product. The course includes instruction in the methods of electrocardiography, including operation of the machine, specific techniques and mounting the tracing. Further, the course includes instruction in the operation and care of other electromedical instruments: Ultrasound and Ultraviolet Light. Laboratory fee required.

Medical Assistant Technology 171
3 Cr.

Medical Office Laboratory Procedures
5 Lec., 5 Lab.

Prerequisite: Admission to the Medical Assistant Technology Program. The student will be assigned regular duties and will be responsible to the supervisor in charge. The work will be coordinated by a member of the medical assisting faculty. A minimum of 160 hours is required in the clinical setting for externship.

Music

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 113
3 Cr.

Foundations in Music I
3 Lec.

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

Music 114
3 Cr.

Foundations in Music II
3 Lec.

Prerequisite: Music 113. Designed to help prepare students with limited music training for Music 101 or to further their general music understanding. Course emphasis will include rhythm and melody training, improvisation, accompanying, sight-reading and performing various stylistic and cultural repertoire. Open to all students. May be repeated for credit.

Music 119
1 Cr.

Guitar Class I
2 Lab.

Class instruction covering the basics of guitar skill, designed primarily for those with limited knowledge in piano skills. Open to all students. May be repeated for credit.

Music 120
1 Cr.

Guitar Class II
2 Lab.

Prerequisite: Music 119 or the equivalent. A continuation of the skills introduced in Music 119 with emphasis on perfecting classical guitar techniques and music reading skills. May be repeated for credit.

Applied Music

Subject to enrollment, students may receive private instruction in the following courses: Piano, Organ, Voice, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Baritone, Tuba, Percussion, Guitar, Electric Bass, and Drum Set. Private Music may be repeated for credit.

Music 121-143
1 Cr.

Applied Music — Minor
1 Lab.

Private instruction in the student's secondary area. One half hour lesson a week. Open to students registered in music theory, ensembles, and other music major or minor courses. Fee required. Private Music may be repeated for credit.

Music 150
3 Cr.

Applied Music — Major
1 Lec.

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

Music 160
3 Cr.

Chorus
3 Lab.

Prerequisite: Consent of instructor. Open to all students of
Office Machines

(See Business 161)

Operating Room Technology

ORT 140 2 Cr.
Medical Terminology 2 Lec.
A study designed to acquaint the student with the origin and structure of medical terms so that a medical vocabulary can be built.

ORT 141 6 Cr.
Operating Room Techniques 6 Lec., 10 Lab.
Admission to the OR Technician program, concurrent enrollment in or previous completion of Biology 120. An introduction to the environment of the operating room. Basic principles of asepsis, sterilization, preparation and care of surgical supplies and equipment and ethical/legal implications studied. Also the basic care and safety of the patient in the operating room is presented.

ORT 142 7 Cr.
Operating Room Procedures 4 Lec., 15 Lab.
Prerequisite: Grade of “C” in Operating Room Technician 140 or 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.

ORT 143 7 Cr.
Clinical Practice 9 Lec., 35 Lab.
Prerequisite: Grade of “C” in Operating Room Technician 142, completion of Biology 120, 121. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in various operating room procedures.

ORT 144 2 Cr.
Seminar 2 Lec., 0 Lab.
Prerequisite: Grade of “C” or better in Operating Room Technician 142, completion of Biology 120, 121. Study of special problems which correlate with the individual needs of students during clinical practice. Continuing education is discussed in this seminar.

Pattern Design

Pattern Design 125 3 Cr.
Pattern Drafting and Draping 2 Lec., 4 Lab.
Student learns the fundamental principles to draft and drape basic patterns. Basic techniques are developed in pattern grading and pattern work by using the latest apparel knowledge. Pattern Design 125 and 126 are equivalent to Pattern Design 130. Laboratory fee required.

Pattern Design 128 2 Cr.
Pattern Drafting and Draping 1 Lec., 3 Lab.
Prerequisite: Pattern Design 125. Student learns to draft and drape basic patterns in collars, skirts, sleeves and dresses.
es. Pattern Design 125 and 126 are equivalent to Pattern Design 130. Laboratory fee required.

Pattern Design 125 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
Prerequisite: Enrollment in Design Institute. Student learns the fundamental principles to draft and drape basic patterns in misses, junior, petite, junior, active sportswear, misses, and suits. Basic techniques are developed in pattern grading and pattern work by using the latest apparel industry equipment. Laboratory fee required.

Pattern Design 126 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
Prerequisite: Pattern Drafting and Draping 125. Student learns the intermediate level of pattern work in misses, junior, petite, junior, active sportswear, misses, and suits. Special assignments for Apparel Design students. Laboratory fee required.

Pattern Design 130 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
Prerequisite: Pattern Design 131. Student learns technical skills in making patterns.

Pattern Design 131 5 Cr.
Pattern Drafting and Draping 3 Lec., 9 Lab.
Prerequisite: Pattern Design 130. Student learns techniques to develop patterns for children, junior petite, junior, active sportswear, misses, and suits. Special assignments for Apparel Design students. Laboratory fee required.

Pattern Design 230 5 Cr.
Creative Pattern Design 3 Lec., 9 Lab.
Prerequisite: Pattern Design 230. Student learns to develop patterns for half sizes, dressy dresses and lingerie. Speed techniques are developed in creating patterns. Special assignments for Apparel Design students.

Photography

Philosophy

Philosophy 102 3 Cr.
Introduction to Philosophy 3 Lec.
A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions.

Philosophy 105 3 Cr.
Logic 3 Lec.
An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed.

Philosophy 203 3 Cr.
Introduction to Social and Political Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. An examination of the relationships of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom and responsibilities.

Philosophy 204 3 Cr.
Ethics 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to verify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 207 3 Cr.
History of Ancient Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. This course is a historical examination of philosophy from Pre-Socratic times to the Renaissance. Connections between the Presocratics, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered.

Philosophy 209 3 Cr.
History of Modern Philosophy 3 Lec.
Prerequisite: Three hours of philosophy or consent of instructor. A continuation of Philosophy 207. Starting with the Renaissance, 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 and 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.

Physical Education: Activity Courses

Photography

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. Students are urged to take advantage of the program by registering for a physical education activity course each semester.

Physical Education 100 1 Cr.
Lifeline Sports Activities 3 Lab.
Students are provided an opportunity to participate in instruction in various lifeline 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 select different activities. Laboratory fee required.

Physical Education 108 3 Cr.
Social Recreation 3 Lec.
Introduces the methods and materials for planning, organizing and conducting social activities for different age groups.

Physical Education 109 3 Cr.
Outdoor Recreation 3 Lec.
A study of the development and trends of outdoor recreation and organized camping.

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

☐ last name first middle

3. ADDRESS: ___________________________________________

number & street city county state zip

4. PHONE: ___________________________________________

5. BIRTH DATE: _______________________________________

mo. day yr.

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

7. ETHNIC BACKGROUND: ___________________________________________

☐ Caucasian ☐ Oriental ☐ Negro ☐ American Indian ☐ Veteran ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

Do you receive veteran’s benefits? ☐ No ☐ under 18

8. CHECK EACH APPROPRIATE AREA:

☐ Veteran ☐ Yes ☐ No

Do you receive veteran’s benefits? ☐ Yes ☐ No

9. HIGH SCHOOL ATTENDED: ___________________________________________

school name city & state

10. DID YOU GRADUATE? ☐ Yes ☐ No DATE OF GRADUATION ___________________________

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

________________________________________________________________________

college dates attended degree

________________________________________________________________________

college dates attended degree

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: __________________________

SEMESTER YOU PLAN TO ENTER: ☐ Fall ☐ 1st Summer ☐ 1st Summer ☐ 2nd Summer ☐ Day student ☐ Night

17. CHECK ONE

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.

Please answer all questions. Place an "X" next to the appropriate response.

**SOCIAL SECURITY NO.**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

**NAME (LAST, FIRST, M.I.)**

| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |

**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 [36-37] Sex—Male [ ] Female [ ]
- Full Time Student (12 hrs. or more)—Yes [ ] No [ ]
- Are you a client of Texas Rehabilitation—Yes [ ] No [ ]
- Do you have now or have you ever had any of the following:
  - Diabetes [ ]
  - Heart Trouble [ ]
  - Hemophilia [ ]
  - Frequent Depression or Anxiety [ ]
  - Kidney Disease [ ]
  - High Blood Pressure [ ]
  - Stomach Disorders [ ]
  - Allergies [ ]
  - Seizures/Convulsions [ ]
  - Tuberculosis [ ]
  - Frequent Worry/Nervousness [ ]
  - Hepatitis [ ]
  - Arthritis [ ]
  - Fainting/Dizziness [ ]
  - Asthma [ ]
  - Other [ ]

- Do you have difficulty with studies or teachers? Yes [ ] No [ ]
- Have you received counseling for a nervous condition, personal disorder, or emotional problem? 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**

- Sight Problems—Slight [ ] Severe [ ] None [ ]
- Hearing Loss—Slight [ ] Severe [ ] None [ ]
- Are you considered legally blind Yes [ ] No [ ]
- Paralysis—Yes [ ] No [ ]
- Do you have a speech handicap? Yes [ ] No [ ]
- Would special equipment or services enhance your hearing or sight? Yes [ ] No [ ]
- Do you now have and use these aids:
  - Artificial Limb [ ]
  - Hearing Aid [ ]
  - Wheel Chair [ ]
  - Walker [ ]
  - Crutches [ ]
  - Other [ ]

(Over)
I AM INTERESTED IN FURTHER INFORMATION ABOUT:

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

DO YOU HAVE MEDICAL INSURANCE? YES 0 NO 1

---

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

Print answers to all questions.

LAST NAME (Print) FIRST NAME MIDDLE

HOME ADDRESS (Number and Street) CITY OR TOWN STATE ZIP CODE DATE OF BIRTH

NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN

ENROLLMENT DATE: MARITAL STATUS: S. W. CITIZEN: U.S. Other EMERGENCY TELEPHONE NO. (While you are in school)

Fall Spring Summer Year M. D. Where?

ARE YOU A VETERAN? Yes No

REQUIRED IMMUNIZATIONS FOR ALL STUDENTS

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<td>Diphtheria/Tetanus (within 10 years)</td>
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<td>Polio (if under age 19) (within 10 years)</td>
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REQUIRED OF ALL STUDENTS INCLUDING CURRENT DATE

Chest x-ray or T.B. skin test

Neg. Pos. Date

Return all information to:
DIRECTOR, HEALTH CENTER
El Centro College
Dallas, Texas 75202
Laboratory fee required. Tennis fundamentals will be stressed. Uniform required.

Beginning Tennis 2 Lab.
A coeducational course designed to offer instruction in a variety of skill areas. Uniform required. Laboratory fee required.

Physical Education 116 1 Cr.
Intramural Athletics 2 Lab.
A coeducational activity course designed to offer instruction in a variety of skill areas. Uniform required. Laboratory fee required.

Physical Education 120 1 Cr.
Field Hockey 2 Lab.
A course designed to provide the student an opportunity to develop skills and techniques in field hockey. No uniform required. Laboratory fee required.

Physical Education 121 1 Cr.
Folk Dance 2 Lab.
A course designed to provide the student an opportunity to develop skills and techniques in folk dance. No uniform required. Laboratory fee required.

Physical Education 122 1 Cr.
Beginning Gymnastics 2 Lab.
A course designed to provide the student an opportunity to develop skills and techniques in gymnastics. No 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. Uniform required. Laboratory fee required.

Physical Education 125 1 Cr.
Conditioning Exercise 3 Lab.
A course designed to provide the student an opportunity to develop skills and techniques in conditioning exercises. 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 course in beginning modern dance. Uniform required. Laboratory fee required.

Physical Education 131 1 Cr.
Weight Training and Conditioning 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.

Physical Education 134 1 Cr.
Duchette 3 Lab.
A coeducational course designed to provide students with the opportunity to gain knowledge and skills in outdoor activities and noncompetitive sports experiences. Uniform required. Laboratory fee required.

Physical Education 144 3 Cr.
Aquatic Exercise 3 Lab.
A course designed to provide students with the opportunity to gain knowledge and skills in water safety and life saving techniques. Uniform required. Laboratory fee required.

Physical Education 190 1 Cr.
Lifeline Sports Activities II 3 Lab.
A continuation of Physical Education 190. Students are provided an opportunity to gain knowledge and skills in selected activities. Uniform required. Laboratory fee required.

Physical Education 217 1 Cr.
Intermediate Archery 2 Lab.
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. Uniform required. Laboratory fee required.

Physical Education 218 1 Cr.
Intermediate Golf 2 Lab.
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 2 Lab.
Prerequisite: Physical Education 222. A course designed to develop skills and techniques beyond the "beginner" stage. Uniform required. Laboratory fee required.

Physical Education 225 1 Cr.
Skiing and Snowshoeing 2 Lab.
Prerequisite: Intermediate swimming or permission of instructor. A coeducational course designed to provide students with the opportunity to gain knowledge and experience in the use of equipment, safety, and open water diving. Uniform required. Laboratory fee required.

Physics

Physics 111 4 Cr.
Introductory General Physics 3 Lab., 3 Cr.
Prerequisite: Two years high school algebra, including trigonometry or equivalent. The first semester of a two-semester course designed for pre-dental, biology, premedical, and pre-pharmacy majors and the second semester for those 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. Uniform required. Laboratory fee required.

Physics 112 4 Cr.
Introductory General Physics 3 Lab., 3 Cr.
Prerequisite: Physics 111. A continuation of Physics 111 which includes the study of electricity, magnetism, light, and sound. Laboratory includes one hour problem session. Uniform required. Laboratory fee required.

Physics 131 4 Cr.
Applied Physics 3 Lab., 3 Cr.
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 science 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. Uniform required. Laboratory fee required.

Physics 132 4 Cr.
Applied Physics 3 Lab., 3 Cr.
Prerequisite: Physics 131. A continuation of Physics 131 designed to explain the basic concepts of the science of matter, mechanics, and heat. Emphasis will be placed on application and problem solving. Laboratory includes one hour problem session. Uniform required. Laboratory fee required.

Physics 201 4 Cr.
General Physics 3 Lab., 3 Cr.
Prerequisite: Credit or concurrent registration in Mathematics 126. Principles and applications of mechanics, wave motion, and sound emphasizing fundamental concepts, principles, and the use of simple mathematical equations and units. Designed primarily for students majoring in physics, chemistry, mathematics, and engineering majors. Laboratory includes one hour problem session. Uniform required. Laboratory fee required.

Physics 202 4 Cr.
General Physics 3 Lab., 3 Cr.
Prerequisite: Physics 201 or credit or concurrent registration in Mathematics 227. Principles and applications of heat, electricity, magnetism, and optics emphasizing fundamental concepts, problems, problem solving, and units. Laboratory includes one hour problem session. Uniform required. Laboratory fee required.
Police Science

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

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

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

Police Science 141 3 Cr.
Police Organization and Administration 3 Lec.
Prerequisite: 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 3 Lec.
Prerequisite: Police Science 140. To provide opportunity 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 placing criminal law in its proper perspective in the American system of justice. Within the course will be legal definitions and procedures applied to operational techniques in law enforcement.

Police Science 143 3 Cr.
Practical Spanish for Public Service Personnel 3 Lec.
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 3 Lec.
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 understanding, speaking and listening skills established in Police Science 143. Specialized vocabulary and conversational drills in English and Spanish will be continued.

Police Science 146 3 Cr.
Patrol Administration 3 Lec.
Prerequisite: Police Science 140. For the student to acquire a basic knowledge of the organization and administration of the patrol function, to study the principles of organization, and the manipulation of 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 patrols function.

Police Science 223 3 Cr.
Introduction Criminalistics 3 Lec.
Prerequisite: Police Science 140 and 240. Physical evidence in criminal investigation relative to recognition, collection, preservation and laboratory processing; use of instrumental methods, development of identification and comparison techniques through examination of photographs of evidence from actual laboratory cases.

Police Science 240 3 Lec.
Criminal Investigation 3 Lec.
Prerequisite: Police Science 140. The course will present: (1) the basic theory 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 245 3 Cr.
Traffic Law 3 Lec.
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 function of the course will be predicated upon the student coming to the course with 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 into contact and will also put him in a position to offer constructive criticism and remedies.

Police Science 246 3 Cr.
Penology (Jail Operation and Management) 3 Lec.
Prerequisite: Police Science 140. The purpose of this elective course is to afford the student the opportunity to acquire 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 course offers an overview of the operation and management of a jail or prison system. The course will also provide an introduction to more advanced courses in criminal justice.

Psychology

Psychology 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 Psychology 103 or Sociology 103, but may receive credit in only one of the two.

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

Psychology 121 3 Cr.
Human Relations 3 Lec.
A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

Psychology 202 3 Cr.
Developmental Psychology 3 Lec.
Prerequisite: Psychology 105. A study of human growth, development and behavior, emphasizing the psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence.

Psychology 205 3 Cr.
Applied Psychology 3 Lec.
Prerequisite: Psychology 105. A course designed for the application of psychological facts and principles to problems and situations of professional interest. Emphasis is placed on observing, recording, and modifying human behavior. Some off-campus work will be required.

Psychology 305 3 Cr.
Psychology of Personality 3 Lec.
Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-parent relationships, adolescence, anxiety
<table>
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<tr>
<th>Course</th>
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<th>Prerequisites</th>
<th>Description</th>
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<td>Biology 115 and Biology Clinical Education II and Film Critique 24</td>
<td>1 Cr</td>
<td>A</td>
<td>An introduction to behavioral research, data collecting, and analysis will be included. Recommended for psychology majors.</td>
</tr>
<tr>
<td>Radiologic Technology 110</td>
<td>1 Cr</td>
<td>A</td>
<td>Provides practice in cleaning and disinfection techniques, including analysis, critique and evaluation of written material.</td>
</tr>
<tr>
<td>Applied Anatomy and Physiology</td>
<td>1 Cr</td>
<td>A</td>
<td>A systematic examination of the musculoskeletal system.</td>
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<tr>
<td>Radiologic Technology 120</td>
<td>1 Cr</td>
<td>A</td>
<td>Prerequisite: Admission to program and concurrent enrollment in Biology 120 or equivalent.</td>
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<tr>
<td>Radiologic Fundamentals</td>
<td>1 Cr</td>
<td>A</td>
<td>Continuation of first semester requirements of program.</td>
</tr>
<tr>
<td>Radiologic Technology 133</td>
<td>1 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 120, 130, and 141. Students receive practical experience in a hospital radiology department.</td>
</tr>
<tr>
<td>Radiologic Technology 135</td>
<td>9 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 120, 130, 141, Biology 120 and concurrent enrollment in Radiologic Technology 121, and 133. Continuing study of medical terminology, radiographic positioning, radiographic exposure, physics, and nursing procedures.</td>
</tr>
<tr>
<td>Radiologic Technology 230</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 134, 135. A study of Radiographic Positioning II, Radiographic Exposure II, survey of medical and surgical diseases, special procedures, special techniques and radiotherpay.</td>
</tr>
<tr>
<td>Respiratory Therapy 141</td>
<td>2 Cr</td>
<td>A</td>
<td>Prerequisite: Completion of first semester requirements of either program with a C.P.A. of 2.0 or better. Provides a description of the normal conditions and the deviation from the normal.</td>
</tr>
<tr>
<td>Respiratory Therapy 142</td>
<td>2 Cr</td>
<td>A</td>
<td>Prerequisite: Completion of first semester requirements of Respiratory Therapy 142 with a grade of &quot;C&quot; or better. Provides practice in cleaning and sterilization procedures, equipment assembly and test, supplemental equipment, and aerosol therapy.</td>
</tr>
<tr>
<td>Respiratory Therapy 143</td>
<td>2 Cr</td>
<td>A</td>
<td>Prerequisite: Completion of Respiratory Therapy 143 with a grade of &quot;C&quot; or better. Provides practice in cleaning and sterilization procedures, equipment assembly and test, and supplemental equipment and aerosol therapy.</td>
</tr>
<tr>
<td>Respiratory Therapy 144</td>
<td>2 Cr</td>
<td>A</td>
<td>Prerequisite: Completion of Respiratory Therapy 144 with a grade of &quot;C&quot; or better. Provides practice in cleaning and sterilization procedures, equipment assembly and test, supplemental equipment, and aerosol therapy.</td>
</tr>
</tbody>
</table>

**Radiologic Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiologic Technology 111</td>
<td>1 Cr</td>
<td></td>
<td>Provides or consolidate of instruction.</td>
</tr>
<tr>
<td>Radiologic Technology 121</td>
<td>1 Cr</td>
<td>A</td>
<td>Prerequisite: Admission to program and concurrent enrollment in Radiologic Technology 120, 130, and 141, American Radiologic Techniques.</td>
</tr>
<tr>
<td>Radiologic Technology 130</td>
<td>1 Cr</td>
<td>A</td>
<td>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.</td>
</tr>
<tr>
<td>Respiratory Therapy 230</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 130, 140, and 141. Students receive practical experience in a hospital radiology department.</td>
</tr>
<tr>
<td>Respiratory Therapy 235</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 120, 130, 140, Clinical Education III and Film Critique 24, and 133. Students receive practical experience in a hospital radiology department for thirteen weeks.</td>
</tr>
<tr>
<td>Radiologic Technology 135</td>
<td>9 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 121, 142, and 133. Provides a systematic examination of the musculoskeletal system.</td>
</tr>
<tr>
<td>Radiologic Technology 141</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 120, 130, 141, Biology 120 and concurrent enrollment in Radiologic Technology 121, and 133. Continuing study of medical terminology, radiographic positioning, radiographic exposure, physics, and nursing procedures.</td>
</tr>
<tr>
<td>Radiologic Technology 142</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 130, 131, 140, 141, Biology 120 and concurrent enrollment in Radiologic Technology 121, and 133. A study of radiographic positioning, radiographic exposure, survey of medical and surgical diseases, special procedures, special techniques and radiotherpay.</td>
</tr>
<tr>
<td>Radiologic Technology 143</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 130, 131, 140, Radiographic Exposure II, survey of medical and surgical diseases, special procedures, special techniques and radiotherpay.</td>
</tr>
<tr>
<td>Radiologic Technology 135</td>
<td>9 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 121, 142, and 133. Provides a systematic examination of the musculoskeletal system.</td>
</tr>
<tr>
<td>Radiologic Technology 141</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 134, 135. A study of Radiographic Positioning II, Radiographic Exposure II, survey of medical and surgical diseases, special procedures, special techniques and radiotherpay.</td>
</tr>
<tr>
<td>Radiologic Technology 240</td>
<td>4 Cr</td>
<td>A</td>
<td>Prerequisite: &quot;C&quot; average in Radiologic Technology 134, 135. A study of Radiographic Positioning II, Radiographic Exposure II, survey of medical and surgical diseases, special procedures, special techniques and radiotherpay.</td>
</tr>
</tbody>
</table>
normal in specific disease states with an assessment of reversibility and an expression of the intent of therapy.

Respiratory Therapy 145 6 Cr.
Basic Technology I 3 Cr., Lab.
Fulfillment of first semester requirements with a G.P.A. of 2.0 or better. Provides instruction in specific details of design and function of respiratory therapy equipment, routine maintenance procedures, detection and correction of malfunction. Provides practice in adapting, applying, and modifying equipment in the patient care situation. Laboratory fee required.

Respiratory Therapy 146 1 Cr.
Pharmacology I 1 Lec.
Prerequisite: Completion of first semester requirements for Associate Degree Program with a G.P.A. of 2.0 or better. Covers rapidly the material included in Medications and then provides for the student with a foundation in physiology and chemistry, the detail of the mode of action, interaction and indications for respiratory, cardiovascular, central nervous system, renal and antimicrobial medications.

Respiratory Therapy 147 2 Cr.
Clinical Practice II 8.8 Lab.
Prerequisite: Completion of Respiratory Therapy 143 with a grade of "C" or better. Provides practice in procedures related to periodic positive pressure therapy, chest physiotherapy, test therapy.

Respiratory Therapy 148 3 Cr.
Basic Technology II 6 Lec., 7 Lab.
Prerequisite: A grade of "C" or better in Basic Technology I. Fullfillment of second semester requirements with an overall G.P.A. of 2.0 or better. A continuation of Basic Technology I.

Respiratory Therapy 149 3 Cr.
Pathology and Treatment Rationale II 2 Lec.
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 defects and their potential for reversibility with therapy.

Respiratory Therapy 150 2 Cr.
Clinical Practice III 8.8 Lab.
Prerequisite: Completion of Respiratory Therapy 147 with a grade of "C" or better. Overall "C" average in respiratory therapy courses. Provides continuing practice in patient care procedure plus cardiopulmonary resuscitation techniques, checking and testing CPR equipment, systems assembly for procedures plus cardiopulmonary resuscitation techniques, observation of surgery, post-operative management of ventilator patients including monitoring, airway care and weaning procedures.

Respiratory Therapy 243 3 Cr.
Advanced Technology and Instrumentation I 2 Lec., 3 Lab.
Prerequisite: Completion of all first year Associate Degree Program requirements with a G.P.A. of 3.0 or better. Provides instruction in basic electricity, electronics, mechanics and fluids and their application and utilization in the design and function of volume ventilators and other equipment.

Respiratory Therapy 244 2 Cr.
Clinical Practice IV 8.8 Lab.
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 245 2 Cr.
Clinical Practice V 8.8 Lab.
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 246 3 Cr.
Survey and Critique of Current Literature 3 Lec.
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 cardiopulmonary medicine.

Respiratory Therapy 247 1 Cr.
Instructional and Presentation Methods II 1 Lec., 1 Lab.
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 3 Cr.
Sodology 131 3 Cr.
Secretarial Training

Respiratory Therapy 249 3 Cr.
Sodology 132 3 Cr.
Respiratory Therapy 250 2 Cr.
Clinical Practice VI 8 Lab.
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 physician directed in-depth study, preparation and discussion of case histories involving cardiospratory problems.

Respiratory Therapy 251 2 Cr.
Clinical Practice VII 8 Lab.
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 2 Cr.
Clinical Practice VIII 16 Lab.
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.

Respiratory Therapy 253 3 Cr.
Departmental Supervision and Management (8 Weeks) 4 Lec., 4 Lab.
Prerequisite: Credit or concurrent enrollment in Respiratory Therapy 252. All other Associate Degree requirements fulfilled. 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 254 3 Cr.
Advanced Technology and Instrumentation II 2 Lec., 3 Lab.
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 test evaluation of new equipment.

Respiratory Therapy 255 3 Cr.

Salesmanship

Respiratory Therapy 256 3 Cr.
(See Business 230)

Science

Respiratory Therapy 257 3 Cr.
History of Science (See Lect.)
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.)

Respiratory Therapy 258 3 Cr.
Secretarial Training

Respiratory Therapy 259 3 Cr.
(See Business 162)

Shorthand

Respiratory Therapy 260 3 Cr.
American Civilization
A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U.S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

Respiratory Therapy 261 3 Cr.
American Civilization
A continuation of Social Science 131.

Social Science

Respiratory Therapy 262 3 Cr.
Sodology 101 3 Cr.
Introduction to Sociology
An introduction to 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.

Sodology 102 3 Cr.
Social Problems
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.

Sodology 103
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 103 or Psychology 103, but may receive credit in only one of the two.

Sociology 102 3 LeC.
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 206 3 LeC.
Field Studies in American Minorities 3 LeC.
Prerequisite: Sociology 101 and six hours of U.S. History recommended. The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. The student may register for either History 204 or Sociology 204.

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 207 3 LeC.
Social Psychology 3 LeC.
Prerequisite: Psychology 105 and/or Sociology 101. A survey of the research and theories dealing with individual behavior in the social environment. Topics include sociopsychological process, attitude formation and change, interpersonal relations, and group processes. The student is required to register for either Psychology 207 or Sociology 207, but may receive credit in only one of the two.

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

Spanish

Spanish 101 4 LeC.
Beginning Spanish 3 LeC., 2 Lab.
Prerequisites: Knowledge of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Laboratory fee required.

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

Spanish 201 3 LeC.
Intermediate Spanish 3 LeC.
Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intensive oral practice.

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

Speech

Speech 105 3 LeC.
Fundamentals of Public Speaking 3 LeC.
Prerequisite: Consent of instructor. A 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 LeC.
Voice and Articulation 3 LeC.
Prerequisite: Consent of the instructor. A course in the mechanics of speech applied to the improvement of the individual's voice and pronunciation.

Speech 205 3 LeC.
Discussion and Debate 3 LeC.
A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems.

Teacher Aides

Teacher Aide 128 3 LeC.
Communication Skills for Teacher Aides 3 LeC.
This course is designed to test and enhance the teacher aide's basic communication skills in reading, writing, speaking and listening. It will include also a survey of techniques and methods for encouraging the development of these language skills in students with whom the aide works. Creative writing, story telling, appreciation of literature, tutoring techniques for reading and writing, curing and manuscript handwriting will be included in the language skills emphasized.

Teacher Aide 131 3 LeC.
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 development of patterns of student behavior. A study will be made of the general principles of human growth and development.

Teacher Aide 132 3 LeC.
Introduction to Media 1 LeC., 6 Lab.
An introduction to basic skills associated with the preparation of graphic and projected materials and the operation of selected audiovisual equipment.

Teacher Aide 133 3 LeC.
Teacher Aide Techniques II 3 LeC.
The primary purpose of this course is to further develop the teacher aide trainees' understandings, skills and attitudes in providing a wholesome learning environment in the classroom. The facilitation of learning with small groups of students will be emphasized through didactic and field experiences. The unique factors affecting the growth and development of inner city students will be emphasized along with a study of the teacher aide responsibilities as a member of the educational team.

Teacher Aide 135 3 LeC.
Arts and Crafts for Teacher Aides 3 LeC.
The course acquaints the student with the variety of creative art materials and methods appropriate for use in programs for children as well as opportunities for participation in the use of these materials. Creating an attractive classroom environment with the use of classroom displays, charts, poster art, and bulletin boards will be incorporated in the course.

Teacher Aide 231 2 LeC.
Teacher Aide Seminar I 2 LeC.
The first seminar section is designed to provide an opportunity for the teacher aide trainees to discuss their experiences as trained observers and participants in the classroom strategies and procedures, supervision techniques and instructional skills.

Teacher Aide 232 2 LeC.
Teacher Aide Practicum I 3 LeC., (See Cooperative Work Experience 864) 2 LeC.
Teacher Aide Seminar II 2 LeC.
The second section of the seminar will provide the teacher aide trainee an opportunity to continue his experiences in the classroom while obtaining professional consultation and group experiences with his classmates. Small group interaction will enable the trainee to share experiences, demonstrate specific skills and techniques, participate in simu-

Spanish 1:
This course covers the presentation of radio and television circuit diagrams. The student will learn preliminary troubleshoot circuits through the use of meters and other various electronic test equipment. The student is required to register in Television and Radio Electronics 141 and 142. Laboratory fee required.

Spanish 2:
This course builds upon the concepts of resistance and reactance. The student will learn preliminary trouble-shoot the circuit by using various meters and other electronic test equipment. All day students must be concurrently enrolled in Television and Radio Electronics 141 and 142. Laboratory fee required.

Spanish 3:
This course builds upon the concepts of resistance and reactance. The student will learn preliminary trouble-shoot the circuit by using various meters and other electronic test equipment. All day students must be concurrently enrolled in Television and Radio Electronics 141 and 142. Laboratory fee required.

Solid State Circuits

This course covers the topic of solid state devices such as diodes, transistors, SCRs, FETs, and ICs. These devices will be taught in view of radio and television circuitry. All day student must be concurrently enrolled in Television and Radio Electronics 141 and 142 and 143 and 144. All night student should enroll in Television and Radio Electronics 143 and 144. Laboratory fee required.

T.V. and Radio Electronics

T.V. and Radio Electronics 141 3 LeC.
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 student must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night student should enroll in Television and Radio Electronics 141 and 142. Laboratory fee required.

Television and Radio Electronics 142 3 LeC., 6 Lab.
Meters and Test Equipment 6 Lab.
This course builds upon the concepts of resistance and reactance. The student will learn preliminary troubleshooting 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 and 142. Laboratory fee required.

Television and Radio Electronics 143 3 LeC.
Television Tubes 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 student must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night student should enroll in Television and Radio Electronics 143 and 144. Laboratory fee required.

Television and Radio Electronics 144 3 LeC.
Solid State Circuits 6 Lab.
This course covers the topic of solid state devices such as diodes, transistors, SCRs, FETs, and ICs. These devices will be taught in view of radio and television circuitry. All day student must be concurrently enrolled in Television and Radio Electronics 141, 142, 143 and 144. All night student should enroll in Television and Radio Electronics 143 and 144. Laboratory fee required.

Teacher Aide 804 4 LeC.
(See Cooperative Work Experience) 4 LeC.
Teacher Aide 814 4 LeC.
(See Cooperative Work Experience) 4 LeC.

Teacher Aide 836 4 LeC.
Teacher Aide Practicum II 4 LeC.
(See Cooperative Work Experience) 4 LeC.
currently in Television and Radio Electronics 146, 147, 148 and 149. All night students should enroll concurrently in Television and Radio Electronics 148 and 149. Laboratory fee required.

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

This course is an advanced study of servicing fundamentals and alignment of black and white television. All day students must be concurrently enrolled in Television and Radio Electronics 146, 147, 148 and 149. Laboratory fee required.

Television and Radio Electronics 149 3 Cr.
Radio and Television Techniques V 6 Lec., 6 Lab.

Servicing fundamentals and skills taught in this course are those used trouble-shooting the latest model black and white and 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 150 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.
Technical Logic 3 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

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
Introduction to the Theatre 3 Lec.
A general survey designed to acquaint the student with the various aspects of the theatre, plays and playwrights, directing and acting, actors, artists, and technicians.

Theatre 102
Contemporary Theatre 3 Lec.
A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films.

Theatre 103
Stagecraft I 2 Lec., 3 Lab.
A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costumes, and related areas.

Theatre 104
Stagecraft 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 105
Make-up for the Stage 3 Cr.
A study and practice of the craft of make-up. Laboratory fee required.

Theatre 106
Acting I 2 Lec., 3 Lab.
Prerequisite: Theatre 103 or consent of instructor. A general survey to acquaint the student with the various aspects of dance and its role in total theatre, including the evolution of dance styles. Exploration of jazz style emphasizing flow of movement, body placement, dynamic intensity, level, focus, and direction.

Theatre 107
Acting II 3 Lec.
Prerequisite: Theatre 106 or consent of instructor. A continuation of Theatre 106 with emphasis on complex characterization, ensemble acting, stylized acting, and the staging of period plays.

Theatre 108
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
Voice and Articulation 3 Lec.
Same as Speech 109. The student may not receive credit for both Theatre 109 and Speech 109.

Theatre 110
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
History of Theatre II 3 Lec.
Development of the theatre from the seventeenth century through the twentieth century.

Theatre 112
Beginning Dance Technique in Theatre 2 Lec., 3 Lab.
Course designed to promote body balance, improve manipulation of trunk and limbs, and facilitate the rhythmic flow of physical energy. Exploration of basic movements of the dance with emphasis on swing movements, circular motion, tail and recovery, contraction and release, and contrast of literal and abstract movements.

Theatre 115
 Mime 1 Lec., 2 Lab.
Prerequisite: Stage Movement. Theatre 106. Exploration of the expressive significance and techniques of mime.

Theatre 205
Scene Study (Theatre) 3 Lec., 3 Lab.
Prerequisite: Theatre 106, 107. Continuation of Acting II with emphasis on developing character through detailed study of the playscript. Students will deal with the stylistic problems presented by the staging of period plays, concentrating primarily on Ibsen, Chekov, and the development of early realism.

Theatre 206
Intermediate Dance 3 Cr.
Prerequisite: Theatre 105 or permission of instructor. A general survey to acquaint the student with the various aspects of dance and its role in total theatre, including the evolution of dance styles. Exploration of jazz style emphasizing flow of movement, body placement, dynamic intensity, level, focus, and direction.

Theatre 207
Scene Study II 3 Lec., 3 Lab.
Prerequisites: Theatre 205. Continuation and intensification of theatre 205 with concentration upon individual needs of the performer. Conference and scheduled rehearsals in preparation for scene work.

Theatre 209
Lighting Design 3 Cr.
Prerequisite: Theatre 103 and 104. A study of design and techniques of lighting in the theatre. Practical experience in departmental productions required for one semester.

Theatre 211
Costume History 3 Lec.
Prerequisite: Theatre 110 or 111. The study of costumes and their use on the stage from the earliest times to the present.

Typing (See Business 172, 174, 272)
Vocational Nursing

Vocational Nursing 130 3 Cr.  Anatomy and Physiology 4 Lec.  Prerequisite: Admission to program. Basic theory on structure and function of the body and its systems. An 11 week course, 42 clock hours.

Vocational Nursing 121 3 Cr.  Pharmacology 2 Lec.  Prerequisite: Admission to program. Studies the classification, calculation and administration technique of drugs with emphasis placed on effects of drugs. An 11 week course, 46 clock hours.

Vocational Nursing 132 2 Cr.  Nutrition 2 Lec.  Prerequisite: Admission to program. Stresses the importance of proper nutrition for good health — includes diet therapy. A 15 week course, 30 clock hours.

Vocational Nursing 133 1 Cr.  Geriatrics 2 Lec.  Prerequisite: Admission to the program. Study geared to the physiological, psychological, social and emotional conditions peculiar to the older individual.

Vocational Nursing 134 1 Cr.  Professional Vocational Adjustment 2 Lec.  Prerequisite: Admission to program. An introduction to the meaning of "Vocational Nurse"; the requirements, expectations and opportunities which are ever present in this nursing field. An 8 week course; 15 clock hours.

Vocational Nursing 135 2 Cr.  Mental Health and Mental Illness 2 Lec.  Prerequisite: Admission to program. The significance of mental health is stressed as it relates to individual's needs; and effects, treatment and nursing care of mental illness is also included in this subject area. A 15 week course; 30 clock hours.

Vocational Nursing 136 1 Cr.  Disease Prevention and Control 2 Lec.  Prerequisite: Admission to program. Exposes the student to causes of illness and the importance of maintaining cleanliness as related to disease control. An 8 week course; 15 clock hours.

Vocational Nursing 137 7 Cr.  Nursing Skills 4 Lec., 14 Lab.  Prerequisite: Admission to program. The basic theory and practice of skills necessary to the vocational nurse are combined in a classroom-lab-hospital setting. A 17 week course; 363 clock hours. Laboratory fee required.

Vocational Nursing 138 1 Cr.  Introduction to Maternity Nursing 2 Lec.  Prerequisite: Admission to program. An introduction to obstetrics in theory. An 8 week course; 15 clock hours.

Vocational Nursing 139 2 Cr.  Maternity and Newborn 5 Lec.  Prerequisite: Successful completion of all spring semester courses in Vocational Nursing. Introduces the student to a study of the family through related subjects as human development with emphasis on pregnancy, childbirth, prenatal care and the newborn. A 7 week course; 35 clock hours. Students not completing this course successfully will be dropped from the program.

Vocational Nursing 140 2 Cr.  Pediatrics 5 Lec.  Prerequisite: Successful completion of all Vocational Nursing spring courses. This course includes health, growth periods and disease conditions during childhood. A 6 week course; 30 clock hours. Students not completing this course successfully will be dropped from the program.

Vocational Nursing 141 8 Cr.  Clinical Experience 33 Lab.  Prerequisite: Successful completion of all spring semester Vocational Nursing courses. The application of theory and skills in relation to nursing care including the physical, emotional and spiritual needs of the patient. A 16 week course: 525 clock hours. Students not meeting the clinical requirements will be dropped from the program.

Vocational Nursing 142 3 Cr.  Medical and Surgical Nursing 6 Lec.  Prerequisite: Successful completion of all Vocational Nursing spring and summer courses. A study of medical and surgical conditions involving the body systems with emphasis placed on nursing care-observation, reporting and recording. A 17 week course; 96 clock hours. Students not completing this course successfully will be dropped from the program.

Vocational Nursing 143 9 Cr.  Clinical Experience 53 Lec.  Prerequisite: Successful completion of all previous Vocational Nursing courses. The application of theory and skills with hospital experience in giving safe, competent nursing care. A 17 week course; 589 clock hours. Students who do not meet the requirements of this course will be dropped from the program.

Abbott, Richard W. Asst. Dean of Students; Sam Houston State College, B.S.; Southern Methodist University, M.A.A.

Agnello, Robert L. Biology; North Texas State University, B.A.; M.A.

Ahrens, Carrie Interior Design; Marquette University, B.A.; Chicago Art Institute, Chicago Academy of Fine Arts.

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

Alexander, Karen Library Reference; North Texas State University, M.Ed.

Blankenship, Patsy Secretarial Careers; B.B.A., M.B.E., North Texas State University; B.S.; Ed.D.

Booth, Dorothy J. 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, Abney H. Radiologic Technology; Parkland School of Radiologic Technology, R.T. (A.R.R.T.);

Broughter, Patricia Respiratory

FACULTY

sources Consultant; North Texas State University, B.A.; M.S.

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

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

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

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

Atchley, Phanina A. D. Nursing; Research Hospital and Medical Center, F.G., M.O. Diplomas; 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; Huston-Tillotson College, B.A.; Texas Southern University, M.Ed.; Washington State University, Professional Counseling Certificate; Nova University, Ed.D.

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

Berry, John W. Mid-Management; Prairie 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; B.B.A., M.B.E., North Texas State University, Therapy; University of Texas, B.A.; A.R.R.T.

Buck, Judy R. Developmental Writing; Southern Methodist University, B.A.; North Texas State University, M.Ed.

Burkett, 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 Resources; North Texas State University, B.S.; M.S.

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

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

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

Champion, Blaistie 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.

Clemden, Kay Operating Room Tech.; University of Texas Medical Branch, B.S.N.

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

Coleman, Juliette Medical Office Assistant; Four "C" Business College, Certified Medical Assistant.

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

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

Cramer, Don G. Dean of Students;
Patterson, Sandra A.D. Nursing; Northwestern, La., B.S.; Texas Woman's University, M.A.
Payne, James T. Radio and Television Repair; 20th Century Trade School Certificate; R.C.A. Tech. Training Center
Peltier, Arlin G. Chairman, Div. of Fine and Applied Arts; Louisiana State University, B.Mu.Ed.; M.Mu.Ed.; Fulbright Scholar, Die Hochschule Fuer Musik, Hamburg, Germany
Fendleton, Julienne K. Mathematics; University of Texas at Austin, B.A.; M.Ed.; Ph.D.
Piersor, Willie L. Counselor; Bishop College, B.S.; East Texas State University, M.Ed.; Post Masters, East Texas State University.

Phillips, Arbra M. Developmental Math; Paul Quinn College, B.S.; East Texas State University, M.A.
Piquet, Jim Learning Resources, Instructional Development; Texas A&I 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

Pouncey, Gene E. English and History; Southern Methodist University, B.F.A., M.L.A.
Prickett, Susan A.D. Nursing; Baylor University, B.S.N.
Pratt, George E. Spanish; Southern Methodist University, B.A.; Texas Christian University, M.A.
Raney, Carol A. Director, Student Programs; Simpson College, B.A.
Regus, Eddie C. Life Sciences; University of Southwestern Louisiana, B.S.; B.S.M.
Reynolds, Catherine A.D. Nursing; Louisiana State University, B.S.N.; Texas Woman's University, M.A.
Rector, Carey L. Assoc. Dean of Instruction; University of Houston, B.S.; Southern Methodist University, M.A.
Reding, Diana L. A.D. Nursing; Hartwick College, B.S.; R.N.; East Texas State University, M.S.
Rippelos, William L. Mathematics; 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 University, B.S.E.; North Texas State University, M.B.E.
Ross Michael, Drafting; East Texas State University, B.S.; M.S.
Routhe, Rhawne C. Government; East Texas State University, B.B.A.
Rouze, Pamela Developmental Writing; North Texas State University; B.A.; Texas Woman's University, M.Ed.
Scarborough, William D. Respiratory Therapy; El Centro College, A.R.T.
Scardina, Patricia G. Data Processing; Baton Rouge Business School.
Schachenbrod, Nancy B. French Clastic; Ballet Russe de Monte Carlo
Schermen, Nancy A.D. Nursing; University of Iowa, B.S.N.; Texas Woman's University, M.A.
Schuster, John E. Art; University of Wisconsin, B.S.; M.S.; M.F.A.
Schuster, Patrick B. Police Science; University of Texas at Arlington, B.A.
Schuster, Steve History; Texas Christian University, B.A.; M.A.; University of Utah, M.S.
Poncent, Scott A.D. Data Processing; North Texas State University, B.A.; University of Dallas, M.B.A.
Pratt, Susan A.D. Nursing; Baylor University, B.S.N.
Patterson, Sandra A.D. Nursing; Louisiana State University, B.S.N.; University of Dallas, M.B.A.
Silverman, Pincus English; Denver University, B.A.; Southern Methodist University, M.Ed.; North Texas State University, Ed.D.
Simonetti-Arnold, Lucille Art; 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, Diplomia; 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. Div. of Business; Southeastern State University, B.S.; M.T.; Nova University, Ed.D.
Smith, Donna F. Art; Stephens College, A.A.; University of Texas, B.S.; Execs in Arts; North Texas State University, M.A.

Smith, Laura V. Vocational Nursing; Okeechobee Hospital School of Nursing, R.N.; East Texas State University, B.S.
Stahl, Dana A.D. Nursing; Oklahoma Baptist University, B.S.
Stirman, Nan Dental Assistant; Board of the American Dental Asst. Assoc., C.D.A.
Stevens, Cheryl A.D. Nursing; University of Kansas, B.S.N.; R.N.
Tanner, Donald L. Counselor; Memphis State University, B.S.; Virginia Commonwealth University, M.Ed.
Thomas, Charles Edward Theatre and Humanities; West Texas State University, B.A.; M.A.; Actor's Equity, Screen Actors Guild, American Guild of Variety Artists.
Thomas, Joe P. Chemistry; Texas Wesley College; B.S.; Oklahoma State University, M.S.
Thompson, Joan Philosophy; North Texas State University, B.A.; Texas Christian University, M.A.
Thorsen, Marcelyn M. Apparel Design; Pront Institute, B.S.
Tolentino, Albert E. Counselor; New Mexico Highlands University, B.A.
Trachsel, Robert S. J. Government; University of Texas, B.A.; North Texas State University, M.Ed.; Ed.D.
Troy Robert D. Architecture; Texas Tech University, B. Arch.; College of Architecture, University of Texas; M.S.; Ph.D.

Ware, Robert L. Dean of Business Affairs; Oklahoma State University, B.S.; University of Arizona, M.B.A.
Watts, Mary Grace Radiologic Technology; Sphon Hospital Corp. Christus, R.T.; A.R.R.T.
Wehrle, Betty Associate Dean of Instruction, Evening Division; Baylor University, North Texas State University, B.S.; M.S.; Ed.D.
Whyke, Marie Radiologic Technology; Pinderfields Hospital, Yorkshire, England, D.S.R.; A.R.R.T.
Williamson, John W. Dir. of Admissions and Registrar; East Texas State University, B.S.; M.S.
Witherspoon, Joseph Ray Dir. of Community Service; North Texas State University, B.S.; M.S.
Yeatesmeier, Jon Respiratory Therapy; Denconis Hospital School of Respiratory Therapy; El Centro College, A.A.S., R.T.; A.R.R.T.

Yoselow, Susan R. Vocational Rehabilitation Counselor; Director of Vocational Rehabilitation Project; Framingham College State, B.A.; M.A.
Young, Gordon D. Art; University of Nebraska, B.F.A.; Tulane University, M.F.A.
Zerwekh, JoAnn A.D. Nursing; University of Arizona, B.S.N.
Zimmermann, George A. Data Processing; Fordham University, B.S.; University of Texas at Dallas, M.S.
El Centro College will offer courses during the 1977-78 school year in which students can work toward an associate degree or certificate in any of 38 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 Associate
(Associate Degree in Applied Arts and Sciences)

REQUIRED ACCOUNTING ASSOCIATE AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>BUS 201 - Principles of Accounting I</td>
<td>BUS 202 - Principles of Accounting I</td>
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<tr>
<td></td>
<td>BUS 105 - Introduction to Business</td>
<td>BUS 134 - Business Law</td>
</tr>
<tr>
<td></td>
<td>BUS 160 - Office Machines</td>
<td>BUS 231 - Business Correspondence</td>
</tr>
<tr>
<td></td>
<td>COM 131 - Applied Composition and Speech or ENG 101 - Composition and Expository Reading</td>
<td>COM 132 - Applied Composition and Speech or ENG 102 - Composition and Literature</td>
</tr>
<tr>
<td></td>
<td>BUS 130 - Business Mathematics or MTH 111 - Mathematics for Business and Economics</td>
<td>BUS 172 - Beginning Typing or BUS 703 or BUS 713 - Work Experience</td>
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<tr>
<td></td>
<td>BUS 239 - Income Tax Accounting</td>
<td>BUS 233 - Business Tax Accounting</td>
</tr>
<tr>
<td></td>
<td>BUS 143 - Personal Finance or BUS 205 - Business Finance</td>
<td>BUS 210 - Principles of Management</td>
</tr>
<tr>
<td></td>
<td>BUS 235 - History of Costume</td>
<td>BUS 232 - Design Development</td>
</tr>
<tr>
<td></td>
<td>BUS 233 - Design Development</td>
<td>BUS 234 - Design Development</td>
</tr>
<tr>
<td></td>
<td>BUS 238 - Style Trends &amp; Research</td>
<td>APP 238 - Style Trends &amp; Research</td>
</tr>
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<thead>
<tr>
<th>SECOND YEAR</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BUS 205 - Intermediate Accounting</td>
<td>BUS 204 - Managerial Accounting</td>
</tr>
<tr>
<td></td>
<td>BUS 238 - Cost Accounting or BUS 239 - Income Tax Accounting</td>
<td>BUS 239 - Income Tax Accounting</td>
</tr>
<tr>
<td></td>
<td>CVA 201 - American Government</td>
<td>BUS 231 - Business Correspondence</td>
</tr>
<tr>
<td></td>
<td>ECO 201 - Principles of Economics</td>
<td>ECO 202 - Principles of Economics</td>
</tr>
<tr>
<td></td>
<td>BUS 803 or BUS 804 - Work Experience or *Elective</td>
<td>BUS 803 - Cooperative Work Experience</td>
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<tr>
<td></td>
<td>BUS 813 or BUS 814 - Work Experience or *Elective</td>
<td>BUS 813 - Cooperative Work Experience</td>
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</table>

Accounting Technician
(One-Year Certificate Program)

REQUIRED ACCOUNTING TECHNICIAN AND RELATED COURSES

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 105 - Introduction to Business</td>
<td>BUS 133 - Bookkeeping II</td>
</tr>
<tr>
<td>BUS 111 - Bookkeeping I</td>
<td>BUS 172 - Beginning Typing or BUS 174 - Intermediate Typing</td>
</tr>
<tr>
<td>BUS 160 - Office Machines</td>
<td>CS 175 - Introduction to Computing Science</td>
</tr>
<tr>
<td>MTH 130 - Business Mathematics</td>
<td>Elective</td>
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<thead>
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<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>BUS 206 - Principles of Marketing</td>
<td>BUS 130 - Pattern Drafting &amp; Draping</td>
</tr>
<tr>
<td></td>
<td>BUS 132 - Introduction to Mass Production and Apparel</td>
<td>BUS 132 - Pattern Drafting &amp; Draping</td>
</tr>
<tr>
<td></td>
<td>BUS 129 - Industrial Garment Construction</td>
<td>BUS 134 - History of Costume</td>
</tr>
<tr>
<td></td>
<td>DES 135 - Textiles</td>
<td>DES 136 - Fashion Sketching</td>
</tr>
<tr>
<td></td>
<td>BUS 210 - Principles of Management</td>
<td>BUS 235 - History of Costume</td>
</tr>
<tr>
<td></td>
<td>BUS 232 - Design Development</td>
<td>BUS 233 - Design Development</td>
</tr>
<tr>
<td></td>
<td>APP 238 - Style Trends &amp; Research</td>
<td>APP 238 - Style Trends &amp; Research</td>
</tr>
</tbody>
</table>

REQUIRED SUPPORT COURSES
Communications or English
Psychology or HD 105
BUS 103 - Intro. to Business
HUM 101 - Intro. to Humanities

General Information and Objectives
This program provides the student with a basic background for the many varied jobs in accounting. Graduates of this program should be able to keep a set of books, assist in developing a set of books, make accounting entries in the accounting department of large companies, and perform other duties required of junior accountants.

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

Apparel Design
(Associate Degree in Applied Arts and Sciences)

REQUIRED APPAREL DESIGN AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>FALL SEMESTER</th>
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<tbody>
<tr>
<td>BUS 210 - Principles of Marketing</td>
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<td>BUS 231 - Business Correspondence</td>
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<tr>
<td>BUS 232 - Design Development</td>
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<tr>
<td>BUS 234 - Design Development</td>
<td>BUS 234 - Design Development</td>
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<tr>
<td>BUS 238 - Style Trends &amp; Research</td>
<td>BUS 238 - Style Trends &amp; Research</td>
<td></td>
</tr>
<tr>
<td>BUS 239 - Creative Pattern Design</td>
<td>BUS 239 - Creative Pattern Design</td>
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<tr>
<td>BUS 240 - Creative Pattern Design</td>
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<th>SECOND YEAR</th>
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<tbody>
<tr>
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<td>BUS 205 - Intermediate Accounting</td>
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<tr>
<td></td>
<td>BUS 238 - Cost Accounting or BUS 239 - Income Tax Accounting</td>
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<td>CVA 201 - American Government</td>
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<td></td>
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<td></td>
<td>BUS 813 or BUS 814 - Work Experience or *Elective</td>
<td>BUS 813 - Cooperative Work Experience</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 29-30

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

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

Architectural Drafting
(One-year Certificate Program)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>ARC 130—Arch. Graphics I</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ARC 134—Freehand Drawing I</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ARC 136—Introduction to Arch. I</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ARC 233—Hist. of Arch.—Survey to 1850</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td></td>
<td>ARC 234—Building Technology—Materials and Methods</td>
<td>3</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>ARC 133—Arch. Graphics II</td>
<td>2</td>
<td>4</td>
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<td>ARC 135—Freehand Drawing II</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td></td>
<td>ARC 137—Introduction to Arch. II</td>
<td>2</td>
<td>4</td>
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<td>ARC 230—Hist. of Modern Arch.</td>
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<tr>
<td></td>
<td>ARC 236—Construction Drawings</td>
<td>2</td>
<td>4</td>
<td>3</td>
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</table>

Total Credit Hours Required: 30

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

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

Architectural Technology
(Associate Degree in Applied Arts and Sciences)

REQUIRED ARCHITECTURAL AND RELATED COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>ARC 130—Architectural Graphics I</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td></td>
<td>ARC 134—Freehand Drawing I</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td></td>
<td>ARC 136—Introduction to Architecture I</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td></td>
<td>ARC 233—History of Architecture—Survey to 1850</td>
<td>3</td>
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<td>3</td>
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<tr>
<td></td>
<td>ARC 234—Materials and Methods of Construction</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>ARC 133—Architectural Graphics II</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<td></td>
<td>ARC 135—Freehand Drawing II</td>
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<tr>
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<td>ARC 137—Introduction to Architecture II</td>
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<td></td>
<td>ARC 230—Ist. of Modern Architecture</td>
<td>3</td>
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</tr>
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<td></td>
<td>ARC 236—Construction Drawings</td>
<td>2</td>
<td>4</td>
<td>3</td>
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</table>

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

Total Credit Hours Required: 64

General Information and Objectives
This program is designed to prepare the graduate for employment within the construction industry—architect's office, engineer's 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 advisor before entering the program.

Associate Degree Nursing
(Associate Degree in Applied Arts and Sciences)

FIRST YEAR

<table>
<thead>
<tr>
<th>Session</th>
<th>Course Code</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>PHY SCI 118—Physical Science</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 141—Nursing I</td>
<td>4</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>BIO 120—Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*PSY 101—Introduction to Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*ENG 101—Composition and Expository Writing</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>NUR 142—Nursing II</td>
<td>4</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>BIO 121—Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*PSY 201—Developmental Psychology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*ENG 102—Composition and Literature</td>
<td>3</td>
<td>0</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Session</th>
<th>Course Code</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>NUR 243—Nursing IV</td>
<td>5</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>*SOC 101—Introduction to Sociology</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>NUR 242—Nursing V</td>
<td>5</td>
<td>12</td>
<td>9</td>
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<tr>
<td></td>
<td>Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

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 core curriculum pattern. Upon completion of the program the student has earned an 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.

Students are required to be covered by professional liability insurance.

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

(Onew-year Certificate Program)

<table>
<thead>
<tr>
<th>REQUIRED DATA PROCESSING AND RELATED COURSES</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DP 133—Beginning Programming</td>
<td>3</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>CS 175—Introduction Computing Science</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DP 137—Data Processing Math</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DP 139—Technician</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 131—RPG Programming</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>DP 140—Operations-Console</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DP 243—Computer Center Management</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DP 700 or DP 800 series Co-op Work Experience</td>
<td>0</td>
<td>20</td>
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</tr>
</tbody>
</table>

Total Credit Hours Required: 27

### General Information and Objectives

This program is designed to develop skills and knowledge necessary to meet the demands of computer operations in today’s modern business world. The program includes both classroom and laboratory work directed by experienced professionals using large, modern equipment. Classes are offered during the day and 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.

### Drafting & Design Technology

(Associate Degree in Applied Arts and Sciences)

<table>
<thead>
<tr>
<th>REQUIRED DRAFTING AND RELATED COURSES</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFT 183—Basic Drafting</td>
<td>2</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>DFT 160—Manufacturing Fundamentals or EGR 186—Manufacturing Processes</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>MTH 195—Technical Mathematics</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>DFT 184—Intermediate Drafting</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>EGR 106—Descriptive Geometry</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>MTH 196—Technical Mathematics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*DFT 231—Electronic Drafting</td>
<td>2</td>
<td>4</td>
<td>3</td>
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<tr>
<td>*DFT 136—Geological and Land Drafting</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>DFT 135—Reproduction Processes</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>PHY 127—Applied Physics</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Elective or DFT 703—Cooperative Work Experience</td>
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<td>15</td>
<td>(3)</td>
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<tr>
<td>SPRING SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*DFT 230—Structural Drafting</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>DFT Elective or DFT 803—Cooperative Work Experience</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>*DFT 232—Technical Illustration</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>PHY 132—Applied Physics</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>REQUIRED SUPPORT COURSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications or English</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amer. Civ. (Soc. Sci.) Amer. Hist. or American Civ.</td>
<td>6</td>
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</tr>
<tr>
<td>Psychology or Human Development</td>
<td>3</td>
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</tr>
</tbody>
</table>

Total Credit Hours Required: 61

*Other drafting courses including DFT 713 and 813 – Cooperative Work Experience, may
Dental Assisting Technology

(Associate Degree in Applied Arts and Sciences)

RECOMMENDED DENTAL 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>DA 140</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DA 141</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DA 142</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DA 143</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>BIO 123</td>
<td>3</td>
<td>2</td>
<td>4</td>
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</tbody>
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SPRING SEMESTER

<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>DA 144</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>DA 145</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DA 146</td>
<td>2</td>
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<tr>
<td>English or Communications</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>DA 240</td>
<td>2</td>
<td>1</td>
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</tr>
<tr>
<td>DA 241</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>DA 242</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DA 243</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DA 244</td>
<td>0</td>
<td>18</td>
<td>6</td>
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SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 245</td>
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<td>0</td>
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</tr>
<tr>
<td>DA 246</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DA 247</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>DA 248</td>
<td>0</td>
<td>18</td>
<td>6</td>
</tr>
<tr>
<td>BUS 172</td>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 62

General Information and Objectives

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

Admission to the Program

Fulfill all requirements for admission to El Centro College. No prior knowledge of Drafting is required.

Dietetic Assistant

(One Year Certificate Program)

RECOMMENDED DIETETIC ASSISTANT AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>FS 120</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>FS 122</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>FS 124</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>FS 126</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FS 127</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>FS 128</td>
<td>3</td>
<td>3</td>
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</table>

SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>3</td>
<td>0</td>
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</tr>
</tbody>
</table>

Total Credit Hours Required 33

Note: Before completing this program, the student will be required to work a minimum of 120 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.

Fire Protection Technology

(Associate Degree in Applied Arts and Sciences)

RECOMMENDED FIRE PROTECTION TECHNOLOGY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPT 131</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>FPT 132</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>FPT 135</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 62

General Information and Objectives

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

Admission to the Program

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

All students will be required to purchase liability insurance each year they are in college.
## General Information and Objectives

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

### Admission to the Program

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

### Food Service Operations

**General Office Occupations**

( Associate Degree in Applied Arts and Sciences)

**REQUIRED FOOD SERVICE AND RELATED COURSES**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 119</td>
<td>Food Service Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FS 120</td>
<td>Basic Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FS 122</td>
<td>Advanced Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FS 124</td>
<td>Food Service Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>FS 131</td>
<td>Food Purchasing, Handling, and Storage</td>
<td>3</td>
</tr>
<tr>
<td>FS 135</td>
<td>Nutrition and Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>FS 136</td>
<td>Supervisory Techniques in Food Service</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 220</td>
<td>Quantity Food Preparation and Service</td>
<td>3</td>
</tr>
<tr>
<td>FS 222</td>
<td>Advanced Quantity Food Preparation and Service</td>
<td>3</td>
</tr>
<tr>
<td>FS 237</td>
<td>Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>FS 241</td>
<td>Food Service Work Experience II</td>
<td>2</td>
</tr>
<tr>
<td>FS 242</td>
<td>Community Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>FS 243</td>
<td>Clinical Nutrition or Child Nutrition</td>
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</tr>
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</table>

**REQUIRED SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 138</td>
<td>Food Service Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Math</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required**

70

**NOTE:** Before completing this program, the student will be required to work a minimum of 464 hours in an approved work station—equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting.

### General Information and Objectives

The Dietetic Technician program trains men and women to assume responsible positions in the institutional field of food service such as hospitals, extended care facilities, nursing homes, and community nutrition programs.

### Admission to the Program

Fulfill all requirements for admission to El Centro College.

### Food Service Operations

**REQUIRED FOOD SERVICE AND RELATED COURSES**

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 119</td>
<td>Food Service Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FS 120</td>
<td>Basic Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FS 122</td>
<td>Advanced Food Preparation</td>
<td>3</td>
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</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 124</td>
<td>Food Service Sanitation and Safety</td>
<td>3</td>
</tr>
<tr>
<td>FS 131</td>
<td>Food Purchasing, Handling, and Storage</td>
<td>3</td>
</tr>
<tr>
<td>FS 135</td>
<td>Nutrition and Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>FS 136</td>
<td>Supervisory Techniques in Food Service</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours Required**

70

**NOTE:** Before completing this program, the student will be required to work a minimum of 464 hours in an approved work station—equal time to be spent in food preparation and in supervision. A weekly seminar enables the student to discuss his work experience in a classroom setting.

### General Information and Objectives

The Dietetic Technician program trains men and women to assume responsible positions in the institutional field of food service such as hospitals, extended care facilities, nursing homes, and community nutrition programs.

### Admission to the Program

Fulfill all requirements for admission to El Centro College.

## SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS 101</td>
<td>Composition and Expository Reading</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>BUS 172</td>
<td>Beginning Typing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130</td>
<td>Business Mathematics</td>
<td>3</td>
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</tbody>
</table>

**Total Credit Hours Required**

49
THIRD SEMESTER

**BUS 132—Bookkeeping I or BUS 131—Bookkeeping II 3 0 3
BUS 201—Principles of Accounting 3 0 3
BUS 174—Intermediate Typing 1 2 2
BUS 162—Office Procedures 3 0 3
BUS 165—Word Processing 3 0 3**

**ONE YEAR CERTIFICATE GIVEN FOR THE ABOVE ONE YEAR CURRICULUM**

FOURTH SEMESTER

---This course does not have to be taken if BUS 201 has been successfully completed.

**Admission to the Program**

---This course does not have to be taken if BUS 201 has been successfully completed.

**SUGGESTED ELECTIVES**

BUS 303, 694, 813, 814—Secretarial Careers Cooperative Education
BUS 128—Data Entry Concepts
ECO 201—Principles of Economics
PSY 105—Introduction to Psychology
SOC 101—Introduction to Sociology
BUS 136—Principles of Management

**General Information and Objectives**

This program develops the knowledge, skills, and abilities necessary for assuming responsible positions in typing, transcribing, filing, and all general clerical areas.

**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 SUPPORT COURSES**

ENG 102—Composition and Literature 3 0 3
BUS 131—Bookkeeping I or BUS 132—Bookkeeping II 3 0 3
PSY 131—Human Relations 3 0 3
BUS 231—Business Correspondence 3 0 3
BUS 273—Advanced Typing 1 2 2
Elective 3 or 4

**FIFTH SEMESTER (SPRING)**

INT 122—Color Theory and Illustration for Interior Design 2 4 3
INT 123—Advanced Planning and Perspective 2 4 3
INT 225—Architectural Drawing I 2 4 3
ART 106—Survey of Art History 3 0 3
*DES 135—Textiles 2 2 OR 3

*DES 135—Textiles and one of the following Business courses: BUS 131—Bookkeeping I, BUS 201—Accounting I, 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.

**TWO OF THE THREE YEARS CURRICULUM**

SECOND YEAR

**THIRD SEMESTER (FALL)**

INT 201—History of Interior Arts I 2 3 3
INT 226—Architectural Drawing II 2 4 3
INT 233—Fabrics I 2 4 3
COM 132—Applied Composition and Speech 3 0 3
SOC 101—Introduction to Sociology 3 0 3

**FOURTH SEMESTER (SPRING)**

INT 221—History of Interior Arts II 2 3 3
INT 224—Interior Graphics and Illustration 2 4 3
INT 234—Fabrics II 2 4 3
INT 235—Interior Space Composition and Presentation 3 0 3
BUS 230—Salesmanship 3 0 3

**SIXTH SEMESTER (SPRING)**

INT 236—Principles of Commercial Interior Design 3 0 3
INT 343—Research and Presentation 3 0 3

**REQUIRED SUPPORT COURSES**

DES 135—Textiles
BUS 131, BUS 201 or BUS 234
BUS 230—Salesmanship
COM 132—Applied Composition and Speech
ART 110—Design
ART 105—Survey of Art History
ART 106—Survey of Art History
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 341.

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

**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>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>L.A. 131—Introduction to Legal Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>L.A. 135—Texas Law Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 234—Business Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*BUS 172—Beginning Typing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GVT 201—American Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101—Composition and Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or COM 131—Applied Composition and Speech</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>L.A. 231—Wills, Trusts and Probate Administration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>L.A. 232—Title and Insurable Law and Claims Investigation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>L.A. 233—Income Taxation and Legal Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Support Courses</td>
<td>6</td>
</tr>
</tbody>
</table>

| SPRING         | L.A. 234—Personal Property, Sales and Credit Transactions  | 3       |
|                | L.A. 235—Techniques of Legal Practice and Procedure       | 3       |
|                | L.A. 236—Legal Office Management                          | 3       |
|                | BUS 202—Principles of Accounting II                       | 3       |
|                | Support Courses                                           | 3       |

Total Credit Hours Required 63

*or equivalent—BUS 172 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 Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVT 202—American Government</td>
<td>3</td>
</tr>
<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 Science</td>
<td>3</td>
</tr>
<tr>
<td>MTH 130—Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HD 105—Basic Processes of Interpersonal Relationship</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201—Principles of Economics</td>
<td>3</td>
</tr>
</tbody>
</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.

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Long Term Health Care Management
(Associate Degree in Applied Arts and Sciences)

**REQUIRED LONG TERM HEALTH CARE MANAGEMENT AND RELATED COURSES**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td>ENG 101—Composition and Expository Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOC 101—Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 231—Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LTH 116—Psychology of Patient Care</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LTH 152—Introduction to Nursing Home Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

| SECOND SEMESTER| GVT 201—American Government                                  | 3       |
|                | PST 105—Introduction to Psychology                           | 3       |
|                | LTH 157—Technology of Patient Care                           | 3       |
|                | LTH 158—Rehabilitation and Recreation                        | 3       |

| THIRD SEMESTER | LTH 252—Nursing Home Internship I                           | 2       |
|                | BUS 201—Principles of Accounting I                           | 3       |
|                | BUS 242—Personnel Administration                             | 3       |
|                | Approved Elective                                           |         |

| FOURTH SEMESTER| LTH 254—Nursing Home Internship II                          | 2       |
|                | LTH 255—Nursing Home Administration                          | 3       |
|                | LTH 256—Financial Management of the Nursing Home             | 3       |
|                | FS 135—Nutrition and Menu Planning                           | 3       |

**APPROVED ELECTIVES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 130—Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105—Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>PST 201—Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 131—Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

General Information and Objectives
The Long Term Health Care Management program is designed to fully train perspective nursing home administrators. A full and comprehensive curriculum is designed to fulfill licensing requirements for Nursing Home Administrators.

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

Medical Assisting Technology
(Associate Degree in Applied Arts and Sciences or One-Year Certificate in Medical Assisting Technology)

**REQUIRED MEDICAL ASSISTING AND RELATED COURSES**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>BIO 123—Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*BUS 174—Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MA 150—Orientation to Medical Office Careers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MA 151—Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MA 152—Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MA 153—Medical Office Microbiology and Sterilization Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

| SPRING         | MA 160—Medical Transcription                              | 2       |
|                | MA 161—Medical Office Administrative and Management Procedures | 3       |
|                | MA 162—Medical Office Bookkeeping and Insurance Procedures | 3       |
|                | MA 163—Medical Office Clinical Medical Assisting Procedures | 2       |
|                | MA 164—Medical Office Pharmacology and Drug Administration | 2       |

| SUMMER, FIRST SESSION | MA 170—Medical Office X-Ray Orientation and Electromedical Instrumentation | 5       |
| SUMMER, SECOND SESSION| MA 171—Medical Office Laboratory Procedures (Summer Only) | 5       |

Total Credit Hours Required for Medical Assisting Technology Certificate 44

**SUPPORT COURSES FOR MEDICAL ASSISTING TECHNOLOGY ASSOCIATE DEGREE**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral or Written Communications, ENG 101, 102, or COM 131, 132</td>
<td>6</td>
</tr>
<tr>
<td>HUM 101 or HU 105</td>
<td>3</td>
</tr>
</tbody>
</table>
PSY 105—Introduction to Psychology  
PHR 257—First Aid  
Credit  
Total Credit Hours for Medical Assisting Technology Associate Degree  62  
*If typing skills can be demonstrated with a minimum of 50 corrected wpm, BUS 174 will not be required.

General Information and Objectives
This program provides specialized training in which the student develops basic skills and knowledge necessary to function as a Medical Secretary, Administrative and Clinical Medical-Office Assistant. Employment is available in medical offices, clinics, hospitals and other organizations requiring a background in medical office procedures.  
The program is designed so that the student may receive a certificate in one year or may complete a required number of support courses either before or after taking the Medical Assisting courses and receive an Associate Degree in Applied Arts and Sciences.  
The curriculum is designed to prepare the student to sit for the National Board Examination which is administered by the Certifying Board of the American Association of Medical Assistants.  

Admission to the Program
1. Fulfill all requirements for admission to El Centro College.  
2. Conference with counselor and program coordinator.  
Students are required to be covered by professional liability insurance.  

Accreditation
Our educational program for Medical Assistants has been accredited by the Council of Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.

Medical Transcription
(One-year Certificate Program)

REQUIRED MEDICAL ASSISTING AND RELATED COURSES

FALL SEMESTER
BIO 122—Applied Anatomy and Physiology  
BUS 172—Beginning Typing or  
BUS 174—Intermediate Typing  
MA 150—Orientation to Medical Office Careers  
MA 151—Medical Terminology  
MA 152—Medical Law and Ethics  
Oral or Written Communications  

SPRING SEMESTER
BUS 162—Office Procedures  
BUS 273—Advanced Typing  
MA 160—Medical Transcription  
MA 161—Medical Office Administrative and Management Procedures  
Oral or Written Communications  

Total Credit Hours Required 31-32  
Note: If typing skills can be demonstrated with a minimum of 50 corrected wpm, BUS 174 will not be required. A typing skill of 35 wpm must be attained before enrollment in MA 160.

Medial Laboratory Technician
(associate degree in applied arts and sciences)

REQUIRED MEDICAL LABORATORY AND RELATED COURSES

FALL SEMESTER
BIO 101—General Biology  
CHM 101—General Chemistry  
MLT 133—Hematology  
MLT 135—Urine analysis  
MLT 101—College Algebra  

SPRING SEMESTER
BIO 102—General Biology  
CHM 102—General Chemistry  
MLT 138—Immunology  
PSY 105—Introduction to Psychology  

SUMMER SEMESTER (12 Weeks)
MLT 139—Clinical Practice I  

SECOND YEAR
MLT 238—Clinical Practice II  

Total Credit Hours Required 79  
*Students without 2 years of high school algebra will take MTH 093 and then MTH 101.

Mid-Management
(associate degree in applied arts and sciences)

FIRST YEAR
BUS 136—Principles of Management  
BUS 150—Management Training  
BUS 154—Management Seminar  

SPRING SEMESTER
BUS 151—Management Training  
BUS 155—Management Seminar  

SECOND YEAR
BUS 250—Management Training  
BUS 254—Management Seminar  

SPRING SEMESTER
BUS 251—Management Training  
BUS 255—Management Seminar  

REQUIRED SUPPORT COURSES
COM 131 & 132 or ENG 101 & 102  
Accounting or Bookkeeping  

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 234</td>
<td>Business Law</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206</td>
<td>Marketing</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Salesmanship</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BUS 237</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CS 175</td>
<td>Introduction to Computing Science</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BUS 137</td>
<td>Principles of Retailing</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

Operating Room Technician

(One-year Certificate Program)

FALL SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 131</td>
<td>Applied Composition and Speech</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ORT 141</td>
<td>Operating Room Techniques</td>
<td>6</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>ORT 140</td>
<td>Medical Terminology</td>
<td>2</td>
<td>0</td>
<td>2</td>
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</table>

SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>HD 105</td>
<td>Basic Processes of Interpersonal Relationships</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>BIO 121</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ORT 142</td>
<td>Operating Room Procedures</td>
<td>4</td>
<td>15</td>
<td>19</td>
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SUMMER SEMESTER

<table>
<thead>
<tr>
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<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ORT 144</td>
<td>Seminar</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>ORT 143</td>
<td>Clinical Practice</td>
<td>0</td>
<td>35</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

General Information and Objectives

The Operating Room Technician Program 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 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 El Centro College.
2. Conference with liaison counselor for the Operating Room Technician Program.

Pattern Design

(Associate Degree in Applied Arts and Sciences)

RECOMMENDED PATTER DESIGN AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 130</td>
<td>Pattern Drafting &amp; Draping</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>DES 128</td>
<td>Introduction to Mass Production and Apparel</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DES 129</td>
<td>Industrial Garment Construction</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>DES 135</td>
<td>Textiles</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>DES 234</td>
<td>History of Costume</td>
<td>3</td>
<td>0</td>
<td>3</td>
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</tbody>
</table>

SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</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>4</td>
<td>3</td>
</tr>
<tr>
<td>DES 235</td>
<td>History of Costume</td>
<td>3</td>
<td>0</td>
<td>3</td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDD 230</td>
<td>Creative Pattern Design</td>
<td>3</td>
<td>9</td>
<td>5</td>
</tr>
</tbody>
</table>

Police Science

(Associate Degree in Applied Arts and Sciences)

RECOMMENDED POLICE SCIENCE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 134</td>
<td>Criminal Evidence &amp; Procedure</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 137</td>
<td>Police Community Relations</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 140</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 141</td>
<td>Police Organization &amp; Administration</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 142</td>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 240</td>
<td>Criminal Investigation</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 241</td>
<td>Police Role in Crime &amp; Delinquency</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 60

General Information and Objectives

The curriculum of this program is designed for those with law enforcement backgrounds as well as for recent high school graduates interested in preparing for an essential field of employment. Courses are offered in both day and evening college.

Admission to the Program

1. Fulfill all requirements for admission to El Centro College.
2. Those who are not currently in law enforcement should confer with Police Science liaison counselor.

*It is recommended that 3 courses be elected from the following list:

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 146</td>
<td>Patrol Administration</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 233</td>
<td>Introduction to Criminalistics</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 242</td>
<td>Juvenile Procedures</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 243</td>
<td>Probation &amp; Parole</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 244</td>
<td>Traffic Planning &amp; Administration</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>POL 245</td>
<td>Traffic Law</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>POL 246</td>
<td>Penology</td>
<td>3</td>
<td>0</td>
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<tr>
<td>POL 143</td>
<td>Practical Spanish for Public Service Personnel</td>
<td>3</td>
<td>0</td>
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<tr>
<td>POL 144</td>
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Total Credit Hours Required 60

*It is recommended that 3 courses be elected from the following list:

RECOMMENDED ELECTIVES

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Lec</th>
<th>Lab</th>
<th>Credit</th>
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<tr>
<td>POL 146</td>
<td>Patrol Administration</td>
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<tr>
<td>POL 233</td>
<td>Introduction to Criminalistics</td>
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<td>POL 242</td>
<td>Juvenile Procedures</td>
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<td>POL 243</td>
<td>Probation &amp; Parole</td>
<td>3</td>
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<td>POL 244</td>
<td>Traffic Planning &amp; Administration</td>
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<td>POL 245</td>
<td>Traffic Law</td>
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<td>POL 246</td>
<td>Penology</td>
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<td>POL 143</td>
<td>Practical Spanish for Public Service Personnel</td>
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Total Credit Hours Required 60
Radiologic Technology
(Associate Degree in Applied Arts and Sciences)

REQUIRED TECHNICAL AND RELATED COURSES

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tr>
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<tr>
<td>RAD 120—Applied Anatomy &amp; Physiology</td>
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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 130—Human Anatomy &amp; Physiology</td>
<td>3</td>
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<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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<tr>
<td>RAD 134—Radiologic Principles</td>
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<tr>
<td>RAD 135—Clinical Education III &amp; Film Critique</td>
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SECOND YEAR

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<th>Credit Hrs.</th>
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<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>RAD 232—Advanced Radiologic Principles</td>
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<td>RAD 243—Clinical Education V &amp; Film Critique</td>
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<td>RAD 234—General Review</td>
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<td>RAD 235—Clinical Education VI &amp; Film Critique</td>
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REQUIRED SUPPORT COURSES

<table>
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<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tr>
<td>MTH 093—Intermediate Algebra</td>
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<td>SOC 101—Introduction to Sociology</td>
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<td>BUS 136—Principles of Management</td>
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<tr>
<td>PSY 105—Introduction to Psychology</td>
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</table>

Total Credit Hours Required 84

General Information and Objectives

This program is designed to prepare technologists with understanding and skills in the field of x-ray. The student is assigned to a Dallas area hospital for clinical education. Upon successful completion of the program, the student is granted an Associate Degree in Applied Arts and Sciences.

Admission to the Program

1. High School diploma or GED.
2. Must have composite ACT score of 15 or higher with heavy slant toward science.
3. High school courses in biology and math suggested.
4. Personal interview with liaison counselor and program coordinator.

Respiratory Therapy Technician
(One Year Certificate Program)

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>PSC 110—Physical Science</td>
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<td>2</td>
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<tr>
<td>BIO 123—Applied Anatomy &amp; Physiology for Respiratory Therapists</td>
<td>3</td>
<td>2</td>
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<tr>
<td>RES 142—Basic Respiratory Therapy Skills (5 weeks)</td>
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<td>RES 143—Clinical Practice I (10 weeks)</td>
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<td>COM 131—Communications—Applied Composition &amp; Speech</td>
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<td></td>
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<tr>
<td>RES 145—Basic Technology I</td>
<td>3</td>
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<tr>
<td>RES 144—Pathology &amp; Treatment Rationale I</td>
<td>2</td>
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<td>RES 141—Medications</td>
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<td>RES 147—Clinical Practice II (8 weeks)</td>
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<tr>
<td>RES 150—Clinical Practice III (8 weeks)</td>
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<td>SUMMER SEMESTER</td>
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<tr>
<td>RES 148—Basic Technology II (6 weeks)</td>
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<tr>
<td>RES 149—Pathology &amp; Treatment Rationale II (6 weeks)</td>
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<tr>
<td>RES 244—Clinical Practice IV (4 weeks)</td>
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<tr>
<td>RES 245—Clinical Practice V (4 weeks)</td>
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</table>

Total Credit Hours Required 36

General Information and Objectives

The Respiratory Therapy Technician Program seeks to provide the training necessary to qualify individuals for entrance into the field of in-patient care and technical and therapeutic procedures. For individuals already working in the field, the program serves to broaden and deepen technical and background knowledge and upgrade technical and therapeutic skills.

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

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

Admission to the Program

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

Written requests should be submitted well in advance of enrollment date.
Secretarial Careers — Professional Secretary

(Associate Degree in Applied Arts and Sciences)

REQUIRED SECRETARIAL CAREERS AND RELATED COURSES

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>BUS 237 — Advanced Typing</td>
<td>1</td>
<td>2</td>
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<tr>
<td>BUS 166 — Intermediate Shorthand or BUS 266 — Advanced Shorthand</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>BUS 131 — Bookkeeping I or BUS 201 — Principles of Accounting I</td>
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<td>BUS 162 — Office Procedures</td>
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<td>BUS 160 — Office Machines</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
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<tbody>
<tr>
<td>BUS 265 — Word Processing Practices and Procedures</td>
<td>3</td>
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<tr>
<td>BUS 275 — Secretarial Procedures</td>
<td>3</td>
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<tr>
<td>BUS 237 — Business Correspondence</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Electives or BUS 813 or BUS 814 — Cooperative Work Experience</td>
<td>3</td>
<td>0</td>
<td>3 or 4</td>
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RECOMMENDED ELECTIVES

| BUS 128 — Keyperch | 3 | 0 | 3 |
| BUS 136 — Principles of Management | 3 | 0 | 3 |
| BUS 143 — Personal Finance | 3 | 0 | 3 |
| BUS 234 — Business Law | 3 | 0 | 3 |
| BUS 274 — Legal Secretarial Procedures | 3 | 0 | 3 |
| BUS 167 — Legal Terminology and Transcription | 3 | 0 | 3 |
| BUS 803 — Cooperative Work Experience | 3 | 0 | 3 |
| BUS 804 — Cooperative Work Experience | 3 | 0 | 3 |
| BUS 813 — Cooperative Work Experience | 3 | 0 | 3 |
| BUS 814 — Cooperative Work Experience | 3 | 0 | 3 |
| BUS 105 — Introduction to Psychology | 3 | 0 | 3 |
| BUS 185 — Fundamentals of Public Speaking | 3 | 0 | 3 |
| BUS 237 — Organizational Behavior | 3 | 0 | 3 |

General Information and Objectives

This purpose of this program is to prepare students to become alert and responsible secretaries capable of performing the tasks required of them in the modern business office. The program is designed to provide a high level of proficiency in typewriting, shorthand, office machines, and other secretarial techniques, as well as a general educational background. Emphasis is also placed on the development of logical thought, human relations, business etiquette and business ethics. Courses are available in both the day and evening college.

General Information and Objectives

The purpose of this program is to prepare students to become alert and responsible secretaries capable of performing the tasks required of them in the modern business office. The program is designed to provide a high level of proficiency in typewriting, shorthand, office machines, and other secretarial techniques, as well as a general educational background. Emphasis is also placed on the development of logical thought, human relations, business etiquette and business ethics. Courses are available in both the day and evening college.
Admission to the Program
Fulfill all requirements for admission to El Centro College.

School Food Service
(One-year Certificate Program)

REQUIRED SCHOOL FOOD SERVICE AND RELATED COURSES

<table>
<thead>
<tr>
<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>FS 119</td>
<td>Food Service Equipment</td>
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<tr>
<td>FS 120</td>
<td>Basic Food Preparation</td>
<td>2</td>
<td>4</td>
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<tr>
<td>FS 124</td>
<td>Food Service Sanitation and Safety</td>
<td>3</td>
<td>0</td>
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<td>FS 135</td>
<td>Nutrition and Menu Planning</td>
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<tr>
<td>FS 136</td>
<td>Supervisory Techniques for Food Service</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>FS 138</td>
<td>Food Service Cost Control</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>FS 220</td>
<td>Quantity Food Preparation and Service</td>
<td>3</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>FS 237</td>
<td>Organization and Management</td>
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<tr>
<td>FS 242</td>
<td>Nutrition Care 1</td>
<td>3</td>
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<td>4</td>
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<tr>
<td>HD 105</td>
<td>Basic Processes of Interpersonal Relationships</td>
<td>3</td>
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</table>

Total Credit Hours Required: 32

General Information and Objectives
This 22 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 El 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 El Centro College.

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

REQUIRED SCHOOL FOOD SERVICE AND RELATED COURSES

<table>
<thead>
<tr>
<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>FS 119</td>
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<td>FS 120</td>
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<td>FS 124</td>
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<td>FS 135</td>
<td>Nutrition and Menu Planning</td>
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<td>Quantity Food Preparation and Service</td>
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<td>FS 242</td>
<td>Nutrition Care 1</td>
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</table>

REQUIRED SUPPORT COURSES
Communications 131, 132 or English 101, 102
American Civilization 131, 132, or

Total Credit Hours Required: 32

General Information and Objectives
The School Food Service program trains men and women to assume a responsible position in the management of school food service facility in the public or private sector. Courses in food management, nutrition, basic and quantity food preparation are 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 El Centro College.

Teacher Aide
(One-year Certificate Program)

REQUIRED TEACHER AIDE COURSES 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>FALL SEMESTER</td>
<td>RD 101</td>
<td>Advanced Reading or SPE 105—Fundamentals of Public Speaking</td>
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<td>DW 090</td>
<td>Developmental Writing or CG 131—Applied Composition and Speech or ENG 101—Composition and Expository Writing</td>
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<td>Teacher Aide Techniques I</td>
<td>3</td>
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<td></td>
<td>BUS 172</td>
<td>Beginning Typing or BUS 154—Beginning Typing</td>
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<td></td>
<td>HD 105</td>
<td>Basic Processes of Interpersonal Relationships</td>
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<td>DH 090</td>
<td>Pre-Algebra Mathematics</td>
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<td>Communication Skills for Teacher Aides</td>
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<td>Intermediate Typing or Elective</td>
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<td>TA 133</td>
<td>Teacher Aide Techniques II</td>
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<td>Introduction to Media</td>
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<td>TA 135</td>
<td>Arts and Crafts for Teacher Aides</td>
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Total Credit Hours Required: 32

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.
**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.

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**Television & Radio Electronics**

*(One-year Certificate Program)*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
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<tr>
<td>TRE 141-Resistive and Reactive Circuits</td>
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<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRE 146-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 148-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>
<td>0</td>
<td>3</td>
</tr>
</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 manufacturer specifications. The above courses are presented so as to produce a student confident in his own ability, and skills in explaining (conversationally) located malfunctions to his customer to the degree that the student will feel comfortable with his customer.

**Admission to the Program**

Fulfill all requirements for admission to El Centro College.

---

**Vocational Nursing**

*(One-year Certificate Program)*

**REQUIRED VOCATIONAL NURSING COURSES**

<table>
<thead>
<tr>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VN 130-Anatomy and Physiology</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>VN 131-Pharmacology</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>VN 132-Nutrition</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>VN 133-Geriatrics</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>VN 134-Professional Vocational Adjustment</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>VN 135-Mental Health and Mental Illness</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>VN 136-Disease Prevention and Control</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>VN 137-Nursing Skills</td>
<td>4</td>
<td>14</td>
</tr>
<tr>
<td>VN 138-Introduction to Maternity Nursing</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 139-Maternity and Newborn</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>VN 140-Pediatrics</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>VN 141-Clinical Experience</td>
<td>0</td>
<td>33</td>
</tr>
</tbody>
</table>

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Lec. Hrs.</th>
<th>Lab. Hrs.</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>VN 142-Medical Surgical Nursing</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>VN 143-Clinical Experience</td>
<td>0</td>
<td>34</td>
</tr>
</tbody>
</table>

Total Credit Hours Required 48

*American Red Cross-First Aid Required during Spring semester, 15 clock hours.
**American Red Cross-Disaster Nursing included during Fall semester, 12 hours.

**General Information and Objectives**

This is a one-year program which meets the accreditation requirements of the State Board of License 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.
Degree Requirements

Associate in Arts and Sciences Degree

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

- English 101-102, plus an additional 6 units of English
- A minimum of 8 semester hours of a laboratory science.
- (Music Majors are exempt from this requirement. Check listings under subject field)
- History 101-102* and Government 201-202*
- 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.

In addition to the course requirements, each degree candidate must earn the last 15 hours as a resident student in the district colleges or accumulate 45 hours in residence. The degree will be granted by the college in which the student took the last 15 hours or where the majority of hours were accrued. No more than 1/4 of the hours 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 requirements in physical education during their freshman and sophomore years. A maximum of two physical education activity hours may be counted as credit toward requirements for graduation.

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

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

Associate in Applied Arts and Sciences Degree

A minimum of 60 hours exclusive of Music Recital 199 must be presented for the degree with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed. 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 in a four-year institution.

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

- Cedar Valley—CV
- North Lake—NL
- El Centro—EC
- Mountain View—MV
- Eastfield—E
- Richland—R

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 must be filed in the Registrar's Office prior to the college catalog calendar deadline.

4. A candidate for graduation in May is requested to attend the commencement program unless granted prior permission by the Dean of Students to graduate in absentia.

5. January and August graduates may attend the next commencement if they desire, but are not required to do so. Should the graduating student wish to attend, the Registrar's Office should be notified of his intention.

6. For information concerning graduation fee, see page 10 under "Additional Fees."

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 student 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.

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

Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricbusiness</td>
<td>Northwest</td>
</tr>
<tr>
<td>Aviation Maintenance</td>
<td>Northwest</td>
</tr>
<tr>
<td>Technician</td>
<td>Northwest</td>
</tr>
<tr>
<td>Banking and Finance</td>
<td>Northwest</td>
</tr>
<tr>
<td>Civil Technology</td>
<td>Northeast</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Northeast</td>
</tr>
<tr>
<td>Emergency Medical</td>
<td>Northeast</td>
</tr>
<tr>
<td>Technician</td>
<td>Northeast</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>Northwest</td>
</tr>
<tr>
<td>Industrial Supervision</td>
<td>South</td>
</tr>
<tr>
<td>Medical Secretarial</td>
<td>South</td>
</tr>
<tr>
<td>Power Transmission</td>
<td>South</td>
</tr>
</tbody>
</table>

Offices, Careers, MV = R E NL

| 1. 
| 2. 
| 3. 
| 4. 
| 5. 
| 6. 

Accounting Associate CV EC MV R E NL
Air Conditioning Technician EC MV R E
Air Conditioning and Refrigeration Technology (Assoc.) CV E NL
Animal Medical Technology MV
Apparel Design EC
Appliance Repair CV
Architectural Drafting (Certificate) EC
Architectural Technology (Associate) EC E
Auto Body EC
Auto Mechanic CV E
Automotive Technology E
Aviation Administration MV
Air Cargo Transport
Airline Marketing
Fixed Base Operations/ Airport Management
Avionics Technology MV NL
Building Trades
Carpenters
Electricians
Child Development Associate E
Child Development Assistant E
Construction Management and Technology R
Data Processing Operator EC
Data Processing Programmer EC
Dental Assisting Technology EC
Diesel Mechanic CE E
Digital Electronics
Drafting and Design Technology EC MV E
Electronics Technology MV
Engineering Technology Electro-Mechanical Technology
Electric Power
Fluid Power
Quality Control
Fire Protection Technology EC
Food Service—Dietetic Assistant EC
Food Service—Dietetic Technician EC
Food Service Operations EC
Food Service—School (Certificate & Associate) EC
Graphic Arts E
Graphic Communications E
Horology MV
Human Services CV R E
Medical Assistant Technology (Certificate & Associate) EC
Medical Laboratory EC
Medical Technician EC
Medical Transcription EC
Mid-Management CV MV R E NL
Nursing—Associate Degree EC
Nursing—Licensed EC
Operational Room EC
Ornamental Horticulture R
Pilot Technology MV
Police Science EC
Power Mechanics CV
Marine Engines
Motorcycles
Small Engines
Radiologic Technology EC
Real Estate R NL
Respiratory Therapy (Certificate) EC
Respiratory Therapy (Associate) EC
Retail Merchandising CV
Secretarial Careers CV NL
Administrative R E
English R
General Office Careers CV NL
General Office Occupations (Certificate & Associate) EC MV R E
General Secretary EC MV R E
Legal Secretary NL
Office Skills and Systems MV R E
Professional EC MV R E
Social Work Associate EC
Teacher Aide (Certificate & Associate) MV R E
Television and Radio Electronics EC
Training Paraprofessionals for Services for the Deaf E
Transportation Technology E
Vocational E
Welding Technology MV E
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 after 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.

Recommended Academic Load
No student should enroll in more than 18 semester units of course work or more than 5 classes plus physical education with out consultation with a counselor. Employed students are advised to limit their academic loads in accordance with the following recommendations: If a student carries a full college load (12 semester units or more), he should not work more than 20 hours per week. If he must work more hours, his credit unit load in college should be reduced proportionately. The recommended load limit for day or evening students who are employed full-time is 6 semester units of course work. The recommended load limit in a 6-week summer session is 6 semester units of credit. A total of 14 semester units of credit is the maximum that can be earned in any 12-week summer period.

Scholastic Probation and Scholastic Suspension
The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester units or more) and to part-time students when they have attempted a total of 12 semester units. These policies are based on a 4.0 grade point scale (see page 14 "Scholastic Standards").

The following criteria will be used to determine academic standing:

1. Students who have completed one or more semesters in 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
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.

Scholastic Standards: Grades and Grade Point Averages

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

- **Grade Interpretation**
  - A: Excellent
  - B: Good
  - C: Average
  - D: Poor
  - F: Failing
  - I: Incomplete
  - W: Withdrawn

- **Grade Point Value**
  - A: 4 points
  - B: 3 points
  - C: 2 points
  - D: 1 point
  - F: 0 points
  - I: 0 points
  - W: 0 points

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

Incomplete grades are given when an unforeseen emergency prevents a student from completing the work in a course. Division Chairmen must approve all "I" grades. Incomplete grades must be converted to performance grades within 90 calendar days after the first day of classes in the subsequent regular semester. After 90 days if the work has not been completed, the "I" will be converted to a performance grade.

Repetition of Courses

In computing cumulative grade-point averages, only the latest grade earned for 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 have completed at least 6 and not more than 11 hours of credit in a semester, earning a grade point average of 3.50-4.00, will be placed on an Academic Recognition Roll.

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

Credit by Examination

A person who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon the course, the test 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 the credit-by-examination 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 paper work and procedure. A student, whether part-time or full-time, will pay 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 Business Division 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 before the advanced standing credit is posted on the applicant's record.
3. Demonstrate that the CPS Exam was passed within the last 10 years.

Bus 172 - Beginning Typing
Bus 174 - Intermediate Typing
Bus 159 - Beginning Shorthand
Bus 166 - Intermediate Shorthand
Bus 162 - Office Procedures
Bus 234 - Business Law
Bus 131 - Bookkeeping I
Bus 201 - Principles of Accounting I
Bus 231 - Business Correspondence
Pay 131 - Human Relations

Total Credit Hours: 28
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 counselors to meet student needs includes:

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.

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.

Human Development

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.

Veterans Affairs

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

1. The VAO is established to provide services to veterans including job placement, counseling, financial aid for enrollment, and information services. The VAO sponsors the Inner City Veterans Association on campus and engages in outreach and recruitment. When tutoring or developmental studies are indicated, 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 answer questions the veterans may have about their entitlement to other benefits under VA Laws and Regulations. Veterans are encouraged to contact Vet-Reps on campus at 746-2293 or by the Admissions' and Registrars' Office when in need of assistance.

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 and agency, 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 educational 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 who may benefit from specialized health services.
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 is due to 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.

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.

Financial Aid is usually based on a student's total enrollment, and awards may be increased or decreased to reflect changes in the student's enrollment. Students must reapply each academic year for participation in financial aid programs. Applications should be completed at least six weeks prior to the beginning of each semester.

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

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.

Low 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.

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

Federal and State Programs

Supplemental Educational Opportunity Grant (SEOG). Students who entered college for the first time during or after the summer of 1973 and are enrolled at least half-time are 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.

The following conditions apply to both grants:

1. SER's should be brought to the Financial Aid Office immediately upon receipt by the student.
2. Grants are increased or decreased to reflect the student's class load during the semester.
3. Grant award payments are made in at least two payments, at the beginning and mid-points of each semester.
4. SEOG's are not carried over for summer school.
5. SEOG's, effective 1977-78 academic year, require "satisfactory progress" on the part of the student.

Basic Educational Opportunity Grant. (BEOG). Students who entered college for the first time during or after the summer of 1973 and are enrolled at least half-time are 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.

The following conditions apply to both grants:

1. SER's should be brought to the Financial Aid Office immediately upon receipt by the student.
2. Grants are increased or decreased to reflect the student's class load during the semester.
3. Grant award payments are made in at least two payments, at the beginning and mid-points of each semester.
4. BEOG's are not carried over for summer school.
5. BEOG's, effective 1977-78 academic year, require "satisfactory progress" on the part of the student.

Federal and State Programs

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.

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5. BEOG's, effective 1977-78 academic year, require "satisfactory progress" on the part of the student.

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

Federal and State Programs

Loans

The Federal Student Aid Program 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-Hazlewood Loan. A resident student of the state of Texas who meets the necessity requirements of the state and college may be eligible. Repayment must begin nine months following the termination of enrollment on at least a half-time basis. Minimum payments are $30 per month and are based on the total loan. Minimum payments are $30 per month and are based on the total loan. Interest charged at the rate of 4.5%, beginning on date of first required payment. A new application is required previous to each academic year, and a separate application is necessary for summer term loans.

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

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

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

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

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

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

Scholarships
Scholarships at El Centro include three major categories: External, designated for specific students. Many scholarships are awarded by individuals, civic organizations, and schools to high school seniors planning to attend El Centro. Where such awards are concerned, the Financial Aid Office acts merely as the disbursing agent to serve students and donors. Designated for specific fields of study, professional organizations, and others with specific interests, sometimes provide scholarships which are available only to students majoring in that specific field of study. Applications should be submitted through the appropriate division chairman to the Office of Financial Aid.

Internal, based on financial need. Several scholarships at El Centro are available only to students who demonstrate a definite financial need related to their educational expenses. For further information concerning scholarships and other types of financial aid, students should contact the Office of Financial Aid and Placement. Financial Aid programs are highly dependent upon the state of the economy, and upon changes in state and federal legislation, and funding levels. Because of this, changes in programs and guidelines occur frequently.

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

Community Association
The Community Association includes all segments of El Centro College—students, faculty, classified staff, and administrators. All have a vested interest in the school and are therefore entitled, and urged to participate, in the operation of the college and the activities sponsored by the Student Activities Division. The Community Association allows the total college population to share in the decision-making process and is composed of the following elements: Town Meeting, Community Council, Ad-Hoc Committees, and permanent organizations.

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

1. Co-Curricular Organizations—These 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 organizations' funds are set aside to be used by the organizations in pursuing their responsibilities.

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

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

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

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

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

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

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

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

The Campus Security Office is located in the Student Activities area. A security officer may be reached any time the campus is open for educational activities by calling the campus operator: "O."

Staff

College Administrative Staff
President Ruby N. Hard 724-2170
Dean of Instruction William B. Jackson, Jr. 724-2170
Dean of Students Don S. Greener 724-2170
Dean of Business Services Robert L. Boone 724-2170
Associate Dean of Instruction Gary L. Boler 724-2170
Associate Dean of Instruction Betty Webb 724-2170
Associate Dean of Students Gwen L. Hall 724-2170
Director of Community Service Ray Williams 724-2170
Assistant Dean for Student Activities Kit Abbott 724-2170
Director of Admissions and Registrar John Williamson 724-2170
Assistant Dean of Learning Resources Ted Conley 724-2170
Director of Financial Aid Steve Worth 724-2170
Director of Health Center Jan B. Wyckoff 724-2170
Administrative Assistant Patricia Moore 724-2170

Instructional Division Chairmen
Business Christine Shurcl 724-2170
Communications Robert Bennett 724-2170
Developmental Studies Gary Ward 724-2170
Fine and Applied Arts Auto Alfred 724-2170
Health Occupations Mary Hardy 724-2170
Science and Mathematics Carlos Gonzalez 724-2170
Social Science Abbie Dunn 724-2170

1977-78 Calendar
FALL SEMESTER, 1977

August 22 Faculty Reports
August 23-25 Registration
August 26 Faculty Professional Development
August 27 Saturday classes begin
August 29 Classes begin, 7 a.m.
September 2 Last day for tuition refund, 4 p.m.
September 5 Labor Day Holiday
September 14 Twelfth class day
November 11 Veteran’s Day Holiday (No Classes 11-12)
November 23 Thanksgiving Day Holidays begin.

December 16 Classes resume. 7 a.m.
December 17 Final examinations for Saturday classes
December 19 Last day of classes
December 20 Final examinations
December 21 Semester Christmas, 4 p.m.

SPRING SEMESTER, 1978

January 9 Faculty Reports
January 10-12 Registration
January 13 Faculty Professional Development
January 14 Saturday Classes Begin
January 16 Classes begin, 7 a.m.
January 20-21 Last day for tuition refund, 4 p.m.
January 31 Twelfth class day
February 17 Faculty Professional Development
March 21 Spring break begins
March 27 Classes resume, 7 a.m.
April 1 Last day to withdraw with a grade of "W" 8:30 p.m.
April 12 Last day of classes
April 14 Final examinations
May 13 Final examinations for Saturday classes
May 16 Graduation, 7:30 p.m.
May 16 Semester closes, 8:30 p.m.

SUMMER SESSION, 1978

First Session
May 20 Memorial Day Holiday
May 23-25 Registration, 7 a.m.
June 1 Classes begin, 7 a.m.
June 2 Last day for tuition refund, 8:30 p.m.
June 28 Last day to withdraw with a grade of "W" 8:30 p.m.
July 4 Independence Day Holiday
July 6 Final examinations
July 6 Semester closes, 8:30 p.m.

Second Session
July 10 Registration
July 12 Classes begin, 7 a.m.
July 13 Last day for tuition refund, 8:30 p.m.
August 8 Last day to withdraw with a grade of "W" 8:00 p.m.
August 15 Final examinations
August 15 Semester closes, 8:30 p.m.