

El Centro College, the first Dallas County Community College campus, was founded in 1966. Centrally located in Downtown Dallas, El Centro allows students from all areas of Dallas County to take advantage of pre-professional courses transferable to four-year institutions as well as career training in more than 40 high-demand occupations.

The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classrooms, laboratories, computer technology, student learning, administrative offices, and a library (including a law library).

In keeping with its commitment to meet individual educational needs, the college's Division of Continuing/Workforce Education regularly offers weekend and evening courses that range from the traditional length to fast-track to self-paced and from the traditional classroom to the worksite.

EL CENTRO'S MISSION

El Centro College is an urban learning institution, preparing student to live, to work, and to be of service in a diverse global society.

EL CENTRO'S PURPOSE

In keeping with the mission, the purpose of El Centro College is to provide:

- Freshman and sophomore courses in arts and sciences;
- Workforce education programs leading to associate degrees or certificates;
- Continuing adult education programs for occupational or cultural enrichment;
- Education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of under prepared students;
- Comprehensive student services, including ongoing counseling and guidance to assist students in achieving their individual, educational goals;
- Adult literacy and other basic skills programs; and
- A variety of instructional delivery modes, to include online and distant education and;
- Such other purposes as may be described the THCEB or or local governing boards in the best interes to post-secondary education in Texas.

CONTINUING/WORKFORCE EDUCATION MISSION STATEMENT

Create and deliver quality education and training programs for personal and economic growth.

Nuestra misión es crear y proveer educación y entrenamiento de alta calidad para el crecimiento personal y económico.

INFORMATION SUBJECT TO CHANGE

El Centro College reserves the right to make administrative changes regarding to any item in this schedule. When circumstances cause class sections to be cancelled, notification of cancelled classes will be given. In the event that a conflict should occur between the contents of this class scheduled and the DCCC Policies and Procedures Manual, the latter will control.

EQUAL EDUCATION OPPORTUNITY POLICY

Educational opportunities are offered by the Dallas County Community Colleges without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with this law, El Centro College may release the following information concerning any student without the student's written consent: name, address, telephone number, dates of attendance, last educational institution attended, degree(s) awarded, major field of study and height and weight of athletic team members.

A student may request that all or any part of this "directory information" be withheld from the public by making written request to the Registrar's Office during the first twelve (12) days of class. If no written request is received, information will be released upon inquiry. Requests must be renewed each semester.

No transcript or information concerning a student's academic record will be released under any circumstances without the written consent of the student, specifying the desired information and to whom it is to be released.

About El Centro

CONTINUING/WORKFORCE EDUCATION OFFICE: BUILDING A, SECOND FLOOR

Monday-Thursday:
8:00 a.m.- 7:00 p.m.

Friday:
8:00 a.m - 4:30 p.m.

Saturday:
8:00 a.m.- 12:00 p.m.

HOW DO I ENROLL?

Mail your registration to:

**El Centro College
Continuing/Workforce Education
801 Main Street
Dallas, TX 75202**

Register in person: Building A, Second Floor

Register by phone: 214-860-2147 MasterCard, Visa, American Express & Discover accepted.

HOW DO I APPLY FOR FINANCIAL AID?

Grants based on need are available through the Texas Public Education Grant (TPEG) program to individuals who want to take career or occupation-related courses. To obtain information on the courses toward which the grant money may be applied, contact the Continuing/Workforce Education office.

Applications should be made three weeks prior to the beginning of the course. Grants may be used for course tuition only. Refunds are not available.

WHEN ARE CERTIFICATES AWARDED?

Certificates of completion indicating course and number of hours are awarded to students who successfully complete requirements of courses in Continuing Education.

WHAT IS A CEU?

The Continuing Education Unit (CEU) is a nationally recognized means of recording, accounting and providing recognition in noncredit education activities. One CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." A CEU certificate is given to each student successfully completing the requirements of the CEU-approved course. Duplicate certificates are available upon request through the Continuing/Workforce Education Registration Office for a fee of \$2.50.

WHAT IF MY CLASS IS DELAYED, CANCELLED OR POSTPONED?

El Centro College reserves the right to cancel any course if enrollment is insufficient. If your class is cancelled, delayed or postponed, our office will make every effort to notify students by phone before the class begins. If your class is cancelled, you will receive an automatic 100% refund by mail.

HOW ARE REFUNDS PROCESSED?

No acknowledgements of fees mailed/faxed will be made. Refunds issued: 100% if class dropped prior to the first day of the course (i.e. by close of business the day before the first day of class). 80% if class dropped during the first two days of the course (i.e. by close of business the day of the second class meeting.) No refund is issued after the second class meeting. Full refund policy is available from the Continuing Education office. Application for refund must be made to the Continuing Education office. Refunds require approximately 30 days to process. You are enrolled in class unless otherwise notified.

WHAT ABOUT BOOKS AND SUPPLIES?

Students will be notified of the need for textbooks or other materials either by the course description or at the first class meeting. Books and supplies are available in the bookstore, located on the ground level between the A and C buildings at El Centro College. Text prices and other information may be obtained by calling 214 698-0461 or sending a FAX to 214 742-7306.

BOOKSTORE HOURS

Monday - Thursday 7:45 a.m. - 7:00 p.m.
Friday 7:45 a.m. - 1:00 p.m.

HOW MAY I OBTAIN A STUDENT IDENTIFICATION CARD?

Student identification cards are issued once a semester to students enrolled in continuing education and credit courses. To receive your ID card, present your paid student fee receipts to the SPAR office. Services and privileges covered by this card include: computer lab access, library services, and discounts at local theaters and other participating businesses.

WHAT IS THE MINIMUM AGE REQUIREMENT FOR COURSES?

Unless the course description indicates otherwise, eighteen (18) is the minimum age for enrollment. The Continuing/Workforce Education office, under certain circumstances, may waive the minimum age requirement.

HOW DO I QUALIFY FOR A FREE DART PASS?

Students may receive a free DART pass by registering for a minimum of 48 clock hours in the Summer semester and 96 clock hours in the Fall and Spring semester.

WHERE CAN I PARK?

The West End parking lot, located three blocks northwest of El Centro on Ross Ave. is available to you at a reduced rate of \$35 per month. The fee is payable at the El Centro cashier's window (room A244). You will receive a parking permit, valid for the month in which it is purchased. Paid parking lots are also located near the campus and in the West End, ranging from \$2-\$7 a day.

WHAT ARE CONCURRENT COURSES?

Concurrent Courses share the facility and instructor with credit courses. There are a selected number of continuing education (non-credit) course sections that meet concurrently with credit courses. These sections are made available to those wishing greater flexibility in developing their class schedules.

Concurrent courses can be found in the areas of Creative and Performing Arts, Computer Information Technology, Echocardiology, English as a Second Language, Health Occupation Core Curriculum, Mediation, Office Technology, Small Business Development and Speech.

WHERE DO I GO IF I'VE LOST SOMETHING OR NEED HELP IN AN EMERGENCY?

Check with the Campus Police Office (located in the basement of building A) or call 214 -860-2232. To ensure the safety of students at the college, El Centro has trained licensed police officers. Campus police officers are responsible for enforcing federal, state and city statutes as well as DCCCD Board polices and El Centro College rules and regulations. These officers will provide you with information and assistance in emergencies. Students are encouraged to seek their help when necessary.

WHAT IS THE WORKFORCE EDUCATION COURSE MANUAL (WECM)?

The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifics for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

The purpose of WECM is to:

- Contribute to the quality and consistency of workforce courses; (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

- Provide Texas colleges increased assistance and flexibility in responding to employer needs.

- Enhance the portability of credits and credentials for students

- Provide increased access for students to workforce education degrees and career advancement

- Facilitate articulation with other providers of education at both the secondary and post-secondary levels; and

- Incorporate industry-established skill standards into Texas workforce education.

COUNSELING AND SPECIAL SERVICES CENTER

The Counseling and Special Services Center provides students with individualized and comprehensive assistance in exploring career options. Various interest inventories help students identify academic and vocational strengths. The center provides both personal and career counseling. Students with disabilities and veteran students have counselors that work with them specifically. Assistance is available by appointment or on a walk-in basis.

Continuing Education also provides advisement for classes and training. You may contact Alma Martell, Continuing Education Advisor, at 214 860-2262 to schedule an appointment.

COLLEGE COMPUTER LAB

An open lab for use by any student who is enrolled in credit or continuing education courses. IBM-compatible PC's, Internet and Email access, Windows 2000, Office 2000, AS/400, Spanish, Accounting and assorted programming languages are available for use. A valid student ID is required. **Hours of Service Monday - Thursday 8:00a - 10:00p, Friday and Saturday 8:00a- 5:00p**

HEALTH CENTER

The health center offers nursing assessment, health education, community referrals, blood pressure checks and over-the-counter medications. Immunizations for tetanus/diphtheria toxoids, measles/mumps/rubella, TB skin test and hepatitis B are available for a reasonable fee per injection. The center is staffed by registered nurses.

Hours of Service Monday-Thursday 8:30a-9:00p, Friday 8:30a-4:30p, Saturday 8:30a-2:00p. It is located on the 2nd Floor, Room A270.

LEARNING CENTER

The Learning Center offers free tutoring services, computer-assisted instruction and audiovisual and print resources. Students who need assistance in developing language, math, reading, writing, biology, nursing and study skills receive tutoring.

LIBRARY

The library provides access to both traditional and electronic resources. Over 70,000 books, 100 magazines and newspapers, over 40 databases and reference sources as well as full internet access are available to support and supplement coursework.

The librarian at the reference desk welcomes your questions.

About El Centro

El Centro Campus Directory

www.elcentrocollege.edu

801 Main Street
Dallas, TX 75215

Office	Room Number	Phone Number
Information		214 860-2000
Admissions/Registration (Continuing Education)	A260	214 860-2147
Admissions (Credit)	A130	214 860-2311
Adult Resource Center	CM10	214 860-2427
Campus Police	A047	214 860-2232
Computer Laboratory	A435	214 860-2197
Evening/Weekend Div.	A250	214 860-2157
Financial Aid	A034	214 860-2099
International Office	CM60	214 860-2090
Career Services	A210	214 860-2066
Library	B251	214 860-2174
Learning Center	A350	214 860-2133
Disability Services	A110	214 860-2411
Student Health Center	A270	214 860-2113
Student Programs (SPAR)	B270	214 860-2137
Testing Center	A152	214 860-2178
Credit Class Counseling	A110	214 860-2084
Bookstore	B101	214 698-0461

4 Easy Ways to Register:

1. Mail Your Registration to:

El Centro College
Continuing/Workforce Education
801 Main St.
Dallas, TX 75202-3064

2. Register in Person:

Building A, Second Floor -
Room A260

3. Register by Phone 214 860-2147

4. Register Online - eConnect

Registration is on a first come first serve basis.
Space in class is not reserved until full registration and
payment is received.

BJP Campus Directory

www.billpriestinstitutue.org

Bill J. Priest Campus
1402 Corinth Street
Dallas, TX 75215

Office	Room Number	Phone Number
Business Services/BIC	109	214 860-5854
Customer Service	1000	214 860-5900
Testing	1071	214 860-5792
Training	2106	214 860-5728
Job Placement Services	1000	214 860-5727
Learning Resource Center	2300	214 860-5779
Recruiting	2108	214 860-5752
Solutions Development	1045	214 860-5900
North Texas SBDC	2100	214 860-5831
Workforce Education	2101	214 860-5900

The Following Credit courses at El Centro
College are available
to students on a non-credit basis.

TECHNOLOGY

CISCO CCNA/CCNP

Microsoft Office

Small Business
Development

Microsoft Networking

Oracle DBA/Developer

e5 Server

Web Application
Development

Photoshop/Flash

Animation

Unix/Linus

Security/Wireless

Voice Over IP

ARTS

Drawing

2D/3D Design

Painting

Ceramics

Keyboard

Jewelry Making/
Design

Band

Chorus

Musicianship

Piano

Voice Ensemble

ESL

ESL Reading

ESL Writing

ESL Grammar

Voice Articulation