

1967

JAN.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEB.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MAR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MAY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JUNE	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JULY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
AUG.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEP.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCT.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOV.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DEC.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1968

JAN.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEB.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
MAR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MAY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JUNE	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
AUG.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEP.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
OCT.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOV.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DEC.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1969

JAN.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEB.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APR.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JUNE	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JULY	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
AUG.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEP.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCT.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOV.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
DEC.	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

ALVIN JUNIOR COLLEGE CALENDAR

1967-68

Fall Session
 Spring Session

September 5 - January 19
 January 22 - May 24

Registration for Fall Semester
 Classes Begin
 Last Date to Register
 Thanksgiving Holidays
 (Thanksgiving Recess begins at close of night classes Wed., Nov. 22)

September 6, 7, 8 & 11, 1967
 Wednesday, September 13, 1967
 September 22, 1967
 November 23 & 24, 1967

Christmas Holidays
 (Christmas Recess begins at close of night classes Wed., Dec. 20)

December 21, 1967

Classes Resume after Christmas Recess
 Mid-Term Exams Begin
 Registration for Spring Semester
 Classes Begin
 Last Date to Register
 Easter Holidays
 (Easter Recess begins at close of night classes Wed., April 10)

January 3, 1968
 January 11, 1968
 January 19, 22 & 23, 1968
 Thursday, January 25, 1968
 February 2, 1968
 April 11, 12 & 15, 1968

Final Exams Begin
 Commencement

May 14, 1968
 Thursday, May 23, 1968

1968 SUMMER SCHOOL
 First Six-Weeks Session

Registration
 Classes Begin
 Holidays
 End of Session

May 31 & June 3, 1968
 June 4, 1968
 July 4 & 5, 1968
 July 12, 1968

Second Six-Weeks Session

Registration
 Classes Begin
 End of Session

July 15, 1968
 July 16, 1968
 August 23, 1968

APPLICATION DEADLINES

Fall Session, 1967
 Spring Session, 1968
 Summer Session, First Term
 Summer Session, Second Term

August 7, 1967
 January 3, 1968
 May 21, 1968
 June 28, 1968

ACCREDITED BY

1. Association of Texas Colleges
2. Southern Association of Colleges and Secondary Schools

MEMBER OF

1. American Association of Junior Colleges
2. Southern Association of Junior Colleges
3. Texas Association of Junior Colleges
4. National Committee on Accrediting
5. Texas Association of Colleges

CATALOGUES

Request college catalogues from:
Registrar, Alvin Junior College

1. General Catalogue
2. Technical Division Bulletin
3. Associate in Science Nursing Program

ADMINISTRATION

Board of Trustees

Mr. Riley Godwin, President
Mr. Ben H. Magness, Vice-President
Mr. E. L. DeKinder, Secretary
Mr. O. G. Wellborn, Jr. Mr. Paul S. Thomas
Mr. Jack R. Beaver Dr. Beryl W. Cline

Officers of Administration

Mr. D. P. O'Quinn, M. A. President
Mr. W. H. Meyers, M. S. Dean of the College
Mr. N. M. Nelson, M. A. Dean of Admissions and Registrar
Mr. M. B. Johnstone, M. Ed. Director of Evening School
Mrs. Mary Alice Metcalf, R.N., M.A. Director of Nursing
Mr. S. N. Maxwell, M. S. Supt. of Buildings & Grounds
Mr. L. S. Williams, M. Ed. Business Manager

Faculty

Mr. D. P. O'Quinn President
B.A., Howard Payne College
M.A., East Texas State Teachers College
Mr. W. H. Meyers Dean of the College
B.S., The Agricultural & Mechanical College of Texas
M.S., The Agricultural & Mechanical College of Texas
Mr. Neal M. Nelson Dean of Admissions and Registrar
B.A., University of Washington
M.A., University of Idaho
M.Ed., University of Houston
Mr. M. B. Johnstone Director of Evening School
B.S., Stephen F. Austin State College
M.Ed., University of Houston
M.L., University of Houston
Mrs. Mary Alice Metcalf* Director of Nursing
B.S., George Peabody College
M.A., George Peabody College
R.N., Moody Hospital School of Nursing

Mrs. Jo Bennett* Speech - English
 B.A., Southwest Texas State Teachers College
 M.S., Southwest Texas State Teachers College

Miss Charles B. Benson* English
 B.A., University of Colorado
 M.A., Southwest Texas State Teachers College

Mr. William R. Bitner Science
 B.S., Sam Houston State College
 M.A., Sam Houston State College

Miss Maxine Blackwood Nursing
 B.S., St. Louis University
 M.S., St. Louis University
 R.N., St. Mary's Hospital (Illinois)

Miss Cleo Congrady English
 B.A., University of Houston
 M.A., University of Houston

Mr. James G. Curtin Social Science
 B.S., University of Houston

Mrs. Arlyne Daly Business Education
 B.A., Texas State College for Women
 M.S., Texas State College for Women

Mr. Arthur G. Daniel* Social Science
 B.A., University of Texas
 M.Ed., University of Texas
 M.A., North Texas State University

Mr. Cameron Bennett Douthitt Mathematics
 B.S., University of Houston
 M.A., Sam Houston State College

Mr. James Gebert* Industrial Arts
 B.S., Southwest Texas State Teachers College
 M.E., University of Houston

Mr. Clemence R. Graef Science
 B.S., Southwest Texas State College

Mr. Bill M. Henry Director of Testing and Records
 B.S., Howard Payne College
 M.Ed., University of Texas

Mrs. Nancy Sue Hill, R.N. Nursing
 B.S., Oklahoma Baptist University

Mrs. Dorothy L. Hitt Business Education
 B.B.A., Sam Houston State College
 M.Ed., Sam Houston State College

Mr. John M. Holst* Science
 B.S., Sam Houston State Teachers College
 M.A., Sam Houston State Teachers College

Miss Helen A. Horton Piano, Organ, Harp
 B.M., Northwestern University
 M.M., Northwestern University

Mrs. Rosanne Howell Nursing
 R.N., McNeese Nursing College
 B.S., McNeese Nursing College

Mrs. Loretta D. Hulsey* Data Processing
 B.A., Southwestern University
 M.Ed., University of Houston

Mr. Luke Kennedy Agriculture
 B.S., Sam Houston State Teachers College
 M.A., Sam Houston State Teachers College

Mr. Jimmy R. Killion Director of Student Activities
 B.S., Stephen F. Austin State College
 M.Ed., Stephen F. Austin State College

Mr. Marvin James Longshore Social Science
 B.S., Texas A and I
 M.S., Texas A and I

Mr. Glen McGraw Business Education, Social Science
 B.S., Arkansas State Teachers College
 M.B.A., University of Arkansas

Mr. James S. Meadows* Mathematics
 B.S., East Texas State College
 M.A., East Texas State College

Mrs. Anona Moore Home Economics
 B.S., Sam Houston State Teachers College
 M.S., University of Houston

Mrs. Robbie J. Moses English
 B.A., Southwest Texas State College

Mr. C. P. Munz Industrial Arts
 B.S., The Agricultural & Mechanical College of Texas
 M.Ed., University of Houston

- Mr. Francis Joseph Phillips Science
 B.S., Sam Houston State Teachers College
 M.S., Texas Technological College
- Miss Pearl Marie Rinderknecht Business Education
 B.B.A., University of Texas
 M.Ed., University of Houston
- Mrs. Wanda Roark Ledbetter Social Science
 B.S., Stephen F. Austin State College
 M.A., Stephen F. Austin State College
- Mr. Carl Roesler Industrial Arts
 A.A., Wharton County Junior College
 B.S., Sam Houston State Teachers College
 M.Ed., Sam Houston State Teachers College
- Mrs. Aldeen Claire Russell, R.N. Nursing
 B.S., University of Wyoming
- Mrs. Joan Deicke Sewell English
 B.S.S.W., Washington University
 M.A., University of Houston
- Mr. David Owen Shaw Sociology
 B.A., Arkansas Tech
 Graduate Work, University of Houston
- Mr. Roland Kerby Smith Accounting - Data Processing
 B.B.A., University of Texas
- Mrs. Cherry Simpson* Art
 B.A., North Texas State Teachers College
 M.A., North Texas State Teachers College
- Mr. Gerald D. Skidmore Mathematics
 B.S., Sam Houston State Teachers College
 M.A., Sam Houston State Teachers College
- Miss Evelyne Strickland Library
 B.A., Texas State College for Women
 B.S. in L.S., Texas State College for Women
 M.A., Texas State College for Women
- Miss Mary Wyllie English
 B.A., University of Houston
 M.A., Southern Methodist University

*Denotes department head.

I. GENERAL INFORMATION

A. HISTORY

Alvin Junior College was established in three stages: (a) S.B. 316 was filed in the Office of the Secretary of State on May 28, 1947, and it reflected a steady pressure of public opinion in the Alvin area for permission to have a public college; (b) At the October 4, 1947, meeting of the State Board of Education, the petition for a junior college at Alvin was allowed, subject to the vote of the people; (c) The vote for creation of a junior college district carried on November 2, 1948, by a majority of 743 to 31. Classes were begun on September 12, 1949, in new facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan.

Highlights of the first year: An opening assembly was held on September 12 for students in the Day College. Preceding this, on September 1, 1949, Superintendent A. G. Welch, Dean W. H. Meyers, and Registrar Neal M. Nelson held a dinner and reception for the newly formed Adult Education Advisory Committee organized under the able direction of Miss Louise Kropf, Director of Adult Education. The group was addressed by Dr. C. C. Colvert and Dr. J. W. Reynolds of the University of Texas staff.

Student activities, in addition to athletic and band events, included a special Columbus Day program (the first student-sponsored program at AJC) on October 12 at which time Mr. R. E. (Bob) Smith of Houston of the Good Neighbor Commission gave the principal address. The adoption of a constitution for the student body was completed on November 15, 1949 and the classes were designated therein as Alpha—eleventh; Beta—twelfth grade; Gamma—thirteenth grade; and Delta—fourteenth grade. These four classes, the faculty, and school administration were hosts on May 5, 1950 to formal dedication ceremonies with the Honorable John Ben Shepherd as the principal speaker. On May 11, the first of seven annual vocations day programs was sponsored by the Pan American Student Forum, assisted by the Rotary Club of Texas City and Galveston. Dr. D. Bailey Calvin was the main speaker for the assembly program which preceded the section meetings. A summer school of eight weeks was held.

Developments from 1950-1967. The most important change which was made in the program of Alvin Junior College was the building of a separate building for class work on the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools.

The administrative direction of the College has been under three able presidents: Mr. A. G. Welch (1949 to 1954), Dr. A. B. Templeton (1954 to 1964), and Mr. D. P. O'Quinn (currently serving). New Board members included: Miss Verna Browning (1953), Mr. A. Guy Crouch (1954), Mr. N. A. Keithley (1955), Mr. Charles Leisure (1954), Mr. Chester Morgan (1955), Mr. Guy Myrick (1956), Mr. George Duncan (1957), Dr. John McElveen (1957), Mr. Larry Holdorff (1958), Mr. Ralph Young (1958), Mr. Riley A. Godwin (1959), Mr. A. B. Kennedy, Jr. (1960), Mr. Alton Burgess (1961), Mr. J. C. Cox (1963), Mr. Frank Emert (1964), Mr. A. E. Bowen (1965), Mr. O. G. Wellborn (1965), Mr. Jack R. Beaver (1966); Dr. Beryl Cliné, Mr. E. L. DeKinder, Mr. Paul Thomas, and Mr. Ben Magness (1967).

Alvin Junior College moved into a new campus at 3110 South Mustang Road for the summer session, 1963. Open House was held under the direction of Dr. A. B. Templeton, President of the College, Dean W. H. Meyers, Registrar Neal M. Nelson, the Board of Education, and the faculty on Sunday, June 16, 1963, when the entire plant was opened for inspection by townspeople and friends. For the first time in its history, Alvin Junior College had a second summer session (July 15 through August 23, 1963).

The facilities of the college and the general education program are constantly being reviewed with a view to making improvements where needed. Enrollments have increased from 134 (1949) to 1709 (1965-66). Plans are being made to accommodate a record 2000 students in the fall term, 1968. New and important features added the past few years include: Data Processing Technology, Associate in Science Nursing Program, and Drafting Technology. In the fall, 1965, Alvin Junior College used a new wing finished for the science building and an electronics technology course was started with an enrollment of 20 students. Extension classes began in January, 1965 at the State Department of Corrections' Ramsey Prison at Rosharon and an extension unit for the Brazosport area began in September, 1965.

Greek letter fraternities came to AJC in 1963 with the installation of Tau Psi (Pan American College Forum) on April 20 with 101 members. This was followed on May 3 with the installation of a chapter of Phi Theta Kappá (honor society for junior colleges) with a membership of 23.

B. OBJECTIVES

GENERAL

(1) Alvin Junior College was set up to fulfill a definite need in this area of Brazoria and Galveston counties. It is aimed to make this college into an institution which is flexible in its make-up and offerings, yet achieving a standard that is sound for an institution in the United States, serving a part of Texas in a manner which will be a credit to the Texas System of Education.

(2) **The Southern Association of Colleges and Secondary Schools** states, ". . . Schools and colleges should be encouraged to be different rather than to be pressed into set moulds to make them all alike." It is the aim of the administrative staff of Alvin Junior College to organize the college in such a way as to serve the largest number of people of this community and surrounding areas.

SPECIFIC

(1) By action of the Board of Education, Alvin Junior College is an extension of the work of the public schools of this community. As such, it is an integral part of the Alvin Public Schools, furnishing in future months and years two additional years of work.

(2) The college is to provide pre-professional training of a standard level to meet the requirements of the first two years of a regular college course.

(3) The program is to provide training which leads to the completion of two years in terminal curricula, especially in the fields of business education, homemaking, industrial arts, and agriculture.

(4) The college hopes to strengthen the students' grasp of national and world affairs in order that they may be better citizens.

(5) Another aim is to strengthen the students' knowledge of good health practices.

(6) The college is cooperating with the community to provide planning for better recreational facilities and opportunities.

(7) Short courses and special programs for adults are being carried out through a Department of Adult Education.

C. AFFILIATIONS

On April 5, 1951, Alvin Junior College was voted full membership in the Association of Texas Colleges on recommendation of the Committee on Standards and Classification, Dr. Alfred H. Nolle, Chairman.

This College was visited on April 22-23, 1959, by a special committee of the Southern Association of Colleges and Secondary Schools composed of Dean John A. Hunter (the chairman) of Louisiana State University and President Homer Ellis Finger of Millsaps College. Following this inspection by the committee, Alvin Junior College was voted full membership in the Southern Association of Colleges and Secondary Schools at the Louisville (Kentucky) meeting on December 2, 1959. With this regional recognition and approval, Alvin Junior College transfers may attend schools in all parts of the United States without loss of credit.

D. REGULATIONS

1. ADMISSION

In order that no one will enter Alvin Junior College who cannot profit fully by its program, applicants for admission will be considered individually. In considering the qualifications of the candidate, his ability, interests, and training as well as his total personality will be taken into account. All applications will be reviewed by an admissions committee of the college. The selection and placement of students will be based in the main upon the following criteria and upon the conditions indicated:

- (1) **High School graduation**—a high school graduate who wishes to be admitted must meet the following requirements:
 - a. Apply on the official application form.
 - b. Present a satisfactory transcript of credits.
 - c. Take prescribed tests.
 - d. Appear for personal interview.
 - e. Out of district applicant must have a letter of recommendation from the school from which he graduated.
 - f. All students who are entering Alvin Junior College for the first time must provide the college with a statement from their local physician.
 - g. Furnish recent photo for personal file.

- (2) **Special approval**—an applicant who wishes to be admitted by special approval must meet the following requirements:
 - a. Be at least **twenty-one years of age** or a veteran.
 - b. Apply on the official application form.
 - c. Prove ability by taking prescribed tests.
 - d. Appear for personal interview and comply with special requirements required of each individual applicant.
 - e. Complete these requirements before the opening date of the semester.
 - f. **Special Students:** Admission to certain terminal courses on a non-credit basis is granted to mature students over twenty-one years of age who give evidence of being able to take the courses desired with profit.
- (3) **Admission from other colleges:** (All credentials should be sent to the Registrar)
 - a. Make application on official application form.
 - b. Present a separate and official transcript from each college attended.
 - c. Appear for personal interview.
 - d. Furnish proof of eligibility for re-admission to the college last attended with a statement of honorable dismissal.
 - e. Students who have accumulated more than 66 semester hours will be made eligible for admission to the college only upon recommendation of Admissions Committee.
 - f. Furnish health certificate.
 - g. Furnish recent photo for personal file.

For full admission to the College sixteen units of high school credits are required, nine being prescribed and seven being elective. The prescribed units are as follows:

- a. English—3
- b. From the Mathematics Group in Section A—2
- c. From the Social Science Group in Section B—2
- d. Natural Science—1
- e. Foreign language in A—1 or 2
- f. Additional from Section A or B, or A and B together - 7

Section A	
English Group	
English	3-4
Foreign Language Group	
French	1-2-3
Spanish	1-2-3
German	2-3
Greek	2-3
Latin	2-3-4
Mathematics Group	
Algebra	1-1½-2
Plane Geometry	1
Solid Geometry	½
Trigonometry	½
General Mathematics	1

Section B

Natural Science Group		Social Science Group	
Biology	1	Early European History	1
Botany	1	Modern European History	1
Chemistry	1	World History	1
General Science	1	American History	½-1
Physics	1	Texas History	½
Physiography	½	Civics	½-1
Zoology	1	Economics	½

All other courses accredited by the Texas Education Agency.

College of Engineering

The unit requirements for admission to the college of engineering are: English—3 units; Algebra—2 units; Plane Geometry and Trigonometry—1½ units; Physics—1 unit; from Section A above—5½ units; and additional from Section B—3 units, making a total of at least 16 units.

Freshman Testing and Counseling

All students entering Alvin Junior College for the first time will take the prescribed testing program unless comparable test scores are presented to college officials. AJC accepts ACT or CEEB test scores.

Removal of Deficiencies

Alvin Junior College allows a student, admitted conditionally, to remove entrance deficiencies by taking at least thirty semester hours of college work (grade average of "C") provided the thirty semester hours include six hours each of the following transferable courses: English, Social Science, Mathematics, and Foreign Language.

College Admissions Committee

This committee reviews all admissions to the College. It is composed of the following members:

Dean W. H. Meyers, Mr. M. B. Johnstone, Mr. Arthur Daniel, Mr. Bill Henry, Mrs. Mary Alice Metcalf, and Dean Nelson, chairman.

2. REGISTRATION PROCEDURE

Note: The Dean of Admissions and Registrar is the administrative officer of the College who is responsible for supervising admissions, counseling, testing, and advisement to other colleges or institutions when work has been completed and a request made by the student.

Steps to Registration

1. Application for Admission or Application for Re-Entry.

Alvin Junior College requires that each student apply for admission or re-entry at least thirty days prior to the beginning of each semester. For the summer terms or sessions, applications must be received at least 14 days before the summer session begins. Note deadline in the catalogue: August 7, 1967 - Fall Semester, 1967; January 3, 1968 - Spring 1968; May 21, 1968 - I Summer Session, 1968; and June 28, 1968 - II Summer Session, 1968. Application blanks may be secured from the Office of the Dean of Admissions and Registrar.

2. Personal Interview.

When an application for a new student has been received in the office, the student will receive a notice to appear for a personal interview at some convenient time. At this interview, the student will receive advisement and make a selection of courses for the next term.

3. Registration Materials.

A. Student entering Alvin Junior College for the first time must furnish the following items:

- 1) High School Graduate:
 - a. Transcript from high school.
 - b. Entrance examination scores (ACT or CEEB).
 - c. Letter of recommendation from an authorized school official.
 - d. A statement of health signed by a doctor.
 - e. A small billfold size photograph.

2) College Transfer:

- a. Transcript from the last school attended.
- b. A statement of health signed by a doctor.
- c. A small billfold size photograph.

B. Student re-entering Alvin Junior College must furnish the following items:

- 1) Application for re-entry.
- 2) Transcript from the last school attended if other than Alvin Junior College.

4. Permit to Register.

A permit to register is issued to a student after he has satisfactorily fulfilled the above requirements. A permit to register will not be issued to any student who does not have a transcript on file at Alvin Junior College. This permit will tell the student

when to come to register with a specific date and time for registration. A student may not register before the date and time on the permit to register.

5. **Registration.**

A student will report to the Alvin Junior College campus to register on the appointed date and time on his permit to register. At this time, he will be assigned classes with the meeting time and instructors given. Tuition and fees are payable at this time.

3. ADDING AND DROPPING COURSES

After the first registration for the session, a student may add, drop, or substitute a course **only with the approval of the Registrar**. Adding of courses which result in registration for a total of more than 16 hours per semester must be approved by the **Dean of the College**.

On the recommendation of the instructor concerned, a student may at any time be required by the Registrar to drop a course because of neglect, lack of preparation, poor attitude, etc.

Registration by students on scholastic probation must be approved by the Dean of the College.

WITHDRAWAL FROM COURSES

1. Students who withdraw before the end of the sixth week of the regular session or the third week of the summer term will receive a grade of "W."
2. Students who withdraw after the sixth week of the regular session or after the third week of the summer session will receive a grade of WP (withdraw passing), if they are passing in the course at the time of withdrawal; they will receive a grade of "WF" if failing at the time of withdrawal.
3. Official drops are handled through the office of the registrar and students are required to request a formal withdrawal before leaving the college. A student who leaves without officially dropping thru the office will receive a final grade of "F".
4. Students who withdraw after the fifteenth week of the regular session, except for military service or serious illness of the student, will receive a grade of "F" if failing in the course.

A student may not drop after the fifteenth week.

5. A student who becomes ill after the fifteenth week of the semester and who cannot finish his work on time may receive a grade of "K" if, in the opinion of the class instructor, he can make up the work later (within the following term).
6. A student who is on probation must secure a special permit to re-register at Alvin Junior College.
7. A student who changes to an "Audit" status from a credit class may do so during weeks numbered 1, 2, or 3 only during the regular session. He must attend regularly while enrolled as an auditor.

Making up a "K" rating

1. A rating of "K" is given to allow a worthy student to make up some portion of his assignments at a later date.
2. A "K" grade must be made up by the end of the next session or summer term, unless the class instructor files with the office a request for an extension of four weeks.
3. Grade points are not given for "W," "Audit," or "K" grades.

4. NUMBER OF HOURS — STUDENT LOAD

A student should register for five college courses, or fifteen class hours per week. Registration should be approved by the Registrar. Under unusual circumstances, a student may register for another subject if his study program is approved by the Dean. A student may register for a part-time load (with the approval of the Dean) if he is employed more than three hours per day.

A semester-hour represents the work accomplished by a class meeting one hour a week for eighteen weeks. A year-hour represents the work of a class meeting one hour a week for thirty-six weeks. Consequently, a class meeting three times a week counts three semester hours, or six-year hours, according to whether it meets for a semester or a year.

5. MINIMUM LOAD

The standard college load is fifteen semester hours of work. Students who take more than sixteen hours of work for credit, or those who fall below twelve hours of work, must secure permission from the Dean. Permission to carry a light load is granted only in cases where the student is in ill health, working practically a full shift, or where there is serious illness at home which makes it impossible for that student to take at least twelve hours of work. An over-load is granted only in case of proven scholarship. A poor student may not take courses over and above the normal load.

6. ATTENDANCE REQUIREMENTS

Credit and grade in any course are to be determined primarily on the student's mastery of the contents and achievement set for the course as measured by the student's initiative and diligence, preparation of required work, class tests, and final examinations. No "cuts" are allowed. Several absences will tend to lower the grade, and persistent absences will preclude a passing grade. Regular class attendance is expected of all students. In case of an emergency, students are asked to explain an absence as soon as possible.

When a student has been absent from a class for one week (without permission from the Dean), he will be sent a notice requesting that he appear at the office to give the reason for the absence on or before the end of the following week. In case the student does not appear to explain his absence, he will be dismissed as of the date the notice was sent out. This rule applies to civilian and veteran students alike.

An absence on the day preceding or following a holiday will count as two absences.

When a student misses an exam he should make a written request to the Dean for a postponed exam. A \$2 fee is charged for each late examination.

7. STUDENT RESPONSIBILITY

Alvin Junior College provides fine equipment and facilities with which to work. The Junior College is delighted to grant students as much freedom of action as is compatible with good work. A high sense of personal honor and regard for truth represent the foundation for good conduct. Students who, contrary to established rules, persistently fail to conduct themselves properly will be dropped from the rolls of the institution.

8. CONDUCT

As stated before, students will be expected to conduct themselves as ladies and gentlemen while on the campus. Rules and regulations made and posted by the Administration or the Student Council are to be followed by all students. Students will be dropped from the rolls of the college for major offenses. If the offense is minor, the Dean will usually place the student on probation for conduct. Continued poor conduct will be cause to drop the student from the College for a stated period.

Failure of a serious nature in class work or continued failure to attend class will be cause for action by the Dean or Registrar.

9. GRADES AND REPORTS

Grades: Alvin Junior College rates a student by work done in class, counting three-fourths, and a final examination, counting one-fourth, of the final grade. Four letters are used for passing work: A (excellent), B (good), C (fair), and D (low pass). A "K" indicates an incomplete and an "F" is a failure. A grade of D is not recommended for transfer of credit to a senior college. A grade (92-100); B (84-91); C (76-83); D (70-75); F (below 70 failing).

Reports: Grade cards are issued each nine weeks to the student at the Office of the Dean of Admissions and Registrar. Parents may request that grades be sent to the home of minors. The college will be glad to mail grades to high schools upon request.

When the work of a student is reported incomplete or when the grade is withheld, a grade of "K" is reported by the Registrar, if the student has been permitted by the Dean to postpone the examination or a part of the class work.

Students are informed that when a grade of "K" is recorded for a nine weeks' mark, it must be made up under the direction of the faculty member during the following nine weeks' period. If it is given for a

semester grade, it must be made up before the end of the next semester. Failure to do so will result in the "K" being changed to an "F" (failure).

Once a passing grade is made in a course by a student, the grade cannot be raised without re-registration and repeating the course work. Absence from a final examination will have the same effect as failure, unless excused by the Dean or Registrar. Permits to take late examinations must be issued by the Dean or Registrar.

10. GRADE POINTS

A student will be expected to maintain a 1 grade point average over a period of semesters. In arriving at the average grade point the following chart is used:

A grade of "A" equals 3 grade points per semester hour.

A grade of "B" equals 2 grade points per semester hour.

A grade of "C" equals 1 grade point per semester hour.

No grade points are given for a grade of "D" or "F."

Grades of "W", "K", or "WP" are not counted in hours attempted.

11. ORGANIZED ACTIVITIES IN ALVIN JUNIOR COLLEGE

The following clubs operate during the school year at Alvin Junior College: the Press Club, the Pan American College Forum, Student National Education Association, Athletic Club, Music Club, Tennis Club, Homemaking Club, Library Club, Speech Club, Slide Rule Club, the Chess Club, Phi Theta Kappa, Tau Psi, Inter-Club Council, and Altrix Club.

Meetings are held usually during the activity period. In addition, the Faculty and Student Congress sponsor special programs centering around guidance, intramural sports, and assemblies.

The Adult Education Department brings to the College, during the late afternoon and evening hours, many programs of a civic nature.

This program is described more in detail on page 97.

12. CLASSIFICATION OF STUDENTS

Full-time students are those who take at least twelve semester hours of college work. Students who take less than twelve semester hours of college work are classified as part-time students.

When a student has earned as many as twenty-four semester hours he is classified as a sophomore.

13. SCHOLASTIC PROBATION

Students who do not meet these scholastic standards are placed on scholastic probation:

- a. A student taking a full load (twelve semester hours or more) must maintain a "C" or 1.0 grade point average.
- b. A student taking a part-time load (fewer than twelve semester hours) must maintain a "C" or 1.0 grade point average.

Students must maintain a 1-point grade average to qualify for graduation from Alvin Junior College.

Scholastic probation brings with it certain responsibilities and **opportunities**. Students must improve their scholastic average by the end of the next reporting period to a current term 1.0 grade average. Failure to make a 1.0 grade average will mean that the student is automatically dropped from the college for the succeeding semester or summer term. A student with a "D" average may sometimes be given permission by the Dean to remain in college an additional term.

14. GUIDANCE

The Junior College provides guidance and counseling services for all students. Placement tests are given often during the registration period; and, subsequently, the Counseling Officer gives additional tests. In addition, an over-all personality course called Orientation 101 is given on notice by the Dean through the Department of Education and Psychology. The areas of investigation include health, personal adjustments, college orientation, marriage and family relations, vocational planning, use of the college library, and study techniques.

15. STUDENT COUNCIL

Student affairs of Alvin Junior College are managed by a student council made up of representatives of each of the two classes. Additional members, if authorized, are elected on the basis of the size of each class.

1. Powers, duties, and responsibilities given to the Student Council:
 - A. Recreation activities
 - B. School calendar
 - C. Student-administration participation
 - D. Assembly participation
 - E. Revision of the Constitution

- F. School elections
- G. Student-parent participation
- H. Special drives
- I. Interscholastic relationship
- J. Intramural participation

2. Powers denied the Student Council:

- A. Academic rules and procedure
- B. Interscholastic League and band activities
- C. Dramatics
- D. Any social activity which is not given for the whole school

3. College Colors: Red and white

16. SCHOLARSHIPS

The Board of Education will award annually a scholarship of \$100.00 (to apply on tuition) for one year or two semesters to the valedictorian of any high school in this area of Texas. This \$100.00 scholarship must be used within two years immediately following graduation from high school.

CARROLL C. WOMBLE NURSING LOAN SCHOLARSHIP FUND:
Mr. Womble's cash award of \$1000.00 was given with the stipulation that meritorious nursing students would have an opportunity to borrow from this fund for emergency monetary needs. The borrowed amount will be refunded by the student subsequent to graduation with a minimum amount of interest at the time of graduate nurse employment. If a student borrows from the CARROLL C. WOMBLE NURSING LOAN SCHOLARSHIP FUND and discontinues her program, she will refund the full amount borrowed plus interest immediately upon withdrawal from the nursing program.

A contribution of \$100 has been made as an emergency STUDENT NURSE LOAN FUND by an outstanding physician in the Galveston County Bay Area. This scholarship will eventually be recognized by the name of the donor.

NURSING WORK SCHOLARSHIPS have been made available at the Galveston County Memorial Hospital by Dr. George Fleming, Administrator, and Miss Mildred Pesek, Nursing Service Director of this institution, which is the extended college campus where nursing students receive their laboratory nursing experiences. For further details pertaining to the eligibility and set-up of this type scholarship, contact the Director of Nursing Education.

Other scholarships and awards will be given by civic and service clubs of this area and presented according to succeeding announcements.

E. NUMBERING OF COURSES

THREE DIGITS ARE USED IN NUMBERING COURSES

- a. The first digit denotes the level of work.
 - 1. Subjects numbered from 001 to 099 are remedial courses, credit for which will not be granted toward graduation.
 - 2. Subjects numbered from 100 to 169 are freshman level; subjects which are numbered 170 to 199 are courses usually given on sophomore level which may be taken by freshmen, when permission is granted.
 - 3. Courses numbered in the 200's are of sophomore level.
 - 4. Courses numbered from 101 thru 109 and 201 to 209 are courses for which terminal credit is intended because of the content of the course or because the course is usually given above the sophomore level in college and transfer credit is not planned. The student who takes work at the junior college level and does not plan to go on to a senior college will find these courses, given in many instances in the adult education program, valuable for personal and specific reasons. These courses may count toward a diploma only.
- b. The middle digit indicates the progression in a subject or departmental offering.
- c. The third digit denotes the semester hour value of the course. The letter "A" or "B" attached to a course indicates that the course value is one-half (i.e., History 133A carries 1½ hours credit; History 133B carries 1½ hours credit; History 133 carries 3 semester hours of credit). An "R" after the credit value indicates that the course has been repeated and no credit is given in addition to the hours already earned. Other letters, such as J, K, or L, M, N, or O, or S, T, are used to show progression in two courses closely related in content.

ADVANCED STANDING

Advanced standing may be secured by three classes of students:

- 1. A student entering from another college must present:
 - a. A letter of honorable dismissal.
 - b. An official transcript of his entire college record, including his admission units. Credits from affiliated colleges will be accepted at full value, provided such credits are recognized in this institution.
- 2. A student from a secondary school who, in addition to satisfying the admission requirements, wishes to obtain, by examination or other means, advanced standing in any department must secure the consent of the head of the department concerned and the approval of the Registrar.
Solid geometry and trigonometry accepted as entrance credit may each be counted as two semester hours toward a diploma, provided (1) that the applicant has sufficient number of entrance units other than these, and (2) that the applicant takes a full course (six hours) of college mathematics and makes an average of at least C.
- 3. By examination. (So designated on transcript; cost: \$6.00).

HYPHENATED COURSES

Courses which are hyphenated in the catalogue are considered to be one-year subjects, and credit is not given on transfer to another college until the full year's work is completed. Most science courses and a few others are hyphenated, and a student will be expected to complete the full year course. Note that the following courses come under this classification: Physics 114-124, and Chemistry 114-124.

F. TUITION AND FEES

For tuition purposes, the students who enroll in Alvin Junior College will be classified as follows:

1. **In-District**—Students who are residents of the Alvin Independent School District.
2. **Out-of-District**—Students whose homes are not in the Alvin Independent School District but who are residents of Texas.
3. **Out-of-State**—Students whose homes are outside the State of Texas.

Pursuant to the authority granted by the Fifty-fifth Legislature in House Bill No. 265 the following Non-Resident regulation applies:

A non-resident student is hereby defined to be a student of less than twenty-one 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 of twenty-one years of age or over 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.

A married woman's legal residence is that of her husband regardless of her legal residence prior to the day of her marriage.

Tuition:

In-District Student:

Tuition is \$5.00 per semester hour; maximum tuition is \$50.00 for a full load.

Out-of-District Student:

Tuition is \$8.00 per semester hour; maximum tuition is \$65.00 for a full load.

Out-of-State Student:

Tuition is \$17.00 per semester hour; maximum tuition is \$200.00 for a full load.

Tuition Chart—Per Semester

No. Sem. Hours	In-District	Out-of-District	Out-of-State
3 or less	\$15.00	\$24.00	\$51.00
4	20.00	\$32.00	68.00
5	25.00	\$40.00	85.00
6	30.00	\$48.00	102.00
7	35.00	\$56.00	119.00
8	40.00	\$64.00	136.00
9	45.00	\$65.00	153.00
10	50.00	\$65.00	170.00
11	50.00	\$65.00	187.00
12 or over	50.00	\$65.00	200.00

Fees per semester (not refundable)

1. Activity and Usage Fee for three or more courses \$6.00
Activity and Usage Fee for fewer than three courses 3.00
Activity fee for summer term none
Students enrolling for two or fewer courses (during the regular terms) may purchase a college year book for an additional payment of \$5.00.
2. **Music fees:** (one semester hour credit - \$10.00 each semester; two semester hours credit - \$15.00 per semester; four semester hours credit - \$25.00 per semester.)
3. **Laboratory fees** (chemistry, physics, biology, typing, business machines, auto mechanics, drawing, drafting, home economics, machine shop, crafts, foreign languages, and woodworking) - \$2.00 per course per semester.
4. **Auditor fee in course (no credit)** is one-half tuition fee for credit course. Auditors will not be allowed to register for the following laboratory courses: foreign languages, home economics, woodworking, machine shop, chemistry, or art.
5. **Fee for Late Registration**
\$1.00 per day, up to five days, will be charged each student who registers after the regular dates set aside for registration.
6. **Graduation Fee**
Cap and Gown—diploma fee (graduates) \$7.50.
7. **Fee for Late Examination**
A fee of \$2.00 will be charged each student who takes a semester examination after the regular exam periods are over.
8. **Fee for Transcript**
A fee of \$1.00 will be collected at registration time from a student who does not have his transcript of credits on file at Alvin Junior College.

A fee of \$1.00 is charged for each copy of the official Alvin Junior College transcript after the first copy (which is furnished free). (Three or more copies of transcript ordered at one time - 50c each). Graduates receive 1 additional free transcript at Commencement.
9. **Students in Adult Education** classes pay the same tuition as day students for college-credit courses.
10. **Data Processing Technology:** All DPT courses carry a tuition of \$8.00 per semester hour (to a maximum of \$65.00 for resident of Texas). The laboratory fee per course is \$8.00 per semester.
- 10b. **Nursing Lab.:** \$8.00 per student per semester.
- 10c. **Credit by examination:** \$6.00.
(So designated on transcript).

10d. **Electronics Technology:** All E.T. courses carry tuition of \$8.00 per semester hour to \$65.00. Laboratory fee is \$8.00 per course.

11. **A Permit to Change Schedule:** A student who wishes to change his class schedule (at his own request) after the initial enrollment period at the beginning of a term will pay a 50c (per add and/or drop) charge to take care, in part, of the secretarial assistance needed and materials used for the change. The permit must be used within a period of three class days. Four or more changes at one time will carry a fee to a \$2.00 maximum (one change period).

12. **Fees and tuition must be paid at time of registration.**

13. **Returned Check:** Checks returned marked "insufficient funds" or not honored in any way by a commercial bank will be brought promptly to the attention of the student involved and a charge of \$1.00 levied.

Tuition Refunds

Any student withdrawing officially from school will receive refund of his tuition according to the following scale:

	Long Session	Summer Session
First Week	70%	50%
Second Week	50%	None
Third Week	None	None

An immediate refund will not be made; but, upon request, a check covering the refund will be mailed to the address left by the student withdrawing from college.

Summer Tuition

1. Tuition—\$10.00 per semester hour.
2. Late Registration fee . . . \$3.00.
3. An auditor in the summer term pays the full tuition rate.

Refunds

Refunds for the summer sessions (tuition only) will not be honored after the second week of any summer session. Classes are organized and instructors hired on the basis of student interest.

II. REQUIREMENTS FOR GRADUATION

A. **Associate in Arts Degree.** To receive the Associate in Arts Degree, a student must have completed at least sixty hours of college work of the freshman and sophomore years including:

1. Nine semester hours in English and at least three semester hours in speech or journalism: (E. 113, 123, 213, 223).

or

2. Twelve semester hours in English.
3. Twelve hours in social science: (Six hours in American or Texas history and six hours in government).
4. Complete at least fifteen hours of work of sophomore standing. (Courses: 170's, 180's, 190's, or 200's).
5. Earn at least twelve semester hours of credit at Alvin Junior College.
6. A grade-point average of at least 1.0 on all courses taken whether passed or failed. This is the equivalent of a C average on all work taken.

B. **Associate in Science Degree.** To receive this degree, a student must complete at least sixty semester hours of college work with a "C" average and specifically:

1. Complete six semester hours of English and three semester hours of Speech: (E. 113 and 123).
 2. Pass 12 semester hours of history (H. 183, 193, 173L or 173M), and government (both Government 213 and 223).
 3. Earn at least 12 semester hours of work at Alvin Junior College.
 4. Complete two semesters of at least one science.
 5. Include at least 15 semester hours of work of sophomore standing (180's, 190's, and 200's).
 6. Have a "C" average on all work taken in the program.
- Awarded for:** Nursing and Police Administration Technology.

C. **Associate in Applied Science Degree.** This degree is awarded to students who complete the following:

1. Complete course of study in data processing, electronics, or drafting technology.
2. Earn at least twelve semester hours at Alvin Junior College.
2. Pass in six semester hours of English and three semester hours of speech.
4. Complete six semester hours of history (183, 193, 173L, or 173M) and three semester hours of government.
5. Earn a total of 60 semester hours of college credit.

D. **Terminal Education Diploma.** This diploma is primarily for the student who wishes to take terminal work at the junior college level, although many credits earned will transfer to a senior college. The student must complete the following:

1. Six semester hours in English and three semester hours in speech.
2. Six semester hours in history (183, 193, 173L, 173M).
3. Earn at least twelve semester hours at Alvin Junior College.
4. Complete a major of at least twelve semester hours and earn a total of sixty semester hours.

E. **Required of All Candidates for Graduation:** All candidates for a diploma or a degree from Alvin Junior College will be expected to attend graduation exercises.

III. THE LIBRARY

The modern and spacious library is well lighted and air conditioned, providing a scenic view of the campus. It contains an adequate book collection, carefully selected by the joint efforts of the faculty and the librarian, meeting the needs of each department and Southern Association standards. Current and back issues of periodicals aid in reference and research, together with an up-to-date vertical file of materials. There is a growing collection of film strips, records, and tapes.

The library has a three-fold purpose: to provide material needed by students for required research in course work, recreational reading in pursuit of individual interests, and guidance in the understanding and utilization of its resources.

PRE-ENGINEERING—LEADING TO B. S. DEGREE

Suggested studies summer after graduation from high school: take 2 subjects—(Summer school)—Alg. 113E (Algebra for Engineers) and Trig. 123.

Freshman Year

First Semester		Second Semester	
A. Chemistry 114	4 hrs.	A. Chemistry 124	4 hrs.
B. Analytics 133	3 hrs.	B. English 123	3 hrs.
C. English 113	3 hrs.	C. Calculus 213	3 hrs.
D. E. D. 113	1 hr.	D. Physics 184L	4 hrs.
E. History 183**	3 hrs.	E. D. G. 183	3 hrs.
F. O. 101 (Orientation)	Cr.	F. P. E. 141	Cr.
G. P. E. 131 (Men)	Cr.		

Note: Student may wish to take H. 193 during summer following his Fr. year.

Sophomore Year

First Semester		Second Semester	
A. English 213	3 hrs.	A. English 193	
B. Physics 214	4 hrs.	(Prof. Writing)	3 hrs.
C. Calculus 223	3 hrs.	B. Phy. 224	4 hrs.
D. Govt. 213	3 hrs.	C. Cal. 233 (Cal.	
E-1. History 193		Applications)	3 hrs.
or Elective	3 hrs.	D-1. Govt. 223, or	
F. P. E.	Cr.	D-2. Electives	6 hrs.
		E. E. P. 111	1 hr.

PRE-MEDICAL—LEADING TO M. D. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223	6 hrs.
B. Biology 114, 124	8 hrs.	B. Government 213, 223	3 hrs.
C. Mathematics	6 hrs.	C. Science	6 or 8 hrs.
D. History	6 hrs.	D. Electives	6 hrs.
E. Chemistry	8 hrs.	E. Chemistry 284,294	8 hrs.
F. P. E.	Credit		
G. Orientation 101	1 hr.		

MUSIC—LEADING TO BACHELOR OF MUSIC DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223*	6 hrs.
B. Mathematics	6 hrs.	B. Government 213, 223**	6 hrs.
C. Soc. Sci.	6 hrs.	C. Music	6 hrs.
D-1. Science**, or		D. Electives	12 hrs.
D-2. Education 113, 123	6 or 8 hrs.		
E. Music 114-124	8 hrs.		
F. P. E.	Credit		
G. Orientation 101	1 hr.		

Note: *History 113-123, History 183, 193, or 133, 143, H. 173L, H. 173M.
**Science - Biology, Chemistry or Physics.

PRE-PHARMACY—LEADING TO PHARMACY DEGREE

Freshman		Sophomore	
A. Chemistry 114,124	8 hrs.	A. English 213,193	6 hrs.
B. English 113,123	6 hrs.	B. Govt. 213,223	6 hrs.
C. Biology 114,124	8 hrs.	C. Chemistry 284,294	8 hrs.
D. Mathematics	6 hrs.	D-1. Physics 184L or 214	or
E. History	6 hrs.	D-2. Economics, or	
F. O. 101	1 hr.	D-3. Speech 113 (total)	6 or 8 hrs.
G. P. E.	Cr.	E. Electives	3 hrs.

BUSINESS EDUCATION—LEADING TO B. S. DEGREE

Freshman		Sophomore	
A. English 113	3 hrs.	A. Business Courses	15 hrs.
B. Bus. English 173	3 hrs.	B. Economics 183,193	6 hrs.
C. Typing	3 or 6 hrs.	C. English	6 hrs.
D. Shorthand	9 hrs.	D-1. Science, or	
E. Math. 103M, or		D-2. Foreign Language, or	
F. Business 113	3 hrs.	D-3. Accounting 183,193	6 hrs.
G-1. Machines	3 hrs.		
H. Electives	5-7 hrs.		
I. O. 101	1 hr.		
J. P. E.	Cr.		

GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE

(Plan I)

Freshman		Sophomore	
A. English 113,123	6 hrs.	A. English 213,223	6 hrs.
B. Foreign Language	6 hrs.	B. Sociology	6 hrs.
C. Mathematics	6 hrs.	C. Foreign Language	6 hrs.
D. Economics 183	3 hrs.	D. Speech-Govt.	6 hrs.
E-1. Music (3), or		E. Electives	6 hrs.
E-2. Art (3), or			
E-3. History	3 hrs.		
F. Science	6-8 hrs.		
G. Orientation 101	1 hr.		
H. P. E.	Cr.		

GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE

(Plan II)

Freshman		Sophomore	
A. Speech	6 hrs.	A. Dramatics	3 hrs.
B. History	6 hrs.	B. Music, or	
C. English 113,123	6 hrs.	C. Art,	
D. Electives	12 hrs.	D. Economics	6 hrs.
E. O. 101	1 hr.	E. Govt. 213,223	6 hrs.
F. P. E.	Cr.	F-1. Foreign Language, or	
		F-2. Sociology, or	
		F-3. Science	6-8 hrs.
		G-1. Accounting, or	
		G-2. Approved elective	6-8 hrs.
		H-1. Mathematics, or	
		H-2. History	3 hrs.

NURSING EDUCATION LEADING TO ASSOC. DEGREE IN NURSING

Freshman Year

First Semester		Second Semester	
A. Nsg. 112	2 hrs.	A. Nsg. 126	6 hrs.
B. Nsg. 115	2 hrs.	B. English 123	3 hrs.
C. English 113	3 hrs.	C. Biology 223	3 hrs.
D. Biology 213	3 hrs.	D. Biology 214	4 hrs.
E. Chem. 144	4 hrs.		
	<u>17 hrs.</u>		<u>16 hrs.</u>

Summer Session

First Semester		Second Semester	
A. Nsg. 213	3 hrs.	A. Nsg. 226	6 hrs.
B. Soc. 113	3 hrs.		
	<u>6 hrs.</u>		<u>6 hrs.</u>

Sophomore Year

First Semester		Second Semester	
A. Nsg. 234	4 hrs.	A. Nsg. 255	5 hrs.
B. Nsg. 244	4 hrs.	B. Nsg. 253	3 hrs.
C. Ed. 193	3 hrs.	C. H. 193	3 hrs.
D. H. 183	3 hrs.	D. Psy. 213	3 hrs.
		E. Govt. 213	3 hrs.
	<u>14 hrs.</u>		<u>17 hrs.</u>

Summer Session

First Semester		Second Semester	
A. Nsg. 263	3 hrs.	A. Nsg. 275	5 hrs.
B. S. 113	3 hrs.	B. Nsg. 271	1 hr.
	<u>6 hrs.</u>		<u>6 hrs.</u>

Total Hours:	Nursing Education	47 hours
	General Education	44 hours
		<u>91 hours</u>

SECRETARIAL SCIENCE

First Year, First Semester Credit

English 113	3
Typing 153 or Typing 163	3
Introduction to Business 113	3
Secretarial Orientation 101	1
Accounting 103	3
Shorthand 153 or Shorthand 163	3
Physical Education	1
	<u>17</u>

First Year, Second Semester

Business Machines 183	3
Shorthand 203	3
Business Math 103M	3
Typing 203	3
Business English 173	3
Physical Education	1
	<u>16</u>

Second Year, First Semester

Secretarial Practice 193	3
Business Speech, S. 133	3
Dictation and Transcription DT 203	3
Economics 183	3
History 183	3
Physical Education	1
	<u>16</u>

Second Year, Second Semester

History 193	3
Business Law 213	3
Introduction to Data Processing DPT 103C	3
Business Machines 193	3
Office Management and Procedures OM 203	3
Physical Education	1
	<u>16</u>

NOTE: For curricular suggestions in Technology, see the last section in this book.

V. COURSES OFFERED

Note: The numbers which appear in parentheses indicate the following:
(1) The number in parentheses after the course number is the original number the course was given in the first catalogue.

(2) The numbers in parentheses after the course title indicate the lecture dash laboratory or practice hours.

1. **AGRICULTURE**
 - Ag. 113, **General Animal Husbandry.** (3-2)
 - Ag. 123, **Fundamentals of Crop Production.** (3-2)
 - Ag. 133, **Farm Shop.** (3-2)
 - Ag. 143, **Dairying.** (3-2)

2. **BUSINESS ADMINISTRATION AND BUSINESS EDUCATION**
 - Acct. 103, **Office Accounting.** (2-2)
 - Sec. O. 101, **Secretarial Orientation.** (1-0)
 - T. 153, (113), **Beginning Typing.** (2-2)
 - T. 163, (123), **Intermediate Typing.** (3-0)
 - T. 102, **Intermediate Typing for Adult Students.** (1-2)
 - T. 203, (213), **Advanced Typing.** (3-0)
 - Shd. 153, **Beginning Shorthand.** (2-2)
 - Shd. 163, **Intermediate Shorthand.** (2-2)
 - Shd. 203, **Advanced Shorthand.** (3-0)
 - Mach. 183, 193, **Office Machines and Machine Accounting.** (2-2)
 - S. Pr. 193, **Secretarial Practice.** (3-2)
 - Bus. 113, **Introduction to Business.** (3-0)
 - B. Eng. 173, **Business English.** (3-0)
 - Math. 103M, (153), **General Business Mathematics.** (3-0)
 - Bus. 203K, **Business Finance.** (3-0)
 - Law 213, 223, **Business Law.** (3-0)
 - Acc. 183, **Introduction to College Accounting.** (2-2)
 - Acc. 193, **Introduction to College Accounting.** (2-2)
 - Acc. 203, **Tax and Payroll Accounting.** (3-0)
 - Acc. 273, **Cost Accounting.** (3-1)
 - Acc. 283, **Intermediate Accounting: I.** (3-0)
 - Acc. 293, **Intermediate Accounting: II.** (3-0)
 - B. A. 113, **Mathematics of Finance I.** (3-0)
 - B. A. 123, **Mathematics of Finance II.** (3-0)
 - B. A. 213, **Statistics.** (3-1)

For Data Processing Course offerings in Business Administration area, refer to the Data Processing Technology section.

TERMINAL - SECRETARIAL SCIENCE

- Acct. 103, **Office Accounting.** (2-2)
- Math. 103M, **General Business Mathematics.** (3-0)
- DT. 203, **Introduction to Business.** (3-0)
- OM 203, **Office Management Procedures.** (2-1)
- S. O. 101, **Secretarial Orientation.** (1-0)
- Shd. 203, **Advanced Shorthand.** (3-0)
- T. 203, **Advanced Typing.** (3-0)

3. DEPARTMENT OF EDUCATION AND PSYCHOLOGY
 Ed. 113, Introduction to Education. (3-0)
 Ed. 123, Personal and Community Health. (3-0)
 Ed. 133, Introduction to Elementary Education. (3-0)
 Ed. 143, Introduction to Physical Education. (3-0)
 Ed. 183, (233), Health Education. (3-0)
 Ed. 193, Human Growth and Development. (3-0)
 Ed. 213, Teaching Physical Education in Elementary School. (3-0)
 Ed. 223, Health Education for Teachers in Elementary Schools. (3-0)

O. 101, College Orientation. (1-0)
 Psy. 213, General Psychology. (3-0)

4. DEPARTMENT OF ENGLISH AND JOURNALISM

E. 103, Fundamentals of Writing. (3-0)
 E. 113, Composition and Rhetoric. (3-0)
 E. 123, Composition and Rhetoric. (3-0)
 E. 113E, 123E, Composition and Rhetoric. (3-0)
 E. 133, Technical Report Writing. (3-0)
 E. 213, Survey of Literature, Part I. (3-0)
 E. 223, Survey of Literature, Part II. (3-0)
 E. 183, Composition: Expository Writing. (3-0)
 E. 193, Writing for Professional People. (3-0)
 J. 113, Introduction to Journalism. (2-2)
 J. 181-191, Journalism Activities. (1-1)

5. DEPARTMENT OF FINE ARTS

Art. 103, Watercolors. (2-4)
 Art. 113, 123, Design. (2-4)
 C. A. 103H, Commercial Art I. (2-4)
 C. A. 103J, Commercial Art II. (2-4)
 Art. 163, Interior Design. (2-4)
 Art. 183, 193, Art for Elementary Majors. (2-4)
 D. P. 213, 223, Drawing and Painting. (3-3)
 F.P. 133, Freehand Perspective. (2-4)
 A.P. 253, 263, Advanced Painting. (2-4)
 H.A. 133, 143, History of Art. (3-0)
 Mu. 114-124, Harmony and Ear Training. (5-0)
 Mu. 122B, Study of Percussion. (1-2)
 Mu. 112RD-182RD, Study of Reeds. (1-2)
 Mu. 192BR, Study of Brasses. (1-2)
 Piano 114, 124, Study for Piano Majors. (2-15)
 Piano 214, 224, Study for Piano Majors. (2-15)
 Organ 114, 124, Study for Organ Majors. (2-15)
 Organ 214, 224, Study for Organ Majors. (2-15)
 Harp 114, 124, Study for Harp Majors. (2-15)
 Harp 214, 224, Study for Harp Majors. (2-15)
 Choir 111, 121, 211, 221, A Cappella Choir. (2-2)
 A. M. 111 or 121, 211, 221, Applied Music. (1-5)
 A. M. 112, 122, 212, 222, Applied Music. (2-10)
 Mu. 113, 123, Music Appreciation. (2-2)

6. DEPARTMENT OF FOREIGN LANGUAGE
 Span. 114, 124, Beginner's Spanish. (3-2)
 Span. 153, 163, Elementary College Spanish. (2-2)
 Span. 183, 193, Intermediate College Spanish. (2-2)
 Span. 253, 263, Advanced Conversation and Composition. (3-0)
 Span. 233, Readings in Spanish-American Lit. Before 1890. (3-0)
 Span. 243, Readings in Spanish-American Lit. After 1890. (3-0)
 Span. 133, History of the Americas Since 1804 (In Spanish). (3-0)
 Span. 143, History of the Caribbean and Mexico (In Spanish). (3-2)
 Fr. 114, 124, Beginner's French. (3-2)
 Fr. 183-193, Intermediate College French. (2-2)
 Port. 114, 124, Beginner's Portuguese. (3-2)

7. DEPARTMENT OF HOME ECONOMICS

Cl. 113, Textiles and Clothing. (1-4)
 Cl. 123, Textiles and Clothing. (1-4)
 Foods 183, 193, Food and Nutrition. (1-4)
 F.L. 133, Family Living. (3-0)

8. DEPARTMENT OF INDUSTRIAL ARTS

W.W. 153, General Woodworking. (2-4)
 W.W. 163, Cabinet Making. (2-4)
 W.W. 183, 193, Advanced Cabinet Making. (2-4)
 G.M. 153, 163, General Metal Work. (2-4)
 M.S. 183, Machine Shop. (2-4)
 M.S. 193, Advanced Machine Shop. (2-4)
 E.D. 113, Engineering Drawing. (3-6)
 E.D. 112-121, Engineering Drawing. (4-2) (2-1)
 D.G. 183, Descriptive Geometry. (2-7)
 A.D. 132, 141, Architectural Drawing. (3-6)
 G.A.M. 183, General Automotive Mechanics. (2-4)
 I.C. 133, Introductory Crafts. (2-4)
 I.C. 143, General Crafts. (2-4)
 Dft. 113, Fundamentals of Drafting. (3-6)
 Dft. 104D, Machine Drafting. (2-4)
 A.D. 113, Architectural Drawing. (3-6)
 Dft. 204D, Construction Drafting. (2-6)
 Dft. 204E, Pipe Drafting. (2-3)
 Dft. 203F, Structural Drafting. (3-6)
 E.D. 102, Surveying. (1-3)

9. DEPARTMENT OF MATHEMATICS

Alg. 113, College Algebra, (3-0)
 Alg. 113E, College Algebra for Engineers. (3-0)

Alg. 103, (133), Introduction to College Algebra. (3-0)
 E.P. 111, Engineering Problems. (1-1)
 Geom. 103M, Introductory Geometry. (3-0)
 S. Geom. 103, Solid Geometry. (3-0)
 Trig. 123, Plane Trigonometry. (3-0)
 An. 133, Analytic Geometry. (3-1)
 Cal. 215, 225, Differential and Integral Calculus. (5-0)
 Cal. 213, 223, Differential and Integral Calculus. (3-0)
 Cal. 233, Calculus Applications. (3-0)
 T.E. 213, Theory of Equations. (3-0)
 D.E. 213, Differential Equations. (3-0)
 Math. 153, Foundations of Mathematics. (3-0)
 Math. 163, Modern Topics in Mathematics. (3-0)
 Math. 173, Modern Algebra. (3-0)
 Math. 103D, Technical Mathematics I. (3-0)
 Math. 103E, Technical Mathematics II. (3-0)
 E.P. 113, General Engineering Problems and Applications. (2-3)

Math. 111, College Arithmetic. (1-1)
 For Data Processing Course Offerings in Mathematics area,
 refer to the Data Processing Technology Bulletin.

10. DEPARTMENT OF PHYSICAL EDUCATION

P.E. 111, 121, Physical Education for Women. (1-1)
 P.E. 131, 141, Physical Education for Men. (1-1)
 P.E. 211, 221, Physical Education for Sophomore Women. (1-1)
 P.E. 231, 241, Physical Education for Sophomore Men. (1-1)
 Ed. 123, Personal and Community Health. (3-0)
 Ed. 143, Introduction to Physical Education. (3-0)
 Ed. 183, Health Education. (3-0)
 Ed. 213, Teaching Physical Education in Elementary School. (3-0)
 Ed. 223, Health Education for Teachers in Elementary Schools. (3-0)

11. DEPARTMENT OF SCIENCE

B. 114, Elementary Zoology. (3-3)
 B. 124, Elementary Botany. (3-3)
 B. 214, Comparative Anatomy of the Vertebrates. (2-6)
 B. 234, Introductory Microbiology. (3-3)
 Zoo. 133, Invertebrate Zoology. (3-3)
 Zoo. 143, Vertebrate Zoology. (3-3)
 Bio. 213-223, Human Anatomy and Physiology. (3-3)
 Chem. 134-144, General Chemistry. (3-2)
 Chem. 114-124, Gen. Inorganic Chemistry & Qualitative Analysis. (3-4)

Chem. 214, Quantitative Analysis. (2-6)
 Chem. 284-294, Organic Chemistry. (3-4)
 Phy. 114-124, Physics. (3-2)
 Phy. 184K, Mechanics. (3-4)

Phy. 134, 144, General Physics. (3-3)
 Phy. 184L, Mechanics and Heat. (3-4)
 Phy. 214, Electricity and Magnetism. (3-4)
 Phy. 224, Wave-Motion, Sound, Light. (3-4)

12. DEPARTMENT OF SOCIAL SCIENCE

Geog. 183, Principles of Geography. (3-0)
 Govt. 213, 223, American National and State Governments. (3-0)

Govt. 113, Political Ideas and Institutions. (3-0)
 Eco. 153, Consumer Economics. (3-0)
 Eco. 183, Principles of Economics. (3-0)
 Eco. 193, Principles of Economics II. (3-0)
 Soc. 103, Contemporary Social Problems. (3-0)
 Soc. 113, Principles of Sociology. (3-0)
 Soc. 123, Social Problems. (3-0)

H. 113, Western Civilization to 1660. (3-0)
 H. 123, Western Civilization since 1660. (3-0)
 H. 133, 143, History of Latin America. (3-0)
 H. 153, 163, History of England and the British Empire. (3-0)
 H. 173L, History of Texas to 1865. (3-0)
 H. 173M, History of Texas since 1865. (3-0)
 H. 184, 192, History of Texas. (4-0) (2-0)
 H. 183, (213). The United States to 1865. (3-0)
 H. 193, The United States since 1865. (3-0)

13. DEPARTMENT OF DATA PROCESSING

DPT 103C, Introduction to Data Processing. (2-2)
 DPT 103D, Unit Record Equipment Operation. (2-2)
 DPT 103E, Technical Mathematics for Data Processing. (3-0)
 DPT 103F, Advanced Control Panel Wiring. (2-3)
 DPT 103G, Computer Programming I. (2-3)
 DPT 103T, Key Punch and Office Procedures. (2-2)
 DPT 103S, Seminar. (3-0)
 DPT 203C, Data Processing Applications. (3-2)
 DPT 203D, Computer Programming II. (2-3)
 DPT 203E, Accounting Systems and Data Processing. (2-3)
 DPT 203F, Computer Programming III. (3-2)
 DPT 203G, Computer Programming IV. (3-2)

14. DEPARTMENT OF SPEECH AND DRAMATICS
 S. 113, Fundamentals of Speech. (3-0)
 S. 123, Public Speaking. (3-0)
 S. 173, Oral Interpretation. (3-0)
 S. 133, Business Speech. (3-0)
 Dr. 183, Dramatic Arts. (3-0)
 S. 181, Theatre Activities. (1-0)
 S. 191, Forensic Activities. (1-0)
15. DEPARTMENT OF NURSING EDUCATION*
 Nsg. 112, Professional Adjustments I. (2-0)
 Nsg. 115, Fundamentals of Nursing. (5-8)
 Nsg. 126, Medical-Surgical Nursing. (6-16)
 Nsg. 213, Medical-Surgical Nursing. (8-16)
 Nsg. 226, Medical-Surgical Nursing. (8-24)
 Nsg. 234, Maternal Health Nursing. (8-16)
 Nsg. 244, Child Health Nursing. (8-16)
 Nsg. 255, Psychiatric Nursing. (10-16)
 Nsg. 253, Leadership in Nursing. (6-16)
 Nsg. 263, Medical-Surgical Nursing. (9-24)
 Nsg. 275, Medical-Surgical Nursing. (15-24)
 Nsg. 271, Professional Nursing Survey. (1-0)
- *Check departmental descriptions to learn length of lecture-laboratory work: 6-9-12 or 18 weeks.)
16. DEPARTMENT OF ELECTRONIC TECHNOLOGY
 E.T. 104D, D.C. Theory and Laboratory. (3-3)
 E.T. 104E, A.C. Theory and Laboratory. (3-3)
 E.T. 104G, Alternating Current Circuit Analysis. (3-3)
 E.T. 104K, Vacuum Tubes and Transistors I. (3-3)
 E.T. 204L, Vacuum Tubes and Transistors II. (3-3)
 E.T. 204R, Basic Electronic Systems I. (3-3)
 E.T. 204D, Basic Electronic Circuits. (3-3)
 E.T. 204M, Vacuum Tubes and Transistors III. (3-3)
 E.T. 204S, Basic Electronic Systems II. (3-3)
 E.T. 204G, Transistor Applications and Advanced Circuits. (3-3)
 E.T. 204T, Advanced Electronics Circuits and Systems. (3-3)
 E.T. 104R, Instrumentation. (3-4)
17. DEPARTMENT OF POLICE ADMINISTRATION TECHNOLOGY
 P. Ad. 113, Police Administration I. (3-0)
 P. Ad. 123, Elements of Police Supervision. (3-0)
 P. Ad. 133, Criminal Law. (3-0)
 P. Ad. 143, Police Administration II. (3-0)
 P. Ad. 183, Criminology. (3-0)
 P. Ad. 193, Penology. (3-0)
 P. Ad. 213, Criminalistics. (2-2)
 P. Ad. 223, Problems in Police Administration. (3-0)

VI. DESCRIPTION OF COURSES

1. THE DEPARTMENT OF AGRICULTURE

Ag. 113. General Animal Husbandry. (Credit: 3 semester hours).

An introductory agriculture course intended to acquaint the student with the importance of livestock and livestock farming. A study of the types and breeds; market classes and grades of such animals as swine, beef cattle, dairy cattle, sheep and goats. Attention will be given to care and judging, with special consideration given to management of these animals.

Ag. 123. Fundamentals of Crop Production. (Credit: 3 semester hours).

A course designed to meet the needs of majors in Agriculture. Classification and distribution of farm crops; importance of good varieties and good seed. Crop improvement; preparation of seed beds; the use of commercial fertilizers, manure and lime; seed practices; proper tillage; harvesting; crop rotation; disease and insect enemies.

Ag. 133. Farm Shop. (Credit: 3 semester hours).

A general farm shop course designed to meet the needs of the agriculture student who will pursue a course of study in Agriculture Engineering, Agriculture Education or closely related agricultural fields. Included in this course: woodwork, roof framing, forging, soldering, welding, pipe fitting, machinery repair, use of hand power tools and electrical wiring.

Ag. 143. Dairying. (Credit: 3 semester hours).

A general course in dairying designed to meet the need of students who are majoring in Agriculture. A study of the sampling and testing of milk and milk products; the production and handling of clean milk; the composition and food value of milk and how milk is made. Attention will also be given to the feeding, care and management of the dairy herd.

2. THE DEPARTMENT OF BUSINESS ADMINISTRATION

Acct. 103. Office Accounting. (Credit: 3 semester hours).

Procedures and techniques used in recording business transactions and preparing financial statements. Journalizing, posting, statement preparation, controlling accounts, subsidiary ledgers. Course adapted to the needs of those training for secretarial positions. Two hours lecture and two hours laboratory each week.

See page 36 for list of courses offered.

T. 153 (113). Beginning Typing. (Credit: 3 semester hours).

Exercises planned to develop a proper wrist and finger movement leading to complete mastery of the keyboard by the touch method. Attention given to accuracy and concentration. Special effort made to attain speed at the typewriter. Practice in letter writing, use of carbon paper and miscellaneous typing. Minimum requirement of 30 credit words per minute must be maintained.

T. 163. Intermediate Typing. (Credit: 3 semester hours).

Basic skills, rhythm, accuracy, speed, tabulation, letter and report forms are stressed. Minimum requirements of 40 words per minute on 10 minute speed test. Prerequisite: T. 153 or one year of high school typing.

T. 102. Intermediate Typing for Adult Students. (Credit: 2 semester hours.)

This course is a continuation of T. 153. Special emphasis will be placed on letter writing, tabulations, report forms, and accuracy exercises. Minimum requirement of 40 words per minute on a five-minute speed test. Class meets one hour per week for instruction; and in addition, each member must spend at least two hours on laboratory work. Prerequisite: Typing skill of at least 20 words per minute or T. 153.

T. 203. Advanced Typing. (Credit: 3 semester hours).

Additional training is given in letter writing, filing business papers, tabulation, stencil cutting, creation of office atmosphere. Minimum requirement of 60 credit words per minute for 15 minute speed test is maintained. Prerequisite: T. 153-163 or their equivalent.

Shd. 153, (113). Beginning Shorthand. (Credit: 3 semester hours).

Planned for beginners of Gregg System. Aims at mastery of the principles of Gregg shorthand with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Minimum speed dictation of 60 words per minute must be attained by the end of the semester. Two lecture and two laboratory hours per week.

Shd. 163 (123). Intermediate Shorthand. (Credit: 3 semester hours).

Continuation of Shorthand 153. Minimum speed dictation of 80 words per minute must be attained by the end of the semester. Prerequisite: Shorthand 153 or its equivalent.

Shd. 203. Advanced Shorthand. (Credit: 3 semester hours).

Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary. Accurate transcription is stressed. Minimum speed dictation of 100 words per minute must be attained by the end of the semester. Three hours lecture and practice time. Prerequisite: Shorthand 153-163 or the equivalent. (Usually transfers as a sophomore subject. Check with the senior college on exact transfer value).

Mach. 183. Office Machines and Machine Accounting. (Credit: 3 semester hours).

Introduction to operations of rotary calculator, ten key, full key-board adding machine, printing calculator, keydriven calculator, book-keeping machine, posting machine, transcription machine, and accounting machine. Designed as a survey course to give the student an insight into the use of these machines and to develop sufficient skill for machines to be used later in offices. Two hours lecture and two laboratory hours each week.

S. Pr. 193. Secretarial Practice. (Credit: 3 semester hours).

A study will be made of secretarial occupations, handling of mail, filing, office practice and routine, and secretarial personality and grooming. Three lecture and two practice hours per week. Prerequisite: Shorthand 153 or Shorthand 163 or its equivalent.

Bus. 113. Introduction to Business. (Credit: 3 semester hours).

A survey of modern business organization, principles, procedures, and practices with emphasis on opportunities in the business field in Texas and the Southwest. This course is recommended for all majors in business administration. Three lecture hours per week.

B. Eng. 173. Business English. (Credit: 3 semester hours).

This course gives practice in the use of correct and forceful English in writing business letters and reports. It is preferable to take this course after taking English 113.

Math. 103M. General Business Mathematics. (Credit: 3 semester hours).

This course includes a review of business arithmetic, arithmetic short-cuts, simple and compound interest, discounts, payrolls, sinking funds, stocks, bonds, brokerage, property taxes and an introduction to algebra that is applicable to commercial problems.

Bus. 203K. Business Finance. (Credit: 3 semester hours).

This course includes a study of the problems of business finance which are important to small business organization. It also includes a study of promotion, organization, financing, credit policy, expansion, financial difficulties and services provided by financial institutions. Prerequisite: Math. 103M or consent of department.

Law 213, 223. **Business Law.** (Credit: 6 semester hours).

Principles of law, of contracts applicable to bailments, innkeepers, carriers, sales, partnerships, corporation, property, deeds, bankruptcy, mortgages, landlord and tenant, torts and business crimes. Three hours of lecture per week. Prerequisite: Six hours of credit in business administration or business education or the consent of instructor. Formerly Law 153, 163.

Acct. 183. **Introduction to College Accounting.** (Credit: 3 semester hours).

Introductory course in accounting designed to serve as a foundation for advanced accounting and to furnish a knowledge of accounting principles that will be of value to students in other fields. Subject matter covers analysis and recording of transactions, use of journal and ledger, trial balance and working papers, adjusting and closing entries, accounting statements, introduction to single proprietorship, partnership, corporation and voucher system. Two hours lecture and two hours laboratory per week.

Acct. 193. **Introduction to College Accounting.** (Credit: 3 semester hours).

Introductory course in accounting with emphasis on cash items, internal control, accounting for inventories, fixed assets, liabilities, manufacturing operations and an introduction to cost accounting. Consideration is also given to accounting principles and concepts, interpretation and analysis of financial statements, departmental operations, consignment, installment sales, branch accounting. Two hours lecture and two laboratory hours per week. Prerequisite: Accounting 183.

Acct. 203. **Tax and Payroll Accounting.** (Credit: 3 semester hours).

This course includes the principles of Federal Income Tax procedure, social security taxes, unemployment taxes, and sales taxes. The course includes the preparation of returns for individuals, partnerships, and corporations. Prerequisite: Accounting 193 or consent of the department.

Acct. 273. **Cost Accounting.** (Credit: 3 semester hours).

Introductory cost course emphasizing accounting for material, labor, and manufacturing expenses. Special study given to cost elements and cost cycles; receiving, issuing, and inventorying of materials; and manufacturing expenses both actual and applied. Both job order and process cost systems considered at length. Three hours lecture and one hour laboratory per week. Prerequisite: Accounting 193 or the equivalent.

Acct. 283. **Intermediate Accounting: I.** (Credit: 3 semester hours).

This course is designed for the student who has studied accounting principles and has some proficiency in this field. The course is designed to develop a better and a more comprehensive knowledge of account-

ing working papers and financial statements; income concepts; correction of prior year's earnings; corporation accounting procedures (including capital stock, surplus, divided transactions and miscellaneous topics); generally accepted accounting principles; cash receivable; and investments in stock, bonds and subsidiaries. Prerequisite: Accounting 193

Acc. 293. **Intermediate Accounting: II.** (Credit: 3 semester hours).

This work includes a comprehensive examination of accounting for tangible fixed assets, including acquisition, use, retirement, depreciation, depletion, and revaluations; intangible fixed assets; liabilities and reserves, interpretation of financial statements, analysis of working capital; analysis of operations; statement of application of funds; cash-flow statement; quasi-reorganizations, business combinations, and divisive reorganizations; price-level impact on financial statement. Prerequisite: Accounting 193.

B. A. 113. **Mathematics of Finance I.** (Credit: 3 semester hours).

This course is designed to meet the needs of students majoring in business and other related fields. This course includes a review of elementary topics of Algebra followed by a more intensive study of advanced topics in quadratic equations, inequalities, progressions, complex numbers, elementary theory of equations, permutations, combinations, logarithms, and applications to commercial problems. (Formerly taught as Algebra 113L).

B. A. 123. **Mathematics of Finance II.** (Credit: 3 semester hours).

Due to the great variety of financial problems arising in modern life, this course is of value to students of commerce and business administration, engineering, law, and liberal arts. The course includes an introduction to compound interest and compound discounts, ordinary and general annuities, amortization and sinking funds, bonds, permutations, combinations, probability and life insurance. Prerequisite: B. A. 113 or the Equivalent.

B.A. 213. **Statistics.** (Credit: 3 semester hours).

The objectives of the course are to acquaint the student with the theory of probability and to illustrate some applications of probability to statistical theory. The student will gain experience in associating and using mathematical models to interpret physical phenomenon and to predict, with reasonable certainty, the outcomes of experiments related to practical business problems. There will be computer exercises in the application of statistics to business problems. Methods of organizing and presenting data, and intelligent interpretation of statistics are emphasized throughout the course. Three hours lecture and one hour laboratory per week. Prerequisite: Algebra 113 or the equivalent.

TERMINAL

Acct. 103. Office Accounting. (Credit: 3 semester hours).

Procedures and techniques used in recording business transactions and preparing financial statements. Journalizing, posting, statement preparation, controlling accounts, subsidiary ledgers. Course adapted to the needs of those training for secretarial positions. Two hours lecture and two hours laboratory each week.

Math. 103M. General Business Mathematics. (Credit: 3 semester hours).

This course includes a review of business arithmetic, arithmetic short-cuts, simple and compound interest, discounts, payrolls, sinking funds, stocks, bonds, brokerage, property taxes and an introduction to algebra that is applicable to commercial problems.

DT 203. Dictation and Transcription. (Credit: 3 semester hours).

Intensive training designed to develop additional speed and accuracy in writing and transcribing shorthand to meet the demands for secretarial efficiency. Minimum speed dictation of 110 words per minute must be attained by the end of semester. (Usually transfers as a sophomore subject. Check with the senior college on exact transfer value).

OM 203. Office Management and Procedures. (Credit: 3 hours).

A study is made of business etiquette, the handling of office mail, filing systems, preparation of business reports, and work flow.

S.O. 101. Secretarial Orientation. (Credit: 1 semester hour).

Presentation of educational and professional information to assist students in their personal adjustment to college life. College organization, vocations and educational guidance, self-development, academic proficiency and social competency.

See Dept. of Education.

Shd. 203. Advanced Shorthand. (Credit: 3 semester hours).

Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary. Accurate transcription is stressed. Prerequisite: Shd. 103-103D or their equivalent.

T. 203. Advanced Typing. (Credit: 3 semester hours).

Additional training is given in letter writing, filing business papers, tabulation, stencil cutting, creation of office atmosphere. Minimum requirement of 60 credit words per minute for 15 minute speed test is maintained. Prerequisite: T. 103-103T or their equivalent.

3. THE DEPARTMENT OF EDUCATION AND PSYCHOLOGY

Ed. 113. An Introduction to Education. (Credit: 3 semester hours).

This course is designed to give the college student a comprehensive, unified grasp of the education system as it exists in the United States today. The extent, organization, administration, supervision, and support of the educational system is covered. It is not designed as an indoctrination for teacher candidates but as a cultural background course.

Normally, this is the first course in education which an Alvin Junior College student would take. It was offered for the first time in 1957-58.

Ed. 123. Personal and Community Health. (Credit: 3 semester hours).

This course presents the fundamentals of personal health with personal hygiene, community health problems, causes and prevention of diseases, and consumer education included in the curriculum. The emphasis in the course will be upon problems of the college student and improved ways of living.

Ed. 133. Introduction to Elementary Education. (Credit: 3 semester hours).

This is a study of the theory and practice in the elementary school. This first course in elementary education is to orient the prospective elementary teacher with the issues, ideas, and concepts of the education of children at the elementary level. Some observing is done in the public schools.

Ed. 143. Introduction to Physical Education. (Credit: 3 semester hours).

This course is a brief introduction to the field of physical education, its philosophy, aims, objectives, principles, and potential values.

Ed. 183 (233). Health Education. (Credit: 3 semester hours).

This course is designed primarily for prospective school teachers. A brief period is devoted to health and hygiene, with a careful study of anatomy and personal hygiene. The major part of the course deals with methods and materials in health education. The following units are worked in the library and in the classroom: Care of the body, health examination, records, clothing, care of building and equipment, sanitation, buildings, equipment, curriculum, programs, control of communicable diseases, teaching methods and correlation, first aid, safety, and health materials to be used in each grade. Prerequisite: sophomore standing or Education 113.

Ed. 193. Human Growth and Development. (Credit: 3 semester hours).

Principles underlying the development of the young school child. This course will emphasize the physiological and sociological growth of the child and the meeting of the problems incident upon that growth. Three hours per week for 18 weeks.

Ed. 213. **Teaching Physical Education in Elementary Schools.** (Credit: 3 semester hours).

Consists of methods and materials for physical education activities in the elementary schools. Includes low organized games, team game lead-ups, stunts and tumbling, track and field activities, rhythms, and physical fitness activities. Offers practical experience in observation and teaching. Prerequisite: Sophomore standing.

Ed. 223. **Health Education for Teachers in Elementary Schools.** (Credit: 3 semester hours).

This course presents the basic principles and methods of teaching health and the administration of the health program in the elementary school. Offers practical experience in teaching health lessons. Prerequisite: Sophomore standing.

O. 101. **College Orientation.** (Credit: 1 semester hour).

The first four weeks are devoted to general orientation to the college, library usage, preparing term papers, course selection, etc. During the last 14 weeks the topics are Vocational Planning, Personal and Social Adjustment; and Marriage and Family living will be taken up. Specialists in each field will have charge of the class. Required of all full time Freshmen students.

O. 102E. **College Orientation for the Social Studies.** (Credit: 1 semester hour).

An orientation and remedial course which is required of every freshman student who enters with low grades and low national scores in social studies. One lecture and one lab. hour per week for eighteen weeks: 36 hrs.

Psy. 213. **General Psychology.** (Credit: 3 semester hours).

A first course in general psychology. It is designed to give the student a broad view of the field and to acquaint him with the fundamental laws of behavior that have to do with daily conduct in various life situations. Topics include: motivation, learning, thinking, and life adjustments. Prerequisite: sophomore standing.

S.O. 101. **Secretarial Orientation.** (Credit: 1 semester hour).

In this course, there will be a presentation of educational and professional information to assist the student in his college work - particularly in the secretarial courses. One lecture hour per week.

4. THE DEPARTMENT OF ENGLISH AND JOURNALISM

ENGLISH

E. 103. **Fundamentals of Writing.** (Credit: 3 semester hours (T)).

This course will be required, after 1958, of all entering freshmen students who receive a low score on the entrance examination in English. Emphasis will be placed on these studies: spelling, punctuation, remedial reading, and paragraph writing.

E. 113. **Composition and Rhetoric.** (Credit: 3 semester hours).

This course aims to promote clearness and correctness of expression through practice in writing. It includes the study of techniques of prose writing through a consideration of the essay, biography, satire, and short fiction. Standard freshman course.

E. 123. **Composition and Rhetoric.** (Credit: 3 semester hours).

This course enlarges on the skills and concepts relating to composition and literature covered in English 113. It provides more intensive practice in theme writing, including a research paper, and emphasizes the techniques of longer prose fiction, drama, and poetry. English 113 and 123 are required for an Associate in Arts Degree. Prerequisite: English 113.

E. 113E, 123E. **Composition and Rhetoric.** (Credit: 3 semester hours each semester).

These two freshman courses are open to students whose previous grades in English, background in the study of composition and rhetoric, and national test scores indicate ability to participate profitably in this accelerated course. Class meets for three lecture hours per week.

E. 133. **Report Writing for Technicians.** (Credit: 3 semester hours).

A course designed to emphasize purpose of reports, proper form, industrial uses, and gathering and evaluating material. Oral reports included. Three lecture hours each week. Prerequisite: English 113.

E. 213. **Survey of Literature.** (Credit: 3 semester hours).

This course is a study of masterpieces of literature of the classical style. An effort will be made to share through literature some of the ideas which have shaped our cultural heritage and to show how these ideas in literature are related to those expressed in other arts. Collateral reading, reports, and themes will be required. Individual conferences will be held. Prerequisite: English 113 and 123.

E. 223. **Survey of Literature.** (Credit: 3 semester hours).

This course is a continuation of English 213. The study includes romantic, realistic, impressionistic and expressionistic styles of literature. Collateral reading, reports, and themes will be required. Individual conferences will be held. Prerequisite: English 213.

E. 183. Composition: Expository Writing. (Credit: 3 semester hours).

This course is designed to offer further training and practice in composition to students with a special interest in writing and also to students who feel they need further help in the correction of individual weaknesses in grammar and mechanics. Emphasis is upon expository writing, vocabulary building, and improvement in both mechanics and style.

E. 193. Writing for Professional People. (Credit: 3 semester hours).

Exposition adapted to the needs of professional people, particularly those presently training for engineering, science, medicine, and other technical fields. Prerequisite: English 113 and 123. Three lecture periods per week.

JOURNALISM

J. 113. Introduction to Journalism. (Credit: 3 semester hours).

This course is designed to serve as an introduction to the general field of journalism. Course material includes principles of communication, organization and history of various journalistic media, explanation of news, analysis of reader interests, and introduction to reporting and writing.

J. 181-191. Journalism Activities. (Credit: 1 semester hour each).

This course is designed to give the basic training to journalism students who wish to work on the yearbook and on the student newspaper. For the terminal student, this course may serve as the introductory course in journalism. Prerequisite: A "C" grade in English and the consent of the class instructor. One lecture and one practice-lab hour per week for thirty-six weeks.

5. THE DEPARTMENT OF FINE ARTS

ART

Art. 103. Watercolors. (Credit: 3 semester hours).

This is a special art course intended for both the general student and the prospective major. Subject matter unrestricted; individual and group criticisms. Two lecture and four laboratory hours per week. Prerequisite: Art 113 or the approval of the instructor.

Art. 113, 123. Design. (Credit: 3 semester hours each).

A two semester course giving laboratory practice as an introductory contact with the nature and practice of art together with basic knowledge and skills in design, color, and drawing.

Topics: Problems in design; lettering; color; pencil, pen and ink, colored chalk, pastel, watercolor, tempera; textiles; linoleum blockprinting; wood and plaster carving; metal modeling; leather tooling. Required course for art majors. Elective course for non-art majors and needs no prerequisite. Two lecture and four laboratory periods per week. Prerequisite: Art 113 to register for Art 123.

C. A. 103H. Commercial Art I. (Credit: 3 semester hours).

A practical course designed to refine lettering skills and to develop the special skills and techniques involved in commercial poster layouts. No prerequisite required. Two one-hour lecture periods and four one-hour laboratory periods per week.

C. A. 103J. Commercial Art II. (Credit: 3 semester hours).

An advanced course in commercial poster layout. Two lectures and four laboratory periods per week. Prerequisite: C. A. 103H.

Art. 163. Interior Design. (Credit: 3 semester hours).

An introductory course in home decoration with emphasis on good taste in the use of color, design, furniture, and accessories. Two one-hour lectures and four laboratory periods per week for 18 weeks. No prerequisite.

Art. 183, 193. Art for Elementary Majors. (Credit: 3 semester hours each).

A two semester course in techniques of teaching art in the elementary grades.

Topics: Problems involving art lesson plans for teaching in the elementary grades. No prerequisite. Two hours lecture and four hours laboratory per week for thirty-six weeks.

D. P. 213, 223. **Drawing and Painting.** (Credit: 3 semester hours each).

A laboratory course in oil painting. Class will meet for six lecture-laboratory hours per week. Course runs for the full 36 weeks. Prerequisite: D. P. 213 is a prerequisite to D. P. 223, and consent of instructor is needed.

F. P. 133. **Freehand Perspective.** (Credit: 3 semester hours).

Elementary problems involving the principles of linear perspective; the achievement of the illusion of volume and space through tone and color. Two lectures and four hours laboratory per week for 18 weeks.

A.P. 253, 263. **Advanced Painting.** (Credit: 3 semester hours each).

This course follows **Drawing and Painting 213, 223** with specialization in the study of different forms of organization of the picture surface in order to express various types of visual experience. Two lecture and four laboratory hours per week.

H.A. 133, 143. **History of Art.** (Credit: 3 semester hours each).

A two semester course which includes a survey of the art of Europe from prehistoric times, art of the ancient Mediterranean cultures, and art since the fifteenth century in Europe and in America. Prerequisite: None. Three one-hour lectures per week for 36 weeks.

MUSIC

Mu. 114-124. **Harmony and Ear Training.** (Credit: 8 semester hours).

A study of the principal and subordinate chords and their inversions in both major and minor modes. Training in sight singing and in hearing and playing chords.

Five hours per week. Two hours per week in harmony, two hours per week in sight singing and ear training, and one hour per week in keyboard harmony. Recommended especially for music majors.

Mu. 122B. **Study of Percussion.** (Credit: 2 semester hours).

Attainment of rudimentary playing on each of the following: snare and bass drums, tympani, cymbals, bells, and traps; study of methods and materials for teaching these instruments; one hour lecture, two hours laboratory per week.

Mu. 112RD-182RD. **Study of Reeds.** (1-2)

Attainment of fundamental playing on each of the following: flute, clarinet, saxophone, oboe, and bassoon. Study of methods and materials for teaching these instruments. One hour lecture, two hours laboratory per week.

Mu. 192BR. **Study of the Cornet, French Horn, Baritone, and Bass.** (Credit: 2 semester hours).

Attainment of fundamental playing on each instrument named above.

Piano 114, 124. **Study for Piano Majors.** (Credit: 8 semester hours).

For piano majors. Bach, two-part inventions; a Hayden, Mozart or Beethoven Sonata; Schubert, Impromptu; Mendelssohn, Songs without Words; Debussy, Arabesques. Ability to play simple accompaniments at sight.

Piano 214, 224. **Study for Piano Majors.** (Credit: 8 semester hours).

For piano majors. Three-part Inventions and Preludes and Fugues by Bach; Chopin, Waltzes and Nocturnes; numbers by Brahms, Prokofiev, or Scriabine. Piano majors will take two lessons per week with a minimum of three hours practice per day. Prerequisite: Piano 114 and 124.

Organ 114, 124. **Study for Organ Majors.** (Credit: 8 semester hours).

For organ majors. Bach little preludes and fugues; pedal studies; sight reading.

Organ 214, 224. **Study for Organ Majors.** (Credit: 8 semester hours).

For organ majors. Classical composition; improvisation, modulation, and sight reading. Composition by Franck, Mendelssohn, and Bach.

Organ majors will take two lessons per week with a minimum of three hours practice per day.

Harp 114, 124. **Study for Harp Majors.** (Credit: 8 semester hours).

For harp majors. Training in tuning and caring for the harp. Scales, arpeggios, and finger exercises; technical studies by Naderman and Bochsá; appropriate solos.

Harp 214, 224. **Study for Harp Majors.** (Credit: 8 semester hours).

For harp majors. Etudes by Hasselmans and Bochsá; pieces by Pierne, Tournier, Hasselmans and Grandjany.

Harp majors will take two lessons per week with a minimum of three hours practice per day. Prerequisite: Harp 114, 124.

Choir 111, 121, 211, 221. **A Cappella Choir.** (Credit: 1 semester hour each).

Alvin A Cappella Choir functions as the official choir for the Alvin Junior College. Tryouts are held for placement in either "A" or "B" Choirs. Required of all vocal majors, without credit; open to all other students for credit. Credit for academic and non-vocal majors: one hour per semester. Not more than six semester hours may be earned in an ensemble music course to count toward a degree or diploma. Two lecture and two practice hours per week. Not offered in 1967-68.

A.M. 111 or 121, 211, 221. **Applied Music.** (Credit: 1 semester hour each).

Private lessons on any one of the following instruments: Organ, violin, piano, harp, clarinet, trumpet, or trombone. Student takes one lesson per week and practices one hour daily. The first letter of the name of the instrument is attached to the course letter: i.e., A.M. 111-O indicates lessons on the Organ. Detailed course plan is filed with the registrar at the beginning of each course and a progress chart is turned in at the end of the course.

A.M. 112, 122, 212, 222. **Applied Music.** (Credit: 2 semester hours each).

Same as A.M. 111, et al, except that the student takes two lessons per week and practices two hours per day. The first letter of the name of the instrument is attached to the course number; i.e., A.M. 112-P indicates lessons on the piano.

Mu. 113, 123. **Music Appreciation.** (Credit: 6 semester hours).

Acquaintance with music masterpieces and styles of compositions through study of and listening to recordings, radio broadcasts, student performances, also by attending concerts and using audio-visual aids. Analysis of the more important musical forms. Comparative study of 18th, 19th, and 20th century music. Two hours lecture and two listening hours per week.

6. THE DEPARTMENT OF FOREIGN LANGUAGE

Span. 114, 124. **Beginner's Spanish.** (Credit: 8 semester hours).

This course is designed for students who have had no previous study in Spanish. It consists basically of a conversational approach emphasizing accurate pronunciation and oral work, but also includes considerable drill on grammar. Students are required to attend three lecture hours and two laboratory hours per week.

Span. 153, 163. **Elementary College Spanish.** (Credit: 6 semester hours).

While this course is definitely aimed toward proficiency in conversational Spanish, care is taken to give the student the necessary background in pronunciation, verb forms, and grammatical construction to enable him to take the following courses in Intermediate College Spanish. Two lecture, two laboratory hours per week.

Span. 183, 193. **Intermediate College Spanish.** (Credit: 6 semester hours).

This course includes more complex grammatical points. Reading of classical and contemporary literature with a view to furthering Good Neighbor relationships and gaining a better understanding of international affairs. Two lecture, two laboratory hours per week.

Span. 253, 263. **Advanced Conversation and Composition.**

This course is designed to further the student's study and use of Spanish after the fourth semester of college study in the language. Since it is an advanced course, approval of the Department is necessary in order to register for credit.

Spanish 233. **Readings in Spanish-American Literature Before 1890.** (Credit: 3 semester hours).

Selected readings of Spanish-American prose and poetry, tracing literary movements along with historical movements in chronological order from earliest times to 1890. Outside reading assignments. Emphasis placed on both oral and written compositions. Conducted in Spanish. Prerequisite: Spanish 183-193.

Spanish 243. **Readings in Spanish-American Literature After 1890.** (Credit: 3 semester hours).

Selected readings of Spanish-American prose and poetry, concentrating on the contemporary novel since 1890. Outside reading assignments. Emphasis placed on oral and written composition. Conducted in Spanish. Prerequisite: Spanish 183-193.

Span. 133. **History of the Americas Since 1804.** (Credit: 3 semester hours).

Credit for this course and History 143 may not be earned. This is a history course given in Spanish. Lectures, films, talks, drills, using the language laboratory. Written permission is necessary from the Department to take the course in Spanish.

Span. 143. **History of the Caribbean Area and Mexico.** (Credit: 3 semester hours).

This history course will be given entirely in Spanish. This course cannot be transferred, usually, to a senior college for credit on an advanced level, but rather may count as elective credit in history. The language laboratory will be utilized for oral work. Three lecture hours per week and at least an average listening or practice time of two hours each week.

Fr. 114, 124. **Beginner's French.** (Credit: 8 semester hours).

This course is designed for those students who have had no previous instruction in French. Stress is placed on conversational French though care is exercised to teach the essentials of grammar. Three hours of lecture and two hours of laboratory are required per week.

Fr. 183-193. **Intermediate College French.** (Credit: 6 semester hours).

French readings, grammar, and composition based partly on a formal text and partly on selected readings. Stress will be placed on oral work. Two hours lecture and two hours laboratory per week.

Port. 114, 124. **Beginner's Portuguese.** (Credit: 8 semester hours).

This is the first year's course in Portuguese for students who have had no previous instruction in this language. Stress will be placed on both grammar study and on oral work, using the language laboratory for drill and for practice sessions. Three lecture hours and two laboratory hours per week for 36 weeks.

7. THE DEPARTMENT OF HOME ECONOMICS

Cl. 113. **Textiles and Clothing.** (Credit: 3 semester hours).

A course in elementary construction. This course is planned to help students meet simple clothing problems. Emphasis is placed on the five common textile fibers, selection of becoming and appropriate clothing, consideration of factors that influence price and suitability of fabrics for different uses.

One class and 4 laboratory periods per week.

Cl. 123. **Textiles and Clothing.** (Credit: 3 semester hours).

A continuation of clothing study that provides for developing skills in fitting, tailoring, and remodeling clothes. One class and four laboratory periods weekly. Required for homemaking majors.

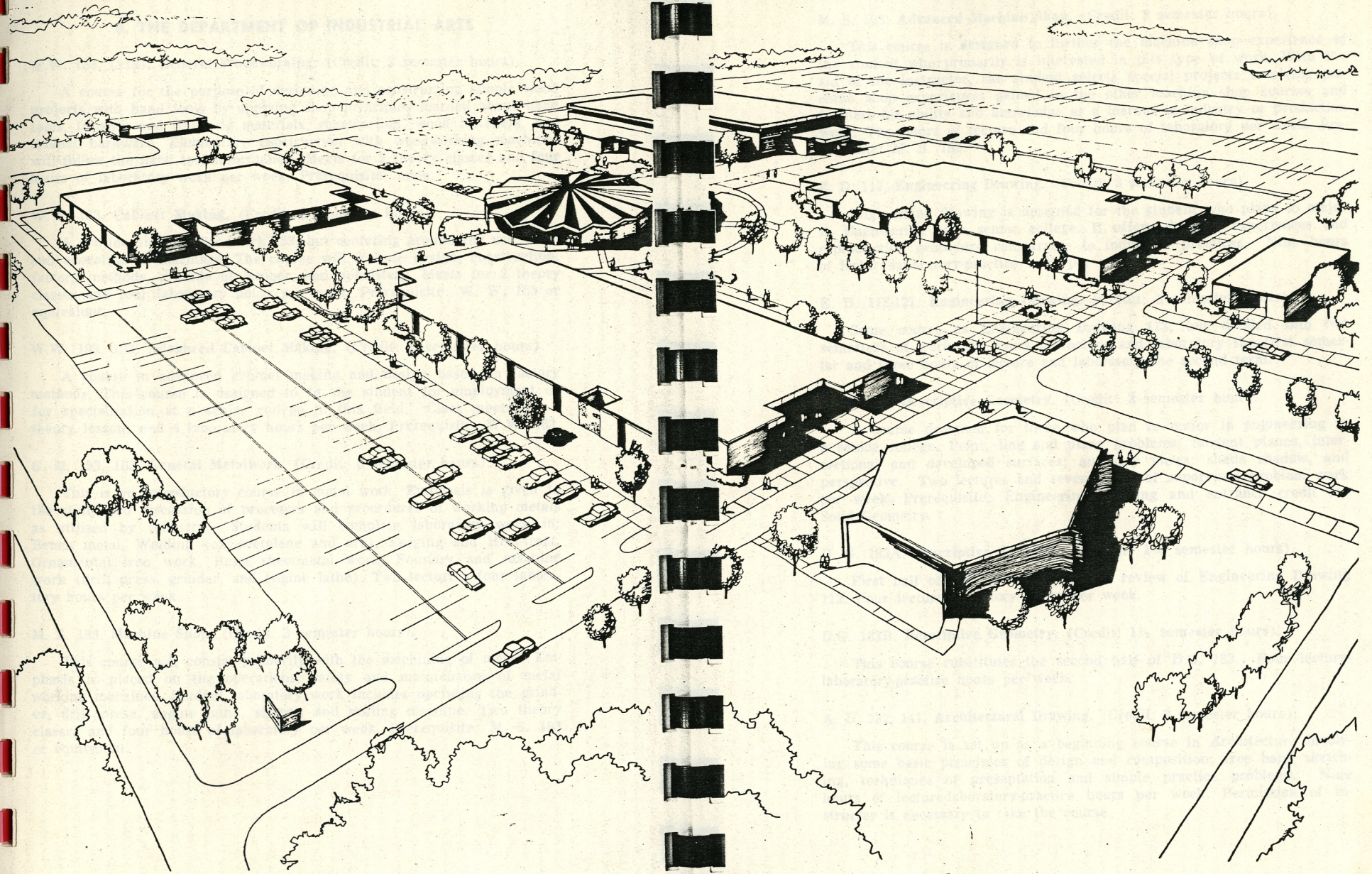
Foods 183, 193. **Foods and Nutrition.** (Credit: 6 semester hours).

This course deals with nutrition and the selection, cost preparation of food, basic preparation of recipes and table service. One lecture period and four laboratory periods weekly. Required for homemaking majors.

Course may be taken for one semester only with the approval of the Dean and the Instructor.

F. L. 133. **Family Living.** (Credit: 3 semester hours).

This course covers the study of the history of the family, its changes, and its present characteristics. Home management, equipment and its care, management problems relating to family, social life and daily living, and ways of improving marriage and family life are included in this course.



ALVIN JUNIOR COLLEGE

Alvin, Texas

8. THE DEPARTMENT OF INDUSTRIAL ARTS

W.W. 153, (113). General Woodworking. (Credit: 3 semester hours).

A course for the purpose of designing and constructing simple wood projects with hand tools by applying shop principles learned about hand tools, finishes and finishing materials, construction, wood fasteners, and cabinet hardware. Elementary construction with woodworking machines will follow the hand tool information. Meets for 2 theory classes and four hours of laboratory work per week. Prerequisite: none.

W.W. 163. Cabinet Making. (Credit: 3 semester hours).

A continuation of Woodwork 153, but centering around the use, care, and operation of machines. The course will include design, construction, factory methods, a study of lumber, and upholstery. Meets for 2 theory classes and four laboratory hours per week. Prerequisite: W. W. 153 or equivalent.

W.W. 183, 193. Advanced Cabinet Making. (Credit: 6 semester hours).

A course in advanced cabinet making and design based on factory methods. This course is designed to fit the student for employment or for specialization at a senior college in this field. Class meets for 2 theory lessons and 4 laboratory hours per week. Prerequisite: W.W. 163.

G. M. 153, 163. General Metalwork. (Credit: 6 semester hours).

This is an introductory course in metal work. Emphasis is given to the study and discussion of processes and procedures of working metals as utilized by industry. Students will complete laboratory work in: Bench metal, Welding (oxy-acetylene and arc), Forging and Heat-treat, Ornamental iron work, Basic sheetmetal work, Foundry and machine work (drill press, grinder, and engine lathe). Two-lecture - four laboratory hours per week.

M. S. 183. Machine Shop. (Credit: 3 semester hours).

This course will consist primarily with the machining of metal. Emphasis is placed on the operations, safety and maintenance of metal working machines. Student laboratory work includes operating the grinder, drill press, engine lathe, shaper, and milling machine. Two theory classes and four hours of laboratory per week. Prerequisite: M. S. 163 or equivalent.

M. S. 193. Advanced Machine Shop. (Credit: 3 semester hours).

This course is designed to further the machine shop experience of the student who primarily is interested in this type of work. With the aid of the instructor, the student selects special projects involving machine shop experiences gained in the other machine shop courses and furthers his ability and knowledge as a learner in industry or production work. Two hours of lecture and four hours of laboratory per week. Prerequisite: M. S. 183.

E. D. 113. Engineering Drawing. (Credit: 3 semester hours).

Engineering drawing is designed for the student who plans to major in Engineering at a senior college. It offers drafting experiences and reproduction procedure comparable to industrial practices. Nine hours of lecture-laboratory-practice work per week.

E. D. 112-121. Engineering Drawing. (Credit: 3 semester hours).

Same course as Engineering Drawing 113, but divided into two semesters of work; six hours of lecture and laboratory the first semester and three hours of lecture and laboratory the second term.

D. G. 183. Descriptive Geometry. (Credit: 3 semester hours).

A course designed for those who plan to major in engineering in a senior college. Point, line and plane problems; tangent planes, intersectional and developed surfaces; auxiliary views; shade shadow, and perspective. Two lectures and seven hours of supervised problem work per week. Prerequisite: Engineering Drawing and entrance credit for Solid Geometry.

D. G. 183A. Descriptive Geometry. (Credit: 1½ semester hours).

First half of D.G. 183 plus selected review of Engineering Drawing 112. Four lecture-laboratory hours per week.

D.G. 183B. Descriptive Geometry. (Credit: 1½ semester hours).

This course constitutes the second half of D.G. 183. Four lecture-laboratory-practice hours per week.

A. D. 132, 141. Architectural Drawing. (Credit: 3 semester hours).

This course is set up as a beginning course in Architecture involving some basic principles of design and composition; free hand sketching, techniques of presentation and simple practice problems. Nine hours of lecture-laboratory-practice hours per week. Permission of instructor is necessary to take the course.

G. A. M. 183. **General Automotive Mechanics.** (Credit: 3 semester hours).

A study of the fundamental principles of operation of the various units of the automobile and engine; care and safety of operation, and preventative maintenance; with some emphasis placed on methods of teaching by the use of visual aids in the form of cut away units, mock ups, films, charts, tune up equipment, and operational automobile units in the shop. Class meets for two hours theory and four hours of laboratory per week.

TECHNOLOGY

Dft. 113. **Fundamentals of Drafting.** (Credit: 3 semester hours).

A course designed with exercises in the use of drawing instruments, freehand lettering, geometric construction, projections, isometric drawings, oblique drawings, graphs, and freehand sketching. Required three hours lecture and six hours laboratory each week.

D.G. 183. **Descriptive Geometry.** (Credit: 3 semester hours).

A course designed for those who plan to major in engineering in a senior college. Point, line and plane problems; tangent planes, intersectional and developed surfaces; auxiliary views; shade shadow, and perspective. Two lectures and seven hours of supervised problem work per week. Prerequisite: Engineering Drawing and entrance credit for Solid Geometry.

Dft. 104D. **Machine Drafting.** (Credit: 4 semester hours).

A course designed for the assembly drawings of small machines. Special emphasis is put upon detail drawings and manufacturing specifications. Two lecture hours and four laboratory hours per week. Prerequisite: Dft. 113.

A.D. 113. **Architectural Drawing.** (Credit: 3 semester hours).

This course is set up as a beginning course in architecture involving some basic principles of design and composition; freehand sketching, techniques of presentation and simple practice problems. Nine hours of lecture-laboratory-practice hours per week. Permission of instructor is necessary to take the course.

Dft. 204D. **Construction Drafting.** (Credit: 4 semester hours).

A course designed to gain insight into all types and methods of construction, the nature of various building materials and their use. Two lecture hours and six laboratory hours each week. Prerequisite: Dft. 104D.

Dft. 204E. **Pipe Drafting.** (Credit: 4 semester hours).

A course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications, designing and sizing process systems. Drafting of flow diagrams, vessels, pumps, heat exchangers, instruments, compressors, and other equipment. Two lecture and three laboratory hours each week. Prerequisite: Dft. 104D.

Dft. 203F. **Structural Drafting.** (Credit: 3 semester hours).

A course designed to cover A.I.S.C. specifications and standards, structural data and theory, and design and detail of structural members and connections. Emphasis upon design and detail and specifications for light industrial structures to include structural steel, pipe, and reinforced concrete rods. Three lecture and six hours laboratory per week. Prerequisite: Engineering Drafting, Descriptive Geometry, and Architectural Drawing.

E.D. 102. **Surveying.** (Credit: 2 semester hours).

A course designed to emphasize the principles and fundamentals of surveying, including use of the tape, level, transit, tabulation of field data, boundary surveys, and topographic mapping. Prerequisite: Adequate math background and/or consent of the instructor. One lecture and three laboratory hours each week.

INDUSTRIAL ARTS — TECHNICAL — DEGREE COURSES

I.C. 133. **Introductory Crafts.** (Credit: 3 semester hours).

A study of the various areas of craftwork including the designing and constructing of projects in the areas of: leather, art metal, ceramics, etc. Class meets for two lecture and four laboratory hours per week. Prerequisite: none.

I.C. 143. **General Crafts:** (Credit: 3 semester hours).

A continuation of I.C. 133. Studies in various craft areas, including work in craftwork and craft materials. Special emphasis is placed on the design and development of projects in the areas of: jewelry, leather, art metal, ceramics, and wood. Two hours lecture and four hours laboratory per week. Prerequisite: I.C. 133.

9. THE DEPARTMENT OF MATHEMATICS

(A student may not count more than one Algebra course on transfer to a Senior College).

Alg. 113. College Algebra. (Credit: 3 semester hours).

This course includes a review of elementary topics followed by a more intensive study of advanced topics in quadratic equations, systems of quadratic equations, inequalities, progressions, complex numbers, elementary theory of equations, permutations, and combinations.

Alg. 113E. College Algebra for Engineers. (Credit: 3 semester hours).

This course is for pre-engineering and science majors. It includes only a brief review of elementary topics followed by a more intensive study of advanced topics in quadratic equations, systems of quadratic equations, inequalities, progressions, complex numbers, elementary theory of equations, permutations, combinations, mathematical induction and other selected topics as time permits. Prerequisite: Two years of high school algebra or consent of department.

Alg. 103. Introduction to College Algebra. (Credit: 3 semester hours (T)).

Students who have a poor academic foundation should enroll for this course which gives review topics in elementary algebra and moves on to more advanced topics such as fractions, linear equations in one unknown, systems of equations, graphs, exponents and radicals. Credit may be counted on the A.A. diploma, but credit is not recommended for transfer to a senior college. Formerly Alg. 133.

E. P. 111. Engineering Problems. (Credit: 1 semester hour).

This is a course for pre-engineers and if selected should be taken concurrently with Physics 184. It is designed to introduce the student to elementary problems from all fields of engineering. Particular emphasis is placed on learning to manipulate the slide rule with speed and accuracy. Two lecture-laboratory hours per week for 18 weeks. (Prerequisite: Alg. 103 or 113, and Trig. 123).

Geom. 103M. Introductory Geometry. (Credit: 3 semester hours).

A course in plane geometry open to students who cannot satisfy the plane geometry pre-requisite for Trigonometry 123. Credit for this course may not be used to satisfy normal senior college degree requirements and will not be allowed to students who use high school geometry for college entrance. Some course in plane geometry is required of all pre-engineering students.

This course takes up the elements of plane geometry with application to congruent triangles; parallel lines; angles of a triangle; angles of a polygon; congruent right triangles; quadrilaterals; distance; inequalities; bisectors, medians, altitudes; chords; tangents and secants; angles in circles; locus; proportion; similar triangles and similar polygons.

S. Geom. 103. Solid Geometry. (Credit: 3 semester hours).

This course is required of all students who plan to be candidates for engineering degrees and who do not have a solid geometry credit to present for entrance. This course or high school solid geometry is often a prerequisite for calculus. Prerequisite: Plane Geometry.

Trig. 123. Plane Trigonometry. (Credit: 3 semester hours).

Mastery of trigonometry functions with applications; functions of acute angles; functions of obtuse, and multiple angles; identities; derivation of formulas; logarithms; solution of both right triangles and obtuse triangles; practical problems involving heights and distances; graphical representation of trigonometric functions and geometric applications. Prerequisite: Algebra 113 and High School Plane Geometry.

An. 133. Analytic Geometry. (Credit: 4 semester hours).

A course in the solution of geometric problems through applied algebra by the graphical representation of points, lines, curves and the transformation of coordinates, polar coordinates, transcendental curves, parametrics and space formulas, with special emphasis on rapid curve sketching. Three lecture and one laboratory hour per week. Prerequisite: Algebra 113E and Trig 123 or permission of instructor.

Cal. 215, 225. Differential and Integral Calculus. (Credit: 10 semester hours. 5 semester hours each semester).

This course is designed to meet the needs of engineering and science students. Differentiation and integration of algebraic functions with applications, followed by a similar treatment of transcendental functions, formal integration by various devices, series, expansion of functions, partial derivatives and multiple integrals constitute the course. Five lecture hours per week. Prerequisite: An. 133. Formerly An. 114.

Cal. 213, 223. **Differential and Integral Calculus.** (Credit: 6 semester hours).

These courses are designed to meet the needs of engineering and science majors. These two courses, followed by a course in **calculus applications**, are fully equivalent to Calculus 215, 225. A study of limits, differentiations, rates, maxima and minima, curvature, elementary integrals, definite integrals, areas, lengths, and volumes constitute the material in the course. Prerequisite: Analytic Geometry 133.

Cal. 233. **Calculus Applications.** (Credit: 3 semester hours).

A study of centroids, moments of inertia, pressure, work, partial differentiation, series, multiple integrals, and hyperbolic functions constitute the material in this advanced course. Prerequisite: Calculus 223 or 225.

T. E. 213. **Theory of Equations.** (Credit: 3 semester hours).

This course will include complex number system, remainder theorem, factor theorem, synthetic division, solutions of polynomial equations, determinants, matrices, symmetric functions, and discriminants. Prerequisite: Analytic Geometry 133.

D. E. 213. **Differential Equations.** (Credit: 3 semester hours).

This course is made to meet the needs of engineering students. The following topics are included in the course study: equations of the first order, singular solutions, linear equations with constant coefficient miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. Three lecture hours per week for 18 weeks. Prerequisite: Calculus 223 or 225.

M. 193. **Mathematics of Finance.** (Credit: 3 semester hours).

This course is now listed as B. A. 123 in the Department of Business Administration.

Math. 153. **Foundations of Mathematics.** (Credit: 3 semester hours).

Modern methods will be used to develop skill and understanding in the use and meaning of sets, number symbols, operations, properties, equivalence and number relations, modular systems and bases, scientific notation, measurements, coordinate systems, equations, and various number systems. A survey of modern programs will be made with particular emphasis on the elements of MSG material. Offered for the first time at Summer Session, 1963.

Math. 163. **Modern Topics in Mathematics.** (Credit: 3 semester hours).

Topics will include studies in modern geometry, sets, relations and functions, ratio and percent, systems of logic, statistics and graphs, probability, systems of equations, and problem solving with practical applications.

Math. 173. **Modern Algebra.** (Credit: 3 semester hours).

Modern Elementary Algebra is an extension of Topics in Modern Mathematics for elementary teachers (Math 153-163). Systems of numeration and the basic concept of sets will be reviewed quickly but thoroughly. Thereafter, major emphasis will be placed on mathematical logic, the nature of proof, algebraic structure and the derivation of algebraic processes from postulates. A study of number systems beginning with the natural numbers will proceed through the successive extensions of the number systems with repeated reference to the basic postulates. Three hours of lecture per week per semester.

Math. 111. **College Arithmetic.** (Credit: 1 semester hour).

The acquisition in precise form of those ideas or concepts in terms of which the quantitative thinking of the world is carried out. This course will stress understanding and correct use of whole numbers, fractions, percentage, and measurements. Short methods of calculation will be stressed throughout the course. One hour of lecture and one hour of laboratory per week.

TECHNOLOGY

Math 103D. **Technical Mathematics I.** (Credit: 3 semester hours).

A course designed to offer a thorough review in the fundamental operations of algebra, with added emphasis upon the solution of quadratic and linear equations, radical operations, negative and fractional exponents, curve plotting and the function idea. Three hours of lecture each week.

Math 103E. **Technical Mathematics II.** (Credit: 3 semester hours).

A math course with emphasis upon logarithms and the slide rule, trigonometric functions, solutions of equations involving trigonometric functions as well as solutions of triangles, complex numbers, and vector algebra. Three lecture hours each week.

E.P. 113. **General Engineering Problems and Applications.** (Credit: 3 semester hours).

A course in practical problems with emphasis upon the use of the slide rule, significant figures, motion, and including some areas of work and energy. Two lecture hours and three laboratory hours each week. Prerequisite: Algebra 113 and enrollment in Technical Mathematics.

10. THE DEPARTMENT OF PHYSICAL EDUCATION

- P. E. 111, 121. **Physical Education for Women.** (Credit: 1 semester hour each term).
- P. E. 131, 141. **Physical Education for Men.** (Credit: 1 semester hour each term).
- P. E. 231, 241, 211, 221. **Physical Education for Sophomore Students.** (1 ea.)
- Ed. 123. **Personal and Community Health.** (See Dept. of Education).
- Ed. 143. **Introduction to Physical Education.** (See Dept. of Education).
- Ed. 183. **Health Education.** (See Dept. of Education).
- Ed. 213. **Teaching Physical Education in Elementary School.** (See Dept. of Education).
- Ed. 223. **Health Education for Teachers in Elementary Schools.** (See Dept. of Education).

11. THE DEPARTMENT OF SCIENCE

A. Biology B. Chemistry C. Physics

A. BIOLOGY

- Bio. 114. **Elementary Zoology.** (Credit: 4 semester hours).

A basic course in zoology with special reference to the vertebrate types. Also included are considerations pertaining to the morphology, physiology, embryology, and taxonomy of selected invertebrate phyla representatives. Comprehensive laboratory work will be stressed. This course serves as a foundation for advanced work in the field of zoology. Three hours of lecture and three hours of laboratory per week.

- Bio. 124. **Elementary Botany.** (Credit: 4 semester hours).

A basic course in botany which includes the morphology, physiology, taxonomy, and ecology of selected phyla representatives. Special emphasis is given to the seed plants along with comprehensive field and laboratory exercises. This course serves as a foundation for advanced work in botany. Three hours of lecture and three hours of laboratory per week. Prerequisite: Biology 114.

- B. 214. **Comparative Anatomy of the Vertebrates.** (Credit: 4 semester hours).

The morphology, physiology and phylogenesis of the vertebrates (craniates). Extensive laboratory work includes the study of selected lower chordates and at least five vertebrates class representatives. Lecture two hours per week and laboratory six hours per week. Prerequisite: Biology 114, 124, or their equivalent and the consent of the department.

- B. 234. **Introductory Microbiology.** (Credit: 4 semester hours).

The morphology, physiology, and classification of microorganisms. Relation of bacteria to man in agriculture, industry, sanitation, and disease. Laboratory work involving sterilization and pure culture techniques for laboratory culture of bacteria. Three lecture and three laboratory hours per week. Prerequisite: Bio. 114, 124.

- Zoo. 133. **Invertebrate Zoology.** (Credit: 3 semester hours).

A systematic study of the invertebrate phyla terminating with the mollusca. Bio. 133 and 143 are primarily designed to meet the needs of students who are pushing a pre-medical, pre-dental, pre-laboratory technician or biological science major. Special emphasis is placed on microscope technique, drawing technique, and the overall ability to follow laboratory instructions. Three hours of lecture and three hours of laboratory per week.

- Zoo. 143. **Vertebrate Zoology.** (Credit: 3 semester hours).

A continuation of Bio. 133. The structure and physiology of representative vertebrates with special emphasis on the frog as the vertebrate type are studied. Three hours of lecture and three hours of laboratory per week.

- Bio. 213-223. **Human Anatomy and Physiology.** (Credit: 6 semester hours).

The study of the physiology and anatomy of the organ systems of the body. Recommended for home economics, physical education and nursing majors. Three hours of lecture and three hours of laboratory per week for the full year. Prerequisite: Bio. 114 or consent of the department.

B. CHEMISTRY

- Chem. 134-144. **General Chemistry.** (Credit: 8 semester hours).

A general course which is designed for those students who do not plan to do further work in science or engineering. First semester: atomic-molecular theory, valence, formulae, chemical equations, gas laws, and solutions.

The second semester: an introduction to the various organic functional groups, systematic organic nomenclature, elementary biochemistry, polymer chemistry, and heterocyclics. Three lecture and three laboratory hours per week.

Chem. 114-124. General Inorganic Chemistry and Qualitative Analysis
(Credit: 8 semester hours).

The topics presented in Chemistry 114 include: atomic structure; the periodic classification; the gas laws; reactions involving oxygen and hydrogen; acids, bases, and salts; solutions of electrolytes; ionization, and the halogens. Students with little background in mathematics and the use of the slide-rule are urged to enroll concurrently in E.P. 111. Prerequisite: High School Chemistry or the equivalent, or consent of the department.

Chemistry 124 will emphasize the study of systems involving chemical equilibria and the qualitative analysis of the common cations and anions, using semi-micro techniques in the laboratory. Prerequisite: Chemistry 114. Three lecture and four laboratory hours per week.

Chem. 214. Quantitative Analysis. (Credit: 4 semester hours).

The fundamental principles of quantitative analysis are emphasized. Determinations are made involving gravimetric and volumetric methods. Acid-base titrations are carried out. Some of the more modern techniques are utilized, which include spectrophotometric and electroanalytical procedures. Two hours of lecture and six hours of laboratory per week. Prerequisite: A minimum grade of C in Chemistry 124.

Chem. 284. Organic Chemistry I. (Credit: 4 semester hours).

The chemistry of aliphatic hydrocarbons, mono- and poly-functional aliphatic compounds, amino acids, proteins, and carbohydrates is studied. Emphasis is placed on the preparation, interrelations, nomenclature, properties, and uses of various compounds. Prerequisite: Chemistry 114-124. Three lecture and four laboratory hours per week.

Chem. 294. Organic Chemistry II. (Credit: 4 semester hours).

The chemistry of aromatic compounds, heterocyclic compounds, dyes, terpenes, organo-metallic compounds, and polymers is studied, using the general plan that is followed in Chemistry 284. Prerequisite: Chemistry 284. Three lecture and four laboratory hours per week.

C. PHYSICS

Phy. 114-124. Physics. (Credit: 8 semester hours).

A survey course of the physical science fields. Topics selected from physics, chemistry, geology, astronomy, and metrology to illustrate the philosophy and methods of science. Special problems in mechanics and heat. Three lecture and two laboratory hours per week for 36 weeks. Prerequisite: Alg. 103.

Phy. 184K. Mechanics. (Credit: 4 semester hours).

This course is designed for students who intend to major in physics or chemistry. May be taken by prospective engineering students who do not have admission credit for physics. A study of velocity, acceleration force, energy, and other fundamental concepts of physics; together with vector algebra. Three lecture hours and four hours of laboratory each week. Prerequisite: Credit or registration for analytic geometry.

Phy. 184L. Mechanics and Heat. (Credit: 4 semester hours).

Open to freshmen. This is a technical course designed to meet the needs of science and engineering students. Topics covered include: vectors and vector products, equilibrium, moments of a force, motion, Newton's second law, . . . and the first and second law of thermodynamics. Prerequisite: Cal. 213 or consent of department. Three lecture and four laboratory hours per week.

Phy. 214. Electricity and Magnetism. (Credit: 4 semester hours).

This course is a technical course in electricity and magnetism designed especially for science, engineering, and technical students. Prerequisite: Physics 184L. Class meets for three lecture and four laboratory hours per week.

Phy. 224. Wave-Motion, Sound, Light. (Credit: 4 semester hours).

A technical course for students in science, engineering, and other technical fields. Topics covered include: nature and propagation of light, reflection, interference, diffraction, lens, polarization, atomic model of Rutherford and Bohr, natural radioactivity, and nuclear energy. Prerequisite: Physics 184L. Three lecture and four laboratory hours per week.

Phy. 134. General Physics. (Credit: 4 semester hours).

An elementary course with materials selected with reference to the needs of premedical, pre-dental, and pharmacy students and students of architecture and education. This course is also designed for those students who need a two semester technical course in physics but who do not intend to take additional courses in physics. Fundamentals of classical mechanics, heat, and sound will be covered. Prerequisite: Alg. 113 taken concurrently.

Phy. 144. General Physics. (Credit: 4 semester hours).

A continuation of Physics 134. Consists of the study of electricity and magnetism, light, and atomic and nuclear physics. Prerequisite: Physics 134 or consent of the instructor.

D. HISTORY

H. 113. **Western Civilization to 1660.** (Credit: 3 semester hours).

The chief political, social and intellectual developments of occidental civilization from the earliest human cultures to 1660. The origins of languages, literature, governments, and economic and social practices are included.

H. 123. **Western Civilization since 1660.** (Credit: 3 semester hours).

This course is a continuation of H. 113. Prerequisite: None.

H. 133, 143. **History of Latin America.** (Credit: 3 semester hours each semester).

H. 133. Spanish and Portuguese colonies from discovery to independence.

H. 143. Latin American republics since independence. (Formerly offered as **History of the Americas, 1949-64.**)

H. 153. **History of England and the British Empire.** (Credit: 3 semester hours).

A survey course of the history of England and the British Empire; covers the origins of language and literature; the growth of the British constitution; the rise of Parliament; the emergence of the Anglican Church; and the acquisition of overseas colonies.

H. 163. **History of England and the British Empire.** (Credit: 3 semester hours).

This course centers upon the decline of the royal authority and the development of cabinet government; the problems of imperialism and the maintenance of the Pax Britannica; the Industrial Revolution; the Reform Movement; and the growth of democracy.

(Both English history courses are especially designed to aid pre-legal students and those majoring in English, government, and American History.)

H. 173L. **History of Texas to 1865.** (Credit: 3 semester hours).

A study of the growth and development of the Texas area from 1500 until 1865: the Spanish colonial period; the French influence; the end of Spanish rule; the Mexican colonial period; and analysis of the Revolution; the Republic era; the Statehood years; and the role of Texas in the Civil War.

H. 173M. **History of Texas since 1865.** (Credit: 3 semester hours).

An analysis of cultural, social, industrial, and political developments in Texas from 1865 to the present. Emphasis will be placed on the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas. Studies of governors and their administrations will be made.

H. 184, 192. **History of Texas.** (Credit: 6 semester hours).

This is the same course as History 173L and 173M. It was divided as follows: History 184, **History of Texas to 1890** and History 192, **History of Texas Since 1890.** Richardson, **The Lone Star State** is used as a text; readings, reports, research paper, interpretative assignments, and current happenings.

H. 183. **The United States to 1865.** (Credit: 3 semester hours).

European forces; Spanish and Portuguese conquest in the Americas; English, French, and Dutch beginnings; accomplishments of nationalistic groups; revolution in British colonies; War of Independence; establishment of the new nation; westward movement and frontier influence; problems of the formative period; cultural and constitutional growth; internal and international relations. This course is required for graduation from all state colleges in Texas. Open to Freshmen with departmental permission.

H. 193. **The United States since 1865.** (Credit: 3 semester hours).

Continuation of History 183. Growth of national ideals; movement for individual freedom; party government and public interests; industrial development; labor problems and agrarian unrest; changing international policies; war and peace; problems of agriculture, business, and government; cultural progress and attempts at social cooperation; current world problems and trends. This course is required by all state colleges in Texas for graduation. Open to Freshmen with departmental approval.

13. THE DEPARTMENT OF DATA PROCESSING

DPT. 103C. Introduction to Data Processing. (Credit: 3 semester hours).

All data processing systems, regardless of size, type or basic use, have certain common fundamental concepts and operational principles. This course is not an introduction to any specific machine, but rather is intended to provide a foundation for a future detailed study of specific systems. It describes the evolution of computer systems—from manual methods to the stored program. Lectures include an introduction to problems organization, detailed coverage of storage media, fundamentals of input and output operations, and elementary programming techniques. A three-address programming system will be introduced near the end of the course to provide the student with training in actually writing a program as well as indicate to the student the operations a computer must perform in order to store data, perform calculations, make decisions, and provide results. Two hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

DPT 103D. Unit Record Equipment Operation. (Credit: 3 semester hours).

This course is a survey of unit record equipment. It illustrates the need for machine-processable solutions to accounting and record keeping. The concept, power and flexibility of the unit record approach are imparted to the student. Unit record equipment as an independent system is discussed and studied throughout the course. In addition to this emphasis, its use with and support for computers will be included. Laboratory exercises are executed, involving planning, operation of the equipment, and elementary wiring techniques will be introduced. Practical exercises offered are typical of those performed in existing computer installations. Two lecture and two laboratory hours per week. Prerequisite: Consent of the department.

DPT 103E. Technical Mathematics for Data Processing. (Credit: 3 semester hours).

The purpose of this course is to (1) provide a practical foundation upon which data processing problem solving can be based and (2) discipline the students in the art of logical decision making, using mathematics as the vehicle. This course treats primarily the numerical, rather than the theoretical, solution to problems. The principles presented will be applied (and therefore reinforced) in the Computer Programming and in the Statistics courses. Prerequisite: Alg. 113, B. A. 113, or the Equivalent.

DPT 103F. Advanced Control Panel Wiring. (Credit: 3 semester hours)

This course is designed to acquaint the student with the various control panel wiring techniques for Unit Record Equipment. Basic techniques for preparing and handling data will be covered in detail. Laboratory exercises are executed involving a wide range of planning and wiring

for the IBM 085, IBM 514, IBM 402, IBM 407, IBM 534, IBM 1232, and IBM 548. In addition the lectures and laboratory exercises will cover the basic wiring principles of the IBM 403, IBM 604, IBM 602, and other widely used Unit Record Equipment. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103D or Consent of the Department.

DPT 103G. Computer Programming I. (Credit: 3 semester hours).

This course provides the concepts, and therefore the foundation for detailed study of data processing machines and computer programming. The student engages in the study of the functions and capabilities of the IBM 1620 Data Processing System as well as basic programming for the IBM 1620. The student performs programming drills, exercises, and case studies which serve to bridge the gap from the academic to the real world of data processing. The student will study and write programs in MACHINE LANGUAGE, SPS, and AUTO-CODER. The laboratory sessions further reinforce basic principles by providing "hands-on" training on the IBM 1620. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103C or the consent of the department.

DPT 103T. Key Punch and Office Procedures. (Credit: 3 semester hours).

Fundamental principles and operation of punched card machines including key punch, sorter, interpreter and accounting machines, with emphasis on card punching, control cards and organization and sequence arrangement of data and its application in office procedure. Two hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

DPT 103S. Seminar. (Credit: 3 semester hours).

This is intended to be a survey course in Data Processing for administrative and management personnel. The basic objective of this course is to acquaint the student with the potential and limitations of a Data Processing System. The lectures will cover the following topics: problems that arise in changing from manual methods to Data Processing; the ways Data Processing can serve management; the adaptation of a Data Processing System to certain types of business operations; and other appropriate topics of interest. The student will have opportunity to observe the operation of a Data Processing Center which will have both Unit Record Equipment and an IBM 1620 computer. Three lecture hours per week. Prerequisite: Consent of the department.

DPT 203C. Data Processing Applications. (Credit: 3 semester hours).

This course is designed to acquaint the student with actual business data processing applications. Lectures will cover automatic processing of data with respect to a definite pattern of work flow from the original document to the final report. In addition to gaining a knowledge of in-

tegrated data processing and the reports needed by management, the student will acquire applicable skills in flow charting, forms design for accounting systems, methods of coding and condensing information and punch card design. Laboratory exercises will be executed that will apply the techniques necessary to implement the designed system. Three hours lecture and two hours laboratory per week. Prerequisite: DPT 103F, DPT 103G, Acct. 193, or the consent of the department.

DPT 203D. Computer Programming II. (Credit: 3 semester hours).

The course is designed to acquaint the student with the various languages that are commonly used for scientific computations. The course will specifically include a detailed study of FORTRAN and Machine Language, as well as an introduction to COBOL. The laboratory sessions will enable the student to actually run his programs in Fortran, Gotran, and Machine Language on the IBM 1620. This course is not designed to teach the student detailed mathematical calculations involving mathematics beyond college algebra and technical mathematics. One of the basic objectives is providing the student with the tools to handle problems on an algebraic or statistical nature on a computer. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103C and DPT 103E or consent of the department.

DPT 203E. Accounting Systems and Data Processing. (Credit: 3 semester hours).

This course has as its primary purpose the development of a unified accounting system with respect to data processing. The unit medium, whether it be a business paper, a punched card, a segment of a punched tape or a segment of a magnetic tape, is given primary consideration throughout the course. The major data processing systems in the sales, purchasing, payroll, production control, and cost area of business are used as a vehicle for the presentation of system work. The analyzing and synthesizing of various accounting systems will include a careful study of design and evaluation of procedural flow, automatic controls, internal checks and audit trails. The laboratory exercises will include several case studies in order to give reality to certain problems that are difficult to examine in the abstract. The student will program certain problems and run his program on the IBM 1620 Data Processing System. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 203C and Cost Accounting or the consent of the Department.

DPT 203F. Computer Programming III. (Credit: 3 semester hours).

The basic objective of this course is to acquaint the engineer or engineering student with various techniques that can be used to adapt engineering problems to computer solutions. The course will emphasize basic programming techniques, the FORTRAN language and other commonly used languages, principles of iteration, mathematical models, empirical relationships, and certain appropriate mathematical topics. The labora-

tory exercises will include writing programs in FORTRAN and various other commonly used languages as well as running the FORTRAN programs on an IBM 1620 computer. Three hours lecture and two hours laboratory per week. Prerequisite: DPT 103C and Cal. 213 or the consent of the department.

DPT 203G. Computer Programming IV. (Credit: 3 semester hours).

The objective of this course is to provide the student with sufficient knowledge of programming systems concepts so that he may easily master any specific system with a minimum of instruction. Furthermore, he will be qualified to analyze, evaluate and make minor modification to such systems. It is not intended that the actual programming languages of the various systems be taught. However, individual phases of certain selected systems are treated in detail in order that the student may learn advanced programming and logic decision techniques that are applied in sophisticated systems. Three lecture and two laboratory hours per week. Prerequisite: DPT 103G and DPT 203D or the consent of the department.

14. THE DEPARTMENT OF SPEECH AND DRAMATICS

SPEECH

S. 113. **Fundamentals of Speech.** (Credit: 3 semester hours).

Speech 113 is the prerequisite to Speech 123. The Fundamentals of Speech consists of the study of the importance of speech as an aid in social adjustment; the study of the vocal mechanism and techniques of voice control, including a brief study of common speech defects and the attitude of the lay person toward these defects; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech and preparation toward the achieving of these ends.

S. 123. **Public Speaking.** (Credit: 3 semester hours).

Public Speaking is devoted to the methods of organization and the techniques of delivery of the platform speeches. Prerequisite: Speech 113.

S. 173. **Oral Interpretation.** (Credit: 3 semester hours).

Oral Interpretation is the study of platform interpretation of literature. Emphasis will be placed upon improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, descriptive essay, monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. Prerequisite: Speech 113.

S. 133. **Business Speech.** (Credit: 3 semester hours).

Business Speech is devoted to the study of the techniques of technical reporting (i.e., speeches to instruct, speeches of special reporting, and speeches for general information and guidance for personnel); the study of techniques of problem-solving through public discussion (i.e., panel discussion, symposium, etc.); the study of the techniques of parliamentary law for purposes of learning to preside at various meetings and conducting business. Prerequisite: Consent of the department.

DRAMATICS

Dr. 183. **Dramatic Arts.** (Credit: 3 semester hours).

Fundamentals of the art of drama; a study of dialogue, interpretation, and characterization; a study of the fundamentals of make-up and costuming; technical elements of production; history of the development of the drama; significance and aspects of present-day theatre.

S. 181. **Theatre Activities.** (Credit: 1 semester hour).

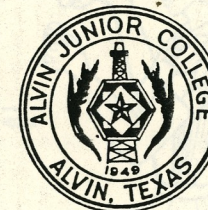
Students are given the opportunity to participate in an extensive manner in theatre activities. Student must complete activities in at least two of these areas: make-up, costuming, acting in a play, student direction, and stage settings.

S. 191. **Forensic Activities.** (Credit: 1 semester hour).

Students at Alvin Junior College who wish to do so may enroll for forensic activities and secure credit, provided that the student has applied himself extensively in one or more of these areas: speaking in public, radio work, and debate.

15. THE DEPARTMENT OF NURSING EDUCATION

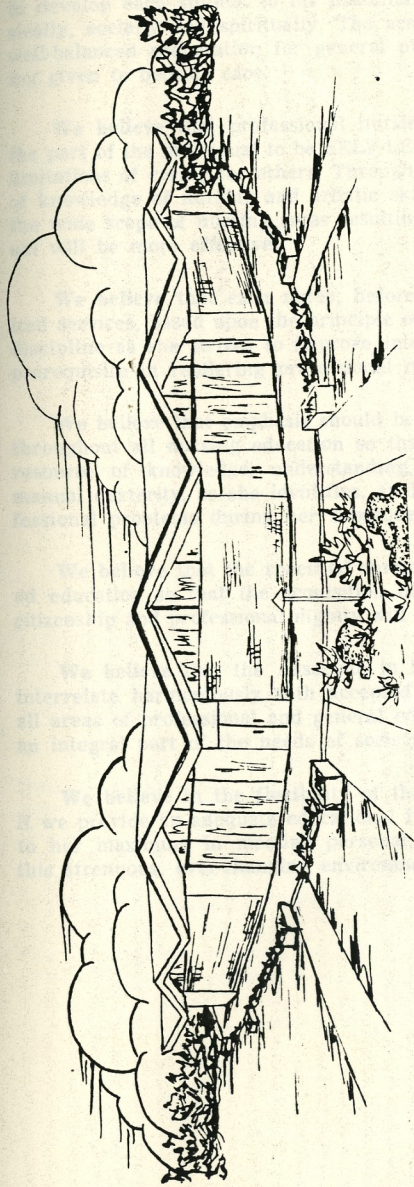
Associate in Science Degree in Nursing



announcements

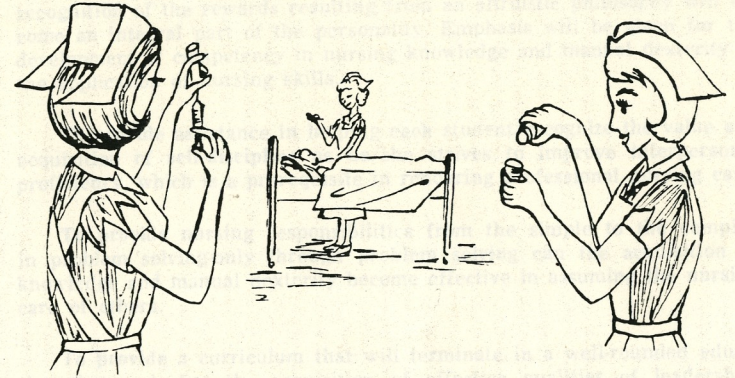
1967-68

*A two year collegiate program
when successfully completed merits
the R.N. ———*



College students enrolled in the Associate in Science Degree in Nursing, representing one of the many departments of Alvin Junior College, enjoy the recreational life and fellowship opportunities with all of the students enrolled in the various collegiate majors. The "Sub" is the center for social activities, cafeteria and book store accommodations. A resourceful library is also located in a section of this beautifully designed building.

ASSOCIATE IN SCIENCE DEGREE IN NURSING EDUCATION
FOR
Qualified Applicants Seeking Professional Nurse Education



"To live beautifully is an art that cannot be depicted by the Great Masters—to live scientifically is an undertaking for any age." Collegiate Nursing Education, when successfully completed, prepares the student to live both beautifully and scientifically in a spirit of **SELF-LESSNESS**.

Alvin Junior College offers an accredited two year (twenty-four months) Associate in Science Degree in Nursing that gives the student a collegiate program that leads to the "R.N." During the four semesters and two summer school sessions, the student enjoys specified courses in the humanities, social sciences, biology and chemistry while engaged in professional nurse education courses.

Candidates enrolling in the nursing program must be high school graduates, averaging "B" or above in the high school courses. A highly motivated "C" student, with a high school background in chemistry and biology, could successfully complete the nurse course requirements which leads toward the professional nurse registration.

The program in the School of Nursing is approved and accredited by the **TEXAS STATE BOARD OF NURSE EXAMINERS**. Periodic evaluation and accreditation are made annually.

Philosophy of the Associate in Science Degree in Nursing

We believe that an Associate Degree in Nursing should be designed to develop each student to his maximum emotionally, intellectually, physically, socially and spiritually. The academic program should provide a well-balanced preparation for general professional nursing—emphasis being given to bedside care.

We believe that professional nursing requires a personal desire on the part of the individual to be SELF-LESS in accepting the privileges and limitations of caring for others. Through altruism, true breadth and depth of knowledge of nursing and artistic skill in applying such knowledge to the wide scope of nursing areas resulting from the needs of each individual will be more effective.

We believe that each nurse, before she renders effective individualized services, based upon the principle of altruism, must first develop self-discipline as she strives to improve interpersonal proficiency, which is a prerequisite in rendering professional nursing care.

We believe that emphasis should be placed on problem solving ability throughout all nursing education so that the student will gain a gradual resource of knowledge, understanding, capabilities, human values and manual dexterity, as she identifies, analyzes and solves personal and professional problems during her subsequent years.

We believe that the specified curriculum should provide a well-rounded education so that the acquisition of effective qualities of leadership, citizenship and professional dignity will be the inevitable for each student.

We believe that the Associate in Science Degree in Nursing should interrelate harmoniously with accepted principles and policies governing all areas of professional and general educational programs thus becoming an integral part of the needs of society, the profession and the nurse.

We believe in the flexibility of the human being to the degree that if we provide an adequate educational foundation, each student will adjust to her maximum in meeting personal, social and professional needs in this strenuous, ever-changing environment.

Objectives of the Associate in Science Degree in Nursing

To provide an opportunity for the student to develop emotionally, intellectually, physically, socially and spiritually to his/her maximum through a sound general education. Emphasis on personal development will be guided through the professional courses and laboratory experiences.

To provide the student with an insight of his/her own worth, so that recognition of the rewards resulting from an altruistic philosophy will become an integral part of the personality. Emphasis will be given for the development of competency in nursing knowledge and manual dexterity in the application of nursing skills.

To provide assistance in helping each student recognize the value and acquisition of self-discipline as he/she strives to improve interpersonal proficiency, which is a prerequisite in rendering professional nursing care.

To provide nursing responsibilities from the simple to the complex in problem solving—only through problem solving can the acquisition of knowledge and manual dexterity become effective in assuming the nursing care of others.

To provide a curriculum that will terminate in a well-rounded education that embodies the acquisition of effective qualities of leadership, citizenship and professional dignity.

To provide an atmosphere of freedom of thought and positive acceptance of colleagues so that the professional nursing principles and policies will interrelate harmoniously with the principles and policies of all professional groups.

To provide an environment of respect and faith in each individual as a person of merit, thus creating an effective competitiveness of "give and take" on a constructive basis.

GENERAL INFORMATION

ALVIN JUNIOR COLLEGE, established in 1949, accredited by the Association of Texas Colleges and the Southern Association of Colleges and Secondary Schools, was founded to fulfill definite objectives in the area of Brazoria-Galveston Bay Area-meeting the educational technical and professional needs that may be accomplished within a two-year period.

Since Texas has less than one half the national average of nurses per 100,000 population, Alvin Independent School District, under the directorship of President D. P. O'Quinn, Dean of the College W. H. Meyers and the Dean of Admissions, Neal M. Nelson, has added the professional nursing educational program to the college curriculum in keeping with the major objective of the college-meeting the educational needs of its local citizenry. The ASSOCIATE IN SCIENCE DEGREE in NURSING is the fourth of its kind to be offered in the State of Texas.

Any individual, as the ASSOCIATE IN SCIENCE DEGREE in NURSING is a co-educational program, who is a high school graduate, with a background of biology and chemistry, seeking a professional nursing career, may make application to one of the following:

Dean of ALVIN JUNIOR COLLEGE,	W. H. Meyers
Dean of Admissions, A.J.C.,	Neal M. Nelson
Director, Associate in Science Degree in Nursing	Mary Alice Metcalf, R.N.

The ASSOCIATE IN SCIENCE DEGREE in NURSING offers the basic nursing curriculum, meeting the standards as required by the TEXAS BOARD of NURSE EXAMINERS, that all Schools of Nursing Education incorporate, which includes the Hospital Diploma Program and the Baccalaureate Degree Program with Nursing as a major.

Once enrolled in the ASSOCIATE IN SCIENCE DEGREE in NURSING, the student will realize that the twenty-four months program requires continuous qualitative effort in order to complete the specific academic and laboratory experience courses as out-lined by Alvin Junior College and the TEXAS BOARD of NURSE EXAMINERS. When the two-year program has been successfully completed and the student has passed the **TEXAS TEST POOL EXAMINATION** for nurse registration, the candidate will be qualified as a professional registered nurse with specialization in bed side nursing care. Students who desire to become specialists in pediatrics, obstetrics, medical-surgery, ward-management, public health nursing, etc., may seek admission in a college of higher learning, transferring ALVIN JUNIOR COLLEGE credits to the institution of his choice.

ADMISSION POLICIES

Before an applicant is considered for the Associate in Science Degree in Nursing, he/she must first be accepted by ALVIN JUNIOR COLLEGE through the Dean of Admissions. Once the applicant has been accepted in the college, he/she will be referred to the Director of the Associate Science Degree in Nursing. During the initial interview for the nursing program detailed information pertaining to the personal data, health, and academic records will be explained.

WHAT IT WILL COST

Since each nursing student at ALVIN JUNIOR COLLEGE commutes from his/her home, it is estimated that a maximum of two hundred dollars a semester will cover the college tuition, laboratory fees, books and uniforms.

GRADUATION REQUIREMENTS

To be eligible for graduation, a candidate must have a grade of at least C in each of the nursing courses for the ASSOCIATE IN SCIENCE DEGREE in NURSING. An average grade of C in all other courses is also required of ASSOCIATE IN SCIENCE DEGREE in NURSING candidates.

The candidate must have successfully completed the prescribed curriculum for which he/she is registered and must meet all other requirements of the Nursing Department.

An ASSOCIATE IN SCIENCE DEGREE in NURSING candidate, irrespective of previous college attendance, must carry a semester load of a minimum of twelve hours during each of the four semesters and a minimum of six hours during each of the two summer school sessions.

STATE REGISTRATION

Subsequent to the candidate's having successfully completed the basic course of instruction in the ASSOCIATE IN SCIENCE DEGREE in NURSING, he/she is eligible to write the TEXAS BOARD LICENSING EXAMINATION. Success on the State Board Examination qualifies the graduate to be a Registered Nurse. Graduates of the ASSOCIATE IN SCIENCE DEGREE in NURSING from ALVIN JUNIOR COLLEGE, who are registered in Texas are eligible for registration in states that have reciprocity with Texas. They are also eligible for membership in the Texas Graduate Nurses' Association, National League for Nursing, American Nurses' Association and the American Red Cross Nursing Service.

15. DEPARTMENT OF NURSING

Nsg. 112. Professional Adjustments I. (Credit: 2 semester hours).

A seminar consisting of an exploration of the history of nursing from its beginning to present date. It is designed to assist the student with developing an awareness of herself in relationship to the role of a professional nurse. Consideration will be given to the personal attributes and personality structure desirable for the professional nurse. Two lecture hours per week for one semester.

Nsg. 115. Fundamentals of Nursing. (Credit: 5 semester hours).

Designed to assist the student in developing an image of total nursing care for the individual patient, thus giving the student a concept of comprehensive nursing care through the application of scientific and social principles. The student is given an appreciation of community health through an introduction to private and tax-supported health agencies as well as to the hospital. Basic principles of nursing are taught through lecture, classroom discussion, role play, research, demonstration and laboratory practice of nursing skills. Five lectures and eight laboratory hours per week for one semester.

Nsg. 126. Medical-Surgical Nursing. (Credit: 6 semester hours).

Designed to assist the student in acquiring knowledge, understanding, skills and attitudes necessary for the total nursing care of patients with medical and surgical conditions. Parallel to nursing skill practice, the student studies the etiology and manifestations of disease, diagnostic and therapeutic procedures, preventive and rehabilitative measures in relation to the individual patient and his family. Throughout this course, the student is assisted in planning the total care of the patient so that the patient's physical, emotional, and spiritual needs are met - utilizing the problem-solving approach. Selected learning experiences in operating room technique designed to provide fundamental knowledge and skill in surgical intervention both in meaning for the patient and in techniques. Six lectures and sixteen laboratory hours per week for one semester. Sixteen hours of operating room experience per week for nine weeks during Nsg. 126.

Nsg. 213. Medical-Surgical Nursing. (Credit: 3 semester hours).

Continuation of Nsg. 126 with more complex problems in nursing care assigned to the student. Emphasis will be given to health problems of cardiovascular, renal disease, congenital and hereditary diseases, metabolic disturbances. Nutrition, pharmacology, pathology, rehabilitation, and prevention as well as psychological and sociological aspects are integrated throughout this course. Eight lectures and sixteen laboratory hours per week for six weeks.

Nsg. 226. Medical-Surgical Nursing. (Credit: 6 semester hours).

Continuation of Nsg. 126 with more complex problems in nursing care assigned to the student. Emphasis will be given to health problems of necrotic disease, infections, inflammatory conditions, gynecology, and orthopedic nursing. Nutrition, pharmacology, pathology, rehabilitation, and prevention as well as psychological and sociological aspects are integrated throughout this course. Sixteen lecture hours and twenty-four laboratory hours per week for six weeks.

Nsg. 234. Maternal Health Nursing. (Credit: 4 semester hours).

Basic concepts of maternal health are presented and developed through caring for mothers and the newborn babies. This course is designed to present an over-view of human reproduction and a study of family-centered nursing involved in the management and treatment of the normal and abnormal phase of pregnancy, parturition and puerperium. Parallel to this course being given in the Nursing Department, all enrolled students will be taking a related course, Ed. 193, Human Growth & Development, thus developing a deeper understanding of both mother and child care. Lectures, group teaching, clinical conferences, audio-visual, aids, demonstrations and research are methods used to re-enforce learning. Eight lectures and sixteen laboratory hours weekly for nine weeks. Prerequisite: Nsg. 213 and 226.

Nsg. 244. Child Health Nursing. (Credit: 4 semester hours).

Basic concepts of child health are presented and developed through caring for well children, and children who are ill. This course is a study of the growth and development of the child from infancy to adolescence and nursing care of the child. Emphasis is given to the physical, social, emotional, and spiritual needs in developing principles and techniques of guidance of the child who is ill as well as the healthy child. Parallel to this, a course being given in the Nursing Department as Nsg. 244, all enrolled students will be taking a related course, Ed. 193, Human Growth and Development, thus developing a deeper understanding of both mother and child care. Lectures, group teaching, clinical conferences, audio-visual aids, demonstrations, and research are methods used to re-enforce learning. Eight lectures and sixteen laboratory hours weekly for nine weeks. Prerequisite: Nsg. 213 and 226.

Nsg. 253. Leadership in Nursing. (Credit: 3 semester hours).

A continuation of intensive nursing experience and the total concept of patient illness with emphasis on the basic principles and techniques necessary for giving adequate nursing care to the bed-ridden patient. Study includes consideration of the leadership functions of the nurse and the duties and functions of various levels of nursing personnel. The student has an opportunity to function as a team leader. Six lectures and sixteen hours laboratory per week for one-half semester. Prerequisite: Nsg. 234 and 244.

Nsg. 255. **Psychiatric Nursing.** (Credit: 5 semester hours).

Designed to give the student an understanding of the basic principles of human behavior including acceptance, rejection, hostility, ambivalence and dependency as well as the special therapies for the treatment of mental illness. Emphasis is given to psycho-dynamics of mental illness, behavior of the individual patient and concepts of personality development. The student is taught the role in relationship with mentally ill patients, as a member of the psychiatric team and as a member of society for a period of nine weeks. Ten lectures and sixteen laboratory weekly hours for one-half semester. Prerequisite: Nsg. 234 and 244.

Nsg. 263. **Medical-Surgical Nursing.** (Credit: 3 semester hours).

Intensive nursing experience designed to provide opportunities for independent student inquiry into all areas of knowledge involving the total care concept of patient illness. Experience will be guided in areas of clinical nursing centered around selected patients providing an opportunity for research in writing case studies. Nine lecture hours and twenty-four laboratory hours per week for six weeks. Prerequisite: Nsg. 253 and 255.

Nsg. 275. **Medical-Surgical Nursing.** (Credit: 5 semester hours).

Continuation of Nsg. 263. Fifteen hours of lecture and twenty-four laboratory hours per week for six weeks. Prerequisite: Nsg. 253 and 255.

Nsg. 271. **Professional Nursing Survey.** (Credit: 1 semester hour).

The professional, social, and legal aspects of nursing are presented throughout this course correlated with ethical factors of professional problems, personal responsibilities of the individual for the standards of over-all professional groups. An opportunity will be provided for the student to acquire a knowledge of the many professional fields and opportunities available to graduate professional nurses in keeping with specific qualifications for such positions. Three lecture hours per week for six weeks. Prerequisite: Nsg. 263 and 275.

16. DEPARTMENT OF ELECTRONICS

E.T. 104D. **D.C. Theory and Laboratory.** (Credit: 4 semester hours).

A basic course in direct current electricity. The course is designed with emphasis upon electric current, voltage, Ohm's law, circuits, magnetism, and the use of measuring devices. Intensive three hour laboratory experiments conducted each week over subject areas. A brief description of time varying circuits will be included. Three lecture and three laboratory hours per week. Prerequisite: Alg. 113 or registration therein.

E.T. 104E. **A.C. Theory and Laboratory.** (Credit: 4 semester hours).

A basic course in alternating current theory and applications, with emphasis upon circuit parameters, wave shapes, vector algebra, circuit laws and theorems, coupled and resonant circuits, and measurements. Three lecture and three laboratory hours per week. Prerequisite: E.T. 104D and Alg. 113 or consent of the instructor.

E.T. 104G. **Alternating Current Circuit Analysis.** (Credit: 4 semester hours).

Course content includes alternating current circuit analysis covering Ohm's Law for A.C. circuits, series and parallel inductive-capacitive-resistive circuits, and power considerations in A.C. circuits. Also covered are transformers with theory and application, impedance matching, ratings, and losses. Three lecture and three laboratory hours per week. Prerequisite: E.T. 104D, E.T. 104E, and Alg. 113 or Math. 103D.

E.T. 104K. **Vacuum Tubes and Transistors I.** (Credit: 4 semester hours).

A basic course in vacuum tubes and transistors with emphasis on vacuum tube fundamentals, the diode vacuum tube, semi-conductor diodes, including the P-N junction, the point contact diode, and the triode vacuum tube. Laboratory work will include construction, operation, static characteristics, and dynamic characteristics. Three lecture and three laboratory hours per week. Prerequisite: E. T. 104D, E.T. 104E, and Alg. 113 or Math. 103D.

E.T. 204L. **Vacuum Tubes and Transistors II.** (Credit: 4 semester hours).

A more advanced course in vacuum tubes and transistors, following E.T. 104K, with emphasis on triode vacuum tube parameters, the triode amplifier circuit, dynamic characteristics, classes of amplifier operation, and transistor triode construction and characteristics. Also, the theoretical coverage of the surface alloy transistor, typical transistor circuits and equivalent circuit development for mathematical analysis, and static characteristics in graphical analysis. Three lecture and three laboratory hours per week. Prerequisite: E.T. 104K.

E.T. 204R. **Basic Electronic Systems I.** (Credit: 4 semester hours).

A study of radio frequency amplifiers covering voltage amplifiers, buffer devices, frequency multiplying devices, and radio frequency power

amplifiers and their neutralization; also including the radio transmitter, radio frequency circuit design, amplitude modulation principles with circuits, and methods, and trouble-shooting procedures and practices. Transmission of radio waves, propagation theory, antenna fundamentals, transmission time theory, and a study of various antenna types are also covered. Three lecture and three laboratory hours per week. Prerequisite: Sixteen semester hours of electronics or the consent of the instructor.

E.T. 204D. Basic Electronic Circuits. (Credit: 4 semester hours).

Course includes power supply circuit analysis, the principles of rectification, principles of voltage dividers and voltage regulation. Basic amplifiers and their classification, distortion, special audio frequency considerations, the cathode follower, headsets, audio transducer devices, microphones, and phonograph pick-ups are also included. Other topics are basic oscillator circuits covering R-C and L-C action, R-C and R-L phase shifting, and various types of oscillators. Three lecture and three laboratory hours per week. Prerequisite: Sixteen semester hours of electronics or consent of the instructor.

E.T. 204M. Vacuum Tubes and Transistors III. (Credit: 4 semester hours).

An advanced course in vacuum tubes and transistors, following E.T. 104K and E.T. 204L, with emphasis on vacuum tube tetrodes and pentodes, inner electrode capacitance, dynatron effect, tube constants, the pentode tubes and their applications. Also covered are beam power and multi-section tubes, construction characteristics and parameters of beam power, and dual and triple section vacuum tubes, tetrodes, power and special purpose transistors, cathode ray tubes, and klystrons. Three lecture and three laboratory hours per week. Prerequisite: E.T. 204L.

E.T. 204S. Basic Electronic Systems II. (Credit: 4 semester hours).

A second course in basic electronic systems, following E.T. 204R, consisting of reception and detection of radio waves, basic radio receivers, tuned radio frequency receivers, a typical T.R.F. circuit, superhetrodyne theory, alignment, and trouble-shooting. Also included are frequency modulation transmitter and receiver principles, A.M. and F.M. transmitter block diagram comparison, modulation techniques, and special transmitter considerations. Three lecture and three laboratory hours per week. Prerequisite: E.T. 204R.

E.T. 204G. Transistor Applications and Advanced Circuits. (Credit: 4 semester hours).

Includes study of transistor applications to basic circuits, amplifiers and their application, transistor oscillators, transmission and reception of radio waves using transistor devices. Also included are basic single sideband communication concepts, electronic time measurement systems,

electronic test instruments, and non-sinusoidal circuits. Three lecture and three laboratory hours per week. Prerequisite: Sixteen semester hours of electronics or consent of the instructor.

E.T. 204T. Advanced Electronic Circuits and Systems. (Credit: 4 semester hours).

Course content includes wave shaping circuits, R-C and R-L differential and integrators, saturable core reactor pulsing circuits; limiter, clamper, and counter circuits, and sweep generation. Also polyphase supplies, radio frequency supplies and voltage regulator circuits, and application of advanced circuits to typical television transmitter and receiver systems. Three lecture and three laboratory hours per week. Prerequisite: E.T. 204R and E.T. 204D.

E.T. 104R. Instrumentation. (Credit: 4 semester hours).

A course designed to afford knowledge in test instruments. A study of multimeters, VTVM, impedance bridges, tube and transistor checkers, power supplies, amplifiers, chart recorders, light sensing devices, ammeters, and voltmeters. The use of the oscilloscope in electronics, physics, chemistry, and biology will be undertaken. This course is not an integral part of the electronic technology curriculum because all of these topics are covered in different phases of the curriculum. Three lecture and four laboratory hours per week. Prerequisite: Consent of the instructor.

17. DEPARTMENT OF POLICE ADMINISTRATION TECHNOLOGY

P. Ad. 113. **Police Administration I.** (Credit: 3 semester hours).

An analysis of the duties and responsibilities of police administrators. Application of administrative principles to problems of patrol duty. Police administration: past and present; police organization; police management; coordination; personnel management; training; the juvenile problem; and the patrol function. Three lecture hours per week for 18 weeks.

P. Ad. 123. **Elements of Police Supervision.** (Credit: 3 semester hours).

Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations and leadership problems, essentials of organization, types of organizations, planning the work of the department. Three lecture hours per week for 18 weeks.

P. Ad. 133. **Criminal Law.** (Credit: 3 semester hours).

Crime investigation, traffic supervision, vice control, crime prevention, personnel practices and training, communication, records, the police and the public, police administration of the future. Three lecture hours per week for 18 weeks.

P. Ad. 143. **Police Administration II.** (Credit: 3 semester hours).

Covers crimes against property, crimes against persons, parties to crimes, laws of arrest, search and seizure, laws of evidence, criminal procedure, indictment and information, arraignment and pleas, the trial and verdicts, and the Texas Penal Code. Three lecture hours per week for 18 weeks.

P. Ad. 183. **Criminology.** (Credit: 3 semester hours).

Current trends, nature and causes of crime. Indexes of crime, perspectives and methods in criminology, psychopathy and crime, culture areas and crime, processes in criminal behavior. Sociological aspects of criminal law and procedure. Three lecture hours per week for 18 weeks.

P. Ad. 193. **Penology.** (Credit: 3 semester hours).

Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration. Three lecture hours per week for 18 weeks.

P. Ad. 213. **Criminalistics.** (Credit: 3 semester hours).

Application of scientific techniques and apparatus to collections, preservation and identification of physical evidence. Facilities and methods of major crime laboratories are studied and evaluated. Two lecture and two lab hours per week for 18 weeks.

P. Ad. 223. **Problems in Police Administration.** (Credit: 3 semester hours).

A study of police-community relations and the sociological-psychological aspects of modern police administration. Three lecture hours per week for 18 weeks.

VII. ADULT EDUCATION

A. OBJECTIVES

The Department of Adult Education has been created as a service department for the adults of Alvin and the surrounding territory. The prime objective of the department is to offer educational opportunities to enable adults to meet the constantly changing requirements for successful community living. A program of services in these areas is proposed:

Advanced adult academic education of a secondary and post-secondary level including technical and collegiate education.

General education in the fields of intercultural and international understanding through conferences, courses, forums, lectures and suitable media.

Basic elementary education for the foreign and native born, including training for naturalization and citizenship.

Education in the fields of homemaking and family relations.

Education in vocational and prevocational training.

Opportunities of recreational and hobby type nature conducive to enriched personal and community living.

Education in economic, social and civic problems.

Other pertinent areas.

To assure a close tie with the community, the Board of Education has appointed a Community Advisory Committee drawn from thirty related organizations and interests. This Community Advisory Committee meets upon need to determine the interests, needs, facilities, and opportunities for adult education and recreation and how the program is to be financed.

In addition, a Resource Committee is drawn from the college faculty to provide professional and technical advice and assistance.

B. FOUR AREAS

The program of educational services to adults has been implemented under four presentations:

1. Academic Program

Adults may acquire academic work and collegiate credit through the regular day or evening program of the college.

Tuition for academic work done during the evening hours is the same as for that done during the day. (See tuition chart.)

It is advised that students with full time employment not carry more than nine semester hours of work per term.

All departments of the college represented in the curriculum offer courses as requests are expressed. A minimum of ten students is required for an academic class.

2. High School Equivalency

Adults may earn an Alvin High School Equivalency Diploma through the Adult Education Department of the Alvin Junior College. This program does not attempt to take the student through a complete high school program but it does (a) establish academic ability equivalent to twelfth grade graduates and (b) provide review and additional background in subject-matter areas practical to adult life. Briefly, the student shows high school education equivalency by successfully passing 1) entrance tests 2) four courses, (English, mathematics, government and reading) and 3) the same comprehensive tests taken by high school graduates.

Entrance Requirements

The applicant must:

- 1) Be at least 21 years old. Exception: He may be less than 21 years of age if he has completed the Alvin Junior College Basic Education Equivalency Program or if he is a veteran.
- 2) Be a United States citizen.
- 3) Have completed at least the 8th grade.
- 4) Spend approximately 10 clock hours (3 evenings) in taking General Education Development Tests and make a score of at least 35 on each test or an average of at least 45 on the set of 5 tests.

Program

- 1) Time required:
1 academic year of 2 semesters—beginning with either Fall or Spring semester—2 nights a week, 3 hours a night.

2) Course:

Fall semester, English and mathematics.
Spring semester, government and reading.

3) Tests:

General Education Development Tests (for entrance)
Covering four courses taken

Cooperative Tests (scores to equal norm established by 12th grade graduates)

4) Diploma:

Completion of the program will be certified by a high school diploma with the notation "having completed in a satisfactory manner the prescribed high school equivalency program for adults and having attained scores equivalent to that of Alvin High School seniors on American Council on Education general achievement tests."

5) Graduation:

Both Fall and Spring semester high school equivalency graduates will be recognized at Alvin's annual graduation exercises in May.

Costs (payable by semester)

- 1) \$4.00 Tests fee; activity fee \$3.00, annual included.
- 2) \$30.00 Tuition (\$15.00 per course)—Total per year, \$60.00
- 3) \$8.00 Books and supplies (estimate)
- 4) Diploma \$4.25—Payable at beginning of semester of graduation.

3. BASIC (ELEMENTARY) EDUCATION EQUIVALENCY

Arrangements have been made for adults desiring to establish educational equivalency in elementary school subject matter. Upon entrance to the program the applicants will be given standardized achievement tests in order to determine their grade level. The students will be advanced as rapidly as they complete levels of training. Having completed the requirements for basic (elementary) equivalency, the students will be recommended for the Certificate of Basic Education Equivalency. They will then be eligible to enter the Alvin Junior College program for high school equivalency. Applicants must be at least 18 years old.

The fees include: \$3.00 for the testing program, tuition of \$18.00 per three month period, and payment for books and supplies. Advance application is necessary.

4. SHORT UNIT COURSES

These courses are designed for those adult students wishing to give only a short time to the certain studies and activities of practical or avocational value. Most of the classes meet once or twice a week for four or six weeks. The registration fees vary according to the number of actual clock hours of instruction.

Because the registration fees are low and classes are often continued on the basis of the number of students in the early enrollment, there are no refunds or transfers of fees. Equipment is usually provided by the college and students furnish their own materials unless other arrangements are agreed to. Where expensive materials, equipment or services are required for certain classes, a special fee per student has been charged. No grades are given; however, certificates of completion are issued to those who have been in full attendance and who have successfully completed projects during the allotted class time. Each course of 18 clock hours length carries with it 1 semester hour terminal credit with the college, provided it meets the approval of the Dean and the Registrar of the college.

If a short course other than those that are offered through the year is desired, it will be arranged if requested by as many as ten students, provided an instructor and facilities are available.

TECHNICAL DIVISION

PART VIII

ALVIN

JUNIOR

COLLEGE

Alvin, Texas 9/1/67

Published at Alvin, Texas, for
use by students, faculty, educational
institutions, and business firms.

For:
1967-68

AREAS OF TRAINING IN TECHNOLOGY

In our rapidly expanding technological era, the community junior college has accepted the responsibility of offering educational training for a great number of students in the technical education fields. This type of training, offering students a program that will lead into an entry into a vocation and full citizenship responsibilities after the two years of formal education, is a necessity for many students, and therefore is felt to be an outstanding service in these areas.

Technical education is most often thought of as a highly organized post-high school training program designed to prepare men and women for work in occupations between that of the craftsman and the professional engineer, and most closely linked to the engineer. The technician is an important member of the industrial team and works with both groups.

The chief purpose of the training program is to prepare men and women for responsible positions in the semi-professional occupations. Also the program endeavors to offer intellectual breadth and personal enrichment as well as occupational proficiency. The total curricula is organized on a high quality level, with the aim in mind of providing needed services to those many students interested in the technical education professions.

NOTE: The program for Data Processing Technology began as a full program in September, 1963; the Drafting Technology began in 1964; the Electronics Technology was inaugurated for the 1965-66 school year. Beginning in the fall semester, 1967, Alvin Junior College will offer a two-year course in **Police Administration Technology**.

A. OBJECTIVES

GENERAL:

The technical curriculum at Alvin Junior College aims to:

- (1) Prepare the graduate of the program to be employable and immediately productive in one of four fields: Chemical Technology, Drafting Technology, Electronics Technology, and Data Processing Technology.
- (2) Advance to positions of increasing responsibility by means of work experience and the taking of advanced technical studies.
- (3) Develop within each individual proper attitudes and responsibilities relative to his chosen field of work.
- (4) Develop and encourage the individual to participate in government on the local and state level and to assume other community responsibilities.

CRITERIA:

The Technical Division at Alvin Junior College has based the criteria for establishing technical training for its students on those which were outlined in seven regional conferences by the Bureau of Educational Assistance Programs, U.S. Office of Education, plus one additional item to give meaning to objective 4 listed above:

- (a) **Facility with mathematics:** The student in the technical division should develop an ability to use algebra and trigonometry as tools in the application of ideas that make use of scientific and engineering principles. In addition, he should gain an understanding of, though not necessarily facility with, higher mathematics thru analytical geometry, calculus, and differential equations, according to the requirements of the technology.
- (b) **Proficiency in the application of physical science principles:** Studies will include basic concepts and laws of physics and chemistry that are pertinent to the individual's field of technology.
- (c) **Understanding materials:** This will include also an understanding of processes commonly used in the technology in which the student is enrolled for studies.
- (d) **Knowing fields of specialization:** The course should give each student an understanding of the engineering and scientific activities that distinguish the technology of the field. The degree of competency and the depth of understanding should be sufficient to enable the individual to do such work as detail design using established procedures.
- (e) **Communication skills:** The student must learn definitely to interpret, analyze, and transmit facts and ideas graphically, orally, and in writing.

- (f) **A citizen's role:** Our democracy depends on informed citizens who take an active part in their community and serve whenever they can to further the better life in their home communities. The core of studies will include studies which are designed to make the student proud of advancements made in the United States and in the heritage of our country. In addition, a special effort will be made to equip the student to be a contributing citizen.

I. DATA PROCESSING TECHNOLOGY

This program is designed to develop a technician capable of progressing to such positions as Senior or Chief Tabulator, Tabulating Supervisor, Systems Analyst, or Programmer. On completion of the total program the student will receive a Certificate of Technology in Data Processing, in addition to the Associate in Science Degree.

COURSES: First Year

Introduction to College Accounting, Acct. 183	(3)
Composition and Rhetoric, English 113	(3)
Algebra for Business Majors, B.A. 113	(3)
The United States to 1865, History 183	(3)
Introduction to Data Processing, DPT 103C	(3)
Unit Record Equipment Operation, DPT 103D	(3)
Introduction to College Accounting, Acct. 193	(3)
The United States since 1865, Hist. 193	(3)
Advanced Control Panel Wiring, DPT 103F	(3)
Computer Programming I, DPT 103G	(3)
Electives	(3)

Second Year

Cost Accounting, Acct. 273 or Elective	(3)
Principles of Economics, Eco. 183	(3)
American National and State Government, Govt. 213	(3)
Data Processing Applications, DPT 203C	(3)
Computer Programming II, DPT 203D	(3)
Technical Report Writing, Eng. 133	(3)
Fundamentals of Speech, S. 113	(3)
Statistics, B.A. 213 or Elective	(3)
Elective	(6)

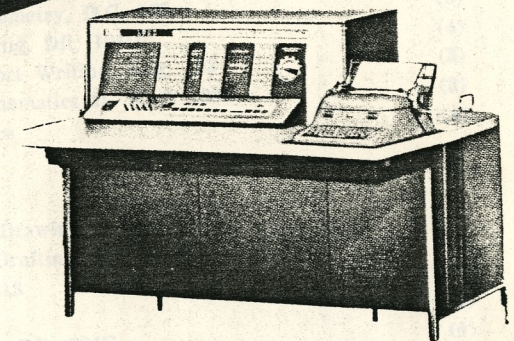
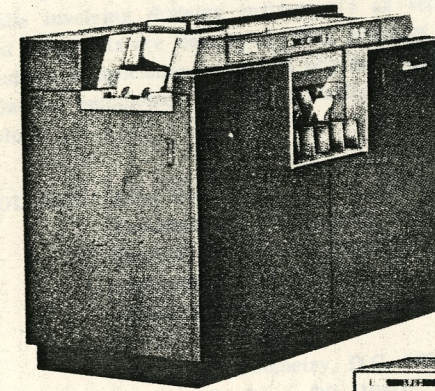
CREDIT: 60-66 semester hours

DIPLOMA: Associate in Applied Science Degree

Suggested Electives: B.A. 123, Economics 193, Government 223, DPT 103T, DPT 203F, Law 213, Accounting 283, DPT 203G.

ALVIN JUNIOR COLLEGE

ALVIN, TEXAS



DATA PROCESSING TECHNOLOGY

For

**BUSINESS APPLICATIONS
ENGINEERING
SCIENTIFIC RESEARCH**

YOU can now prepare for your place in the space age by earning an ASSOCIATE IN APPLIED SCIENCE DEGREE in the new two-year program which began FALL SEMESTER 1963.

THE NEED — FOR DATA PROCESSING TECHNOLOGY

The new requirements of modern business, industry and science have created a tremendous demand for persons skilled in the technical field of data processing.

Skilled handling and control of business records and accounts, inventory, sales, income, and expenditures are essential to management decisions.

United States Department of Labor statistics indicate that seven positions will be available during the next decade for every five qualified persons. By 1970 it is estimated that the data processing industry will employ three million people; it now has less than one-third that number.

At the same time, all projections indicate a lessening demand for unskilled workers. This is the opportune time to prepare for a challenging and rewarding position in this growing field.

The data processing technician works side by side with the business executive, accountant, graduate engineer, or scientist. The computer is an amazingly rapid and versatile tool, but it must be "told" exactly what to do and how to do it.

The technician must analyze the specific problem at hand and devise a way to instruct or "program" the computer to achieve the desired results. The possibilities are limited only by the skill and ingenuity of the programmer.

Opportunities in the data processing field range from key punch and basic machine operator to the computer programmer and systems analyst. Many new industries in engineering, electronics, missiles, and manufacturing have recently moved or will move in the near future to Texas—many to Harris, Galveston, and Brazoria Counties—bringing wide demand for persons with technical training. The N.A.S.A. Installation at Clear Lake will require many qualified technicians in data processing. Data Processing is of ever-increasing importance.

THE ANSWER — AT ALVIN JUNIOR COLLEGE

The newly established Department of Data Processing Technology at Alvin Junior College offers courses leading to an Associate in Science Degree and qualification as a computer programmer.

The balanced two-year curriculum draws upon the offerings of other departments to provide courses in general education and supporting subject matter for specialized technical studies.

The two-year curriculum has four consecutive semesters of work. At the end of the **First Semester** the student is a qualified operator of electromechanical equipment concerned with data processing. At the end of the **Second Semester** he is qualified to supervise and operate most of the existing data processing unit-record equipment. By completing the **Third Semester** he becomes qualified as an assistant programmer.

II. DRAFTING TECHNOLOGY

The drafting technician is an essential member of the technician-engineering team. He should be proficient in both technical knowledge and skills involving drawing instruments as schematics, working drawings, and blueprints are developed. This program provides an opportunity for students to specialize in several phases of drafting, with proper qualifications for employment as Junior Draftsman in the fields of drafting technology.

COURSES: First Year	
Fundamentals of Drafting, Dft. 113	(3)
General Engineering Problems, E.P. 113	(3)
Composition and Rhetoric, Eng. 113	(3)
Technical Mathematics I, Math 103D	(4)
General Physics	(3)
Descriptive Geometry, D.G. 183	(4)
Machine Drafting, Dft. 104D	(3)
Technical Report Writing, Eng. 133	(3)
Technical Mathematics II, Math 103E	(4)
General Physics	(4)
Second Year	
Architectural Drawing, A.D. 113	(3)
Construction Drafting, Dft. 204D	(4)
Government 213	(3)
History 183	(3)
Pipe Drafting, Dft. 204E	(4)
Surveying, E.D. 102	(2)
History 193	(3)
Elective *	(9)

CREDIT: 60-65 semester hours

DIPLOMA: Associate in Applied Science Degree

*Suggested Electives: Dft. 203F, Structural Drafting; Machine Shop 183; Psychology 213; Sociology 213; Economics 183; Speech 113 or 123; Geography 183; Government 223.

III. ELECTRONICS TECHNOLOGY

The electronics technician prepares himself for employment in the area of production and maintenance, research, medical laboratory work, and as assistants in the engineering fields of radio, television, communication, and electronic equipment sales. The curriculum is so designed to provide a basic general education in mathematics, science, English, and human relations; specialized instructions in electronics theory and circuits, vacuum tubes, transistors, amplifiers, power supplies, transmitters and test equipment applications; and practical demonstrations of industrial electronic central equipment.

COURSES: First Year

D.C. Theory and Laboratory, E.T. 104D	(4)
A.C. Theory and Laboratory, E.T. 104E	(4)
Technical Mathematics I, Math 103D or Alg. 113	(3)
Composition and Rhetoric, Eng. 113	(3)
Fundamentals of Drafting, Dft. 113	(3)
Alternating Current Circuit Analysis, E.T. 104G	(4)
Vacuum Tubes and Transistors I, E.T. 104K	(4)
Technical Math II, Math 103E or Trig 123	(3)
History 183	(3)

Second Year

Vacuum Tubes and Transistors II, E.T. 204L	(4)
Basic Electronic Systems I, E.T. 204R	(4)
Basic Electronic Circuits, E.T. 204D	(4)
Technical Writing, Eng. 133	(3)
History 193	(3)
Vacuum Tubes and Transistors III, E.T. 204M	(4)
Basic Electronic Systems II, E.T. 204S or	
Transistor Applications and Advanced Circuits, E.T. 204G	(4)
Advanced Electronic Circuits and Systems, E.T. 204T	(4)
Elective*	(3)

CREDIT: 60-71 semester hours

DIPLOMA: Associate in Applied
Science Degree

*Suggested Electives: Government, Psychology 213, Economics 183.

Building and Equipment

The electronics department is housed in a laboratory-lecture room, storeroom, and office which are a part of the new addition to the existing science building.

The combination lecture-laboratory is equipped with four student benches arranged so that three groups of two students may work at each bench and with each group having 20 square feet of work area. Each

bench has ten cabinets and seven drawers and each is equipped with gas. There is a work bench and sink along one of the walls. The back of the room has a series of cabinets in which the students may store their own personal equipment such as projects and tools. In the front of the room there is a lecture platform, blackboard, projection screen, and entrances to the storeroom, and office. The remaining wall is covered with a test bench and glass storage cabinets. Also a tool chest, drillpress, bench grinder, and bench vises are placed about the room. The laboratory will accommodate 24 students, however equipment for only 20 students will be supplied until expansion is necessary.

The store room is equipped with adjustable wooden shelves. The office contains desk, filing cabinets, chairs, and shelves.

IV. POLICE ADMINISTRATION TECHNOLOGY

THE ASSOCIATE IN SCIENCE DEGREE program in **Police Administration** is designed to meet the needs of persons seeking employment with or promotion in public or private agencies concerned with maintaining public safety, preventing crime, apprehending and rehabilitating criminals, and social welfare.

Urbanization is fast becoming a fact of life in the United States. It is already a fact which underscores not only a growth of population, with its many problems but also developments in social welfare agencies, transportation, communications, and in science. The growth of population centers has had a profound impact on police work of all types.

This program is being planned by the administration of Alvin Junior College to fill an apparent need in Brazoria County and in the counties which adjoin it. The program is outlined for a two-year period of study. Credit may or may not transfer to a senior college.

COURSES: First Year	Credit
P. Ad. 113, Police Administration I	(3)
P. Ad. 123, Elements of Police Supervision	(3)
H. 183, The United States to 1865	(3)
E. 113, Composition and Rhetoric I	(3)
P. E. 131, Physical Education for Men	(1)
O. 101, Freshman Orientation	(1)
Free Elective	(3)
E. 123, Composition and Rhetoric II	(3)
H. 173M, Texas History since 1865	(3)
P. E. 141, Physical Education for Men	(1)
P. Ad. 133, Criminal Law	(3)
P. Ad. 143, Police Administration II	(3)
Free Elective	(3)

COURSES: Second Year	Credit
Chem. 134, General Chemistry	(4)
Govt. 213, American and State Government	(3)
Psy. 213, General Psychology	(3)
P. Ad. 183, Criminology	(3)
P. Ad. 193, Penology	(3)
Free Elective: English or Speech	(3)
Chem. 144, General Chemistry	(4)
Govt. 223, American and State Government	(3)
P. Ad. 213, Criminalistics	(3)
P. Ad. 223, Problems in Police Administration	(3)

CREDIT: 60-66 semester hours

DEGREE: Associate in Science

TECHNOLOGY

TUITION AND FEES

For tuition purposes, the students who enroll in Alvin Junior College will be classified as follows:

1. **In-District**—Students who are residents of the Alvin Independent School District.
2. **Out-Of-District**—Students whose homes are not in the Alvin Independent School District but who are residents of Texas.
3. **Out-Of-State**—Students whose homes are outside the State of Texas.

Tuition: (For Technical Division only)

Resident of Texas Student:

Tuition is \$8.00 per semester hour; maximum tuition is \$65.00 for a full load.

Out-Of-State Student:

Tuition is \$17.00 per semester hour; maximum tuition is \$200.00 for a full load.

Summer School Tuition: Ten dollars per semester hour. (\$10.00).
Auditors pay same tuition.

Laboratory Fees: Courses in the Technical Division (E.T. and DPT.) carry a laboratory fee of \$8.00 per semester each for fall and spring terms.

INDEX

Accreditation	4
Administrative Officers	5
Adult Education	97
Board of Education	5
Calendar	3
Course Listings	36
Courses of Study	43
Agriculture	43
Business Administration	43
Data Processing	78
Drafting Technology	107
Dramatics	82
Education and Psychology	49
Electronics Technology	93
English	51
Fine Arts	
Art	53
Music	54
Foreign Language	
French	58
Portuguese	58
Spanish	57
Home Economics	59
Industrial Arts	62
Journalism	52
Mathematics	66
Technical Math.	69
Nursing	83
Physical Education	70
Police Administration Technology	96
Science	
Biology	70
Chemistry	71
Physics	72
Social Science	
Economics	74
Geography	74
Government	74
History	76
Sociology	75
Speech	82
Technical Division	101
Data Processing	104
Drafting Technology	107
Electronics	108
Police Administration Technology	110
Tuition and Fees	111

INDEX

Curricular Suggestions	30
Data Processing Technology	104
Faculty	5
General Information	9
Adding and Dropping Courses	16
Admission Requirements	12
Affiliations	12
Attendance Requirements	18
Classification of Students	20
Grades and Reports	19
Guidance	21
History of College	9
Objectives	11
Organized Activities	20
Scholastic Probation	21
Student Congress	21
Student Load	18
Student Conduct	19
Withdrawals	17
Graduation Requirements	27
Library	29
Numbering of Courses	23
Registration Procedure	15
Scholarships	22
Technical Division	101
Tuition and Fees	24