

ALVIN JUNIOR
COLLEGE

BULLETIN OF INFORMATION
AND
ANNOUNCEMENT OF COURSES

DAY COLLEGE
EVENING COLLEGE

1957-58

Alvin, Texas

With Announcements for 1958-59

No. 6

CALENDAR

SESSION OF 1957-58

From: September , 1957 to May , 1958

Testing Program August 15-16, 1957

Required of all entering freshmen 9:00-11:30 A. M. or
7:00-9:30 P. M.

Registration August 27 to August 30, 1957

Time: 9 to 11 A. M. , 2 to 4 P. M., 7-8 P. M.

Convocation August 30, 1957

Classes begin September 3, 1957

Last date to register September 13, 1957

Holiday November 11, 1957

Thanksgiving November 28-29, 1957

Christmas Holidays December 20 to January 6, 1958

Final exams begin January 9, 1958

First semester ends January 17, 1958

Second semester begins January 20, 1958

Last date to register January 31, 1958

Easter Holidays April 4-7, 1958

Final exams begin May 20, 1958

Commencement May 27, 1958

Second semester ends May 30, 1958

Summer Session Six Weeks

ADMINISTRATION

BOARD OF TRUSTEES

Miss Verna Browning, President
 Mr. George Duncan, Secretary
 Mr. N. A. Keithley
 Mr. Kermit Dyche
 Mr. Chester A. Morgan
 Dr. John W. McElveen
 Mr. Guy Myrick

OFFICERS OF ADMINISTRATION

Mr. A. B. Templeton, M.Ed. Superintendent
 Mr. S. N. Maxwell, M.S. Supt. Bldgs. & Grounds
 Mr. W. H. Meyers, M.S. Dean
 Mr. N. M. Nelson, M.A. Registrar
 Miss Louise Kropf, M. A. Director of Adult Education
 Mr. Edward C. Brown, B.B.A. Director Business & Financial Services

FACULTY

Mr. A. B. Templeton Superintendent
 B.S., Sam Houston State Teachers College
 M.Ed., University of Houston
 Mr. W. H. Meyers Dean
 B.S., The Agricultural & Mechanical College of Texas
 M.S., The Agricultural & Mechanical College of Texas
 Mr. Neal M. Nelson Registrar
 B.A., University of Washington
 M.A., University of Idaho
 M.Ed., University of Houston
 Mr. Allen Bailey Mathematics
 B.S., Sam Houston State Teachers College
 M.A., Sam Houston State Teachers College
 Mr. O. T. Barker Industrial Arts
 B.S., East Texas State Teachers College
 M.Ed., The Agricultural & Mechanical College of Texas
 Miss Charles B. Benson English
 B.A., University of Colorado
 M.A., Southwest Texas State Teachers College

Mrs. Anona Brown Home Economics
 B.S., Sam Houston State Teachers College
 M.S., University of Houston
 Mr. William C. Buford Agriculture
 B.B.A., M.S., Sam Houston State College
 Mr. Cecil Drachenberg Science
 B.A., Abilene Christian College
 M.Ed., University of Houston
 Mr. W. O. Ferrell Track Coach, Physical Education
 B.S., University of Texas
 M.Ed., University of Houston
 Mrs. Margret Frisby Speech
 B.A., B.Ed., Mary Hardin Baylor
 M.A., North Texas State Teachers College
 Miss Arlyne Haggard Business Education
 B.A., Texas State College for Women
 M.A., Texas State College for Women
 Mr. Gordon Hensley Spanish
 B.A., Texas Technological College
 M.A., University of Texas
 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
 Miss Augusta Raye Jordan Business Education
 B.B.A., Sam Houston State Teachers College
 M.Ed., Sam Houston State Teachers College
 Miss Louise Kropf Adult Education
 B.A., Rice Institute
 M.A., Texas State College for Women
 Mr. Carl Lovett Science
 B.S., Southwest Texas State Teachers College
 Advanced Work, University of Texas

Physical Education

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

_____ Journalism-English

Mr. C. B. Roland _____ Athletic Director
B.A., Abilene Christian College
M. Ed., University of Houston

Mr. Cecil E. Rusk _____ Music
B.S., Sam Houston State Teachers College
M. Ed., University of Houston

Mrs. Cherry Simpson _____ Art
B.A., North Texas State Teachers College
M.A., North Texas 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

Mr. Forrest Ward _____ Social Science, Education
B.S., North Texas State Teachers College
M.S., North Texas State Teachers College

I. GENERAL INFORMATION

A. HISTORY

The Alvin Junior College was established as a part of the Alvin school system. Classes began with the opening of school on September 12, 1949.

1949-50 School Year

Classes were begun with the opening of school on September 12, 1949. Facilities had been provided through careful study and planning by education leaders in the state, the Board of Education, administrative officers, faculty members, and townspeople.

Highlights of the first semester included the opening assembly held on September 12, formation of college clubs during the month of September, the formation of the Advisory Committee for Adult Education and the dinner for that group on September 1, at which time Dr. C. C. Colvert and Dr. J. W. Reynolds of the University of Texas led the discussion period; the first student sponsored assembly on Columbus Day, October 12, by the Pan American Student Forum; the faculty talent assembly on October 4, and the adoption of the Constitution for the Student Body on Tuesday, November 15. Two class plays were presented during the year, giving students training in dramatics. The new college building was dedicated with appropriate ceremonies on May 5, 1950, with the Honorable John Ben Shepherd as the principal speaker. A vocations day program was held on May 11 at which time students heard Dr. D. Bailey Calvin as speaker in assembly and section leaders conducted small group meetings later on in the afternoon in eighteen fields of work, such as: law, medicine, bookkeeping trades, etc. Graduation exercises were held on May 25 at Memorial Stadium for the two graduating groups. A summer school of eight weeks was held.

1950-1957

The Alvin Schools have continued to grow and with this growth has come the need for added facilities for the junior college. Improvements during the past seven years include: building up of the general library, completion of remodeling of the home economics cottage, improvements to the stadium and baseball diamonds, addition of more space for shop training, and the building of a new junior college building and a central school cafeteria.

In 1954, Mr. A. B. Templeton of El Campo succeeded Mr. A. G. Welch as Superintendent of Schools. New members of the Board of Education during this period include: Miss Verna Browning (1953), Mr. A. G. Crouch (1954), Mr. N. A. Keithley (1955), Mr. Charles Leisure (1954), Mr. Chester Morgan (1955), Mr. Kermit Dyche (1955), Mr. Guy Myrick (1956), Mr. George Duncan (1957), and Dr. John McElveen (1957).

Many plans are being made for the new school year which will make for a more efficient year for students and faculty alike. For the first time, entering freshmen will be required to take entrance examinations. These examinations are not designed to keep students out of college, but rather to serve as a means of counseling for the student when he does enroll officially in the college.

B. OBJECTIVES

GENERAL

(1) Alvin Junior College was set up to fulfill a definite need in this area of Brazoria County. 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 College 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.

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

C. REGULATIONS

AFFILIATION WITH ACCREDITING AGENCIES

Alvin Junior College is equipped with laboratory, classroom, and athletic facilities which are designed, over a period of a few years, to meet in full the requirements for recognition by the Southern Association of Colleges and Secondary Schools, the Texas Association of Junior Colleges, the Association of Texas Colleges, and the Texas Education Agency. The Board of Education authorized the Administrative Officers of the College to accept invitations to join the following organizations in 1949:

The Southern Association of Junior Colleges

The Association of Texas Public Junior Colleges

The American Association of Junior Colleges

On April 7, 1951, Alvin Junior College was voted full membership in the Association of Texas Colleges on recommendation of the Committee on Standards and Classification, Dr. A. H. Nolle, Chairman. Students who transfer from Alvin Junior College will be able from this school year on, to have their credits accepted at full value at any accredited college in Texas. These transfer students are reminded, however, that each college has its curricular patterns and the student will find it wise to take his courses in Alvin Junior College in the proper sequence as outlined in the bulletin of the senior college to which he plans to transfer.

Approval of the Association of Texas Colleges was retroactive to September, 1950. These science courses were approved for this College: Physics 184-194; Chemistry 114-124; Chemistry 113-123; and Biology 113-123.

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 admission 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 superintendent of the school from which he graduated.

(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.

(3) Admission from other colleges:

- 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 readmission to the college last attended with a statement of honorable dismissal.
- e. All credentials should be sent to the Registrar.
- f. Students who have accumulated more than 66 semester hours will be made eligible for admission to the college only upon recommendation of Admission Committee.

For full admission to the College fifteen units of high school credits are required, eight 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. 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
Plain Geometry	1
Solid Geometry	½
Trigonometry	½
General Mathematics	1

Section B

Natural Science Group

Biology	1
Botany	1
Chemistry	1
General Science	1
Physics	1
Physiography	½
Zoology	1

Social Science Group

Early European History	1
Modern European History	1
World History	1
American History	½-1
Texas History	½
Civics	½-1
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—1 unit; Solid Geometry—½ unit; Physics—1 unit; from Section A above—3½ units; and additional from Section B—4 units, making a total of at least 15 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 evident for those who are transferring from another college.

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 6 hours each of the following transferable courses: English, Social Science, Mathematics, and Foreign Language.

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.

A student who drops a course after the first two weeks of any semester for any cause other than withdrawal from Alvin Junior College is given "WF" in the course for the semester if he is failing at the time he petitions to drop the course. If he is passing, he is given "WP" (withdrawal passing).

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-semester hours, according to whether it meets for a semester or a year.

MINIMUM LOAD

The standard college load is fifteen semester hours of work. Students who take more than 16 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.

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 arrange for an absence in advance.

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 dropped from the rolls 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 or from an announced test, will count as two absences.

When a student misses an exam he should make a written request to the Dean for a postponed exam.

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 represents 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.

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.

GRADES AND REPORTS

Grades: Alvin Junior College rates a student by work done in class work, 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.

Reports: Periodic reports are made to parents who express a desire for them. Mid-term reports of poor grades and poor attendance are sent to parents of minors. Grade cards are issued each nine weeks' period.

When the work of a student is reported incomplete or when the

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

A student who fails to pass in a course, but makes a grade of "K", is called "conditioned" and is allowed opportunity to remove the condition by a second examination within one semester after it was received. This second examination may be taken with the next class in the same subject, or on one of the days appointed for condition examinations. In either case he must make application to the Dean before the seventh day preceding the day of the examination period. At the discretion of the teacher, a student who makes a "K" on a course may be allowed to continue the course, and by making a "C" on the next semester's work remove the condition.

A student who fails to pass a condition examination in any subject forfeits thereby the right to ask for another examination in that course and must take the course over to secure credit for it. Absence from any scheduled final examination will have the same effect as failure, unless excused by the Dean or Registrar.

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".

ORGANIZED ACTIVITIES IN ALVIN JUNIOR COLLEGE

The following clubs operate during the school year at Alvin Junior College. They are: The Press Club, the Pan American Student Forum, Future Teachers of America, Athletic Club, Music Club, Girls Basketball Club, Tennis Club, Homemaking Club, Library Club, Speech Club, Slide Rule Club, and the College Orchestra.

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

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

This program is described more in detail on page 56.

CLASSIFICATION OF STUDENTS

Full-time students are those who take at least 12 semester hours of college work. Students who take less than 12 semester hours of College work are classified as part-time students.

When a student has earned as much as 24 semester hours he is classified as a sophomore.

SCHOLASTIC PROBATION

Students who fail to pass in at least three-fourths of their subjects or who fail to maintain a 1-point grade average for a semester are placed on scholastic probation by the Dean. Students must bring up their work by the end of the next semester. Failure to do so will mean that the student will be dropped from the rolls of the college for at least one school term.

PROBATIONARY PERIOD

Students who are admitted on individual approval to Alvin Junior College and students who are placed on probation for scholarship deficiency will be expected to make marked improvement within the time limitation stated by college officials.

Students who took work before September 5, 1950 will be accepted at a senior college on individual approval. The student will validate his work by successful completion of his course during the first semester of residence study at the senior college.

Alvin Junior College became a fully accredited college on April 7, 1951. This means that the work at Alvin Junior College is considered to be on a par with work at other accredited junior colleges in Texas as well as on a par with the freshman and sophomore years at senior colleges in Texas. Transfer credit will be given by all colleges, which are accredited, in the State of Texas.

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 how to study.

STUDENT COUNCIL

Student affairs of Alvin Junior College are managed by a student council made up of representatives of each of the two classes. Addi-

tional 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.

SCHOLARSHIPS

The Board of Education will award annually a scholarship of \$100.00 (to apply on tuition) to the valedictorian of any high school in this area of Texas. This scholarship will be good for a period of two years.

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

D. NUMBERING OF COURSES

THREE DIGITS ARE USED IN NUMBERING COURSES

a. **The first digit denotes the level of work.**

- 1. Subjects numbered from 100 to 149 are Freshman level; subjects numbered 180-199 are courses taken in either Freshman or Sophomore year.
- 2. Subjects numbered in the 200's are of Sophomore level.
- 3. Courses numbered 150 to 179 and 250 to 279 are standard college courses which may be counted to fulfill graduation requirements for an Associate in Arts Diploma or a Terminal Education Certificate and they are designed to fulfill the re-

quirement that each college offer at least 24 hours of vocational and/or terminal courses. The student who plans to take no work above the junior college level will find them useful in that they will increase his employability in certain areas.

- b. **The middle digit indicates the progression in a subject or course.** English 113 is the first course usually offered in the fall term, and is followed by English 123, usually offered in the spring term.

- c. **The last digit denotes the credit value in semester hours.** Subjects labeled 101A and 101B carry one-half of credit per semester. "A" or "B" attached indicates half of number value (i.e. 133A carries 1½ hours' credit).

ADVANCED STANDING

Advanced standing may be secured by two 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.

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. All 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 184-194. Biology 113-123, Chemistry 114-124, History 113-123, and Accounting 214-224.

E. 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 home is not in the Alvin Independent School District but who are residents of Texas.
3. **Out-Of-State**—Students whose home is outside the State of Texas.

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 \$7.00 per semester hour; maximum tuition is \$60.00 for a full load.

Out-Of-State Student:

Tuition is \$10.00 per semester hour; maximum tuition is \$125.00 for a full load.

Tuition Chart—Per Semester

No.	Sem.	Hours	In-District	Out-of-District	Out-of-State
3	or less		\$15.00	\$21.00	\$30.00
4			20.00	28.00	40.00
5			25.00	35.00	50.00
6			30.00	42.00	60.00
7			35.00	49.00	70.00
8			40.00	56.00	80.00
9			45.00	60.00	90.00
10			50.00	60.00	100.00
11			50.00	60.00	110.00
12	or more		50.00	60.00	125.00

Fees:

1. **Student Activity Fee** (required of all students)—Entitles one to a yearbook and other student publications. \$3.00
2. **Cap-Gown-Diploma Fee** (required of graduates)—Payable at beginning of semester of graduation. \$7.50
3. **Music Fee** (required of students taking lessons in piano, organ, or vocal music—Choir or chorus excepted). \$5.00

Fee for Late Registration

1. Students who register late cause extra work in the College Office.

2. \$1.00 per day, up to five days, will be charged each student who registers after the regular dates set aside for registration.

Fee for Late Examination

A fee of \$2.00 will be charged each student who takes an examination after the regular exam periods are over.

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 charge of \$1.00 is charged for each copy of the official transcript after the first copy (which is furnished free.)

Students in Adult Education classes pay the same tuition as day students for college-credit courses.

Fees and tuition must be paid at time of registration.

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.

II. REQUIREMENTS FOR GRADUATION

A. **Associate in Arts Diploma:** To receive the Associate in Arts Diploma, 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.
or
2. Twelve semester hours in English.
3. Nine hours in social science: (Six hours in American or Texas History and three hours in government).
4. Complete at least fifteen hours of work of sophomore standing. (Courses: 180's, 190's, or 200's.)
5. Earn at least twelve semester hours of credit at Alvin Junior College.

B. **The Junior College Terminal Education Certificate:** To receive the certificate, a student must have received the following credit in semester hours:

1. Twelve hours in vocational and/or terminal courses in business education, home economics, woodworking, machine shop, or agriculture, shop, English or languages.
2. Six hours in social science: (H. 183, H. 193, H. 203.)
3. At least six hours in English.
4. Sufficient hours to total sixty semester hours.
5. Study in residence at least two terms or complete at least twelve semester hours at Alvin Junior College.

REGISTRATION PROCEDURE

1. Students who transfer from other schools must present a copy of their official transcripts. Turn in to Office of the Registrar.

2. The Counseling Office is well equipped with special tests, job requirements, and personnel data. Students are asked to contact the Registrar to decide what vocational field should be selected. This provides the Registrar with the necessary information to enroll a student in the type of curriculum in which the student has an interest and in which he may, with reasonable assurance, succeed.

3. The Registrar is the administrative officer charged with working out the student's exact class schedule and forwarding his record to another institution if the student transfers elsewhere. The permanent

record files are in the custody of the Registrar and a student may ask for his record as he may need such information. **No records will be furnished if the student has not cleared his financial obligations to the college.** A course plan is made up for each student with these points in mind: (a) his major vocational interest, (b) his previous training in a certain field, (c) requirements for graduation, and (d) his plans to take work at another institution in the future.

4. **Note:** "Students expecting to specialize in foreign languages, music, drama, science, or home economics in college should begin work in those subjects in high school (grades 9 or 10); those looking forward to college work in the sciences, mathematics, medicine, business administration, law, music, or pharmacy should take in high school at least 1½ years of algebra, one year of plane geometry, and in most cases two years of science (biology, chemistry, physics.)" Future engineers should take all the science and mathematics available.

5. A student must present a counseling card properly signed before he is issued a permit to register.

III. THE LIBRARY

One of the most important contributions that the schools can make to a student's preparation for life is to render effective guidance in the use of library tools. Students are not altogether to blame if they have not had these advantages brought to their attention; therefore, teachers and librarians on all levels should be responsible for directing their students in the use of learning materials offered in the library. If students are to learn efficiently from working in the library, educators must integrate library usage with the teaching of their various subjects, that is, required work that stresses the intelligent use of library aids.

The library is recognized as a guidance and materials center where pupils may come to know, use, and enjoy books, magazines, and other library resources in all subject fields. It is a laboratory, reading room, and a work center for the entire school.

Alvin Junior College Library, contains approximately six thousand books as well as a number of periodicals for use in supplementing class work. The periodical files go back to 1938, thus furnishing the students with a wealth of reference material in many fields.

The library, which is located in the High School Building, is used by both the high school and the college. It contains over 7,500 volumes as well as 70 periodicals. An up-to-date Vertical File offers the students a wealth of material on current topics for research and occupations. Film strips, records, and tape recordings are also housed in the library. Film are available from the Brazoria County Cooperative Service, and Texas Education Agency.

IV. CURRICULAR SUGGESTIONS

ART—LEADING TO A B. A. DEGREE*

Freshman		Sophomore	
A. English 113,123	6 hrs.	A. English 213, 223	6 hrs.
B. History*	6 hrs.	B. Government 213, 223	6 hrs.
C. Art 113, 123	6 hrs.	C-1. Education, or	
D-1. Mathematics or		C-2. Mathematics	6 hrs.
D-2. Speech 113, 123	6 hrs.	D. Art	6 hrs.
E-1. Foreign Language, or		E. Electives	6 hrs.
E-2. Education 113,123	6 hrs.		
F. P. E.	Credit		
G. Orientation 101	1 hr.		

Note: *History 113,123, or 183, 193, or 133, 143.

BUSINESS ADMINISTRATION—LEADING TO B.B.A. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223	6 hrs.
B. Mathematics or History	6 hrs.	B. Government 213, 223	6 hrs.
C. Science*	6 or 8 hrs.	C-1. Foreign Language, or	
D-1. Foreign Language, or		C-2. Speech 113,123	6 hrs.
D-2. Speech 113, 123	6 hrs.	D. B. A. 214, 224	8 hrs.
E. Electives	6 hrs.	E. Electives	6 hrs.
F. P. E.	Credit		
G. Orientation 101	1 hr.		

Note: *Science-Bology, Chemistry or Physics.

*Degree Note: Alvin Junior College does not offer a degree and the expression, "leading to a degree" refers, of course, to further study at a senior college.

DRAMATICS AND SPEECH—LEADING TO B. A. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223*	6 hrs.
B. Speech 113,123	6 hrs.	B. Dramatics 183	3 hrs.
C. Mathematics or History	6 hrs.	C. Government 213, 223	6 hrs.
D. Foreign Language	6 hrs.	D. Science** or Math 6 or 8 hrs.	
E. Electives	6 hrs.	E. History ***	
F. P. E.	Credit	or Economics	6 hrs.
G. Orientation	1 hr.	F. Electives	6 hrs.

Note: *Journalism may be substituted for English 223 with Dean's approval.
 **Science-Biology, Chemistry or Physics.
 ***History 113-123, 183, 192, or 133, 143.

PRE-LAW—LEADING TO L. L. B. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223	6 hrs.
B-1. Mathematics, or		B. Mathematics or Speech	6 hrs.
B-2. Speech 113, 123	6 hrs.	C. Government 213,223	6 hrs.
C. Science*	6 or 8 hrs.	D-1. B. A. 214, 224 or	
D. History**	6 hrs.	D-2. Economics 183, 193 6 or 8 hrs.	
E. Foreign Language	6 hrs.	E. Electives	6 hrs.
F. P. E.	Credit		
G. Orientation 101	1 hr.		

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

Note: *Speech or Journalism may be taken in place of English 223. However, most senior colleges require 12 hours of English for graduation.

EDUCATION—LEADING TO B. ED. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223*	6 hrs.
B-1. Science*, or		B. Government 213, 223	6 hrs.
B-2. Mathematics, or		C. Education 213, 223	6 hrs.
B-3. Art 113, 123	6 hrs.	D. History**	6 hrs.
C-1. Speech, or	6 hrs.	E. Electives	9 hrs.
C-2. Foreign Language	6 hrs.		
D. Ed. 113, 123	6 hrs.		
E. P. E.	Credit		
F. Orientation 101	1 hr.		

Note: *Science-Biology, Chemistry or Physics.

Note: *Journalism may be substituted for English 223. **History 113-123, or History 183, 193, or 133, 143.

INDUSTRIAL ARTS—LEADING TO B. S. DEGREE

Freshman		Sophomore	
A. English 113,123	6 hrs.	A. English 213, 223	6 hrs.
B. Mathematics	6 hrs.	B. Government 213	3 hrs.
C-1. Science*, or	6 or 8 hrs.	C. Science*	6 or 8 hrs.
C-2. History	6 hrs.	D. Shop	6 hrs.
D. Ag. 113, 123 or		E. Electives	9 hrs.
Shop 153, 163	6 hrs.		
E. Electives	6 hrs.		
G. Orientation 101	1 hr.		

Note: *Science-Biology, Chemistry, or Physics.

HOME ECONOMICS—LEADING TO B. S. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223	6 hrs.
B-1. Chemistry, or		B. Government 213, 223	6 hrs.
B-2. Biology	6 or 8 hrs.	C-1. History*, or	
C-1. Mathematics, or		183, 193, or 133, 143.	
C-2. Foreign Language	6 hrs.	C-2. Economics	6 hrs.
D-1. Art, or		D. Electives	6 hrs.
D-2. Education	6 hrs.	E. H. Ec.	6 hrs.
E. H. Ec.	6 hrs.		
F. P. E.	Credit		
G. Orientation	1 hr.		

Note: *History 113, 123, or History

PRE-ENGINEERING*—LEADING TO B. S. DEGREE

Freshman

1st. Semester

A. English 113	3 hrs.
B-1. Algebra 133, or	
B-2. Algebra 113	3 hrs.
C. Trig 123	3 hrs.
D. Chem 114	4 hrs.
E. M. D. 112	2 hrs.
F. History 183*	3 hrs.
G. P. E. 131	1 hr.
H. Orientation	1 hr.

Note: Or during S. S.

2nd Semester

A. English 123	3 hrs.
B. Algebra 113	3 hrs.
C. Analytics 114	4 hrs.
D. Chemistry 124	4 hrs.
E. M. D. 121	1 hr.
F. History 193	3 hrs.
G. P. E. 141	1 hr.

Sophomore

1st Semester

A. English 213	3 hrs.
B. Government 213	3 hrs.
C. Calculus 215	5 hrs.
D. Engineering Probs.	2 hrs.
E. Physics 184	4 hrs.
F. P. E. 231	1 hr.

2nd. Semester

A. English 223	3 hrs.
B. Government 223	3 hrs.
C. Calculus 225	5 hrs.
D. Descriptive Geom. 183	3 hrs.
E. Physics 194	4 hrs.
F. P. E. 241	1 hr.

Note: *The above curriculum is recommended for pre-engineering students. Each student, however, should consult the catalogue of the senior institution to which he expects to transfer, concerning specific requirements which vary for different colleges. Also, the student may elect to take some of the suggested courses in the summer term to avoid overloading.

PRE-MEDICAL—LEADING TO M. D. DEGREE

Freshman

A. English 113, 123	6 hrs.
B. Biology 113, 123	6 hrs.
C. Mathematics or History	6 hrs.
D. Foreign Language	6 hrs.
E. Chemistry	8 hrs.
F. P. E.	Credit
G. Orientation 101	1 hr.

Sophomore

A. English 213, 223	6 hrs.
B. Government 213, 223	3 hrs.
C. Science	6 or 8 hrs.
D-1. Speech 113, 123, or	
D-2. History 183, 193	6 hrs.
E. Electives	9 hrs.

MUSIC—LEADING TO BACHELOR OF MUSIC DEGREE

Freshman

B. Mathematics	6 hrs.
A. English 113, 123	6 hrs.
C. History*	6 hrs.
D-1. Science**, or	
D-2. Education 113, 123	6 or 8 hrs.
E. Music 114	4 hrs.
F. P. E.	Credit
G. Orientation 101	1 hr.

Sophomore

A. English 213, 223*	6 hrs.
B. Government 213, 223**	6 hrs.
C. Music	6 hrs.
D. Electives	12 hrs.

Note: *Journalism may be substituted for English 232. **Three hours of Government are required for A. A. diploma.

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

TERMINAL—LEADING TO TERMINAL EDUCATION CERTIFICATE

Freshman

A. English 113, 123	3 hrs.
B. History or Speech	6 hrs.
C. Shop, Bus. Ed., or Ag.	12 hrs.
D-1. Foreign Language, or	
D-2. Mathematics	6 hrs.
E. Elective	3 hrs.
F. P. E.	Credit
G. Orientation 101	1 hr.

Sophomore

A. Electives	6 hrs.
B-1. Science*, or	
B-2. Education 133 and	
Psy. 213	6 or 8 hrs.
C. Industrial Arts H.	
Economics, Business Education, or Ag. Courses	12 hrs.
D. Hist. or Government	6 hrs.

Note: *Science-Biology, Chemistry, or Physics.

GENERAL EDUCATION— LEADING TO TERMINAL EDUCATION CERTIFICATE

Freshman

A. English 113, 123	6 hrs.
B. History, Speech, or Foreign Language	6 hrs.
C. Electives	18 hrs.
D. O. 101	1 hr.

Sophomore

A. Government 213, 223*	3 hrs.
B. Electives	21 hrs.
C. History	6 hrs.

Note: *6 hours recommended.

V. COURSES OFFERED

Note: The numbers which appear in parenthesis indicate the following.
(1) The number in parenthesis after the course number is the original number the course was given in the first catalogue.
(2) The numbers at the end of the line, in each case, indicate the lecture dash laboratory or, practice hours.

AGRICULTURE

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

BUSINESS ADMINISTRATION AND BUSINESS EDUCATION

- T. 153, (113), Beginning Typing. (2-2)
- T. 162 Intermediate Typing for Adult Students. (1-2)
- T. 163, (123), Intermediate Typing. (3-0)
- T. 163 (123), Intermediate Typing. (3-1)
- T. 273 (213), Advanced Typing. (3-0)
- Shd. 153, 163, (113-123), Beginning and Intermediate Shorthand. (2-2)
- Shd. 213, Advanced Shorthand. (3-0)
- Mach. 182, 192, Business Machines. (2-0)
- S. Pr. 223, Secretarial Practice. (2-2)
- G. M. 153, (113), General Business Mathematics. (3-0)
- B. Eng. 153, Business English. (3-0)
- Law 163, Business Law (3-0)
- Acc. 153, Elementary Accounting. (2-2)
- Acc. 163, Elementary Accounting. (2-2)
- Acc. 173, Tax and Payroll Accounting. (3-0)
- Math. 193, Mathematics of Finance. (3-0)
- B. A. 214-224, Accounting. (3-3)
- Acc. 233, (223), Cost Accounting. (3-0)
- Bkkg. 173, Elements of Bookkeeping. (3-0)

DEPARTMENT OF EDUCATION AND PSYCHOLOGY

- Ed. 113, Introduction to Education. (3-0)
- Ed. 123, (113), Introduction to Education Psychology. (3-0)

- Ed. 133, Methods in Elementary School Subjects (3-0)
- Ed. 213, Child Psychology. (3-0)
- Ed. 223, Secondary Education. (3-0)
- Psy. 213, General Psychology. (3-0)
- O. 101, College Orientation. (1-0)
- Ed. 183 (233), Health Education. (3-0)
- Ed. 193, The Elementary School Child. (3-0)

DEPARTMENT OF ENGLISH

- E. 113, Composition and Rhetoric. (3-0)
- E. 123, Composition and Rhetoric. (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)
- S. 113, 123, Fundamentals of Speech. (3-0)
- S. 181, Theatre Activities. (1-2)
- S. 191, Forensic Activities. (1-2)
- J. 113, Introduction to Journalism. (2-2)
- J. 123, Writing and Reporting. (1-5)
- J. 153, News Reporting. (2-2)
- Dr. 183, Dramatic Arts. (3-1)

DEPARTMENT OF FINE ARTS

- Mu. 114-124, Harmony and Ear Training. (5-0)
- A.M. 111 or 121, 211 or 221, Applied Music. (1-0)
- A.M. 112, 122, 212, 222, Applied Music. (2-0)
- A.M. 113, 123, 213, 223, Applied Music. (3-0)
- Mu. 112S, Study of Strings. (1-2)
- Mu. 122B, Study of Percussion. (1-2)
- Mu. 112R. 182R, Study of Reeds. (1-2)
- Mu. 192Br, Study of Brasses. (1-2)
- Harp 112, 122, Study for Harp Majors. (2-0)
- Choir 111, 121, 211, 221, A Cappella Choir. (2-2)

Choir 112, 122, 212, 222, A Capella Choir. (3-2)
 Piano 112, 122, Study for Piano Majors. (2-0)
 Mu. 112, 122, Dance Band. (1-2)
 Mu. 113, 123, Music Appreciation. (3-0)
 Piano 212, 222, Study for Piano Majors. (2-0)
 Organ 112, 122, Study for Organ Majors. (2-0)
 Organ 212, 222, Study for Organ Majors. (2-0)
 Harp 212, 222, Study for Harp Majors. (2-0)
 Band 111, 121, 211, 221, College Band. (1-4)
 Art 113-123, Design. (3-3)
 D.P. 213, 223, Drawing and Painting. (3-3)
 C.A. 153, Commercial Art. (2-4)
 Art 103A-103B, Watercolors. (2-4)
 Art 163, Interior Design. (2-4)
 Art 183, 193, Art for Elementary Teachers. (2-4)
 Art 233, 243, Pictorial Composition. (3-3)
 F.P. 133A-133B, Freehand Perspective. (1-2)
 A.P. 253, 263, Advanced Painting. (3-3)

DEPARTMENT OF FOREIGN LANGUAGE

Span. 153, 163, Elementary College Spanish. (3-0)
 Span. 114-124, Beginners' Spanish (3-2)
 Span. 183-193, Intermediate College Spanish. (3-0)
 Span. 233, Readings in Spanish-American Lit. Before 1890. (3-0)
 Span. 243, Readings in Spanish-American Lit. After 1890. (3-0)
 Fr. 153-163, Elementary French. (3-0)
 Fr. 183-193, French Composition and Grammar. (3-0)

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)

DEPARTMENT OF INDUSTRIAL ARTS

W.W. 153, General Woodworking. (1-4)
 W.W. 163, Cabinet Making. (1-4)
 W.W. 183, 193, Advanced Cabinet Making. (1-4)
 M.S. 153, 163, Machine Shop. (1-4)
 M.S. 183, Advanced Machine Shop. (1-4)
 M.S. 194, Problems In Machine Shop. (1-4)
 E.D. 113, Engineering Drawing. (3-6)
 E.D. 112,-121, Engineering Drawing. (4-2) (2-1)
 A.D. 132, 141, Architectural Drawing. (3-6)
 D.G. 132, Descriptive Geometry. (6-3)
 G.A.M. 183, General Automotive Mechanics. (2-2)

DEPARTMENT OF MATHEMATICS

Alg. 113, College Algebra for Engineers. (3-0)
 Trig. 123, Plane Trigonometry. (3-0)
 An. 114, Analytic Geometry. (4-0)
 Cal. 215, Differential Calculus. (5-0)
 Cal. 225, Integral Calculus. (5-0)
 Alg. 133, College Algebra. (3-0)
 E.P. 112, Engineering Problems. (2-0)
 Geom. 153, Introductory Geometry. (3-0)

DEPARTMENT OF PHYSICAL EDUCATION

P.E. 111, 121, Physical Education for Women. (1-1)
 Ed. 183, Health Education (see Dept. of Education). (3-0)
 P.E. 131, 141, Physical Education for Men. (1-1)
 P.E. 211, 221, Advanced Physical Education for Women. (1-1)
 P.E. 231-241, Advanced Physical Education for Men. (1-1)

DEPARTMENT OF SCIENCE

B. 104, Survey of Biology. (3-3)
 B. 113-123, General College Biology. (3-3)
 Bio. 133, Invertebrate Zoology. (3-3)

- Bio. 143, Vertebrate Zoology. (3-3)
 Bio. 213, Human Anatomy. (3-3)
 Bio. 223, Physiology. (3-3)
 Chem. 114-124, General Inorganic Chemistry. (3-4)
 Chem. 113-123, General Chemistry. (3-3)
 Phy. 184-194, General Physics. (3-4)
 Phy. 133, 143, Elementary Physics. (3-3)

DEPARTMENT OF SOCIAL SCIENCE

- H. 113-123, History of Western Civilization. (3-0)
 H. 183 (213), The United States to 1865. (3-0)
 H. 133, 143, History of the Americas. (3-0)
 H. 193, The United States Since 1865. (3-0)
 H. 203, History of Texas to 1865. (3-0)
 H. 163, Current History and Public Affairs. (3-0)
 Govt. 213, American National Government. (3-0)
 Govt. 223, American State Government. (3-0)
 Govt. 233, Constitutions. (3-0)
 Eco. 183, Principles of Economics. (3-0)
 Eco. 193, Economic Problems. (3-0)
 Eco. 153, Consumer Economics. (3-0)
 Soc. 153, Contemporary Social Problems. (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, judging, with special consideration given to management of these animals.

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

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; seeding 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.

2. THE DEPARTMENT OF BUSINESS ADMINISTRATION

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.

Two hours of lecture and two hours of practice per week.

T. 162, **Intermediate Typing for Adult Students.** (Credit: 2½ 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. 163 (123). **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. 273 (213).. **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 and with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Two lecture and two laboratory hours per week.

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

Continuation of Shorthand 153. Speed dictation of 80 words required. Prerequisite: Shorthand 153.

Shd. 213. **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. Three hours lecture plus practice. Prerequisite: Shd. 153-163 or their equivalent.

Mach. 182 (212), 192. **Business Machines.** (Credit: 2 or 4 semester hours.)

Course designed to familiarize students with the various machines in the business office: calculator, adding machine, comptometer, bank posting, mimeograph, and dictaphone. Prerequisite: Six hours of credit in business administration or business education courses. Open to freshmen with consent of the instructor.

S. Pr. 223, **Secretarial Practice.** (Credit: 3 semester hours.)

Shorthand review and high-speed dictation; personality in the office; office practice and routine; store and office visitations; filing. A study will be made of secretarial occupations, and handling of mail, general office duties and secretarial personality. Dictation increased to 95-120 words per minute. Two lecture-laboratory and two practice hours per week for 1 semester. Prerequisite: Shd. 153-163 or their equivalent.

Bkkg. 173, **Elements of Bookkeeping.** (Credit: 3 semester hours.)

Journalizing, posting, adjusting and closing entries, work sheet, and financial statements. Prerequisite for accounting for those students who have not had previous bookkeeping knowledge. Three hours per week for 18 weeks.

G. M. 153 (113). **General Business Mathematics.** (Credit: 3 semester hours.)

Rapid review of business arithmetic, fundamental processes; application to business in general. Study of payrolls, trade and cash discount, profit and loss, simple interest, bank discount, depreciation, social security, taxes. Three lecture hours per week for 18 weeks.

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

Basic principles of finance, developed from an algebraic standpoint. Simple interest and bank discount, review of algebraic fundamentals necessary to problem solution, arithmetic progressions and short-term installment buying, logarithms, geometric progressions and their application to compound interest problems, annuities, sinking funds, amortization, long-term installment buying, bonds, and annuities due. Emphasizes practical aspects of mathematics. May be taken in place of trigonometry by students who desire no further course in mathematics. Three hours per week for 18 weeks. Prerequisite: Algebra 113 on consent of the instructor.

B. Eng. 153. **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.

2. THE DEPARTMENT OF BUSINESS ADMINISTRATION

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.

Two hours of lecture and two hours of practice per week.

T. 162, Intermediate Typing for Adult Students. (Credit: 2½ 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. 163 (123). 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. 273 (213).. 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 and with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Two lecture and two laboratory hours per week.

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

Continuation of Shorthand 153. Speed dictation of 80 words required. Prerequisite: Shorthand 153.

Shd. 213. 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. Three hours lecture plus practice. Prerequisite: Shd. 153-163 or their equivalent.

Mach. 182 (212), 192. Business Machines. (Credit: 2 or 4 semester hours.)

Course designed to familiarize students with the various machines in the business office: calculator, adding machine, comptometer, bank posting, mimeograph, and dictaphone. Prerequisite: Six hours of credit in business administration or business education courses. Open to freshmen with consent of the instructor.

S. Pr. 223, Secretarial Practice. (Credit: 3 semester hours.)

Shorthand review and high-speed dictation; personality in the office; office practice and routine; store and office visitations; filing. A study will be made of secretarial occupations, and handling of mail, general office duties and secretarial personality. Dictation increased to 95-120 words per minute. Two lecture-laboratory and two practice hours per week for 1 semester. Prerequisite: Shd. 153-163 or their equivalent.

Bkkg. 173, Elements of Bookkeeping. (Credit: 3 semester hours.)

Journalizing, posting, adjusting and closing entries, work sheet, and financial statements. Prerequisite for accounting for those students who have not had previous bookkeeping knowledge. Three hours per week for 18 weeks.

G. M. 153 (113). General Business Mathematics. (Credit: 3 semester hours.)

Rapid review of business arithmetic, fundamental processes; application to business in general. Study of payrolls, trade and cash discount, profit and loss, simple interest, bank discount, depreciation, social security, taxes. Three lecture hours per week for 18 weeks.

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

Basic principles of finance, developed from an algebraic standpoint. Simple interest and bank discount, review of algebraic fundamentals necessary to problem solution, arithmetic progressions and short-term installment buying, logarithms, geometric progressions and their application to compound interest problems, annuities, sinking funds, amortization, long-term installment buying, bonds, and annuities due. Emphasizes practical aspects of mathematics. May be taken in place of trigonometry by students who desire no further course in mathematics. Three hours per week for 18 weeks. Prerequisite: Algebra 113 on consent of the instructor.

B. Eng. 153. 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.

Law. 163. Business Law. (Credit: 3 semester hours.)

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

Acc. 153. Elementary Accounting. (Credit: 3 semester hours.)

This course is open to Freshmen students. Accounting 153-163 may be substituted for Accounting 214. Fundamentals of accounting theory and practice in relation to single proprietorships. Application of principles by problems and practice set. Students desiring to transfer college credit should register for Acc. 224. four lecture-laboratory hours per week.

Acc. 163. Elementary Accounting. (Credit: 3 semester hours.)

Continuation of Accounting 153. Fundamentals of accounting theory and practice in relation to partnerships and corporations. Prerequisite: Accounting 153 or its equivalent.

Acc. 173. Tax and Payroll Accounting. (Credit: 3 semester hours.)

Social security taxes, unemployment compensation, federal and state returns, recording of payments. Three hours per week for 18 weeks. Prerequisite: Consent of instructor.

B.A. 214-224. Accounting. (Credit: 8 semester hours.)

This course is designed to meet the requirements of business administration majors who plan to transfer work to a senior college. The analysis and recording of business transactions; a study of the accounting equation, business papers, ledgers, books of original entry, classification and interpretation of accounts and financial statements, adjusting and closing entries, sole proprietorship and partnership accounting; and simple corporation accounting. Six hours of lecture and laboratory per week for thirty-six weeks. Prerequisite: sophomore standing.

Acc. 233 (223). Cost Accounting. (Credit: 3 semester hours.)

An introductory course, emphasizing the accounting for materials, labor and manufacturing expenses. Special attention to procuring, pricing, storing, issuing, and inventorying of materials; labor cost, wage plans, and social security taxes. Three hours lecture and laboratory. Prerequisite: Accounting 153, 163 or, 214, or 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 educational 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 is offered for the first time in 1957-58.

Ed. 123. An Introduction to Educational Psychology. (Credit: 3 semester hours.)

A course dealing with the application of the principles of psychology to the training of children. A background to all other courses in education. Important aspects are: mental and physical growth of children, pupil interest, social development, individual differences, abnormal behavior, learning, measurements of units, capacities, and achievement.

This course was formerly listed as Ed. 113.

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.

This course was formerly listed as Ed. 123.

Ed. 213. Child Psychology. Credit: 3 semester hours.)

A study of the child, his nature, and his needs as a basis for understanding the child and for methods of training him; special emphasis upon the study of adolescence. Prerequisite: sophomore standing.

Ed. 223. Introduction to Secondary Education (Credit: 3 semester hours.)

Survey of the history and development, organization, and administration of the modern secondary school. Prerequisite: Education 113 and sophomore standing.

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.

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.

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, The Elementary School Child. (Credit: 3 semester hours.)

Principles underlying the development of the elementary school child. This course will emphasize physiological, sociological growth of the child and the meeting of the problems incident upon that growth. Prerequisite: 3 hours of education. Three hours per week for 18 weeks.

4. THE DEPARTMENT OF ENGLISH

ENGLISH

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 a review of the fundamentals of the technique of all prose writing.

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

Continuation of English 113. This course consists of the study of exposition, description, and narration as forms of prose composition, and practice in writing each. Outside reading from standard authors supplements the theme work. English 113 and 123 are required for an Associate In Arts Diploma. Prerequisite: English 113.

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

This course is a study of masterpieces of literature of the classical, romantic, and realistic styles. 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, oral reports, and themes will be required. Individual conferences will be held. Prerequisite: English 113 and 123 and sophomore standing.

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

This course is a continuation of English 213. The study includes symbolistic, realistic, naturalistic, impressionistic and expressionistic styles of literature. Collateral reading, oral 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.

SPEECH

Sp. 113, 123. Fundamentals of Speech. (Credit: 6 semester hours).

These courses may be taken separately. Speech 113 is a prerequisite for Speech 123. The first semester consists of the study of vocal mechanism and the techniques of voice control; the improvement of articulation and pronunciation; the importance of speech as an aid in social adjustment; the study of the use of bodily action and its im-

portance in relation to speech; vocabulary development; and a brief study of common speech defects and their correction. The second semester is devoted to the study of the techniques of public speaking and the types and organization of public speeches. It is recommended that students have credit for high school Speech before entering this college course.

DRAMATICS AND JOURNALISM

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 hours).

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.

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. 123. Writing and Reporting. (Credit: 3 semester hours).

This as a second course in journalism, continuing the study begun in J. 113. Students will cover this material in the course: professional obligations of the newspaper to the community, the fundamentals of news writing and news gathering, the newspaper lead, with practice in writing and rewriting leads, types of news stories, with practice in writing the obituary, accident or fire stories, speech stories, and the interview. Student must work at least 6 hours per week on material for this course.

J. 153. News Reporting. (Credit: 3 semester hours).

This course is designed to aid adults who may have responsibilities as club reporters, employees of business houses which use publicity, or owners of a business. Course meets for two lecture and two laboratory-practice hours per week per semester.

5. THE DEPARTMENT OF FINE ARTS

ART

Art. 103A, 103B. 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. Prerequisites: Art 113 or the approval of the instructor. When the course is given with 3 hours of lecture and 3 hours of laboratory per semester, students will register for Art 103, **Watercolors**.

Art 113-123. Design. (Credit: 6 semester hours.)

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; drawing, and painting. 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. Three lectures and three laboratory periods per week. Course runs for full 36 weeks.

C. A. 153. Commercial Art. (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.

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 with laboratory practice in utilizing them in a classroom teaching situation. No prerequisite. Two hours lecture and four hours laboratory per week for 36 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.

Art 233, 243. Pictorial Composition. (Credit: 3 semester hours each.)

A two semester course giving laboratory practice in the application of the principles of design to two-dimensional expression.

Topics: Problems in developing sketches into pictorial compositions and in acquiring the many techniques involved in use of a variety of mediums. Prerequisite: Design 113-123 or equivalent. Two hours lecture and four hours laboratory per week for 36 weeks.

F.P. 133A-133B. 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. Three hours per week for 36 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. Three lecture and three laboratory hours per week.

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. 112S. Study of Strings. (Credit: 2 semester hours.)

Attainment of fundamental playing on each of the following: violin, viola, cello, and bass; study of methods and materials for teaching these instruments. One hour lecture, two hours laboratory, per week.

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. 112R-182R. Study of Reeds. (Credit: 4 semester hours.)

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 112, 122. Study for Piano Majors. (Credit: 4 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 212, 222. Study for Piano Majors. (Credit: 4 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 112 and 122.

Organ 112, 122. Study for Organ Majors. (Credit: 2 semester hours each.)

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

Organ 212, 222. Study for Organ Majors. (Credit: 2 semester hours each.)

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 112, 122. Study for Harp Majors. (Credit: 2 semester hours each.)

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

Harp 212, 222. Study for Harp Majors. (Credit: 4 semester hours.)

For harp majors. Etudes by Hasselmans and Bochsa; 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 112, 122.

Band 111, 121, 211, 221. College Band. (Credit: 1 semester hour each.)

Alvin Junior College Band functions as the official band for the Alvin Junior College. Tryouts are held for placement in either "A" or "B" band. Required of all band instrument majors without credit. Rehearsals: 1 hour daily, plus scheduled marching, and weekly technique classes.

Choir 112, 122, **A Cappella Choir.** (Credit: 2 semester hours each).

Same as Choir 111, et al, except that students rehearse five hours per week. Consent of instructor is required.

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 courses to count toward a degree or diploma. Two lecture and two practice hours per week.

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.

A.M. 113, 123, 213, 223. **Applied Music.** (Credit: 12 semester hours).

Three lessons per week.

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.

Mu. 112, 122. **Dance Band.** (Credit: 2 semester hours).

This course follows, in general, Music 107-108 offered by North Texas State College. Improvisation is stressed. It is intended that through analysis and precept the student will acquire a knowledge of basic materials and practices which will provide a foundation for continued interest and participation in the dance band. Class meets for 1 lecture and two practice hours per week.

6. THE DEPARTMENT OF FOREIGN LANGUAGE

Span. 153, 163. **Beginning 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.

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

This course includes essentials of grammar and translation, emphasizing accurate pronunciation, reading comprehension, and oral work. Reading prose within the first 1,000 words of Buchanan's **Spanish Word Book**, the first 110 idioms of Keniston's **Spanish Idiom List**, and mastery of text vocabulary. Student must pass test comparable to University of Texas' **Spanish 406 and 407**. Three lectures and two practice hours per week for 36 weeks.

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.

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

Selected readings of Spanish-American prose and poetry, tracing literacy 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.

Fr. 153,-163. **Elementary French.** (Credit: 6 semester hours).

This course is devoted to the essentials of grammar, oral and written composition, translation, and pronunciation. Fluency in reading is stressed. Course not offered 1956-57.

Fr. 183-193. **French Composition and grammar.** (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. Course not offered 1956-57.

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 relative to family, social life and daily living, and ways of improving marriage and family life are included in this course.

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: finishing and finishing materials, construction, wood fasteners, and cabinet hardware. Elementary construction with woodworking machines will follow the hand tool information. Meets for 1 theory class 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. Prerequisite: W. W. 153 or H. S. Woodworking.

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 1 theory lesson and 4 laboratory hours per week. Prerequisite: W.W.163.

M.S., 153 (113), 163 (123). **Machine Shop.** (Credit: 6 semester hours.)

A course in general machine shop practice with units of work designed to develop more efficiently the student's skills in machine tool processes involving: grinding, drilling, lathe operation, shaper operation, and basic work on milling machine. Class meets for 1 theory and 4 laboratory hours per week.

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

Student project experiences in this course affords typical machine operations in sequence involving grinding, lathe work, drilling, shaper work, milling machine work and heat treating. Prerequisite: Shop experience preferred.

M. S. 194. **Problems in Machine Shop.** (Credit: 4 semester hours.)

With the aid of instructor, the student selects special projects involving machine shop experiences gained in prior machine shop courses to further his ability as a learner in industry or production work. Prerequisite: Machine Shop 11A-11B, or 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 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 (213). Descriptive Geometry. (Credit: 3 semester hours.)

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

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. 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.

9. THE DEPARTMENT OF MATHEMATICS

Alg. 133, College Algebra. (Credit: 3 semester hours.)

College Algebra is a terminal course in algebra for non-technical majors and is recommended for technical majors as a foundation for more advanced study. It includes a study of the fundamental operations of algebra, special products and factoring, fractions, linear equations in one unknown, systems of equation, graphs, exponents and radicals, quadratic equations, bi-nominal theorem, ratio, proportion and variation.

Even though Alg. 133 is considered desirable for pre-engineering students it is not usually required and will not count on the engineer's degree plan.)

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

This course is for pre-engineering and science majors. It is a continuation of Alg. 133, including 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: Alg. 133 or 2 years of high school algebra and consent of the department. A student may not count both Alg. 133 and Alg. 113 on a degree or diploma plan.)

E. P. 112, Engineering problems. (Credit: 2 semester hours.)

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 hours per week for 18 weeks.

(Prerequisite: Alg. 133 or 113, and Trig. 123.)

Geom.153. 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: 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.

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

Mastery of trigonometric 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: Mathematics 113 and High School Plane Geometry

An. 114. 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. Prerequisite: Algebra 113 and Trig. 123.

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

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.

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. Ed. 183 Health Education (See Dept. of Education).

P. E. 211 -221. P. E. for Sophomore Women Students. (Credit: 1 semester hour each term.)

This course in physical education is designed to follow the training received in the Freshman year for women students. Two hours per week for eighteen weeks. Each course carries 1 hour credit per semester.

P. E. 231-241. P. E. for Sophomore Men Students. (Credit: 1 semester hour each term.)

This course is similar to P. E. 211, 221, except it is for men students.

11. THE DEPARTMENT OF SCIENCE

PHYSICS

Phy. 133, **Elementary Physics.** (Credit: 3 semester hours.)

A non-technical course for students who have had no high school physics, or for those who intend to do no further study in science or engineering. Material covered includes: Mechanics, wave motion, heat, and sound.

Phy. 143, **Elementary Physics.** (Credit: 3 semester hours.)

A continuation of Physics 133 including a study of magnetism, electricity, light, and atomic physics.

Pre-requisite: Physics 133.

Phy. 184, **General Physics.** (Credit: 4 semester hours.)

A technical course for students of engineering and the physical sciences who intend to do further work in science or mathematics. Emphasis is placed upon the application of fundamental concepts in report writing and problem solving. A detailed study of mechanics, wave motion, and heat is included.

(Pre-requisites: High School Physics 133 and 143, Alg. 113, Trig. 123, and enrollment in Cal. 215.)

Phys. 184, **General Physics.** (Credit: 4 semester hours.)

A continuation of Physics 184, including a study of Magnetism, electricity, sound, light, and atomic phenomena.

(Pre-requisites: Physics 184, Cal. 215, and enrollment in Cal. 225.)

CHEMISTRY

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

A technical course in inorganic chemistry and qualitative analysis, based upon and an extension of Chemistry 11A-11B. Emphasis is placed on chemical mathematics and report writing. The first semester is devoted to a comprehensive review and extensions of basic principles, with emphasis being placed on the latest atomic-molecular concepts, chemical equations, equilibria, solutions and electrochemistry. The second semester's work consists of a study of several less-common elements in each periodic group, and the general principles of qualitative analysis, using semi-micro techniques in the laboratory. Three lectures and four laboratory hours per week. Prerequisite: Chemistry 11A-11B or the equivalent, or consent of department.

Chem. 113-123. **General Chemistry.** (Credit: 6 semester hours.)

A general course which is designed for those students who do not intend to do further work in science or engineering. The first semester is devoted to a study of the atomic-molecular theory, valence, formulae, chemical equations, solutions and practical applications.

The second semester's work consists of a study of electro-chemistry, oxidation-reduction reactions, radiation chemistry, elementary qualitative analysis and organic chemistry. Three hours of lecture and three hours of laboratory per week. Prerequisite: Freshman standing.

Bio. 113, **Animal Biology.** (Credit: 3 semester hours.)

A study of the fundamental principles of animal life, with special reference to the vertebrate types. Included are considerations pertaining to structure, physiology, development, classification, and environmental adaptations, with emphasis on their relation to man. Three hours of lecture and three hours of laboratory per week.

Bio. 123, **Plant Biology.** (Credit: 3 semester hours.)

A study of the fundamental principles of plant life, including the structure, classification, environmental adaptations, physiology and life histories of selected species. Special emphasis is placed on the study of the seed plants. Ferns, mosses and lower forms are also studied from the economic standpoint. Three hours of lecture and three hours of laboratory per week.

Bio. 104, **Survey of Biology.** (Credit: 4 semester hours.)

This is based, in general, on Biology 115, Texas A and M College; a summarization of biological forms and principles and the impact which they have upon man and his affairs. Credit may not be earned for both Bio. 113 and Bio. 104. Three hours of lecture and three hours of laboratory per week.

Bio. 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 pursuing 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.

Bio. 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 verte-

brate 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 and physical education majors. Three hours of lecture and three hours of laboratory per week for the full year.

Pre-requisite: Bio. 113 or Bio. 143 or consent of the department.

12. THE DEPARTMENT OF SOCIAL SCIENCE

HISTORY

H. 113-123. History of Western Civilization. (Credit: 6 semester hours).

History of Western Civilization is a six-semester-hour course extending through the school year. The fall semester's work in History 113 will begin with the study of man's pre-historic origins and trace the evolution of civilization to the outbreak of the Protestant Revolt in the sixteenth century. Obviously no more than an outline of man's history over a period of many centuries can be studied within the scope of one semester. This course is not only an introductory course in the field of history, but it is also the basic introduction to economics, government, sociology and geography.

H. 183 (213). 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.

H. 193 (223). 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.

H. 133. History of the Americas: The Colonial Period. (Credit: 3 semester hours.)

This course takes up the history of the Americas during the colonial period and early stages of the independence movement. The student is given training in social science research. These topics are included: exploration, colonization, and governments of the Spanish, Portuguese, and French settlers; Inter-American relations and the Texas Good Neighbor Commission; the Spanish heritage of the Americas; and colonial problems. Three hours per week for 18 weeks.

H. 143. History of the Americas: The National Period. (Credit: 3 semester hours.)

This survey course deals with the development of the independent states of the Americas since 1804; modern political and economic developments; Inter-American relations; Canada and the Americas; the geography of the Americas; and recent trends in cultural and political

fields in the Americas. Three hours per week for 18 weeks.

H. 163. Current History and Public Affairs. (Credit: 3 semester hours.)

Contemporary events and movements. This course is designed especially to acquaint the student with the major problems confronting the American people in both domestic and international affairs.

H. 203. History of Texas to 1865. (Credit: 3 semester hours.)

This is a specialized course in the history of Texas. Students will be expected to write several short term papers correctly, complete a long research paper, and pass a comprehensive examination over the material covered. Topics covered include: Spanish occupation; colonization; revolution; the Republic; annexation; the War Between the States. This course may count as 3 hours to fulfill Legislative requirement, Senate Bill 254 (1955). Pre-requisite: sophomore standing.

GOVERNMENT

Govt. 213. National and State Governments. (Credit: 3 semester hours.)

A study of the origin and development of our federal system of government; analysis of the federal and state constitutions with special attention to the Texas constitution; federal-state and inter-state relations; and special emphasis on problems of citizenship in a modern, democratic society. Three hours per week for 18 weeks. Prerequisite: Sophomore standing.

Govt. 223. American State Government. (Credit: 3 semester hours.)

A study of the structure and functions of state governments with special emphasis on Texas government. Also includes: studies of city government, county government, and political party organization and function as they are found in Texas; the participation of government, both federal and state, in the fields of business, labor, agriculture, social welfare, etc. Three hours per week for 18 weeks. Prerequisite: Sophomore standing.

Govt. 233. Constitutions. (Credit: 3 semester hours.)

European and colonial background of the United States Constitution, formation of the document, and the Constitution in operation. Constitutional history of Texas; consideration of procedures under the document and of proposals for change. Prerequisite: Sophomore standing.

ECONOMICS AND SOCIOLOGY

Eco. 153. Consumer Economics. (Credit: 3 semester hours.)

How to make the most efficient use of business goods and services; and insight into buying problems such as use and evaluation of advertising; consumer financial problems such as banking, credit, per-

sonal accounting and budgeting, and installment buying. Three hours per week for 18 weeks.

Soc. 153. Contemporary Social Problems. (Credit: 3 semester hours.)

Preparation for well-informed participation in public affairs through objective examination of existing social arrangements and traditional social institutions. Three hours per week for 18 weeks.

Eco. 183. Principles of Economics. (Credit: 3 semester hours.)

A study of the basic principals of economics with emphasis on production, exchange, value, distribution, consumption, and saving; the institutions through which each of these principles operates in a capitalistic economy; industrial and business organizations; money and credit; price; wages; interest profit.

Eco. 193. Economic Problems. (Credit: 3 semester hours.)

A study of the economic problems arising from the interaction of economic institutions; problems of labor, finance, business cycles, international economics, governmental control; a study of the major forms of economic collectivism.

This course and Economics 183 are recommended for those who plan degrees leading to law, teaching, and business administration. Prerequisite: Economics 183.

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 or recreational and hobby type conducive to an 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 seven semester hours of work per term.

All departments of the college represented in the curriculum offer courses as requests are expressed. A minimum of twelve 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.
- 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 Educational 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 Educational 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) \$3 Tests fee
- 2) \$48 Tuition (\$12 per course)
- 3) \$8 Books and supplies (estimate)
- 4) Diploma \$3.50

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. Tests will be given every three months. 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.

3. 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.

Some short course suggestions are:

Cake Decorating—Beginning.

How to frost cakes fancifully.

Cake Decorating—Advanced.

Intricate patterns and designs.

Ceramics—Basic.

The handling, care, modeling and glazing of clay. Projects through coil, slab and pinch methods. 4 pieces.

Ceramics—Intermediate.

Four pieces of hand-made, hand-decorated clay made through mold pouring, slip painting, undeglazing and sgraffito decorating.

Cooking for Two.

Planning meals for the small family.

Dairy Husbandry

Feeds and feeding, record keeping, sanitation, diseases, insects and parasites.

Display Advertising.

Arrangements, balance, color, lighting and proportion in commercial displaying.

Driver Education.

For the beginning driver. Behind the wheel instruction. Preparation for Texas driver's license test.

Elements of Weather.

Nature weather signs and how to read weather maps.

First Aid.

Preparedness for everyday accidents and emergencies.

Fix-it for Householders.

How to accomplish everyday household repairs

Flower Arranging—Unit 1.

The artistic arrangement of flowers. Demonstration and practice.

Flower Arranging—Unit II.

Demonstration and practice in dried, seasonal and period arrangements.

Football for Grandstanders.

Highlights of the game, official's duties, penalties and basic formations.

Fun and Fitness.

Exercise to music, group games and some folk dances.

Gift Wrapping.

Lecture, demonstration and practice of attractive and unique wrapping.

Grocery Checking Procedure.

Accuracy, efficiency and good customer relations for grocery checkers.

Grocery Store Organization.

Layout, departmentizing, housekeeping, policies and modernization for grocerymen.

Home Nursing—Unit 1.

The care and comfort of the sick in the home. Standard Red Cross course.

Home Nursing—Unit II—Mother and Baby Care and Family Health.

Before and after baby arrives, baby's first year and the protection of family health.

Interiors—Home Decoration.

An introduction to home decoration with emphasis on good taste in the use of color, furniture and accessories.

Know Your Automobile.

What makes your car run and how to recognize signs of trouble.

Know Your Camera.

How to operate your own camera.

Leather Tooling.

Hand made leather projects.

Making Picture Frames.

Demonstration and practice.

Mathematics—Refresher.

Review of fundamental processes, decimals and fractions.

One-dish Meals.

Economical and wholesome meals for the family.

Parliamentary Procedure.

How to conduct a meeting.

Party Foods.

Easy, clever and practical preparations.

Photography—Introductory.

Fundamentals for good pictures.

Photography—Advanced.

Developing pictures and improving picture taking techniques.

Poultry Husbandry.

Culling, feeds and feeding, diseases, housing, brooding.

Salesmanship.

Merchandising facts, customer types, selling related merchandise and improving public relations.

Sewing—Basic.

Learning to follow pattern instructions, short cuts in cutting and constructing a garment, putting in zippers and bound button holes and setting in sleeves.

Shorthand—Refresher.

Review of Gregg Simplified method—speed dictation.

Show Card Lettering.

Demonstration and practice in layout and lettering techniques.

Stretching the Food Dollar.

Recipes, menus and wise buying for cutting meal costs.

Tailoring—Advanced Sewing.

Completion of at least one tailored garment, preferably a suit or coat.

Tractor Maintenance.

Preventive type maintenance — ignition system, fuel system, greasing, general upkeep.

Upholstery.

Spring typing, webbing, padding and covering furniture pieces

Woodworking—Introductory.

Familiarizing the student with the care, use and safety of hand tools. Use of elementary woodworking materials by making small projects.

Woodworking—Advanced.

Familiarizing the student with the care, use and operation of machines through making larger projects.

4. Forum Series

Topics of local, national, international, cultural and intercultural concern are chosen for consideration each year through the Community Forum Series. Usually, the series consists of four meetings—one each scheduled for the months of October, November, February and March.

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