

MARIE

ALVIN JUNIOR COLLEGE

*Bulletin of Information
and
Announcement of Courses*



DAY COLLEGE
EVENING COLLEGE

SESSION 1969-1970

With Announcements for 1970-1971

No. 21

1969

SMTWTFS						
JAN.			1	2	3	4
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ALVIN JUNIOR COLLEGE CALENDAR

1969-70

Fall Session, 1969 September 3, '69 - January 23, '70
Spring Session, 1970 January 26, '70 - May 29, '70

Registration for Fall Semester September 3, 4, 5, & 8, 1969
Classes Begin Wednesday, September 10, 1969
Last Date to Register September 19, 1969
Thanksgiving Holidays November 27 & 28, 1969
(Thanksgiving Recess begins at close of night classes Wed., Nov. 26)

Christmas Holidays December 19, '69 - January 4, '70
(Christmas Recess begins at close of afternoon classes Friday, Dec. 19)

Classes Resume January 5, 1970
Mid-Term Exams Begin (Day Classes) January 14, 1970
Registration for Spring Semester January 23, 26, & 27, 1970
Classes Begin Thursday, January 29, 1970
Last Date to Register February 10, 1970
Easter Holidays March 26, 27, & 30, 1970
(Easter Recess begins at close of night classes Wed., March 25)

Final Exams Begin May 18, 1970
Commencement Tuesday, May 26, 1970
Faculty Clerical Day Thursday, May 28, 1970
Close of Spring Term Friday, May 29, 1970

1970 SUMMER SCHOOL

First Six-Weeks Session

Registration May 28 & June 1, 1970
Classes Begin June 2, 1970
Holidays July 2, 3, & 4, 1970
End of Session July 10, 1970

Second Six-Weeks Session

Registration July 13, 1970
Classes Begin July 14, 1970
End of Session August 21, 1970

APPLICATION DEADLINES

Fall Session, 1969 August 18, 1969
Spring Session, 1970 January 6, 1970
Summer Session, First Term May 19, 1970
Summer Session, Second Term June 26, 1970

ACCREDITED BY

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

MEMBER OF

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

CATALOGUES

Request college catalogues from:
Registrar, Alvin Junior College

1. General Catalogue
2. Technical Division Bulletin
3. Associate in Science Nursing Program
4. Supplemental Bulletin (General Information)

ADMINISTRATION

Board of Trustees

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

Officers of Administration

Mr. D. P. O'Quinn, M. A. President
Mr. E. G. Marburger, M. Ed. Dean of the College
Mr. N. M. Nelson, M. A. Dean of Admissions and Registrar
Mr. M. B. Johnstone, M. Ed. Director of Evening School
Mr. S. N. Maxwell, M. S. Supt. of Buildings & Grounds
Mr. L. S. Williams, M. Ed. Business Manager

Faculty

Mr. D. P. O'Quinn President
B.A., Howard Payne College
M.A., East Texas State Teachers College
Mr. E. G. Marburger Dean of the College
B.S., Southwest Texas State College
M. Ed., University of Texas
Mr. W. H. Meyers *** Dean of the College, Emeritus
B.S., The Agricultural & Mechanical College of Texas
M.S., The Agricultural & Mechanical College of Texas
Mr. Neal M. Nelson Dean of Admissions and Registrar
B.A., University of Washington
M.A., University of Idaho
M.Ed., University of Houston
Mr. M. B. Johnstone Director of Evening School
B.S., Stephen F. Austin State College
M.Ed., University of Houston
M.L., University of Houston

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

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

Mr. Raymond G. Bethke* Music, Choral Director
 B.A., Sam Houston State College
 M.Ed., Sam Houston State College

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

Mr. Jose G. Castillo, Jr.* Spanish-History
 B.A., University of Texas

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

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

Mrs. Arlyne Daly* Business Education
 B.A., Texas Woman's University
 M.S., Texas Woman's University

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

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

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

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

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

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

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

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

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

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

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

Mrs. Patsy M. Klopp English
 B.A., Southwest Texas State College

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

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

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

Mrs. Dorothy Jane Mellor Nursing
 B.S., Columbia University

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

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

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

- Miss Julie Etta Nimsk Nursing
B.S., Sacred Heart Dominican College
- Mr. Francis Joseph Phillips Science
B.S., Sam Houston State Teachers College
M.S., Texas Technological College
- Miss Pearl Marie Rinderknecht Business Education
B.B.A., University of Texas
M.Ed., University of Houston
- Mr. Carl Roesler Industrial Arts
A.A., Wharton County Junior College
B.S., Sam Houston State Teachers College
M.Ed., Sam Houston State Teachers College
- Mrs. Aldeen Claire Russell, R. N. Nursing
B.S., University of Wyoming
- Mrs. Virginia Sheffel Sociology
B.A., Hillsdale College
M.Ed., Wayne State University
- Mrs. Cherry Simpson* Art
B.A., North Texas State Teachers College
M.A., North Texas State Teachers College
- Mr. Gerald D. Skidmore Mathematics
B.S., Sam Houston State Teachers College
M.A., Sam Houston State Teachers College
- Miss Evelyn Strickland Library
B.A., Texas Woman's University
B.S. in L.S., Texas Woman's University
M.A., Texas Woman's University
- Mr. Robert N. Townsend* Electronics
B.E.E., University of Florida
- Mr. Edward B. Williams** History
B.S., Sam Houston State College
- Miss Mary Wyllie English
B.A., University of Houston
M.A., Southern Methodist University

*Denotes department head.

**Denotes leave of absence.

***Effective July 1, 1968

I. GENERAL INFORMATION

A. HISTORY

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

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

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

Developments from 1950-1968. The most important change which was made in the program of Alvin Junior College was the building of a separate building for class work on the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools.

The administrative direction of the College has been under three able presidents: Mr. A. G. Welch (1949 to 1954), Dr. A. B. Templeton (1954 to 1964), and Mr. D. P. O'Quinn (currently serving). New Board members included: Miss Verna Browning (1953), Mr. A. Guy Crouch (1954), Mr. N. A. Keithley (1955), Mr. Charles Leisure (1954), Mr. Chester Morgan (1955), Mr. Kermit Dyche (1955), Mr. Guy Myrick (1956), Mr. George Duncan (1957), Dr. John McElveen (1957), Mr. Larry Holdorff (1958), Mr. Ralph Young (1958), Mr. Riley A. Godwin (1959), Mr. A. B. Kennedy, Jr. (1960), Mr. Alton Burgess (1961), Mr. J. C. Cox (1963), Mr. Frank Emert (1964), Mr. A. E. Bowen (1965), Mr. O. G. Wellborn (1965), Mr. Jack R. Beaver (1966); Dr. Beryl Cline, Mr. E. L. DeKinder, Mr. Paul Thomas, and Mr. Ben Magness (1967); and Dr. J. C. DeWitt (1968).

On July 1, 1968, Dean W. H. Meyers retired from the position he had held since the college started in September, 1949. He was succeeded as the dean of the college by Mr. E. G. Marburger who was serving the district as Assistant to D. P. O'Quinn, Superintendent of Schools and President of Alvin Junior College.

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

The facilities of the college and the general education program are constantly being reviewed with a view to making improvements where needed. Enrollments have increased from 134 (1949) to 1709 (1965-66). New and important features added the past few years include: Data Processing Technology, Associate in Science Nursing Program, and Drafting Technology. In the fall, 1965, Alvin Junior College used a new wing finished for the science building and an electronics technology course was started with an enrollment of 20 students. Extension classes began in January, 1965 at the State Department of Corrections' Ramsey Prison at Rosharon, and an extension unit for the Brazosport area began in September, 1965. Police Administration and Choral Music were added in 1967 and in 1968, respectively.

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

B. PURPOSES

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.

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

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

GENERAL

Providing post-secondary and/or adult experiences in a varied curriculum for the Alvin Junior College community.

SPECIFIC

- (1) Offering two years of college-transfer programs leading to the baccalaureate degree.
- (2) Providing terminal programs designed to prepare and upgrade students for gainful employment in professional and technical vocational areas.
- (3) Structuring a curriculum comprehensive enough to accommodate students with varied academic backgrounds.
- (4) Proffering to the community the facilities and resources of the college for educational, cultural, and citizenship activities.
- (5) Incorporating within the curriculum experiences which will result in an awareness of the American heritage, stressing the esthetic, social, and cultural values necessary for the development of a whole individual.

C. AFFILIATIONS

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

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

D. REGULATIONS

1. ADMISSION

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

- (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, if requested to do so by school officials.
 - d. Appear for personal interview.
 - e. All students who are entering Alvin Junior College for the first time must provide the college with a statement of health from a licensed physician, except for the summer session when this provision is waived.
 - f. Furnish recent photo for personal file.

- (2) **Special approval**—an applicant who wishes to be admitted by special approval must meet the following requirements:

- a. Be at least **twenty-one years of age** or a veteran.
- b. Apply on the official application form.
- c. Prove ability by taking prescribed tests, on request of College officials. Present a health statement.
- d. Appear for personal interview and comply with special requirements required of each individual applicant.
- e. Complete these requirements before the opening date of the semester.
- f. **Special Students:** Admission to certain terminal courses on a non-credit basis is granted to mature students over twenty-one years of age who give evidence of being able to take the courses desired with profit.
Admittance of high school students as auditors (non-credit students) into technical program courses or remedial classes will be carried out only if: (1) there is a vacancy in the class, (2) the high school principal approves in writing, and no credit in college is awarded. Credit may be given at the high school level, if requested by the principal.

- (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 re-admission to the college last attended with a statement of honorable dismissal.
- e. Students who have accumulated more than 66 semester hours will be made eligible for admission to the college only upon recommendation of Admissions Committee.
- f. Furnish health certificate.
- g. Furnish recent photo for personal file.

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

- a. English—3
- b. From the Mathematics Group in Section A—2
- c. From the Social Science Group in Section B—2
- d. Natural Science—1
- e. Foreign language in A—2 Units recommended but not a specific requirement.
- f. Additional from Section A or B, or A and B together - 8.

Section A

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

Section B

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

All other courses accredited by the Texas Education Agency.

College of Engineering

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

Freshman Testing and Counseling

Every applicant for admission to Alvin Junior College who plans to take nine or more semester hours during any term or summer session of his freshman year must present either the ACT or the CEEB scores or show registration for the test at the next offering. Transfer students with over nine semester hours credit will be exempt from this requirement.

Removal of Deficiencies

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

College Admissions Committee

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

Dean E. G. Marburger, Mr. M. B. Johnstone, Mr. Arthur Daniel, Mr. Bill Henry, Mrs. Aldeen Russell, and Dean Neal M. Nelson, chairman. This committee, on call, acts also as the Academic Committee whose duties are outlined each year by the Dean of the College.

2. REGISTRATION PROCEDURE

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

Steps to Registration

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

Alvin Junior College requires that each student apply for admission or re-entry at least thirty days prior to the beginning of each semester. For the summer terms or sessions, applications must be received at least 14 days before the summer session begins.

Note deadline in the catalog: Fall Semester 1969 — August 18, 1969; Spring Semester 1970 — January 6, 1970; I Summer Session 1970 — May 19, 1970; II Summer Session 1970 — June 26, 1970. Application blanks may be secured from the Office of the Dean of Admissions and Registrar.

2. Personal Interview.

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

3. Registration Materials.

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

- 1) High School Graduate:
 - a. Transcript from high school.
 - b. Entrance examination scores (ACT or CEEB) (Required if student registers for 9 or more semester hours in his freshman year).
 - c. A statement of health signed by a doctor.
 - d. A small billfold size photograph.

2) College Transfer:

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

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

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

4. Permit to Register.

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

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

5. **Registration.**

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

3. ADDING AND DROPPING COURSES

After the first registration for the session, a student may add, drop, or substitute a course **only with the approval of the Registrar**. Adding of courses which result in registration for a total of more than 18 hours per semester must be approved by the **Dean of the College**.

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

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

WITHDRAWAL FROM COURSES

1. Students who withdraw before the end of the **sixth week** of the regular session or the **third week** of the summer term will receive a grade of "W."
2. Students who withdraw after the sixth week of the regular session or after the third week of the summer session will receive a grade of WP (withdraw passing), if they are passing in the course at the time of withdrawal; they will receive a grade of "WF" if failing at the time of withdrawal.
3. Official drops are handled through the office of the registrar and students are required to request a formal withdrawal before leaving the college. A student who leaves without officially dropping thru the office will receive a final grade of "F".
4. Students who withdraw after the fifteenth week of the regular session, except for military service or serious illness of the student, will receive a grade of "F" if failing in the course. A student drafted into the military service **after the 14th week** may receive full credit, on the recommendation of the Dean of the College, if he is passing in such courses at the time of departure.

A student may not drop a class after the fifteenth week.

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

Making up a "K" rating

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

4. NUMBER OF HOURS — STUDENT LOAD

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

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

5. MAXIMUM LOAD

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

6. ATTENDANCE REQUIREMENTS

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

Three emergency absences per 9 weeks will be allowed. Above that number of absences may cause a lowering of the student's grades.

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

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

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

7. STUDENT RESPONSIBILITY

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

8. CONDUCT

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

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

9. GRADES AND REPORTS

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

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

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

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

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

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

10. GRADE POINTS

A student will be expected to maintain a 2.0 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 4 grade points per semester hour.

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

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

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

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

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

11. ORGANIZED ACTIVITIES IN ALVIN JUNIOR COLLEGE

The following clubs operate during the school year at Alvin Junior College: the Press Club, the Pan American College Forum, Speech Club, Phi Theta Kappa, Texas Student Education Association, Student Council, and Altrix Club.

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

Programs of a civic nature are brought to the college during the evening hours by the Adult Education Department.

This program is described more in detail on page 108.

12. CLASSIFICATION OF STUDENTS

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

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

13. SCHOLASTIC PROBATION

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

- a. A student taking nine semester hours or more must maintain a 1.5 grade point average.
- b. A student placed on scholastic probation must present a written petition to re-enter and have it signed by the Dean of the College.
- c. A student will be accepted on scholastic probation from another college only if he reduces his total semester hour load to 12 or 13 hours.
- d. To graduate from A.J.C., a student must maintain an over-all grade average of 2.0.
- e. A student with a "D" average may sometimes be given permission by the Dean to remain in college an additional term.

14. GUIDANCE

The counseling and guidance services to the student are provided, under present plans, through the Office of the Dean of Admissions and Registrar. An over-all course in college orientation and personal adjustment is offered for all full-time freshmen students. Educational advisement is given through appointments for personal interviews required of each student entering Alvin Junior College for the first time. In addition, each student is assigned to a faculty adviser at registration time so that he may receive guidance in planning his course of study. The ACT and CEEB national tests are used to give additional assistance to educational advisers in planning the student's program. Special and remedial courses are assigned where scholastic preparation is lacking in the student's background. Special educational, vocational, and placement tests are given on direction of the college administration by the Director of Testing and Records.

15. STUDENT COUNCIL

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

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

- F. School elections
 - G. Student-parent participation
 - H. Special drives
 - I. Interschool relationship
 - J. Intramural participation
2. Powers denied the Student Council:
- A. Academic rules and procedure
 - B. Interscholastic League and band activities
 - C. Dramatics
 - D. Any social activity which is not given for the whole school
3. College Colors: Red and white

16. SCHOLARSHIPS

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

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

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

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

To encourage music students and build a strong department of music, the Board of Education has voted the amount of \$2500.00 to be applied on full-scholarships and half-scholarships in vocal music (tuition and books per year). Students are encouraged to major or minor in music. However, experienced high school singers (with other majors than music) also will be given top consideration for scholarships. Students may audition during the year prior to the school term in which they wish to enroll by contacting the Head of the Music Department.

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

17. VETERANS ADMINISTRATION BENEFITS

Alvin Junior College offers courses which have been duly approved by the Veterans Administration for the training of veterans under Public Law 89-358 and War Orphans under Public Law 634. Students taking 14 or more semester hours during the regular school year (or 6 hours during a summer term) receive full subsistence benefits. A student may take a full-time load, a three-fourth's load, or a half load and receive monthly benefits if qualified under this Act. Application forms to attend under the program may be secured at the V.A. Headquarters at 515 Rusk Avenue, Houston, Texas 77061. Prospective students should contact Neal M. Nelson, Dean of Admissions and Registrar, who serves as the Veterans Program Officer.

18. SOCIAL SECURITY BENEFITS

Students attending under any of the provisions of the Social Security program will have their papers cleared through Dean Nelson.

19. DEANS' LIST

The names of students who completed nine or more semester hours with a grade point average of 3.0 with no grade lower than a "C" for the term will be placed on the Deans' list in recognition of scholastic achievement.

20. COLLEGE BOOKSTORE

The Bookstore has been set up to furnish books and supplies to students at reasonable prices. Normally, the bookstore hours are: 9 to 12 in the morning hours (M through F); 1 to 3 PM and 7:30 to 8:30 PM. The bookstore is not open Friday evenings, except during the summer sessions when classes meet M-T-Th. and F.

The Bookstore will buy back books at the end of each semester from a published list of approved books which will be used in the coming months.

A student who buys books at the beginning of a semester is reminded that the bookstore will refund the full price of his book if he has a change of schedule, encounters an error in ordering, or where the class is discontinued provided that the student has not marked in his book and has his cash register receipt. This full price refund is for a two week period beginning with the first day of classes. For summer school classes the refund period is for one week from the first day of classes. Keep your receipts until the course is established.

E. NUMBERING OF COURSES

THREE DIGITS ARE USED IN NUMBERING COURSES

- a. **The first digit** denotes the level of work.
- Subjects numbered from 001 to 099 are remedial courses, credit for which will not be granted toward graduation.
 - Subjects numbered from 100 to 169 are freshman level; subjects which are numbered 170 to 199 are courses usually given on sophomore level which may be taken by freshmen, when permission is granted.
 - Courses numbered in the 200's are of sophomore level.
 - Courses numbered from 101 through 109 and 201 through 209 are intended primarily to be technical and/or vocational in nature, although some courses carry transferable credit to a senior college technical course.
- b. **The middle digit** indicates the progression in a subject or departmental offering.
- c. **The third digit** denotes the semester hour value of the course. The letter "A" or "B" attached to a course indicates that the course value is **one-half** (i.e., History 133A carries 1½ hours credit; History 133B carries 1½ hours credit; History 133 carries 3 semester hours of credit). An "R" after the credit value indicates that the course has been repeated and no credit is given in addition to the hours already earned. Other letters, such as J, K, or L, M, N, or O, or S, T, are used to show progression in two courses closely related in content.

ADVANCED STANDING

Advanced standing may be secured by three classes of students:

- A student entering from another college must present:
 - A letter of honorable dismissal.
 - 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.
- 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.
- By examination. (So designated on transcript; cost: \$6.00).

HYPHENATED COURSES

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

F. TUITION AND FEES

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

- In-District**—Students who are residents of the Alvin Independent School District. (Resident at least 12 months or eligible to vote in city or county elections).
- Out-of-District**—Students whose homes are not in the Alvin Independent School District but who are residents of Texas.
- Out-of-State**—Students whose homes are outside the State of Texas.

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

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

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

Tuition:

In-District Student:

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

Out-of-District Student:

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

Out-of-State Student:

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

Tuition Chart—Per Semester

No.	Sem.	Hours	In-District	Out-of-District	Out-of-State
	3	or less	\$15.00	\$24.00	\$51.00
	4		20.00	\$32.00	68.00
	5		25.00	\$40.00	85.00
	6		30.00	\$48.00	102.00
	7		35.00	\$56.00	119.00
	8		40.00	\$64.00	136.00
	9		45.00	\$65.00	153.00
	10		50.00	\$65.00	170.00
	11		50.00	\$65.00	187.00
	12	or over	50.00	\$65.00	200.00
			25		

Fees — — Tuition Notices

Fees per semester (not refundable)

1. Activity and Usage Fee for three or more courses \$6.00
 Activity and Usage Fee for fewer than three courses 3.00
 Activity fee for summer term none
 Students enrolling for two or fewer courses (during the regular terms) may purchase a college year book for an additional payment of \$5.00.
2. Music fees: (one semester hour credit - \$10.00 each semester; two semester hours credit - \$15.00 per semester; four semester hours credit - \$25.00 per semester.)
3. Laboratory fees (chemistry, physics, biology, typing, business machines, auto mechanics, drawing, drafting, home economics, machine shop, crafts, foreign languages, and woodworking) - \$2.00 per course per semester.
4. Auditor fee in course (no credit) is one-half tuition fee for credit course. Auditors will not be allowed to register for the following laboratory courses: home economics, woodworking, machine shop, or art.
 Auditors in all technical courses will pay full tuition and laboratory fees.
5. Fee for Late Registration
 \$1.00 per day, up to five days, will be charged each student who registers after the regular dates set aside for registration.
6. Graduation Fee
 Cap and Gown—diploma fee (graduates) \$7.50. Payable at beginning of last semester before degree is awarded.
7. Fee for Late Examination
 A fee of \$2.00 will be charged each student who takes a semester examination after the regular exam period is ended.
8. Fee for Transcript
 A fee of \$1.00 will be collected at registration time from a student who does not have his transcript of credits on file at Alvin Junior College. S.S.—letter of standing will be accepted.
 A fee of \$1.00 is charged for each copy of the official Alvin Junior College transcript after the first copy (which is furnished free). (Three or more copies of transcript ordered at one time - 50c each). Graduates receive 1 additional free transcript at Commencement.
9. Students in Adult Education classes pay the same tuition as day students for college-credit courses.
10. Data Processing Technology: All DPT courses carry a tuition of \$8.00 per semester hour (to a maximum of \$65.00 for resident of Texas). The laboratory fee per course is \$8.00 per semester.
- 10b. Nursing Lab.: \$8.00 per student per semester.
- 10c. Credit by examination: \$6.00.
 (So designated on transcript).

10d. Electronics Technology and Drafting: All E.T. and Drafting courses carry tuition of \$8.00 per semester hour to \$65.00. Laboratory fee is \$8.00 per course. See Page 122.

11. A Permit to Change Schedule: A student who wishes to change his class schedule (at his own request) after the initial enrollment period at the beginning of a term will pay a 50c (per add and/or drop) charge to take care, in part, of the secretarial assistance needed and materials used for the change. The permit must be used within a period of three class days. Four or more changes at one time will carry a fee to a \$2.00 maximum (one change period).
12. Fees and tuition must be paid at time of registration.
13. Returned Check: Checks returned marked "insufficient funds" or not honored in any way by a commercial bank will be brought promptly to the attention of the student involved and a charge of \$1.00 levied.

Tuition Refunds

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

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

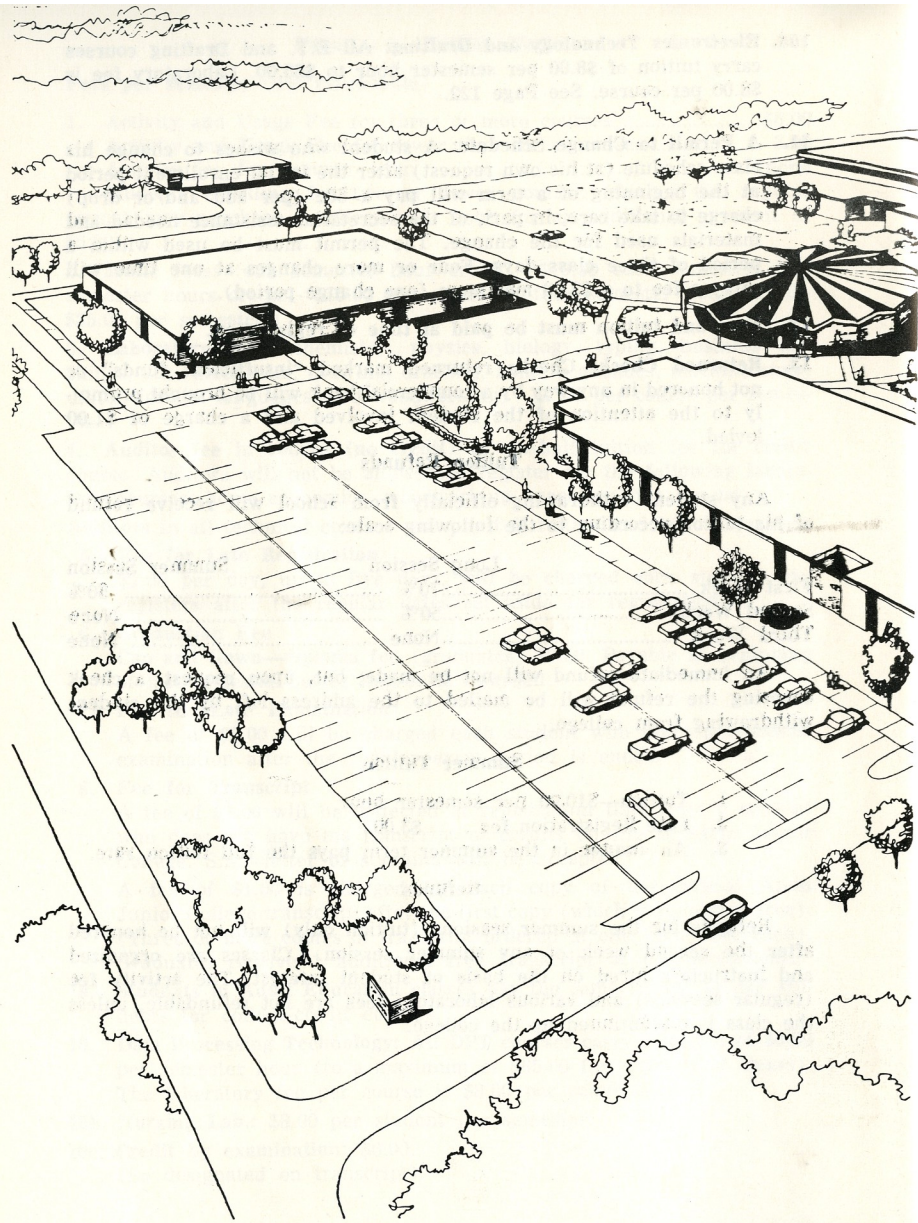
An immediate refund will not be made; but, upon request, a check covering the refund will be mailed to the address left by the student withdrawing from college.

Summer Tuition

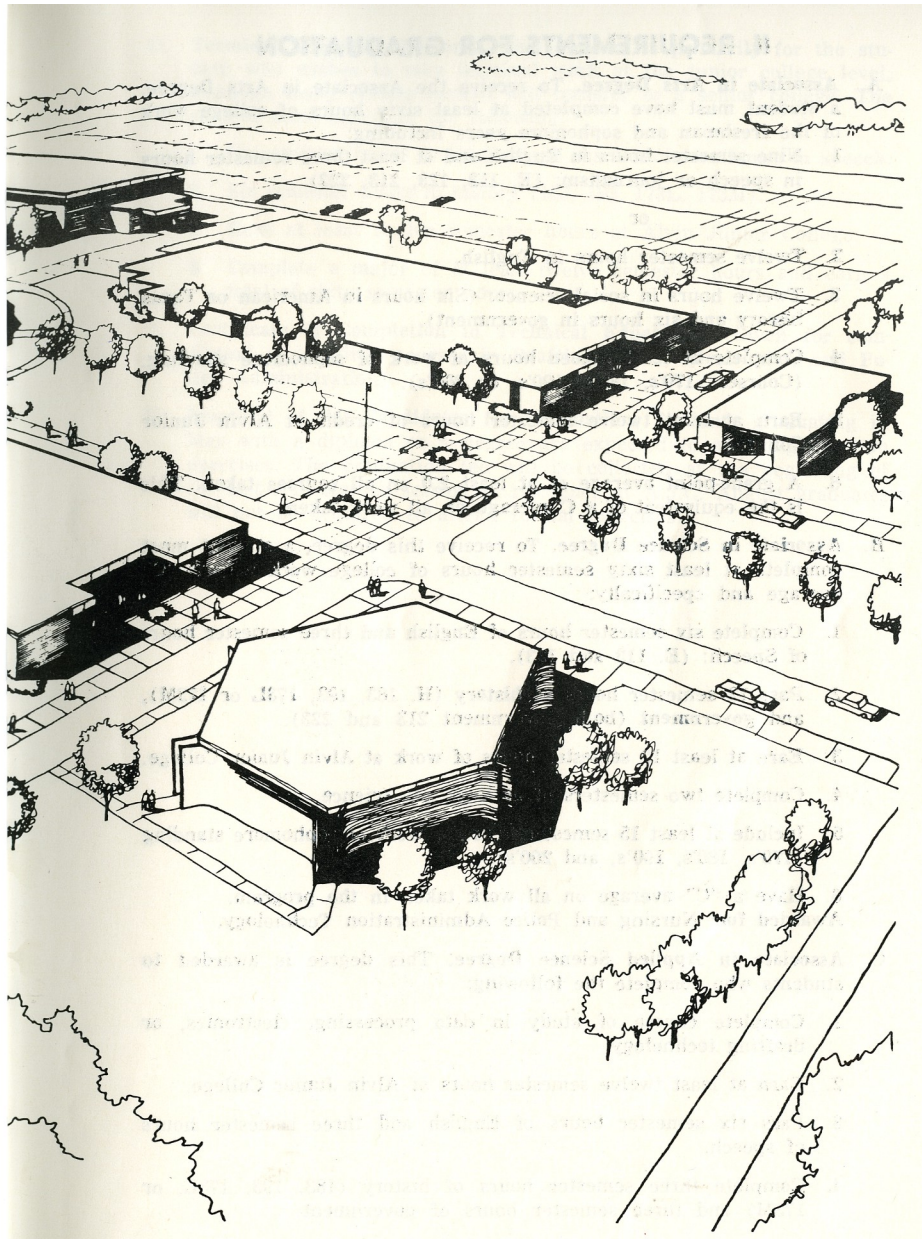
1. Tuition—\$10.00 per semester hour.
2. Late Registration fee . . . \$3.00.
3. An auditor in the summer term pays the full tuition rate.

Refunds

Refunds for the summer sessions (tuition only) will not be honored after the second week of any summer session. Classes are organized and instructors hired on the basis of student interest. The activity fee (regular sessions) and various laboratory fees are not refundable, unless the class is discontinued by the college.



ALVIN JUNIOR COLLEGE



Alvin, Texas

II. REQUIREMENTS FOR GRADUATION

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

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

or

2. Twelve semester hours in English.
3. Twelve hours in social science: (Six hours in American or Texas history and six hours in government).
4. Complete at least fifteen hours of work of sophomore standing. (Courses: 170's, 180's, 190's, or 200's).
5. Earn at least twelve semester hours of credit at Alvin Junior College.
6. A grade-point average of at least 2.0 on all courses taken. This is the equivalent of a C average on all work taken.

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

1. Complete six semester hours of English and three semester hours of Speech: (E. 113 and 123).
 2. Pass 12 semester hours of history (H. 183, 193, 173L or 173M), and government (both Government 213 and 223).
 3. Earn at least 12 semester hours of work at Alvin Junior College.
 4. Complete two semesters of at least one science.
 5. Include at least 15 semester hours of work of sophomore standing (170's, 180's, 190's, and 200's).
 6. Have a "C" average on all work taken in the program.
- Awarded for:** Nursing and Police Administration Technology.

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

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

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

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

E. **Certificate of Completion in Technical Education.** (Given for completion of required courses in **Drafting, DPT., Electronics, and Police Administration**).

F. **Required of All Candidates for Graduation:** Students graduating in May with a diploma or a degree are expected to attend graduation exercises. The graduation fee will be collected at the beginning of the last semester or session in residence at A.J.C. August graduates will not be required to attend formal exercises.

III. THE LIBRARY

The modern and spacious library is well lighted and air conditioned, providing a scenic view of the campus. It contains an adequate book collection of over 17,000 volumes, carefully selected by the joint efforts of the faculty and the librarian, meeting the needs of each department and Southern Association standards. Current and back issues of over 95 periodicals aid in reference and research, together with up-to-date vertical files of over 1,000 subjects. There is a growing collection of film strips, records, and tapes for use at listening stations in the library. Xerox copying service is available at a minimum cost.

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

IV-A. CURRICULAR SUGGESTIONS

CORE CURRICULA

General Provisions

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited Texas public junior college, such credits having application toward a degree in an academic field covered by the core curricula at a Texas public senior college or university.
2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college; provided such credits are within the core curricula of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as these are stated in the catalog of the senior institution and as they apply to the student's declared major.
3. Inasmuch as the core curricula do necessarily depend upon the student's major, he shall be required to declare his major field no later than the end of his first year of attendance at the junior college and upon request for admission by transfer to a senior institution.
4. The student shall not be required to complete the entire core curricula for it to be valid and freely transferable, but any sub-item shall also be freely transferable, provided such item was completed prior to original registration in the senior institution.
5. The senior institution shall give any student transferring to it from a junior college the same choice in the catalog designating the degree requirements as the student would have had if his dates of attendance at the senior institution had been the same as his date of attendance at the junior college.
6. The core curricula places no limitations on the admission of a student transferring from a junior college or any other senior institution, but it does require the senior institution to evaluate transferred credits of admissible transfer students on the same basis as the work taken and earned at that senior institution.
7. Senior institutions shall give at least one calendar year's notice to all junior colleges before implementing course or curricula changes which affect the first two years of collegiate course work; and the Coordinating Board will establish a procedure for such notification.

8. Each junior college shall clearly identify on a student's transcript those courses which are terminal in nature or are so limited as to make them generally unacceptable as credit toward a bachelor's degree. It shall be the responsibility of the junior college to fully advise students of the limitations of transferring such courses for application to a bachelor's degree.
9. Courses in physical training (required physical education activities courses) are excluded from the core curricula.
10. Concerning credits earned by a student in a junior college, no senior institution shall be required to accept by transfer or toward a degree more than 66 semester credit hours, or one-half of the degree requirements if these constitute less than 66 hours. In addition to the courses listed in the core curricula, the senior institutions may count additional lower division courses which are generally acceptable in the student's major to give the total of 66 hours, or one-half of the degree requirements if these constitute less than 66 hours. Although no senior institution is required by this policy to accept more than 66 hours, the senior institution may accept additional hours under provisions allowable by accreditation standards of the Association of Texas Colleges and Universities.
11. The senior college shall recognize credits earned by advanced standing examination in the junior college, but such advanced standing credit shall be a part of the core curriculum and shall not serve to extend or enlarge the number of credits transferable.

Courses in the Core Curricula

Pending later and additional recommendation of the Coordinating Board, the junior colleges shall exercise prudent judgment in the course content of courses which shall qualify under the core curricula. In courses in the natural sciences and mathematics, due regard should be given to course content for science, mathematics, and engineering majors as may be the practice in a majority of the senior colleges. Attention must be given to course prerequisites or concurrent course enrollment requirements.

CORE CURRICULA

Subject	Major Field I Bachelor of Arts Degree in Arts and Sciences Bachelor of Science in Mathematics & Natural Sciences	Major Field II Bachelors Degree in Business Admin- istration (incl. Accounting)	Major Field III Bachelors Degree in Engineering
a. English Language Proficiency (i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	6 hours	
c. Government (to meet state statute requirement)	6 hours	6 hours	6 hours
d. History (to meet state statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours Biological Science	6-8 hours	8 hours Chemistry*
f. Natural Science B	6-8 hours Physical Science	8 hours Physics*
g. Mathematics (Collegiate level)	6 hours	6 hours (college algebra plus sequential course appropriate to a business degree)	9 hours (analytical geom- etry and calculus)
h. Foreign Language	for the BA degree: 12-14 hours in a single language for the BS degree: 6-8 hours in a single language		
i. Humanities Electives: excluding courses in literature beyond b. above, also no more than 12-14 hours foreign language may be used in h. and i. combined	6 hours	9 hours	3 hours (to satisfy ECPD requirements)
j. Special Courses	Economics: 6 hours Accounting: 6 hours	Engineering Mathematics 3 hours* Engineering Graphics: 2 hours

*The content of these courses and the mathematics prerequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.

CORE CURRICULA (State Coordinating Board)

IV-B. CURRICULAR SUGGESTIONS

ART—LEADING TO B. A. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213,223	6 hrs.
B. Soc. Sci.*	6 hrs.	B. Government 213,223 ..	6 hrs.
C. Art	6 hrs.	C-1. Education or	
D-1. Mathematics, or		C-2. Mathematics, or	
D-2. Speech 113,123	6 hrs.	C-3. Music	6 hrs.
E-1. Foreign Language or		D. Art.	6 hrs.
E-2. Eco., Geog., or Music	6 hrs.	E. Electives	6 hrs.
F. P. E.	Credit		
G. Orientation 101	1 hr.	Note: *History 113-123, 183, 193,	
		*Economics, Geography, or	
		Sociology	
		Hist. 133, 143, 173L, or 173M.	

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

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English 213, 223	6 hrs.
B. DPT. 103C,		B. Acct. 213, 223	6 hrs.
Math. 183, 193	9 hrs.	C. Govt. 213, 223	6 hrs.
C. History 183, 193	6 hrs.	D. Economics 183, 193 ..	6 hrs.
D. N. Science	8 hrs.	E. Soc. 113, Psy. 113.	
E. O. 101	1 hr.	S. 113	6 hrs.
F. P.E.	Credit	F. Bus. Law 213	3 hrs.
		G. P.E.	Credit

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. Government 213, 223	6 hrs.
C. Mathematics or		C. Science** or	
History or Educ.	6 hrs.	Math	6 or 8 hrs.
D. Foreign Language	6 hrs.	D. History*** or	
E. Electives	6 hrs.	Economics	6 hrs.
F. P. E.	Credit	E. Electives	9 hrs.
G. Orientation 101	1 hr.	Note: **Science — Chemistry, Phy-	
Language: Spanish, French		sics (114-124), or Biology.	
		***History 113-123, 183, 193, 133,	
		143, 173L, 173M.	

PRE-LAW—LEADING TO L.L.B. DEGREE

Freshman		Sophomore	
A. English 113, 123	6 hrs.	A. English and/or	
B-1. Mathematics, or		Speech	6 hrs.
B-2. Science*	6 or 8 hrs.	B. Government 213,223	6 hrs.
C. History **	6 hrs.	C-1. History**, or	
D-1. Foreign Languages, or		C-2. Sociology, or	
D-2. Economics, or		C-3. Economics	6 hrs.
D-3. Speech	6 hrs.	D-1. Foreign Language, or	
E. Electives	6 hrs.	D-2. Geography	3 hrs.
F. Orientation 101	1 hr.	E. Electives	9 hrs.
G. P. E.	Credit	**History 113-123, 183, 193, 133,	
Note: *Science-Biology, Chemistry,		143, 173L or 173M.	
or Physics.			

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. Psychology 253	3 hrs.
B-3. History, or		D. Soc. Sci.	6 hrs.
B-4. Art	6 to 12 hrs.	E. Electives	3 hrs.
C. Speech	3 hrs.	F. Geography 183	3 hrs.
D. Education	3 hrs.	or Science	3 hrs.
E. P. E.	Credit	G. P. E.	Credit
F. Orientation 101	1 hr.		
G. F. Language	6 to 9 hrs.		
Note: *Science-Biology, Chemistry,			
or Physics (114-124).			

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	6 hrs.
C-1. Science*, or		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 Course	6 hrs.	Note: *Science-Biology, Chemistry,	
E. Electives	6 hrs.	or Physics.	
F. 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	8 hrs.	C-1. History 183, 193, 133,	
C-1. Mathematics, or		143, 173L, 173M or	
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
F. P. E.	Credit		
G. Orientation 101	1 hr.		

PRE-ENGINEERING—LEADING TO B. S. DEGREE

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

Freshman Year

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

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

Sophomore Year

First Semester		Second Semester	
A. English 213	3 hrs.	A. English 133 (Report Writing for Tech.)	3 hrs.
B. Physics 214	4 hrs.	B. Phy. 224	4 hrs.
C. Calculus 223	3 hrs.	C. Cal. 233 (Cal. Applications)	3 hrs.
D. Govt. 213	3 hrs.	D-1. Govt. 223, or	
E-1. History 193 or Elective	3 hrs.	D-2. Electives	6 hrs.
F. P. E.	Cr.	E. E. P. 111	1 hr.

PRE-MEDICAL—LEADING TO M. D. DEGREE

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

PRE-PHARMACY—LEADING TO PHARMACY DEGREE

Freshman

A. Chemistry 114,124	8 hrs.
B. English 113,123	6 hrs.
C. Biology 114,124	8 hrs.
D. Mathematics	6 hrs.
E. History	6 hrs.
F. O. 101	1 hr.
G. P. E.	Cr.

Sophomore

A. English 213,193	6 hrs.
B. Govt. 213,223	6 hrs.
C. Chemistry 284,294	8 hrs.
D-1. Physics 184L or 214	or
D-2. Economics	or
D-3. Speech 113 (total)	6 or 8 hrs.
E. Electives	3 hrs.

BUSINESS EDUCATION—LEADING TO B. S. DEGREE

Freshman

A. English 113	3 hrs.
B. Bus. English 173	3 hrs.
C. Typing	3 or 6 hrs.
D. Shorthand	9 hrs.
E-1. Math., or	
E-2. Business 113 or	
E-3. Machines	3 hrs.
F. Electives	5-7 hrs.
G. O. 101	1 hr.
H. P. E.	Cr.

Sophomore

A. Business Courses	15 hrs.
B. Economics 183,193	6 hrs.
C. English	6 hrs.
D-1. Science, or	
D-2. Foreign Language, or	
D-3. Accounting 183,193	6 hrs.
E. P. E.	Credit

GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE

(Plan I)

Freshman

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

Sophomore

A. English 213,223	6 hrs.
B. Sociology	6 hrs.
C. Foreign Language	6 hrs.
D. Speech-Govt.	6 hrs.
E. Electives	6 hrs.
F. P. E.	Credit

GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE

(Plan II)

Freshman

A. Speech	6 hrs.
B. History	6 hrs.
C. English 113,123	6 hrs.
D. Electives	12 hrs.
E. O. 101	1 hr.
F. P. E.	Cr.

Sophomore

A. History	3 hrs.
B. Mathematics	3 hrs.
C. Science	6 or 8 hrs.
D. Foreign Lang.	6 or 8 hrs.
E. Govt. 213, 223	6 hrs.
F. Electives	2 or 6 hrs.
G. P. E.	Credit

ALVIN JUNIOR COLLEGE

ASSOCIATE SCIENCE DEGREE IN NURSING EDUCATION

CURRICULUM

First Year

Fall Semester	Cr. Hrs.
Chem. 144 Introductory Chemistry	4
Bio. 154 Human Anat & Physiology	4
Nsg. 115 Fundamentals of Nursing	4
Nsg. 111 Professional Adjustments	1
Eng. 113 Comp. & Grammar	3
	16

Spring Semester

Bio. 234 Microbiology	4
Nsg. 126 Medical-Surgical Nursing	6
Eng. 123 Comp. & Rhetoric	3
Elect. 111 Math	1
Hist. 183 History of the United States	3
	17

Summer Session (one summer session)

Soc. 113 Introduction to Sociology	3
Nsg. 213 Medical-Surgical Nursing	3
	6

Second Year

Fall Semester

Govt. 213 Federal Government	3
Educ. 193 Human Growth & Development	3
Nsg. 234 Maternal Health Nsg. (9 weeks)	4
Nsg. 244 Child Health Nsg. (9 weeks)	4
Hist. 193 History of the United States	3
	17

Spring Semester

Govt. 223 State and Local Government	3
Psy. 213 General Psychology	3
Nsg. 255 Psychiatric Nsg. (9 weeks)	5
Nsg. 253 Medical-Surgical Nsg. (9 weeks)	3
Speech 113 Fundamentals of Speech	3
	17

Summer Session (one summer session)

Nsg. 275 Medical-Surgical Nsg. (6 weeks)	5
Nsg. 271 Nursing Survey	1
	6

MUSIC—LEADING TO BACHELOR OF MUSIC DEGREE

Freshman Year

First Semester

A. English 113	3 hrs.
B. History 183	3 hrs.
C. Music 132	2 hrs.
D. Music 152	2 hrs.
E. Piano 112P	2 hrs.
F. Voice 112V	2 hrs.
G. Choir 111	1 hr.
H. P. E. 111 or 131	1 hr.
I. Orientation 101	1 hr.

Second Semester

A. English 123	3 hrs.
B. History 193	3 hrs.
C. Music 142	2 hrs.
D. Music 162	2 hrs.
E. Piano 122P	2 hrs.
F. Voice 122V	2 hrs.
G. Choir 121	1 hr.
H. P. E. 121 or 141	1 hr.

Sophomore Year

First Semester

A. English 213	3 hrs.
B. Government 213	3 hrs.
C. Music 232	2 hrs.
D. Music 252	2 hrs.
E. Music 112	2 hrs.
F. Piano 212P	2 hrs.
G. Voice 212V	2 hrs.
H. Choir 211	1 hr.
I. P. E. 211 or 231	1 hr.

Second Semester

A. English 223	3 hrs.
B. Government 223	3 hrs.
C. Music 242	2 hrs.
D. Music 262	2 hrs.
E. Music 122	2 hrs.
F. Piano 222P	2 hrs.
G. Voice 222V	2 hrs.
H. Choir 221	1 hr.
I. P. E. 221 or 241	1 hr.

Note: Students must be aware that Math, Science, and Language areas will encompass approximately 12 - 14 additional college hours in addition to the above.

SECRETARIAL SCIENCE

First Year, First Semester	Credit
English 113	3
Typing 153 or Typing 163	3
Introduction to Business 113	3
Secretarial Orientation 101	1
Accounting 103	3
Shorthand 153 or Shorthand 163	3
Physical Education	1
	17

First Year, Second Semester	Credit
Business Machines 183	3
Shorthand 203	3
Business Math 103M	3
Typing 203	3
Business English 173	3
Physical Education	1
	16

Second Year, First Semester	Credit
Secretarial Practice 193	3
Business Speech, S. 133	3
Dictation and Transcription DT 203	3
Economics 183	3
History 183	3
Physical Education	1
	16

Second Year, Second Semester	Credit
History 193	3
Business Law 213	3
Introduction to Data Processing DPT 103C	3
Office Management and Procedures OM 203	3
Physical Education	1
	13

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

V. COURSES OFFERED

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

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

(3) The six-digit number at the end of the entry is the State Approval Number assigned to that particular course.

1. **AGRICULTURE**
 Ag. 113, **General Animal Husbandry.** (3-2) 010401
 Ag. 123, **Fundamentals of Crop Production.** (3-2) 010302
 Ag. 133, **Farm Shop.** (3-2) 011101
 Ag. 143, **Dairying.** (3-2) 010501

2. **BUSINESS ADMINISTRATION AND BUSINESS EDUCATION**
 Acct. 103, **Office Accounting.** (2-1) 030201
 Sec. O. 101, **Secretarial Orientation.** (1-0)
 T. 153, (113), **Beginning Typing.** (2-2) 030504
 T. 163, (123), **Intermediate Typing.** (3-0) 030504
 T. 102, **Intermediate Typing for Adult Students.** (1-2) 030505
 T. 203, (213), **Advanced Typing.** (3-0) 030507
 Shd. 153, **Beginning Shorthand.** (2-2) 030502
 Shd. 163, **Intermediate Shorthand.** (2-2) 030502
 Shd. 203, **Advanced Shorthand.** (3-0) 030503
 Mach. 183, **Office Machines.** (2-2) 030601
 S. Pr. 193, **Secretarial Practice.** (3-2) 030506
 Bus. 113, **Introduction to Business.** (3-0) 030301
 B. Eng. 173, **Business English.** (3-0) 030509
 Math. 103M, (153), **General Business Mathematics.** (3-0) 140605
 Bus. 203K, **Business Finance.** (3-0) 140603
 Law 213, 223, **Business Law.** (3-0) 030304
 Acct. 183, **Introduction to College Accounting.** (3-1) 030101
 Acct. 193, **Introduction to College Accounting.** (3-1) 030101
 Acct. 203, **Tax and Payroll Accounting.** (3-0) 030105
 Acct. 273, **Cost Accounting.** (3-1) 030108
 Acct. 283, **Intermediate Accounting: I.** (3-0) 030102
 Acct. 293, **Intermediate Accounting: II.** (3-0) 030102
 B. A. 213, **Statistics.** (3-1) 140501
 Acct. 213, **Accounting Theory I.** (3-1) 030101
 Acct. 223, **Accounting Theory II.** (3-1) 030101
 For Data Processing Course offerings in Business Administration area, refer to the Data Processing Technology section.

TERMINAL - SECRETARIAL SCIENCE

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

3. DEPARTMENT OF EDUCATION AND PSYCHOLOGY

- Ed. 113, **Introduction to Education.** (3-0) 050103
- Ed. 193, **Human Growth and Development.** (3-0) 050105
- O. 101, **College Orientation.** (1-0) 170101
- O. 101E, **Orientation for the Social Studies.** (0-1) 170101
- Psy. 113, **General Psychology.** (3-0) 180802
- Psy. 123, **Psychology of Personal Adjustments.** (3-0) 180803
- Psy. 253, **Business Psychology.** (3-0) 180807
- Psy. 133, **Effective Reading and Studying.** (3-0) 170102

4. DEPARTMENT OF ENGLISH AND JOURNALISM

- E. 103, **Fundamentals of Writing.** (3-0) 070101
- E. 113, **Composition and Rhetoric.** (3-0) 070102
- E. 123, **Composition and Rhetoric.** (3-0) 070102
- E. 133, **Report Writing for Technicians.** (3-0) 070401
- E. 213, **Survey of Literature, Part I.** (3-0) 070313
- E. 223, **Survey of Literature, Part II.** (3-0) 070313
- J. 181-191, **Journalism Activities.** (1-1) 120401

5. DEPARTMENT OF FINE ARTS

- Art. 103, **Watercolors.** (2-4) 020903
- Art. 113, 123, **Design.** (1-5) 020303
- C. A. 153, **Commercial Art I.** (0-6) 020603
- C. A. 163, **Commercial Art II.** (0-6) 020603
- Art. 163, **Interior Design.** (2-4) 020604
- Art 183, **Art for Elementary Majors.** (2-2) 021101
- Art. 193, **Basic Lettering.** (0-6) 020605
- D. P. 213, 223, **Drawing and Painting.** (2-4) 021202
- F. P. 133, **Freehand Perspective.** (2-4) 020702
- A. P. 253, 263, **Advanced Painting.** (2-4) 020902
- H. A. 133, 143, **History of Art.** (3-0) 020201
- I. C. 133, **Introductory Crafts.** (2-4)
- I. C. 143, **General Crafts.** (2-4)

6. DEPARTMENT OF FOREIGN LANGUAGE

Span. 114, 124, **Beginner's Spanish.** (3-2) 081201
Span. 134, **Rapid Review of Beginner's Spanish.** (3-2) 081201
Span. 153, 163, **Elementary College Spanish.** (3-1) 081201
Span. 183, 193, **Intermediate College Spanish.** (3-1) 081202
Span. 253, 263, **Advanced Conversation and Composition.** (3-1) 081204
Fr. 114, 124, **Beginner's French.** (3-2) 080401
Fr. 183, 193, **Intermediate College French.** (3-1) 080402

7. DEPARTMENT OF HOME ECONOMICS

Cl. 113, **Textiles and Clothing.** (1-4) 100101
Cl. 123, **Textiles and Clothing.** (1-4) 100102
Foods 183, 193, **Food and Nutrition.** (1-4) 100201
F. L. 133, **Family Living.** (3-0) 100402

8. DEPARTMENT OF INDUSTRIAL ARTS

W. W. 153, **General Woodworking.** (2-4) 110503
W. W. 163, **Cabinet Making.** (2-4) 110503
W. W. 183, 193, **Advanced Cabinet Making.** (2-4) 110505
G. M. 153, 163, **General Metal Work.** (2-4) 110402
M. S. 183, **Machine Shop.** (2-4) 110403
M. S. 193, **Advanced Machine Shop.** (2-4) 110404
E. D. 113, **Engineering Drawing.** (3-6) 110101
E. D. 112-121, **Engineering Drawing.** (4-2) (2-1) 110101
D. G. 183, **Descriptive Geometry.** (2-7) 140105
A. D. 132, 141, **Architectural Drawing.** (3-6) 110104
G. A. M. 183, **General Automotive Mechanics.** (2-4)
Dft. 113, **Fundamentals of Drafting.** (3-6)
Dft. 104D, **Machine Drafting.** (2-4)
A. D. 113, **Architectural Drawing.** (3-6)
Dft. 204D, **Construction Drafting.** (2-6)
Dft. 204E, **Pipe Drafting.** (2-3)
Dft. 203F, **Structural Drafting.** (3-6)
E. D. 102, **Surveying.** (1-3)

9. DEPARTMENT OF MATHEMATICS

Alg. 113, **College Algebra.** (3-0) 140203
Alg. 113E, **College Algebra for Engineers.** (3-0) 140607

Math. 183, (B.A. 113) **Finite Mathematics.** (3-0) 140502
Math. 193, (B.A. 123), **Analysis.** (3-0)
Alg. 103, (133), **Introduction to College Algebra.** (3-0) 140201
E. P. 111, **Engineering Problems.** (1-1) 140103
Trig. 123, **Plane Trigonometry.** (3-0) 140106
An. 133, **Analytic Geometry.** (3-1) 140204
Cal. 215, 225, **Differential and Integral Calculus.** (5-0)
Cal. 213, 223, **Differential and Integral Calculus.** (3-0) 140301
Cal. 233, **Calculus Applications.** (3-0) 140606
T. E. 213, **Theory of Equations.** (3-0) 140401
D. E. 213, **Differential Equations.** (3-0) 140402
Math. 153, **Foundations of Mathematics.** (3-0) 140101
Math. 163, **Modern Topics in Mathematics.** (3-0)
Math. 173, **Modern Algebra.** (3-0)
Math. 103D, **Technical Mathematics I.** (3-0) 190105
Math. 103E, **Technical Mathematics II.** (3-0) 190107
Math. 111, **College Arithmetic.** (1-1) 140109

For Data Processing Course Offerings in Mathematics area,
refer to the Data Processing Technology Bulletin.

10. DEPARTMENT OF PHYSICAL EDUCATION

P. E. 111, 121, **Physical Education for Women.** (1-1) 090301
P. . 131, 141, **Physical Education for Men.** (1-1) 090301
P. E. 211, 221, **Physical Education for Sophomore Women.** (1-1)
090302
P. E. 231, 241, **Physical Education for Sophomore Men.** (1-1) 090302

11. DEPARTMENT OF SCIENCE

Bio. 114, **Elementary Zoology.** (3-3) 160101
Bio. 124, **Elementary Botany.** (3-3) 160101
Bio. 214, **Comparative Anatomy of the Vertebrates.** (2-6) 160108
Bio. 234, **Introductory Microbiology.** (3-3) 160107
Bio. 213-223, **Human Anatomy and Physiology.** (3-3) 160104
Bio. 154, **Human Anatomy and Physiology.** (3-3) 160104
Chem. 134-144, **Introductory Chemistry.** (3-3) 160202
Chem. 114-124, **Gen. Inorganic Chemistry & Analysis.** (3-4) 160201
Chem. 214, **Quantitative Analysis.** (2-6) 160204
Chem. 284-294, **Organic Chemistry.** (3-4) 160203
Phy. 114-124, **Physics.** (3-2) 160301

Phy. 134, 144, **General Physics.** (3-3) 160302
Phy. 184L, **Mechanics and Heat.** (3-4) 160304
Phy. 214, **Electricity and Magnetism.** (3-4) 160308
Phy. 224, **Wave-Motion, Sound, Light.** (3-4) 160309
Phy. 154, **Introductory Physics.** (3-3) 160303

12. DEPARTMENT OF SOCIAL SCIENCE

Geog. 183, **Principles of Geography.** (3-0) 180401
Govt. 213, 223, **American National and State Governments.** (3-0)
180501

Govt. 113, **Political Ideas and Institutions.** (3-0) 180507
Eco. 153, **Consumer Economics.** (3-0) 180306
Eco. 183, **Principles of Economics I.** (3-0) 180301
Eco. 193, **Principles of Economics II.** (3-0) 180301
Soc. 113, **Principles of Sociology.** (3-0) 180901
Soc. 123, **Social Problems.** (3-0) 180901
Soc. 213, **Marriage and Family Relationships.** (3-0) 180812
Soc. 223, **Contemporary Social Problems.** (3-0) 180902

H. 113, **Western Civilization to 1660.** (3-0) 180601
H. 123, **Western Civilization since 1660.** (3-0) 180601
H. 133, 143, **History of Latin America.** (3-0) 180607
H. 153, 163, **History of England and the British Empire.** (3-0) 180605
H. 173L, **History of Texas to 1865.** (3-0) 180606
H. 173M, **History of Texas since 1865.** (3-0) 180606
H. 184, 192, **History of Texas.** (4-0) (2-0) 180606
H. 183, (213), **The United States to 1865.** (3-0) 180604
H. 193, **The United States since 1865.** (3-0) 180604

13. DEPARTMENT OF DATA PROCESSING

DPT 103C, **Introduction to Computer Science.** (2-2)
DPT 103D, **Unit Record Equipment Operation.** (2-2)
DPT 103E, **Technical Mathematics for Data Processing.** (3-0)
DPT 103F, **Advanced Control Panel Wiring.** (2-3)
DPT 103G, **Computer Programming I.** (2-3)
DPT 103H, **Technical Applications in Computer Programming.** (3-1)
DPT 103T, **Key Punch and Office Procedures.** (2-2)
DPT 103S, **Seminar.** (3-0)
DPT 203C, **Data Processing Applications.** (3-2)
DPT 203D, **Computer Programming II.** (2-3)
DPT 203E, **Accounting Systems and Data Processing.** (2-3)
DPT 203F, **Computer Programming III.** (3-2)
DPT 203G, **Computer Programming IV.** (3-2)

14. DEPARTMENT OF SPEECH

S. 113, **Fundamentals of Speech.** (3-0) 040302
S. 123, **Public Speaking.** (3-0) 040302
S. 173, **Oral Interpretation.** (3-0) 040311
S. 133, **Business Speech.** (3-0) 040307
S. 181, **Theatre Activities.** (1-0) 040205
S. 191, **Speech Activities.** (1-0) 040308

15. DEPARTMENT OF NURSING EDUCATION*

Nsg. 111, **Professional Adjustments I.** (2-0)
Nsg. 115, **Fundamentals of Nursing.** (4-8)
Nsg. 126, **Medical-Surgical Nursing.** (6-16)
Nsg. 213, **Medical-Surgical Nursing.** (8-24)
Nsg. 234, **Maternal Health Nursing.** (8-16)
Nsg. 244, **Child Health Nursing.** (8-16)
Nsg. 255, **Psychiatric Nursing.** (10-16)
Nsg. 253, **Medical-Surgical Nursing with Team Concepts.** (6-16)
Nsg. 275, **Medical-Surgical Nursing.** (15-24)
Nsg. 271, **Professional Nursing Survey.** (3-0)

*Check departmental descriptions to learn length of
lecture-laboratory work: 6-9-12 or 18 weeks.)

16. DEPARTMENT OF ELECTRONIC TECHNOLOGY

E. T. 104D, **D.C. Theory and Laboratory.** (3-3)
E. T. 104E, **A.C. Theory and Laboratory.** (3-3)
E. T. 104G, **Alternating Current Circuit Analysis.** (3-3)
E. T. 104K, **Vacuum Tubes and Transistors I.** (3-3)
E. T. M. 103D, **Electronic Technical Mathematics I.** (3-0)
E. T. M. 103E, **Electronic Technical Mathematics II.** (3-0)
E. T. 204L, **Vacuum Tubes and Transistors II.** (3-3)
E. T. 204R, **Basic Electronic Systems I.** (3-3)
E. T. 204D, **Basic Electronic Circuits.** (3-3)
E. T. 204M, **Vacuum Tubes and Transistors III.** (3-3)
E. T. 204S, **Basic Electronic Systems II.** (3-3)
E. T. 204G, **Transistor Applications and Advanced Circuits.** (3-3)
E. T. 204T, **Advanced Electronics Circuits and Systems.** (3-3)
E. T. 104R, **Instrumentation.** (3-4)

17. DEPARTMENT OF POLICE SCIENCE TECHNOLOGY

P. Ad. 113, **Aspects of Police Science,** (3-0)
P. Ad. 123, **Criminalistics.** (2-2)
P. Ad. 133, **Criminal Law.** (3-0)
P. Ad. 183, **Criminology.** (3-0)
P. Ad. 193, **Penology.** (3-0)
P. Ad. 213, **Elements of Police Supervision.** (3-0)
P. Ad. 223, **Police Administration I.** (3-0)
P. Ad. 233, **Police Administration II.** (3-0)
P. Ad. 242, **Problems in Police Administration.** (3-0)

18. DEPARTMENT OF MUSIC.

Mu. 112-122, **Survey of Music Literature.** (2-1) 150104
Mu. 133, **Introduction to Music.** (3-0) 150102
Mu. 173, **Music Appreciation.** (3-0) 150101
Mu. 132-142, **Music Theory—First Year.** (3-0) 150107
Mu. 232-242, **Music Theory—Second Year.** (3-0) 150108
Mu. 152, **Ear Training & Sight-Singing.** (2-1) 150105
Mu. 162, **Ear Training & Sight-Reading.** (2-1) 150105
Choir 111, 121, 211, 221, **Concert Choir.** (0-5) 150403
Choir 151, 161, 251, 261, **College Singers.** (0-3) 150403
Choir 131, 141, 231, 241, **Grand Chorus.** (0-3) 150403
A. M. 111-V, 121-V, 211-V, 221-V, **Applied Music-Voice.** (1-3) 150306
A. M. 112-V, 122-V, 212-V, 222-V, **Applied Music-Voice.** (2-6) 150306
A. M. 111-P, 121-P, 211-P, 221-P, **Applied Music-Piano.** (1-3) 150305
A. M. 112-P, 122-P, 212-P, 222-P, **Applied Music-Piano.** (2-6) 150305
A. M. 111-O, 121-O, 211-O, 221-O, **Applied Music-Organ** (1-3) 150305
A. M. 112-O, 122-O, 212-O, 222-O, **Applied Music-Organ.** (2-6) 150305
A. M. 111-H, 121-H, 211-H, 221-H, **Applied Music-Harp.** (1-3) 150302
A. M. 112-H, 122-H, 212-H, 222-H, **Applied Music-Harp.** (2-6) 150302
Piano 114, 124, **Study for Piano Majors.** (2-12) 150305
Piano 214, 224, **Study for Piano Majors.** (2-12) 150305
Organ 114, 124, **Study for Organ Majors.** (2-12) 150305
Organ 214, 224, **Study for Organ Majors.** (2-12) 150305
Harp 114, 124, **Study for Harp Majors.** (2-12) 150302
Harp 214, 224, **Study for Harp Majors.** (2-12) 150302

VI. DESCRIPTION OF COURSES

1. THE DEPARTMENT OF AGRICULTURE

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

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

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

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

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

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

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

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

2. THE DEPARTMENT OF BUSINESS ADMINISTRATION

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

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

See page 43 for list of courses offered.

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

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

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

Basic skills, rhythm, accuracy, speed, tabulation, letter and report forms are stressed. Minimum requirements of 40 words per minute must be attained by end of semester. Prerequisite: T. 153 or one year of high school typing.

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

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

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

Emphasis on production typing with additional training given in letter writing, filing business papers, tabulation, stencil cutting, creation of office atmosphere. Minimum requirement of 60 words per minute must be attained by end of semester. Prerequisite: T. 163 or its equivalent.

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

Planned for beginners of Gregg System. Aims at mastery of the principles of Gregg shorthand with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Minimum speed dictation of 60 words per minute must be attained by the end of the semester. Prerequisite: Typing 153 or its equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This work includes a comprehensive examination of accounting for tangible fixed assets, including acquisition, use, retirement, depreciation, depletion, and revaluations; intangible fixed assets; liabilities and reserves, interpretation of financial statements, analysis of working capital; analysis of operations; statement of application of funds; cash-flow statement; quasi-reorganizations, business combinations, and divisive reorganizations; price-level impact on financial statement. Prerequisite: Accounting 283.

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

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

Acct. 213. **Accounting Theory I.** (Credit: 3 semester hours).

Accounting course for BBA majors. Fundamentals of financial reporting with appropriate papers and business exercises. Prerequisite: DPT 103C (Computer Science I), Finite Math., and Analysis (Math. 193).

Acct. 223. **Accounting Theory II.** (Credit: 3 semester hours).

Second course for BBA majors. Analysis of financial data and business forms. Student may not count both Acct. 183-193 and Acct. 213-223. Prerequisite: Acct. 213. Three lecture and one lab-practice hour per week.

TERMINAL

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

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

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

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

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

Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary. Accurate transcription is stressed. Minimum requirement of 100 words per minute must be attained by end of semester. Prerequisite: Shd. 163 or its equivalent.

D.T. 203. **Dictation and Transcription.** (Credit: 3 semester hours).

Intensive training designed to develop additional speed and accuracy in writing and transcribing shorthand to meet the demands for secretarial efficiency. Minimum speed dictation of 110 words per minute must be attained by the end of semester. (Usually transfers as a sophomore subject. Check with the senior college on exact transfer value). Prerequisite: Shd. 203 or approval of department.

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

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

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

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

See Dept. of Education.

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

Emphasis on production typing with additional training given in letter writing, filing business papers, tabulation, stencil cutting, creation of office atmosphere. Minimum requirement of 60 words per minute must be attained by end of semester. Prerequisite: T. 163 or its equivalent.

3. THE DEPARTMENT OF EDUCATION AND PSYCHOLOGY

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

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

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

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

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

O. 101. **College Orientation.** (Credit: 3 semester hours).

The aim of this course, required of all entering freshmen with fewer than 10 semester hours, is to make the student more effective in college through material and exercises which will stress: how to study, use of the library, curricular planning, success in college and in family living, and personal adjustments. One hour per week for 18 weeks.

O. 101E. **College Orientation for the Social Studies.** (Credit: 1 semester hour).

An orientation and remedial course which is required of every freshman student who enters with low grades and low national scores in social studies. One lecture - laboratory hour per week for eighteen weeks: 18 hours.

Psy. 113. **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 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. Formerly Psy. 213.

Psy. 123. **Psychology of Personal Adjustments.** (Credit: 3 semester hours).

Theories of personality; individual development and adjustment along with the dynamics of adjustment as applied to personality development and effective living. Prerequisite: Psychology 113.

Psy. 253. **Business Psychology.** (Credit: 3 semester hours).

The applications of psychological principles in the various areas of business with particular emphasis on social interaction and leadership techniques. Prerequisite: Sophomore standing.

Psy. 133. **Effective Reading and Studying.** (Credit: 3 semester hours).

This course is designed to improve the student's reading and studying effectiveness. Speed drills, vocabulary building, and comprehension exercises are included to build the student's skills in these areas. May not count as a required course in psychology or serve as a prerequisite to additional courses in psychology. May be required if student has a low English score on ACT or CEEB test scores. Three lecture-laboratory hours per week.

4. THE DEPARTMENT OF ENGLISH AND JOURNALISM

ENGLISH

E. 103 **Fundamentals of Writing.** (Credit: 3 semester hours terminal, non-transferrable).

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

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

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

Advanced Placement in E. 113. (Credit: 3 semester hours).

Credit for English 113 can be applied for by a prospective student with superior high-school grades who scores in the upper tenth percentile on the verbal section of an entrance test approved by the testing officer of the college. The student must also write a composition acceptable to the English Department. If he meets all requirements, he is then eligible to enroll in English 123. Cost: \$6.00. See Advanced Placement in catalog.

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

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

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

A course designed to emphasize purpose of reports, proper form, industrial uses, and gathering and evaluating material. Oral reports included. Emphasis is on exposition. This course is designed for Associate in Arts candidates. It is not a substitute for English 123. Three lecture hours each week. Prerequisite: English 113.

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

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

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

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

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

This course is designed to give the basic training to journalism students who wish to work on the yearbook. Prerequisite: A "C" grade in English and the consent of the class instructor. Lectures and practice-lab hours required.

5. THE DEPARTMENT OF FINE ARTS

ART

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

This is a course for the general student and for the art major. The subject matter is unrestricted with individual and group criticisms. There are two hours of lecture and four laboratory hours per week. Prerequisite: approval of instructor.

Art. 113. **Basic Design.** (Credit: 3 semester hours).

This course explores the realm of two-dimensional designs: mosaics, collages, batiks, yarn paintings, etc. Basic skills of drawing, color theory, and use of a variety of media are included. The course has one hour of lecture and five hours of laboratory practice.

Art. 123. **Basic Design.** (Credit: 3 semester hours)

This course explores the possibilities and skills of three-dimensional art: wire sculpture, papier mache forms, bas reliefs, and carvings of balsa wood, plaster, salt blocks, and wax blocks. There is a one-hour lecture plus five laboratory hours per week.

C. A. 153. **Commercial Art I.** (Credit: 3 semester hours).

A practical course designed to refine lettering skills and to develop the special skills and techniques involved in commercial poster layouts. No prerequisite required. This is a laboratory course and six hours of practice are scheduled per week.

C. A. 163. **Commercial Art II.** (Credit: 3 semester hours).

An advanced course in commercial poster layout. It requires six laboratory hours per week. Prerequisite: C. A. 153.

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. **Art for Elementary Majors.** (Credit: 3 semester hours).

This is a course in the methods, the philosophy, and the problems of elementary teaching. It is designed to meet the requirements for certification and has two lecture hours and two laboratory hours per week. The text for this course is Lowenfeld's and Brittain's Creative and Mental Growth.

Art. 193. **Basic Lettering.** (Credit: 3 semester hours).

This is a laboratory course which requires six hours of practice per week. It includes the study of basic alphabet forms and skills in varying these by use of many kinds of pens. Simple, effective layouts and arrangements of the printed matter are stressed.

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

A laboratory course in painting providing skills in the use of: oils, pastels, gouache, acrylics, pencil, charcoal, and ink. There are two hours of lecture and four hours of studio practice per week. Each course is an eighteen week course.

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

This course follows D. P. 213, 223 with specialization in composition and a variety of techniques extending the horizon of visual experience and creative expression. There are two lecture hours and four laboratory hours required.

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

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

H. A. 133. **History of Art I.** (Credit: 3 semester hours).

This is a survey of the art of the world from prehistoric times to the Renaissance. Emphasis is placed on how the happenings of each age influence the art of that age. This course requires three lecture hours per week.

H. A. 143. **History of Art II.** (Credit: 3 semester hours).

This survey course studies the art of the world from the Renaissance through the present time. It emphasizes the impact of the happenings of each age on the art of each age. This course is independent of H. A. 133 and requires three lecture hours per week.

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

This course is a study of various areas of craftwork including the designing and construction of projects in the areas of: art metal, weaving, ceramics, papier mache, leather, etc. The class meets for two lecture hours and four laboratory hours per week. Prerequisite: none.

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

This is a continuation of I. C. 133. Special emphasis is placed on design and development of projects in jewelry, leather, art metal, ceramics, and wood. It carries two hours of lecture and four hours of laboratory work.

6. THE DEPARTMENT OF FOREIGN LANGUAGE

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

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

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

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

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

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

Span. 253, 263. **Advanced Conversation and Composition.** (Credit: 6 semester hours).

This course is designed to further the student's study and use of Spanish **after the fourth semester** of college study in the language. Since it is an advanced course, approval of the Department is necessary in order to register for credit. Three lecture hours and one laboratory hour per week.

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

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

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

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

Span. 134. **Rapid Review of Beginner's Spanish.** (Credit: 4 semester hours).

Course designed for student who wishes to review quickly the essentials of two years of study. Grammar and conversation. Three lecture and two laboratory hours per week.

7. THE DEPARTMENT OF HOME ECONOMICS

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

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

One class and 4 laboratory periods per week.

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

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

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

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

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

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

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

8. THE DEPARTMENT OF INDUSTRIAL ARTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TECHNOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

See Art Department offerings for description of crafts course, Page 61.

9. THE DEPARTMENT OF MATHEMATICS

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

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

This course includes a review of the properties of real numbers followed by a more intensive study of polynomials, rational exponents, radicals, open sentences in one variable, relations and functions, exponential and logarithmic functions, systems of equations, matrices and determinants, complex numbers and vectors, theory of equations, sequences and series, and probability.

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

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

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

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

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

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

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

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

An. 133. Analytic Geometry. (Credit: 3 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, vectors, parametrics and space formulas, with special emphasis on rapid curve sketching. Three lecture and one laboratory hour per week. Prerequisite: Algebra 113E and Trig 123 or permission of instructor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Math. 183. Finite Mathematics. (Credit: 3 semester hours).

This course is designed to meet the needs of students majoring in business and other related fields. The course includes a review of the elementary topics of Algebra followed by a study of logic, sets, equations, relations, functions, linear systems, vectors, matrices, linear programming, and non-linear functions. Three lecture hours per week. Prerequisite: None.

Math. 193. Analysis. (Credit: 3 semester hours).

This course is designed to meet the needs of students majoring in business management, science, quantitative analysis or other related fields. The course includes a review of the real number system, relations and functions, sequences and series, and then follows these topics with a study of the differential and integral calculus. Three lecture hours per week. Prerequisite: Finite Mathematics (Math 183) or the equivalent.

TECHNOLOGY

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

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

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

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

10. THE DEPARTMENT OF PHYSICAL EDUCATION

P. E. 111, 121. **Physical Education for Women.** (Credit: 1 semester hour each term).

P. E. 131, 141. **Physical Education for Men.** (Credit: 1 semester hour each term).

P. E. 231, 241, 211, 221. **Physical Education for Sophomore Students.** (1 ea.)

11. THE DEPARTMENT OF SCIENCE

A. Biology

B. Chemistry

C. Physics

A. BIOLOGY

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

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

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

A basic course in botany which includes the morphology, physiology, taxonomy, and ecology of selected phyla representatives. New understandings of the biochemical processes of living cells are incorporated in the course, such as metabolic pathways and their enzymatic transformations, as well as energy storage and utilization. A natural evolutionary sequence leading up to the structure, function, and reproduction in Angio-sperm is presented. Special emphasis is given to the seed plants along with comprehensive field and laboratory exercises. This course serves as a foundation for advanced work in botany. Three hours of lecture and three hours of laboratory per week. Prerequisite: Biology 114.

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

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

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

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

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

A comprehensive two semester course in basic human anatomy and physiology. Recommended for home economics, physical education, and others desiring a two semester course in this field. The first semester includes the study of structural relationships of cells, tissues, and organs followed by the study of the functional interrelationships during the second semester. Prerequisite: Bio. 114-124 or their equivalent and consent of the department. Three hours of lecture and three hours of laboratory each week.

Bio. 154. **Human Anatomy and Physiology.** (Credit: 4 semester hours).

A one-semester course of integrated human anatomy and physiology designed for students of the two year nursing program at this institution or other students whose program includes a one semester course in anatomy and physiology. The functional interrelationships of the organ systems will be stressed. Prerequisite: consent of the department. Three lecture hours and three hours of laboratory each week.

B. CHEMISTRY

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

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

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

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

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

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

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

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

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

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

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

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

C. PHYSICS

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

A survey course of the physical science fields. Topics are selected from physics, chemistry, geology, astronomy, metrology, and a brief summary of mechanics and heat to illustrate the philosophy and methods of science. This course is designed and taught for the non-science majors providing a working knowledge of the topics covered. A two semester course consisting of three lecture and two laboratory hours per week. Prerequisite: None.

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

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

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

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

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

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

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

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

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

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

Phy. 154. **Introductory Physics.** (Credit: 4 semester hours).

A one semester, 4 hour credit course that is designed for electronic technology students. The topics considered are kinematics, dynamics, vector analysis, heat magnetism, light, atomic and nuclear physics. Emphasis will be placed on those topics which will benefit the electronic student. Electricity will not be discussed since the student will be concurrently enrolled in E. T. 104D. Corequisite: E. T. 104D and Alg. 113, or previous electronic and mathematical experience. Three lecture and three laboratory hours per week.

12. THE DEPARTMENT OF SOCIAL SCIENCE

- A. Geography B. Government C. Economics and Sociology
D. History

A. GEOGRAPHY

Geog. 183. **Principles of Geography.** (Credit: 3 semester hours).

Students are introduced to the study of human society in relation to the physical conditions and resources of the earth in this course. Physical features studied in lecture and special studies, such as field trips. Prerequisite: Sophomore standing or consent of department. Three lecture periods per week.

B. GOVERNMENT

Govt. 213, 223. **American National and State Governments.**

Govt. 213. (Credit: 3 semester hours).

A study of the origin and development of our federal system of government; analysis of **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. (Credit: 3 semester hours).

A study of the functions and services of the government of the United States, the states in general, and Texas in particular. Three hours per week for 18 weeks. Prerequisite: Sophomore standing.

Govt. 113. **Political Ideas and Institutions.** (Credit: 3 semester hours).

A comparative treatment of the present-day governmental systems and conflicting political ideas of some of the foreign states; consideration of the leading democratic and dictatorial regimes. Designed primarily for pre-law, government, and public service majors. Three lecture hours per week for 18 weeks.

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

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

Analysis of the economy as a whole (its organization and basic forces influencing its growth and development); supply - demand relationships; national income, employment, and fiscal policy; money, monetary policy, and economic stability.

Eco. 193. Principles of Economics II. (Credit: 3 semester hours).

Economics of the firm and resource allocation (price and output determination - pure competition, monopolistic competition, oligopoly, monopoly); economic problems (business, agriculture, labor, etc.); international economic relations. Prerequisite: Economics 183.

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

Soc. 113. Principles of Sociology. (Credit: 3 semester hours).

The study of social groups, culture and personality with emphasis on the relationship of man to his institutions, social interaction, social changes, and pattern of behavior.

Soc. 123. Social Problems. (Credit: 3 semester hours)

Specific conditions, problems, and issues; poverty, unemployment, old age, health, family, crime, juvenile delinquency, race, and nationality. Prerequisite: Sociology 113.

Soc. 213. Marriage and Family Relationships. (Credit: 3 semester hours).

A cultural and practical approach to the problems of courtship, marriage, and parenthood with emphasis on the understanding of the problems and methods of adjustment used by a society undergoing rapid social change.

Soc. 223. 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.

D. HISTORY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. THE DEPARTMENT OF DATA PROCESSING

DPT. 103C. **Introduction to Computer Science.** (Credit: 3 semester hours).

This is an introduction to computers, algorithms, and computation. All data processing systems, regardless of size, type, or basic use, have certain fundamental concepts and operational principles. This course is not an introduction to any specific machine but is intended to provide a foundation for future detailed study of specific systems. Specific procedure-oriented languages to solve problems using a computer will be used. Lectures will include an introduction to problem organization, detailed coverage of storage media, fundamentals of flow charting and block diagramming, fundamentals of input and output operations, and elementary programming techniques. Two hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

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

This course is a survey of unit record equipment. It illustrates the need for machine method solutions to accounting and record keeping. The concept, power, and flexibility of the unit record approach are imparted to the student. Unit record equipment as an independent system is discussed and studied throughout the course. In addition to this emphasis, its use with and support for computers will be included. Laboratory exercises are executed involving planning, operation of the equipment, and wiring techniques. Practical exercises offered are typical of those performed in data processing installations, using keypunch, verifier, sorter, reproducer, interpreter, collator, and accounting machines. Two lecture and two laboratory hours per week. Prerequisite: consent of the department.

DPT 103E. **Technical Mathematics for Data Processing.**

(Credit: 3 semester hours).

The purpose of this course is to (1) provide a practical foundation upon which data processing problem solving can be based and (2) discipline the students in the art of logical decision making, using mathematics as the vehicle. This course treats primarily the numerical, rather than the theoretical, solution to problems. The principles presented will be applied (and therefore reinforced) in the Computer Programming and in the Statistics courses. Prerequisite: Alg. 113, Math. 183, or the Equivalent.

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

This course is designed for the student to continue studying the various control panel wiring techniques for Unit Record Equipment. Basic techniques for preparing and handling data will be covered in detail. Laboratory exercises are executed that are typical in business applications. Emphasis is placed on planning efficient machine usage, wiring techniques for the accounting machine and collator, and usage of a page reader. An introduction to Report Program Generator coding is presented. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103D or consent of the department.

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

This course provides the student who has basic knowledge of computing systems to the overall structure of System/360 and the implications of its structure for new application areas. The student concentrates on the use of 360 assembler language programs by making case studies and writing programs. He also studies the equipment in a typical system. An introduction to PL/1 is presented at the end of the course. The laboratory sessions further reinforce basic principles by providing "hands-on" training. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103C or the consent of the department.

DPT 103H. Technical Applications in Computer Programming. (Credit: 3 semester hours).

This course provides the student with a basic knowledge of FORTRAN IV and its applications in the technical fields of electronics, physics, and chemistry. The student will learn the fundamental principles of operating and programming the IBM 360/30 computer. This course is designed for majors in electronics, physics, and chemistry and will not apply towards an Associate in Applied Science Degree in Data Processing. Three hours lecture and one hour laboratory per week. Prerequisite: Consent of the department.

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

This course is designed to build speed and accuracy in the operation of the keypunch (models 26 and 29) and verifier. Fundamental principles of other punched card equipment, sorter, interpreter and accounting machines, are introduced along with control cards, organization of data, and its application in office procedures. Two hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

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

This is intended to be a survey course in Data Processing for administrative and management personnel. The basic objective of this course is to acquaint the student with the potential and limitations of a Data Processing System. The lectures will cover the following topics: problems that arise in changing from manual methods to Data Processing; the ways Data Processing can serve management; the adaptation of a Data Processing System to certain types of business operations; and other appropriate topics of interest. The student will have opportunity to observe the operation of a Data Processing Center which will have both Unit Record Equipment and IBM 360/30 computer. Three lecture hours per week. Prerequisite: Consent of the department.

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

This course is designed to acquaint the student with actual business data processing applications. Lectures will cover automatic processing of data with respect to a definite pattern of work flow from the original document to the final report. In addition to gaining a knowledge of integrated data processing and the reports needed by management, the student will acquire applicable skills in flow charting, forms design for accounting systems, methods of coding and condensing information and punch card design. Laboratory exercises will be executed that will apply the techniques necessary to implement the designed system using COBOL. Three hours lecture and two hours laboratory per week. Prerequisite: DPT 103F, DPT 103G, Acct. 193, or the consent of the department.

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

The course is designed to acquaint the student with the various languages that are commonly used for scientific computations. The course will specifically include a detailed study of FORTRAN IV. This course is not designed to teach the student detailed mathematical calculations involving mathematics beyond college algebra and technical mathematics. One of the basic objectives is providing the student with the tools to handle problems of an algebraic or statistical nature on a computer. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 103C and DPT 103E, or consent of the department.

DPT 203E. Accounting Systems and Data Processing.

(Credit: 3 semester hours).

This course has as its primary purpose the development of a unified accounting system with respect to data processing. The unit medium, whether it be a business paper, a punched card, a segment of a punched tape or a segment of a magnetic tape, is given primary consideration throughout the course. The major data processing systems in the sales, purchasing, payroll, production control, and cost area of business are used as a vehicle for the presentation of system work. The analyzing and synthesizing of various accounting systems will include a careful study of design and evaluation of procedural flow, automatic controls, internal checks and audit trails. The laboratory exercises will include several case studies in order to give reality to certain problems that are difficult to examine in the abstract. The student will program certain problems and run his program on the IBM 360/30 Data Processing System. Two hours lecture and three hours laboratory per week. Prerequisite: DPT 203C and Cost Accounting or the consent of the Department.

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

The basic objective of this course is to acquaint the engineer or engineering student with various techniques that can be used to adapt engineering problems to computer solutions. The course will emphasize basic programming techniques, the FORTRAN language and other commonly used languages, principles of iteration, mathematical models, empirical relationships, and certain appropriate mathematical topics. The laboratory exercises will include writing programs in FORTRAN and various other commonly used languages as well as running the FORTRAN programs on an IBM 360/30 computer. Three hours lecture and two hours laboratory per week. Prerequisite: DPT 103C and Cal. 213 or the consent of the department.

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

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

14. THE DEPARTMENT OF SPEECH

SPEECH

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

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

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

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

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

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

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

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

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

Students are given the opportunity to participate in campus entertainment activities. In addition, he is given a brief survey of the dramatic arts. He must complete activities in two stage presentations, one "on stage" and one in production. He must also do an investigation project chosen from the history of costume, a type of drama and the playwrights, make-up projects or other approved projects.

S. 191. Speech Activities. (Credit: 1 semester hour).

Students are given an opportunity to participate in public speaking programs. He must appear in two such programs and do investigation on one famous successful platform speaker.

15. THE DEPARTMENT OF NURSING EDUCATION

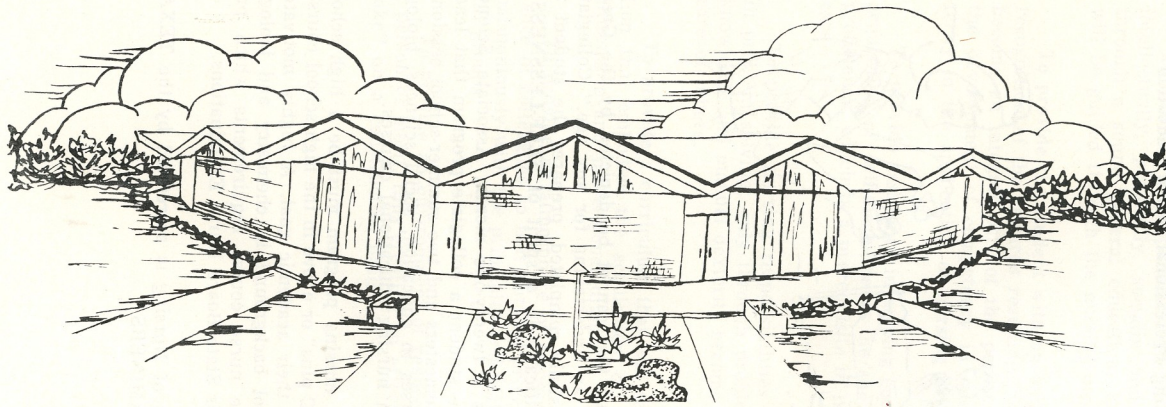
*Associate in Science Degree
in Nursing*



announcements

1969-70

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



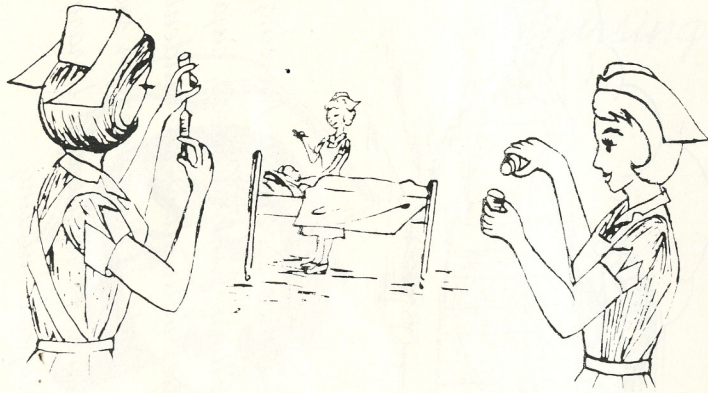
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College students enrolled in the Associate in Science Degree in Nursing, representing one of the many departments of Alvin Junior College, enjoy the recreational life and fellowship opportunities with all of the students enrolled in the various collegiate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

ASSOCIATE SCIENCE DEGREE IN NURSING EDUCATION

FOR

Qualified Applicants Seeking Professional Nurse Education



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

Alvin Junior College offers a twenty-one month, Associate Science Degree in Nursing that gives the student a collegiate program that leads to the "R.N." During the four semesters and two summer-school sessions, the student enjoys specific courses in education, social sciences, biology and chemistry while engaged in nursing educational courses.

Candidates enrolling in the nursing program must be a high school graduate; applicants averaging "C plus" or above in the high school courses are better prepared to achieve their academic goal. A highly motivated "C" student, with a high school background in chemistry and biology, could successfully complete the nurse course requirements which prepares the candidate for the Texas State Board Nurse Examinations.

The program in the School of Nursing is accredited by the TEXAS STATE BOARD of NURSE EXAMINERS.

Objectives of the Associate Science Degree in Nursing

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

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

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

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

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

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

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

Philosophy of the Associate Science Degree in Nursing

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

We believe that nursing requires a personal desire on the part of the individual to accept the privileges and limitations in caring for others. Through this acceptance he/she will be more effective in the application of knowledge and nursing skills, according to the individual patient's needs.

We believe that each Associate Degree Nurse, before she renders effective individualized nursing services, must first develop self-discipline as she strives to improve interpersonal proficiency.

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

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

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

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

GENERAL INFORMATION

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

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

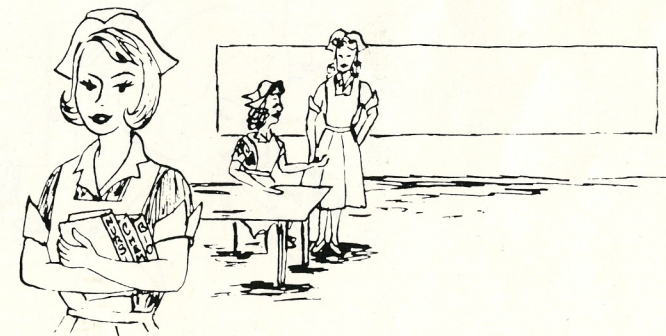
Interested applicants, male or female, may enroll in the Associate Science Degree in Nursing Program if they are high school graduates. It is to their advantage that they have had biology and chemistry in their high school program. For further information pertaining to enrollment, contact:

Director, Associate Science Program in Nursing

Dean of Admissions and Registrar

Dean of Alvin Junior College

The ASSOCIATE SCIENCE DEGREE IN NURSING PROGRAM offers the basic nursing curriculum, meeting the standards as required by the TEXAS BOARD OF NURSE EXAMINERS.



Once enrolled in the ASSOCIATE SCIENCE DEGREE IN NURSING PROGRAM, the student will realize that the twenty-one month program requires continuous qualitative effort in order to complete the specific academic and laboratory experience courses as outlined by Alvin Junior College's Associate Science Degree Program and the TEXAS BOARD OF NURSE EXAMINERS. When the two-year program has been successfully completed and the student has passed the **TEXAS TEST POOL EXAMINATION** for nurse registration, the candidate will be qualified as an "R.N." with specialization in bedside nursing care. Graduate students who desire to become specialists in pediatrics, obstetrics, medical-surgery, ward-management, public health nursing, etc., will be eligible for admission to a college of higher learning, transferring ALVIN JUNIOR COLLEGE credits to the institution of one's choice.

ADMISSION POLICIES

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

COST

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

GRADUATION REQUIREMENTS

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

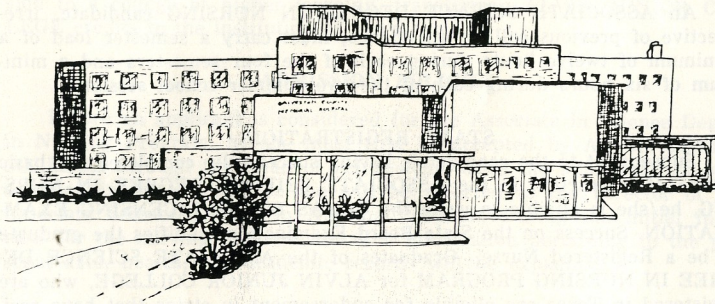
The candidate must have successfully completed the prescribed curriculum for which he/she is registered and must meet all other requirements of the Nursing Department.

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

STATE REGISTRATION

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





GALVESTON COUNTY MEMORIAL HOSPITAL

The Associate Science Degree in Nursing Education Program is fortunate to have the facilities of Galveston County Memorial Hospital as its clinical laboratory for student-nurse learning experiences. Since the Nursing Program is strictly college controlled, all learning experiences for the students will be selected, evaluated, and supervised by the Associate Science Degree in Nursing faculty. Mr. R. L. Thompson, Administrator, and Mrs. Faye McGuffey, R.N., Director of Nursing Services, cooperate with the nursing faculty in the functioning of the Associate Science Degree in Nursing Education Program.

FIELD TRIPS, ALTRIX CLUB, CAPPING

The Altrix Club of Alvin Junior College is comprised of Alvin Junior College nursing students, sponsored by the faculty of the nursing department. The Alvin Junior College nursing club automatically becomes a member of the Texas Student Nurses' Association as well as the National Student Nurses Association at the time that local and national dues are paid annually by each member. Through the functioning of the Altrix Club, student nurses will have an opportunity to enjoy and sponsor social activities for the primary purpose of promoting fellowship between and among each other. Common interests will be highlighted as students enjoy the prestige of being a member of the Alvin Junior College Altrix Club.

Throughout the twenty-one months of majoring in nursing education, students in each class are privileged to enjoy a minimum number of community field visitations. During the first semester of nursing, students, accompanied by nursing instructors, will visit public health centers, such as Brazoria County Health Department, Galveston County Health Department, Galveston City Health Department, Houston Visiting Nurses' Association, American Red Cross Chapter in Houston, and the Rural ARC Chapter in Angleton. As the student progresses in her nursing education major, she will have the opportunity to observe Dr. DeBakey's heart surgery and participate in the Intensive Care Unit of Methodist Hospital, Houston, following observing Dr. DeBakey's and his staff's Open Heart Surgery as well as caring for the patients.

Students will also enjoy observing and participating in Shriner's Burn Clinic to learn the importance of rehabilitation of children with damage resulting from severe burns and caring for these children suffering with serious infections following their being burned. Effort will be made to visit other outstanding areas of interest to the nursing student for the primary objective of re-enforcing the classroom lectures and clinical experiences.

During the nursing education program, various films will be used as a re-enforcement of the learned material from textbooks and clinical laboratories. These films are ordered from Medical-Supply Houses throughout the United States as well as from our own Texas Medical Library, Austin, Texas. The Texas State Public Health Department is most cooperative in sharing its material with Alvin Junior College's nursing education department. Outstanding drug companies, such as Smith, Kline & French, Eli Lilly Company, and Baxter Laboratories, are most helpful in sharing all their nursing educational material when such material is needed for re-enforcement of nursing educational information.

SCHOLARSHIPS

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

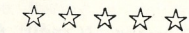
A contribution of \$100 has been made as an emergency STUDENT NURSE LOAN FUND by an outstanding physician, Dr. Leavenworth, in the Galveston County Bay Area.

NURSING WORK SCHOLARSHIPS have been made available at the Galveston County Memorial Hospital by Mr. R. L. Thompson, Administrator, and Mrs. Faye McGuffey, Director of Nursing Services of this institution, which is the extended campus where nursing students receive their laboratory nursing experiences. For further details pertaining to the eligibility and set-up of this type scholarship, contact the Director of Nursing Education.

AJC ADN's applicants are fortunate to have the opportunity to apply and receive the Texas Opportunity Plan Loan that entitles each applicant to receive the necessary money for tuition, books, clothing, and living expenses that will be necessary to complete the entire program. Following graduation or leaving the program, the student will have a maximum of ten years in which to pay the TOPL, and 3% interest back to the State of Texas.

The nursing department is deeply indebted to the Texas City Pilot Club, Mrs. Winnie Hightower, Scholarship Chairman, for making possible a revolving Loan Fund of one thousand dollars (\$1,000.00) for some deserving Galveston County, preferably Texas City, student entering the School of Nursing. Subsequent to the graduation of this student, the Pilot Club anticipates the student enjoying the loan to re-pay the amount borrowed with a simple interest of one dollar (\$1.00) for each twenty-five dollars (\$25.00) borrowed. The student will have the privilege of paying the amount borrowed plus interest on a monthly basis subsequent to her graduation. The Alumni Organization of Alvin Junior College's Associate Degree Nursing Program has donated four thousand seven hundred seventy-five dollars and twenty-three cents (\$4,775.23) as an Associate Degree Nursing Alumni Revolving Loan Fund for deserving students to use to complete their nursing education. The nursing class of September, 1965-67, are to be commended for laying the foundation for this growing loan resource.

Alvin Junior College's Nursing Education Program is truly indebted to THE GOOD SAMARITANS, a philanthropic organization that sponsors professional preparation for R.N.'s of tomorrow, for their continuous cooperation in assisting worthy professional nursing students. The Director of Nursing Services as well as the Nursing faculty have a very warm spot in their hearts for the support and understanding given by Rev. Clyde Verheyden, Mrs. Geneva Smyth, Mr. and Mrs. Charles A. Bahr, Sr., and the other members of the Board whom we have had the privilege of knowing personally. Three members of the Nursing Class of 1965-1967 were privileged to enjoy a scholarship from this humanitarian organization. Eight members of the 1966-1968 Nursing Class have been notified that they too have been awarded a scholarship from this dedicated agency.



EXERCISES HIGHLIGHT NURSING PROGRAM

The Capping Exercises is the most important event for all nursing education students at Alvin Junior College's Associate Science Degree in Nursing Education Program. Each year, subsequent to the Freshman Class successfully completing their first nursing course, Fundamentals of Nursing, the nursing students receive their flame of dedication, the emblem of service when they accept their caps as the permanent symbol of the Florence Nightingale Pledge in their giving effective, dedicated services for the good of mankind as a lifetime career.

15. DEPARTMENT OF NURSING

Nsg. 111. **Professional Adjustments I.** (Credit: 1 semester hour).

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

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

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

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

Designed to assist the student in acquiring knowledge, understanding, skills and attitudes necessary for the total nursing care of patients with medical and surgical conditions. Parallel to nursing skill practice, the student studies the etiology and manifestations of disease, diagnostic and therapeutic procedures, preventive and rehabilitative measures in relation to the individual patient and his family. Throughout this course, the student is assisted in planning the total care of the patient so that the patient's physical, emotional, and spiritual needs are met - utilizing the problem-solving approach. In keeping with the concept of total patient care, the student will, when possible, follow the patient from admission, through preoperative, operative and postoperative periods and through dismissal. Six lectures and sixteen laboratory hours per week for one semester. Prerequisite: Nsg. 112 and 114.

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

Continuation of Nsg. 126 with more complex problems in nursing care assigned to the student. Emphasis will be given to health problems of the respiratory, cardiovascular, digestive, renal, reproductive, integumentary, nervous and musculoskeletal systems. Nursing in allergic and metabolic disorders, in conditions of the eye and ear, and in communicable infections will be stressed as well. Nutrition, pharmacology, pathology, rehabilitation, and prevention as well as psychological and sociological aspects are integrated throughout this course. Eight lectures and twenty-four laboratory hours per week for six weeks. Prerequisite: Nsg. 126.

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

Family-centered nursing is developed in this study of the basic concepts of maternal and newborn health. The course presents an overview of human reproduction, studying the treatment of normal and abnormal pregnancy, parturition and puerperium. All enrolled nursing students will be taking Education 193, Human Growth and Development, parallel to 234 in order to develop a broader understanding of maternal and child care. Lectures, clinical conferences, student group teaching, demonstrations, audio-visual aids, and research methods are used to re-enforce learning. There will be eight lectures and sixteen laboratory hours weekly for nine weeks. Prerequisite: Nsg. 213 and 126.

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

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

Nsg. 253. **Medical-Surgical Nursing with Team Concept.**
(Credit: 3 semester hours).

A continuation of intensive nursing experience and the total concept of patient illness with emphasis on the basic principles and techniques necessary for giving proficient nursing care to the bed-ridden patient. Study includes consideration of the leadership functions of all levels of nursing and the duties and functions of various levels of nursing personnel. It is anticipated that the student will have opportunities to observe effective functioning of team nursing. Six lectures and sixteen laboratory hours per week for one-half semester. Prerequisite: Nsg. 234 and 244.

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

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

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

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

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

The professional, social, and legal aspects of nursing are presented throughout this course, correlated with ethical factors of professional problems, personal responsibilities of the individual for the standards of over-all professional groups. An opportunity will be provided for the student to acquire a knowledge of the many professional fields and opportunities available to graduate nurses in keeping with specific qualifications for such positions. Three lecture hours per week for six weeks. Prerequisite: Nsg. 253 and 255.

16. DEPARTMENT OF ELECTRONICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E.T.M. 103D. Electronic Technical Mathematics I. (Credit: 3 semester hours.)

A course designed for electronic technology majors providing a thorough review of algebra, equation and formula manipulation as applied to electronics, and the slide rule as a calculation aid. Three lecture hours per week.

E.T.M. 103E. Electronic Technical Mathematics II. (Credit: 3 semester hours).

A continuation of E.T.M. 103D with emphasis on trigonometric functions, exponents, logarithms, complex numbers, vector algebra, and an introduction to calculus notations. Three lecture hours per week. Prerequisite: E.T.M. 103D or Algebra 113.

17. DEPARTMENT OF POLICE SCIENCE

P. Ad. 113. **Aspects of Police Science.** (Credit: 3 semester hours).

An introductory course to law enforcement. Covers the history of the police profession and the development of the English and American police systems. Organization of federal, state, and local law enforcement agencies, their authority, duties, and responsibilities. Includes career opportunities, personnel requirements, and standards. Three lecture hours per week for 18 weeks.

P. Ad. 123. **Criminalistics.** (Credit: 3 semester hours).

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

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

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

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

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

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

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

P. Ad. 213. **Elements of Police Supervision.** (Credit: 3 semester hours).

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

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

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

P. Ad. 233. **Police Administration II.** (Credit: 3 semester hours).

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

P. Ad. 243. **Problems in Police Administration.** (Credit: 3 semester hours).

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

18. DEPARTMENT OF MUSIC

MUSIC APPRECIATION, LITERATURE AND THEORY

Mu. 112. **Survey of Music Literature.** (Credit: 2 semester hours).

A required course for music majors studying the fundamentals of music terminology and standard instrumental and vocal forms. Representative composers and compositions from secular and sacred music of most major eras are studied by means of records, lecture, and reports. Prerequisite: none. Two class hours and one lab hour per week.

Mu. 122. **Survey of Music Literature.** (Credit: 2 semester hours).

A continuation of Music 112. Prerequisite: Music 112. Two class hours and one laboratory hour per week.

Mu. 133. **Introduction to Music.** (Credit: 3 semester hours).

This course is designed to familiarize students with the meaning of musical notation through the study of scales, chords and rhythm. Especially adapted for students preparing to become teachers and other students who wish to gain working knowledge of music. Three class hours per week.

Mu. 173. **Music Appreciation.** (Credit: 3 semester hours).

The aim of this course is to provide a foundation for the enjoyment and understanding of music. Representative composers and their works are studied through recorded music. This course is a general survey for the non-music major. Three class hours per week.

Mu. 132. **Music Theory—First Year.** (Credit: 2 semester hours).

A study of the fundamentals of musicianship. Includes a study of scales, intervals, diatonic triads, inversions, written and keyboard harmony and a study of the dominant seventh chords and inversions. Prerequisite: approval of instructor. Three class hours per week.

Mu. 142. **Music Theory—First Year.** (Credit: 2 semester hours).

A continuation of Music 132. Prerequisite: a grade of "C" or better in Music 132. Three class hours per week.

Mu. 232. **Music Theory—Second Year.** (Credit: 2 semester hours).

A continuation of the first year course with advanced aural and written study with emphasis on chromatic harmony and harmonic analysis. Prerequisite: grade of "C" or better in Music 142. Three class hours per week.

Mu. 242. **Music Theory—Second Year.** (Credit: 2 semester hours).

A continuation of Music 232. Prerequisite: grade of "C" or better in Music 232. Three class hours per week.

Mu. 152. **Ear Training & Sight-Singing.** (Credit: 2 semester hours).

A first year course which provides basic aural, visual, and vocal experiences in dictation and sight-singing. Prerequisite: approval of instructor. Two class hours and one laboratory hour per week.

Mu. 162. **Ear Training & Sight-Reading.** (Credit: 2 semester hours).

A continuation of the first semester course with more advanced work in dictation and sight-singing. Prerequisite: grade of "C" or better in Music 152. Two class hours and one laboratory hour per week.

ORGANIZATIONS

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

This choir presents in concert many selections of the world's fine literature. In addition to local concerts, this group will participate in campus activities and will make several concert tours to other cities. In order to obtain credit, members are to attend all called rehearsals and public performances. Prerequisite: high school choir experience is desired, although others may be admitted by audition. Five rehearsal hours per week.

Choir 151, 161, 251, 261. **College Singers.** (Credit: 1 semester hour each).

This organization is limited in membership. Students are selected through auditions from the membership of the college choir. Prerequisite: previous experience in choral music, a member in good standing of the college choir with ability to sight-read well. Three rehearsals per week.

Choir 131, 141, 231, 241. **Grand Chorus.** (Credit: 1 semester hour each).

Membership in this chorus is open to all students. A course in choral singing designed to acquaint the student with some of the better choral literature. At least one public concert is given each semester. Three hours per week.

APPLIED MUSIC

Note: The name of the instrument or voice will be given by an initial listed **after** the course number for all applied music: A.M. 111-V will indicate voice; A.M. 111-O will indicate organ; A.M. 111-P will indicate piano, etc. (Piano, Voice, Harp, and Organ).

A.M. 111-V, 121-V, 211-V, 221-V, 112-V, 122-V, 212-V, and 222-V. **Applied Music-Voice.** (Credit: 1 or 2 semester hours each course).

Private lessons in **voice.** Student takes one lesson per week per semester-hour of credit.

A.M. 111-P, 121-P, 211-P, 221-P, 112-P, 122-P, 212-P, and 222-P. **Applied Music-Piano.** (Credit: 1 or 2 semester hours each course).

Private lessons in **piano.** Student takes one lesson per week per semester-hour of credit.

A.M. 111-O, 121-O, 211-O, 221-O, 112-O, 122-O, 212-O, 222-O. **Applied Music-Organ.** (Credit: 1 or 2 semester hours each course).

Private lessons in **organ.** Student takes one lesson per week per semester-hour of credit.

A.M. 111-H, 121-H, 211-H, 221-H, 112-H, 122-H, 212-H, and 222-H. **Applied Music-Harp.** (Credit: 1 or 2 semester hours each course).

Private lessons in **harp.** Student takes one lesson per week per semester-hour of credit.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VII. ADULT EDUCATION

A. OBJECTIVES

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

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

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

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

Education in the fields of homemaking and family relations.

Education in vocational and prevocational training.

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

Education in economic, social and civic problems.

Other pertinent areas.

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

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

B. FOUR AREAS

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

1. Academic Program

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

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

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

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

2. High School Equivalency

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

Entrance Requirements

The applicant must:

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

Program

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

2) Course:

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

3) Tests:

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

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

4) Diploma:

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

5) Graduation:

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

Costs (payable by semester)

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

3. BASIC (ELEMENTARY) EDUCATION EQUIVALENCY

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

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

4. SHORT UNIT COURSES

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

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

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

ALVIN

JUNIOR

COLLEGE

Alvin, Texas 9/1/69
Published at Alvin, Texas, for
use by students, faculty, education-
al institutions, and business firms.

**For:
1969-70**

AREAS OF TRAINING IN TECHNOLOGY

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

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

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

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

A. OBJECTIVES

GENERAL:

The technical curriculum at Alvin Junior College aims to:

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

CRITERIA:

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

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

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

I. DATA PROCESSING TECHNOLOGY

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

COURSES: First Year

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

Second Year

Finite Mathematics, Math. 183	(3)
Analysis, Math. 193 or accounting elective	(3)
Principles of Economics, Eco. 183	(3)
American National and State Government, Govt. 213	(3)
Data Processing Applications, DPT 203C	(3)
Computer Programming II, DPT 203D	(3)
Technical Report Writing, Eng. 133	(3)
Fundamentals of Speech, S. 113	(3)
Elective	(6)

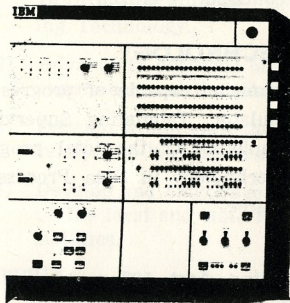
CREDIT: 60-66 semester hours

DIPLOMA: Associate in Applied Science Degree

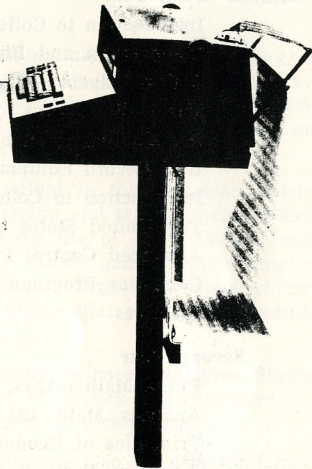
Suggested Electives: Economics 193, Government 223, DPT 103T, DPT 203F, Law 213, Accounting 283, DPT 203G.

ALVIN JUNIOR COLLEGE

ALVIN, TEXAS



IBM SYSTEM/360 COMPUTER



DATA PROCESSING TECHNOLOGY

For

BUSINESS APPLICATIONS

ENGINEERING

SCIENTIFIC RESEARCH

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

THE NEED — FOR DATA PROCESSING TECHNOLOGY

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

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

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

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

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

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

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

THE ANSWER — AT ALVIN JUNIOR COLLEGE

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

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

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

II. DRAFTING TECHNOLOGY

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

COURSES: First Year

Fundamentals of Drafting, Dft. 113	(3)
General Engineering Problems,	(3)
Composition and Rhetoric, Eng. 113	(3)
Technical Mathematics I, Math 103D	(3)
General Physics	(4)
Descriptive Geometry, D.G. 183	(3)
Machine Drafting, Dft. 104D	(4)
Report Writing for Technicians, Eng. 133	(3)
Technical Mathematics II, Math 103E	(3)
General Physics	(4)

Second Year

Architectural Drawing, A.D. 113	(3)
Construction Drafting, Dft. 204D	(4)
Government 213	(3)
History 183	(3)
Pipe Drafting, Dft. 204E	(4)
Surveying, E.D. 102	(2)
History 193	(3)
Elective *	(9)

CREDIT: 60-65 semester hours

DIPLOMA: Associate in Applied Science Degree

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

III. ELECTRONICS TECHNOLOGY

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

COURSES

Freshman Year	
First Semester	Second Semester
E.T. 104D ✓..... 4 hrs.	E.T. 104E ✓..... 4 hrs.
E.T.M. 103D 3 hrs.	E.T. 104K ✓..... 4 hrs.
English 113 ✓..... 3 hrs.	E.T.M. 103E 3 hrs.
Drafting 113 ✓..... 3 hrs.	History 183 ✓..... 3 hrs.
Physics 154 4 hrs.	DPT. 103H 3 hrs.
Sophomore Year	
First Semester	Second Semester
E.T. 104G 4 hrs.	E.T. 204M ✓..... 4 hrs.
E.T. 204L ✓..... 4 hrs.	E.T. 204T 4 hrs.
E.T. 204D 4 hrs.	E.T. 204G 4 hrs.
Speech 113 ✓..... 3 hrs.	Govt. 213 ✓..... 3 hrs.
E.T. 204R 4 hrs.	E. 133 ✓..... 3 hrs.

CREDIT: 60-72 semester hours

DIPLOMA: Associate in Applied Science Degree

Suggested Electives: Analytic Geometry 133, Differential Calculus 213, Integral Calculus 223.

Building and Equipment

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

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

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

IV. POLICE SCIENCE TECHNOLOGY

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

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

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

COURSES: First Year

	Credit
P. Ad. 113, Aspects of Police Science	(3)
P. Ad. 123, Criminalistics	(3)
H. 183, The United States to 1865	(3)
E. 113, Composition and Rhetoric I	(3)
P. E. 131, Physical Education for Men	(1)
O. 101, Freshman Orientation	(1)
Free Elective	(3)
E. 123, Composition and Rhetoric II	(3)
H. 173M, Texas History since 1865	(3)
P. E. 141, Physical Education for Men	(1)
P. Ad. 133, Criminal Law	(3)
P. Ad. 183, Crimology	(3)
Free Elective	(3)

COURSES: Second Year

Chem. 134, General Chemistry	(4)
Govt. 213, American and State Government	(3)
Phy. 113, General Psychology	(3)
P. Ad. 193, Penology	(3)
P. Ad. 213, Elements of Police Supervision	(3)
Chem. 144, General Chemistry	(4)
Govt. 223, American and State Government	(3)
P. Ad. 223, Police Administration I	(3)
P. Ad. 233, Police Administration II	(3)
P. Ad. 243, Problems in Police Administration	(3)

CREDIT: 60-66 semester hours **DEGREE:** Associate in Science

TECHNOLOGY

TUITION AND FEES

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

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

Tuition: (For Technical Division only)

Resident of Texas Student:

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

Out-Of-State Student:

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

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

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

INDEX

Accreditation	4
Administrative Officers	5
Adult Education	108
Board of Education	5
Calendar	3
Course Listings	43
Courses of Study	51
Agriculture	51
Business Administration	51
Data Processing	81
Drafting Technology	66
Education and Psychology	57
Electronics Technology	101
English	59
Fine Arts	
Art	60
Music	105
Foreign Language	
French	62
Spanish	62
Home Economics	63
Industrial Arts	64
Journalism	59
Mathematics	68
Technical Math.	72
Music	105
Nursing	86
Physical Education	73
Police Administration Technology	104
Science	
Biology	73
Chemistry	74
Physics	75
Social Science	
Economics	77
Geography	77
Government	77
History	79
Sociology	78
Speech	85
Technical Division	112
Data Processing	115
Drafting Technology	118
Electronics	119
Police Administration Technology	121
Tuition and Fees	122

INDEX

Curricular Suggestions	33
Data Processing Technology	115
Faculty	5
General Information	9
Adding and Dropping Courses	16
Admission Requirements	12
Affiliations	12
Attendance Requirements	18
Classification of Students	20
Grades and Reports	19
Guidance	21
History of College	9
Objectives	11
Organized Activities	20
Scholastic Honor Roll	23
Scholastic Probation	21
Student Council	21
Student Load	18
Student Conduct	19
Withdrawals	17
Graduation Requirements	30
Library	32
Numbering of Courses	24
Registration Procedure	15
Scholarships	22
Technical Division	112
Tuition and Fees	25
Veterans Affairs	23