

Mr. Rodney Allbright ... Law Enforcement and Police Administration  
 A.A., Navarro Junior College  
 B.S., Sam Houston State College  
 M.A., Sam Houston State University

Mr. Thomas L. Bryan ..... Social Science  
 B.A., Arkansas Polytechnic College  
 M.A., University of Arkansas

Mr. Donald Childs ..... Physical Education and Coach  
 B.S., Southwest Texas State College  
 M.Ed., Southwest Texas State College

Mrs. Mary Anne Claflin ..... English and Public Relations  
 B.A., North Texas State University  
 M.A., University of Texas

Mrs. Della Dupre ..... Nursing  
 B.S., McNeese College

Mrs. Helen Gaevert ..... Nursing  
 B.S.N., College of St. Teresa  
 M.N., University of Washington

Mr. Donald G. Leatherman ..... Computer Science  
 B.S., Arlington State College  
 M.C.S., Texas A&M University

Mr. Richard H. Marshall ..... Social Science  
 B.A., East Texas State University  
 M.A., Texas Technological College

Miss Florence J. Murphy ..... Nursing  
 B.S., Administration of Nursing Service, New York University  
 B.S., Administration of Nursing Education, New York University  
 M.A., Administration of Nursing Service, Teachers College  
 Columbia University

Mr. Gerald Glen Pullen ..... Computer Science  
 B.S., Texas A&M University  
 B.S., University of Houston  
 M.E., Sam Houston State University

Mr. William N. Whitlow ..... Counselor  
 B.S.E., Arkansas State University  
 M.Ed., Stephen F. Austin State University

Mrs. Marilyn Withrow ..... Nursing  
 B.S., Ohio State University

Mrs. Susan Zacharias ..... Nursing  
 B.S., Boston University

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 B.S., Boston University

1970							1971							1972						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							JANUARY							JANUARY						
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## ALVIN JUNIOR COLLEGE CALENDAR 1970-71

<p>Last Day for New Students to Apply for Admission for Fall Term</p> <p>Fall Semester Spring Semester</p> <p>Faculty Reports Registration Classes Begin Labor Day Holiday Last Date to Register Thanksgiving Holidays Final Exams Begin Close of Fall Semester Last Day for New Students to Apply for Admission to Spring Semester</p> <p>Registration Classes Begin Last Day to Register Easter Holidays Last Day for New Students to Apply for Admission to First Summer Semester Final Exams Begin Commencement Close of Spring Term</p> <p>Registration Classes Begin Last Day for New Students to Apply for Second Summer Session Final Exams End of Session</p> <p>Registration Classes Begin Final Exams Last Day for New Students to Apply for Admission for Fall Term End of Session</p>	<p>August 15</p> <p>August 24—December 22, 1970 January 11—May 14, 1971</p> <p>Fall Semester</p> <p>August 21, 1970 August 24, 25, 28 August 31 September 7 September 10 November 26, 27 December 16 December 22</p> <p>Spring Semester</p> <p>January 4, 1971</p> <p>January 11, 12, 15 January 18 January 21 April 8 - 12</p> <p>May 10 May 10 May 14 May 14</p> <p>1971 SUMMER SCHOOL First Summer Session</p> <p>May 26, 27 May 31</p> <p>June 30 July 2 July 3</p> <p>Second Summer Session</p> <p>July 6 July 8 August 13</p> <p>August 14 August 14</p>
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### 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. Supplemental Bulletin (General Information)
3. Technical Bulletin

### ADMINISTRATION

#### Board of Trustees

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Mr. Scott Thrash, Vice-President  
Mr. Jack R. Beaver, Secretary  
Mr. O. G. Wellborn, Jr. Dr. Beryl W. Cline  
Mr. Riley A. Godwin Mr. Larry Holdorff

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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  
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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 University  
Mr. E. G. Marburger ..... Dean of the College  
B. S., Southwest Texas State University  
M. Ed., University of Texas  
Mr. W. H. Meyers ..... Dean of the College, Emeritus  
B.S., The Texas Agricultural & Mechanical University  
M.S., The Texas Agricultural & Mechanical University  
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 University  
M.Ed., University of Houston  
M.L., University of Houston

Mr. Charles Bennett ..... Mathematics  
 B.S., Sam Houston State University  
 M.A., Sam Houston State University

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

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

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

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

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 University

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 University  
 M.S., Southwest Texas State University

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 University  
 M.Ed., Sam Houston State University

Mr. Orbry D. Holden\* ..... Computer Science  
 B.S., University of Texas at Austin  
 M.ED., University of Texas at Austin

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

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

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

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 University

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 University  
 M.S., University of Houston

Mrs. Robbie J. Moses\*\* ..... English  
 B.A., Southwest Texas State University

Mr. C. P. Munz ..... Industrial Arts  
 B.S., The Texas Agricultural & Mechanical University  
 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 University	
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 University	
M.Ed., Sam Houston State University	
Mrs. Virginia Sheffel .....	Sociology
B.A., Hillsdale College	
M.Ed., Wayne State University	
Mrs. Cherry Simpson* .....	Art
B.A., North Texas State University	
M.A., North Texas State University	
Mr. Gerald D. Skidmore .....	Mathematics
B.S., Sam Houston State University	
M.A., Sam Houston State University	
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 University	
Miss Mary Wyllie .....	English
B.A., University of Houston	
M.A., Southern Methodist University	

\*Denotes department head.

\*\*Denotes leave of absence.

## I. GENERAL INFORMATION

### A. HISTORY

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

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

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

**Developments from 1950-1968.** 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); Dr. J. C. DeWitt (1969); and Mr. Scott Thrash (1970).

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 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

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

### SPECIFIC

- (1) To offer two years of college-transfer programs leading to the baccalaureate degree.
- (2) To provide terminal programs designed to prepare and upgrade students for gainful employment in professional and technical vocational areas.
- (3) To structure a curriculum comprehensive enough to accommodate students with varied academic backgrounds.
- (4) To proffer to the community the facilities and resources of the college for educational, cultural, and citizenship activities.
- (5) To incorporate 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 anyone who will enter Alvin Junior College can 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 upon the following criteria: 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.
  - f. Furnish recent photograph 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 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 (3) 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 photograph 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.

		<b>Section A</b>	
English Group		<b>Mathematics Group</b>	
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		

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 to classes. 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.

### WITHDRAWAL FROM COURSES

1. 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".

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

2. Students who withdraw before the end of the sixth week of classes during the regular session or the third week of classes of a summer term will receive a grade of "W."
3. Students who withdraw after the sixth week of the regular session or after the third week of a summer term will receive a grade of WP (withdraw passing), if passing in the course at the time of withdrawal; they will receive a grade of "WF" if failing at the time of withdrawal.
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.
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 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 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.**

An over-load is granted only in case of proven scholarship.

#### 6. ATTENDANCE REQUIREMENTS

Regular and punctual attendance is expected of all students. Each instructor keeps an accurate record of attendance, and he may effect the withdrawal of a student from a class, by informing the Dean of the College of excessive avoidable absences. The resulting grade will be F.

All responsibility for work not completed because of serious illness or school business is the student's. Immediately upon return, he must present to the instructor sufficient reason for his absence and must comply with the regulations of the instructor on possible make-up material.

Absence from a final examination will have the same effect as failure unless excused by the Dean or Registrar.

When a student misses a final examination, 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

It is assumed that students who reach college level should also have reached a state of maturity which will allow them to be treated as adults. It is further assumed that students at Alvin Junior College will demonstrate a willingness as well as an ability to determine and maintain acceptable standards of dress and grooming, and thereby create an image of respect for the serious purpose of learning and intellectual activity.

It is the belief of the college that the reputation of the institution as well as the atmosphere of learning must be protected for the good of all

students; therefore, any appearance or conduct which is so extreme that it constitutes a threat to the overall student body or in any way disturbs, degrades, or disrupts the basic function of learning, or invades the basic rights of other students to be secure and to be let alone in the pursuit of their studies, such appearance and conduct, as a matter of principle, will be opposed and steps taken to prevent it.

#### 8. 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.

#### 9. 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.

2. Texas Opportunity Plan (T.O.P.): Residents of Texas who qualify may borrow up to \$1,000 per year at 6% interest. Eligibility for federal interest subsidies on T.O.P. loans depends on the amount of student and family income. Repayments must begin four months after the student graduates or is no longer enrolled in an institution of higher education.
3. Hazelwood Act, Connally-Carrillo Act, and Vocational Rehabilitation Grants: Students who were veterans prior to 1955, or students of low income families who were in the top 25% of their class, or handicapped students may qualify for tuition and fee expenses in one of the above programs.
4. Placement: Some work is available on campus and in the community for students interested in working part-time and going to school. Students who intend to work part-time should arrange class schedules with 3 to 4 consecutive free hours for such work.
5. LEEP Grants: Students enrolled in law enforcement and police administration technology programs may apply for LEEP grants. This assistance provides money for tuition and fees for students employed in or planning to enter the law enforcement occupational field.
6. Scholarships: A scholarship of \$100 to apply on tuition for one year or two semesters is awarded each year to the valedictorian of any high school in Texas. This scholarship must be used immediately following graduation. Several scholarships for tuition are awarded by service clubs and other organizations and agencies in the Alvin area to high school graduates. These are made available through the respective high school principals and the money is forwarded to the college for use by the student recipient.
7. Music Scholarships: Music scholarships are available in vocal music to students who audition during the year prior to the school term in which they wish to enroll. Students are encouraged to major or minor in music. However, experienced high school singers (with majors other than music) also will be given full consideration. Interested students should contact the Head of the Music Department.

#### 16. 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 the Dean of Admissions and Registrar, who serves as the Veterans Program Officer.

#### 17. SOCIAL SECURITY BENEFITS

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

#### 18. DEAN'S 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.

#### 19. 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.

At the beginning of a semester the bookstore will refund the full price of a book if the student has a change of schedule, encounters an error in ordering, or if 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.
  1. Subjects numbered from 001 to 099 are remedial courses, credit for which will not be granted toward graduation.
  2. Subjects numbered from 100 to 169 are freshman level; subjects which are numbered 170 to 199 are courses usually given on sophomore level which may be taken by freshmen, when permission is granted.
  3. Courses numbered in the 200's are of sophomore level.
- b. **The middle digit** indicates the progression in a subject or departmental offering.
- c. **The third digit** denotes the semester hour value of the course. The letter "A" or "B" attached to a course indicates that the course value is **one-half** (i.e., History 133A carries 1½ hours credit; History 133B carries 1½ hours credit; History 133 carries 3 semester hours of credit). An "R" after the credit value indicates that the course has been repeated and no credit is given in addition to the hours already earned. Other letters, such as J, K, or L, M, N, or O, or S, T, are used to show progression in two courses closely related in content.

**ADVANCED STANDING**

Advanced standing may be secured by three classes of students:

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

**HYPHENATED COURSES**

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

**F. TUITION AND FEES**

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

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

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

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

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

**Tuition:**

**In-District Student:**

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

**Out-of-District Student:**

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

**Out-of-State Student:**

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

**Tuition Chart—Per Semester**

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

## Fees — — Tuition Notices

### Fees per semester (not refundable)

1. Activity and Usage Fee for three or more courses ..... 7.50
- 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

- PRIVATE LESSONS—PER SEMESTER HOUR .....\$15.00  
 CLASS PIANO—PER COURSE ..... 10.00  
 CLASS VOICE—PER COURSE ..... 10.00
- Students taking less than six (6) semester hours of course work, who wish to enroll in applied or private music instruction will be charged as follows:

- ONE HALF-HOUR LESSON A WEEK — \$45 PER SEMESTER  
 TWO HALF-HOUR LESSONS A WEEK — \$90 PER SEMESTER

3. **Laboratory fees** (chemistry, physics, biology, typing, business machines, auto mechanics, drawing, drafting, home economics, machine shop, crafts, foreign languages, woodworking, data processing, electronics, and nursing, \$5.00 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:

A fee of \$5.00 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. **Credit by examination:** \$6.00.  
 (So designated on transcript).

10. **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 \$2.00 (per add and/or drop) fee with a \$5.00 maximum.

11. **Fees and tuition must be paid at time of registration.** No packets will be held for late payment. Scholarship and financial aid recipients must complete arrangements prior to registration.

12. **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 \$2.00 levied. Checks from students with two or more defaults will no longer be accepted.

### 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.

The activity fee (regular sessions) and various laboratory fees are not refundable, unless the class is discontinued by the college.

### Summer Tuition and Refunds

1. Tuition—\$10.00 per semester hour.
2. Late Registration fee . . . \$5.00.
3. An auditor in the summer term pays the full tuition rate.
4. Refunds (tuition only) will not be honored after the second week.

## 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:** 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 computer science, electronics, drafting technology, nursing, and secretarial science.
  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. 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, Electronics, Police Administration, Secretarial Science and Office Occupations, Computer Science, and Criminology and Corrections.**)
- 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.

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 (State Coordinating Board)**

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	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	6-8 hours	8 hours
f. Natural Science B	6-8 hours	6-8 hours	8 hours
g. Mathematics (Collegiate level)	6 hours	6 hours	9 hours
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	6 hours (college algebra plus sequential course appropriate to a business degree)	9 hours (analytical geom- etry and calculus)
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.

## 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.	<b>Note:</b> *History 113-123, 183, 193, *Economics, Geography, or Hist. 133, 143, 173L, or 173M. Sociology	

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

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

### PRE-LAW—LEADING TO L.L.B. DEGREE

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

**PRE-PHARMACY—LEADING TO PHARMACY DEGREE**

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

**BUSINESS EDUCATION—LEADING TO B. S. DEGREE**

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

**GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE**

(Plan I)

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

**GENERAL LIBERAL ARTS—LEADING TO B. A. DEGREE**

(Plan II)

Freshman		Sophomore	
A. Speech	6 hrs.	A. History	3 hrs.
B. History	6 hrs.	B. Mathematics	3 hrs.
C. English 113,123	6 hrs.	C. Science	6 or 8 hrs.
D. Electives	12 hrs.	D. Foreign Lang.	6 or 8 hrs.
E. O. 101	1 hr.	E. Govt. 213, 223	6 hrs.
F. P. E.	Cr.	F. Electives	2 or 6 hrs.
		G. P. E.	Credit

MUSIC—LEADING TO BACHELOR OF MUSIC DEGREE

Freshman Year

First Semester		Second Semester	
A.	English 113 ..... 3 hrs.	A.	English 123 ..... 3 hrs.
B.	History 183 ..... 3 hrs.	B.	History 193 ..... 3 hrs.
C.	Music 132 ..... 2 hrs.	C.	Music 142 ..... 2 hrs.
D.	Music 152 ..... 2 hrs.	D.	Music 162 ..... 2 hrs.
E.	Piano 112P ..... 2 hrs.	E.	Piano 122P ..... 2 hrs.
F.	Voice 112V ..... 2 hrs.	F.	Voice 122V ..... 2 hrs.
G.	Choir 111 ..... 1 hr.	G.	Choir 121 ..... 1 hr.
H.	P. E. 111 or 131 ..... 1 hr.	H.	P. E. 121 or 141 ..... 1 hr.
I.	Orientation 101 ..... 1 hr.		

Sophomore Year

First Semester		Second Semester	
A.	English 213 ..... 3 hrs.	A.	English 223 ..... 3 hrs.
B.	Government 213 ..... 3 hrs.	B.	Government 223 ..... 3 hrs.
C.	Music 232 ..... 2 hrs.	C.	Music 242 ..... 2 hrs.
D.	Music 252 ..... 2 hrs.	D.	Music 262 ..... 2 hrs.
E.	Music 112 ..... 2 hrs.	E.	Music 122 ..... 2 hrs.
F.	Piano 212P ..... 2 hrs.	F.	Piano 222P ..... 2 hrs.
G.	Voice 212V ..... 2 hrs.	G.	Voice 222V ..... 2 hrs.
H.	Choir 211 ..... 1 hr.	H.	Choir 221 ..... 1 hr.
I.	P. E. 211 or 231 ..... 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.

IV-C CURRICULAR SUGGESTIONS—TECHNICAL

The college offers two-year technical programs in six areas: Computer Science, Drafting, Electronics, Nursing, Law Enforcement and Police Administration, and Office Occupations. Also terminal certificate programs are offered in most of these areas. Further information on these programs is found in the technical division of the catalog beginning on page 88.

## 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 and 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. DEPARTMENT OF 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. DEPARTMENT OF ART
  - Art. 103, **Watercolors.** (2-4) 020903
  - Art. 113, 123, **Design.** (1-5) 020303
  - Art. 163, **Interior Design.** (2-4) 020604
  - Art 183, **Art for Elementary Majors.** (2-2) 021101
  - Art. 193, **Basic Lettering.** (0-6) 020605
  - C. A. 153, **Commercial Art I.** (0-6) 020603
  - C. A. 163, **Commercial Art II.** (0-6) 020603
  - A. P. 253, 263, **Advanced Painting.** (2-4) 020902
  - D. P. 213, 223, **Drawing and Painting.** (2-4) 021202
  - F. P. 133, **Freehand Perspective.** (2-4) 020702
  - H. A. 133, 143, **History of Art.** (3-0) 020201
  - I. C. 133, **Introductory Crafts.** (2-4)
  - I. C. 143, **General Crafts.** (2-4)
3. DEPARTMENT OF BUSINESS ADMINISTRATION AND BUSINESS EDUCATION
  - Acct. 103, **Office Accounting.** (2-1) 030201
  - 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
  - Acct. 213, **Accounting Theory I.** (3-1) 030101
  - Acct. 223, **Accounting Theory II.** (3-1) 030101
  - B. A. 213, **Statistics.** (3-1) 140501
  - Bus. 113, **Introduction to Business.** (3-0) 030301
  - B. Eng. 173, **Business English.** (3-0) 030509
  - Bus. 203K, **Business Finance.** (3-0) 140603
  - Law 213, 223, **Business Law.** (3-0) 030304

Mach. 183, **Office Machines.** (2-2) 030601  
 Math. 103M, (153), **General Business Mathematics.** (3-0) 140605  
 O.M. 203, **Office Management Procedures** (2-1)  
 Shd. 153, **Beginning Shorthand.** (2-2) 030502  
 Shd. 163, **Intermediate Shorthand.** (2-2) 030502  
 Shd. 203, **Advanced Shorthand,** (3-0) 030503  
 D.T. 203, **Dictation and Transcription.**  
 T.D. 203, **Technical Dictation.**  
 S. Pr. 193, **Secretarial Practice.** (3-2) 030506  
 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  
 For Computer Science Course offerings in Business Administration area, refer to the Computer Science Technology section.

4. DEPARTMENT OF COMPUTER SCIENCE TECHNOLOGY
  - C.S. 103C, **Introduction to Computer Science.** (3-2)
  - C.S. 114, **Introduction to Computer Science.** (3-2)
  - C.S. 113D, **Computer Operation.** (2-2)
  - C.S. 113F, **RPG Programming** (3-2)
  - C.S. 113G, **Computer Programming I,** (3-2)
  - C.S. 113T, **Key Punch and Office Procedures.** (2-2)
  - C.S. 213C, **Data Processing Applications.** (3-2)
  - C.S. 213D, **Computer Programming II.** (3-2)
  - C.S. 213F, **Computer Programming III.** (3-2)
  - C.S. 213G, **Computer Programming IV.** (3-2)
  - C.S. 103H, **Technical Applications in Computer Programming.** (3-2)
5. 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
6. DEPARTMENT OF ELECTRONIC TECHNOLOGY
  - ✓E. T. 104D, **D.C. Theory and Laboratory.** (3-3)
  - ✓E. T. 104E, **A.C. Theory and Laboratory.** (3-3)
  - ✓E. T. 104G, **Alternating Current Circuit Analysis.** (3-3)
  - ✓E. T. 104K, **Vacuum Tubes and Transistors I.** (3-3)
  - ✓E. T. 204L, **Vacuum Tubes and Transistors II.** (3-3)
  - E. T. 204R, **Basic Electronic Systems I.** (3-3)
  - E. T. 204D, **Basic Electronic Circuits.** (3-3)
  - ✓E. T. 204M, **Vacuum Tubes and Transistors III.** (3-3)
  - E. T. 204S, **Basic Electronic Systems II.** (3-3)
  - E. T. 204G, **Transistor Applications and Advanced Circuits.** (3-3)

- E. T. 204T, *Advanced Electronics Circuits and Systems*. (3-3)  
 E. T. 104R, *Instrumentation*. (3-4)  
 E. T. M. 103D, *Electronic Technical Mathematics I*. (3-0)  
 E. T. M. 103E, *Electronic Technical Mathematics II*. (3-0)  
 E. T. M. 204G, *Electronic Technical Mathematics III*. (3-0)
7. 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
8. 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
9. 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
10. 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)

11. DEPARTMENT OF LAW ENFORCEMENT AND  
 POLICE ADMINISTRATION TECHNOLOGY

- P.Ad. 113, *Aspects of Police Science*  
 P.Ad. 123, *Criminalistics*  
 P.Ad. 133, *Criminal Law*  
 P.Ad. 183, *Criminology*  
 P.Ad. 193, *Penology*  
 P.Ad. 213, *Elements of Police Supervision*  
 P.Ad. 223, *Police Administration I*  
 P.Ad. 233, *Police Administration II*  
 P.Ad. 243, *Problems in Police Administration*  
 P.Ad. 253, *Legal Aspects of Corrections*  
 P.Ad. 263, *Probation and Parole*  
 P.Ad. 273, *Juvenile Delinquency*  
 P.Ad. 283, *Understanding Human Behavior*  
 P.Ad. 293, *Interviewing and Counseling*

12. 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  
 L.A. 213, *Linear Algebra*. (3-0)  
 Math. 143, *Elementary Functions and Coordinate Geometry with  
 Algebra and Trigonometry*. (3-0)

13. 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  
 Mu. 131, **Class Piano** (2-1)  
 Mu. 141, **Class Piano** (2-1)  
 Mu. 151, **Class Voice** (2-1)

14. DEPARTMENT OF NURSING EDUCATION

Nsg. 118, **Introduction to Nursing.** (4-12-8)  
 Nsg. 128, **Maternal and Child Health.** (3-16-8)  
 Nsg. 135, **Medical-Surgical Nursing I.** (9-18-5)  
 Nsg. 246, **Psychiatric Nursing.** (3-9-6)  
 Nsg. 256, **Medical-Surgical Nursing II.** (3-9-6).  
 Nsg. 266, **Medical-Surgical Nursing III.** (3-9-6)

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

15. 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

16. 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. 244-254, **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.** (3-3) 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

17. 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

18. 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

## 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 ART

#### 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.

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.

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.

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.

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.

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.

### 3. THE DEPARTMENT OF BUSINESS ADMINISTRATION

The department of Business Administration of Alvin Junior College provides three plans for business students.

1. A pre-business administration course leading to a degree in business administration designed for students who plan to attend college four years.
2. A two-year secretarial and office occupations course leading to an associate in applied science degree.
3. A one-year secretarial and office occupations course.

Any business course may be taken as a refresher course.

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.

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 accounting working papers and financial statements; income concepts; correction of prior year's earnings; corporation accounting procedures (in-