

1974-1975

GENERAL INFORMATION NUMBER 1

BULLETIN

VOLUME XXVI

Alvin Junior College is an equal opportunity employer and does not discriminate against anyone on the basis of race, creed, color, or national origin.

1974

CALENDAR

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1975

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TABLE OF CONTENTS

ACADEMIC CALENDAR 6

GENERAL INFORMATION 7

 Purpose 7

 Objectives 7

 History 7

 Facilities 8

 Recognition 9

ACADEMIC POLICIES AND REGULATIONS 11

 Administrative Interpretation and Change 12

 Classification of Students 12

 Attendance 13

 Normal Academic Load 13

 Audit 13

 Adding and Dropping Courses 13

 Dean's List 13

 Merit List 14

 Academic Warning 14

 Academic Probation 14

 Academic Suspension 14

 Academic Dismissal 14

 Credit by Examination 15

 Physical Education Requirement 15

 Grading System 16

 Graduation Requirements 18

 Honors Program 19

 College Bulletin: Graduation Requirements 19

 Graduation Honors 20

 Core Curricula 20

 General Provisions 20

 Definitions of Academic Terms 23

STUDENT SERVICES, POLICIES AND REGULATIONS 25

 Admission Standards 26

 Admission Procedure 26

 Summer Students 27

 Temporary Waiver of Entrance Requirements 27

 Registration Procedure 27

 Admission to Specific Curriculums 27

 Residence Status 28

 Resident Classification; Student Responsibility 28

 Financial Information 29

 Tuition and Matriculation Fees 29

 Special Fees 32

 Refunds 32

 Entrance Testing 33

 Counseling 33

 Orientation 33

 Veterans Administration Benefits 33

 Vocational Rehabilitation 34

Financial Aid	34
Financial Aid Programs Available	35
Placement Service	37
Cafeteria	37
Parking	37
Co-Curricular	37
Student Handbook	37
Bookstore	37
CURRICULUM OFFERINGS	39
Academic Programs	40
Associate in Arts and Associate in Science Degrees	40-49
General Liberal Arts	41
Science and Mathematics	47
Business Administration	48
Associate in Applied Science	50
Accounting	50-51
Business Management	51-53
Child Care & Development	53-54
Computer Science Technology; Computer Programming	55
Correctional Science	57
Drafting Technology	59
Drama	61
Electronic Instrumentation	62
Electronic Technology	64
Law Enforcement and Police Administration	66
Mid-Management	68-75
Bank Specialization	69
Production Specialization	72
Real Estate Specialization	73
Retail Specialization	74
Nursing Technology	75
Secretarial Science	79
Certificate Programs	80
Child Care & Development	80
Correctional Science	81
Drafting Technology	82
Electronic Technology	84
Law Enforcement and Police Administration	85
Computer Science Technology; Computer Operations	86
Stenographer and General Office Worker	87
Licensed Vocational Nursing	88
Nursing Assistant Program	90
Diploma	91
Continuing Education Programs	92
Cooperative Education	93
DESCRIPTION OF COURSES	96
Accounting	96
Art	96
Bank Mid-Management	98

Biology	100
Business Administration	100
Chemistry	101
Child Care and Development	102
Cooperative Education	104
Correctional Science	104
Data Processing	106
Drafting	107
Drama	108
Economics	109
Electronics	109
English	111
Free Studies	112
French	114
Geography	114
Government	114
History	115
Humanities	115
Journalism	116
Law Enforcement	116
Mathematics	117
Mid-Management	121
Music	122
Nursing	124
Associate Degree Nursing	124
Licensed Vocational Nursing	125
Philosophy	126
Physical Education	126
Physics	129
Production Mid-Management	130
Psychology	130
Real Estate Mid-Management	131
Retail Mid-Management	132
Secretarial Science	133
Social Science	134
Sociology	134
Spanish	135
Speech	135
BOARD OF TRUSTEES	137
EMERITI ADMINISTRATORS AND INSTRUCTORS	137
ADMINISTRATION	137
FACULTY	137
CAMPUS LOCATION	145

ACADEMIC CALENDAR

Fall Semester 1974

29-30 August	Faculty Workshop
29-30 August	Orientation for New Students
3-4 September	REGISTRATION
5 September	Classes Begin
16 September	Last Day to Add Classes
19 October	ACT Test
28-29 November	Thanksgiving Holidays
6 December	Last Day for Formal Withdrawal from Classes
7 December	ACT Test
13 December	End of Classes
16-17-18 December	FINAL EXAMS

Spring Semester 1975

13-14 January	Faculty Workshop
13-14 January	Orientation for New Students
16-17 January	REGISTRATION
20 January	Classes Begin
27 January	Last Day to Add Classes
10 February	Last Day to Apply for Spring Graduation
20-21-22 February	TJCTA
22 February	ACT Test
24-28 March	Spring Holidays
26 April	ACT Test
2 May	Last Day for Formal Withdrawal from Classes
9 May	Classes End
12-13-14 May	FINAL EXAMS
23 May	COMMENCEMENT

Summer Term 1975

First Session

2-3 June	REGISTRATION
4 June	Classes Begin
4 July	Independence Day Holiday
8 July	End of Classes
9-10 July	FINAL EXAMS

Summer Term 1974

Second Session

14-15 July	REGISTRATION
17 July	Classes Begin
19 July	ACT Test
19 August	End of Classes
20-21 August	FINAL EXAMS

GENERAL INFORMATION

PURPOSE

Alvin Junior College is a publicly supported, two-year comprehensive Community College which offers educational opportunities beyond the high school level. In addition to providing instructional programs designed to prepare students to enter the upper division of senior colleges and universities or to make immediate entry into a career field, the College seeks to prepare the individual for democratic and creative living in the home and in the community.

OBJECTIVES

The College is committed to the development of superior programs of education in several major areas:

1. **University-Parallel Education**—Two years of university parallel work is offered which is acceptable for transfer to the upper division of four-year colleges and universities.

2. **Occupational/Technical Education**—These programs are designed to meet the increasing demand for technicians, and semiprofessional workers for employment in industry, business, the professions, and government.

3. **Continuing Education Programs**—The primary thrust of this area is the offering of non-credit adult education courses. These courses, workshops, and seminars are offered for persons, regardless of their previous education, who are not concerned with earning academic credit but who wish to enrich their cultural lives or to improve their personal efficiency.

4. **Learning Resources**—The Learning Resources Center includes the Media Center, Library, and Free Studies Department. The four objectives are: (1) to provide leadership and assistance in the development of instructional systems; (2) to provide a collection of materials and supportive equipment needed to meet institutional, instructional, and individual needs of students and faculty; (3) to provide a qualified staff concerned and involved in serving the needs of students, faculty, and community; (4) to encourage learning, innovation, and community service by providing facilities and resources which will make them possible. The lab areas of the center provide individual and group tutoring of basic skills.

HISTORY

The Alvin Junior College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. Since its inception, until the 1971-72 academic year, the college has been administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Junior College. A separate administration, tax-district, and College Board

were established to assume the management, control and operation of a newly created Alvin Junior College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Junior College was the building of a separate physical plant for academic work at 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 (1959). Alvin Junior College moved to its present campus for the summer session of 1963.

Historically, the enrollment of Alvin Junior College has grown from 134 students (1949) to 1709 (1965-66) to a record high of 1808 (1971-72). During this period of growth, the leadership of Alvin Junior College has been under four presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), and Dr. T. V. Jenkins (1971 to present).

FACILITIES

Four major buildings comprise the main campus facilities, which are located on 62.69 acres in Alvin, Texas. Included in these buildings are classrooms, laboratories, a gymnasium, a cafeteria, a student lounge, the student counseling center, a computer center, and offices for the faculty and administration. Also on the main campus are tennis courts and a baseball field. In addition to the main facilities, there exists an auxiliary music instruction building.

A special service of the College is administered by the staff of the Learning Resource Center. The LRC is housed in the student activities building. Its objectives are devoted to the concept of support for both faculty and students in a multimedia approach. The three main divisions of the center, the library, the media center, and the free studies division, offer a variety of materials and services in an effort to fulfill the center's objectives.

The Library has a collection of approximately 24,000 volumes and subscribes to 190 periodicals and 13 area and national newspapers. Indexes to the periodical collection are provided as well as standard reference books.

The Media Center is primarily engaged in supportive activities for the faculty — in the reproduction of graphic materials and teaching aids, providing audiovisual equipment and supplies and consultant services for effective use of its facilities and equipment.

The Free Studies Area provides individual and small group tutorial services in the areas of math, English, and reading. Self-instruction, programmed-learning packets, are also available for students who need varying degrees of remediation in these areas.

Approximately seven miles south of the main campus is the Chocolate Bayou Facility: a fully equipped building including classrooms, and staff offices.

RECOGNITION

Alvin Junior College holds full membership in the Southern Association of Colleges and Schools. It holds full membership in the Association of Texas Colleges and Universities, and is approved by the Texas Education Agency and the Coordinating Board of the Texas College and University System.

Alvin Junior College is a member of the American Association of Community Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, and the National Commission on Accrediting.

**ACADEMIC POLICIES
AND
REGULATIONS**

ADMINISTRATIVE INTERPRETATION AND CHANGE

The administration of Alvin Junior College acts as final interpreter of this Bulletin. The College may change requirements and regulations as necessitated by college or legislative action.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Curriculum Student: A student is designated as a curriculum student when his file in the Admissions Office contains all of the information required for general admission to the College as a regular student and when he has been admitted to one of the curriculums of the College. A curriculum student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student: A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking a course(s) as an audit for no credit;
2. A high school senior who with the permission of his high school principal and the Associate Dean of Admissions is concurrently enrolled in a college course(s);
3. A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking a course(s) for credit is designated a general studies student by the College. Such students may later apply to the College for admission to a program as regular students.
4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

Full-time Student: A student is considered a full-time student if he is carrying 12 or more credits of course work.

Part-time Student: A student is considered a part-time student if he is carrying less than 12 credits of course work.

Freshman: A student is classified as a freshman until he has completed 32 credits of work in his designated curriculum.

Sophomore: A student is considered a sophomore after he has completed 32 or more credits of course work in his designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

ATTENDANCE

Regular attendance in classes is expected. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Anytime a student has accumulated an equivalence of two weeks of absences from any class within a semester the instructor may recommend to the Dean of Instruction that the student be administratively dropped.

NORMAL ACADEMIC LOAD

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 grade-point average or higher and must have the approval of the appropriate Associate Dean of Instruction.

If the student has received academic warning or academic probation, he may be required to take less than the normal semester course load.

AUDIT

A student wishing to take a credit course for no credit must register for the course and pay the regular fee. A student may change to an audit status from a credit class or from a credit status to audit only during the first two weeks of the regular session. The student may, in succeeding terms, take any course for credit which he has previously audited. Audit courses will be reflected on the student's permanent record as "Audit." He may not petition for credit for the course he audited.

ADDING AND DROPPING COURSES

Official course adds and drops are initiated in the counseling center. (Students must adhere to dates published in College calendar.) Students are required to formally withdraw from courses before leaving the College.

DEAN'S LIST

The names of students who complete 12 or more semester hours with a grade-point average of 3.2, with no grade lower than a "C" for the term will be placed on the Dean's List in recognition of scholastic achievement.

MERIT LIST

Students who enroll for less than 12 credits during a semester and earn a G. P. A. (Grade Point Average) of 3.2 without any "F" or "U" grades will be placed on the Merit List.

ACADEMIC WARNING

Any student who fails to attain a minimum grade point average of 2.0 or higher for any one semester, or who receives an "F" or "U" grade in any course, will receive an academic warning.

ACADEMIC PROBATION

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation until such time as his average is 1.5 or better.

A student on academic probation is required to consult with his counselor and may be required to elect less than the normal academic load in his next semester following this action.

A student on academic probation is ineligible for appointive or elective office in student organizations.

A student pursuing a degree program is cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in his curriculum is a prerequisite to the receipt of an Associate Degree.

Part-time students will be placed on probation only after they have accumulated twelve semester hours' credit.

ACADEMIC SUSPENSION

The student on academic probation who fails to attain a grade point average of 1.5 for the next semester he is in attendance will be subject to academic suspension. Academic suspension normally will be for one semester. The student must apply for readmission under all circumstances of academic suspension.

ACADEMIC DISMISSAL

A student who does not maintain at least a 2.0 average for the semester following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause, the student reapplies and is recommended under special consideration, for readmission by the Matriculation Committee of the College.

Part-time students will be dismissed only after they have accumulated twenty-four semester hours credit.

CREDIT BY EXAMINATION

Alvin Junior College awards credit in some subjects to academically qualified students based on scores made on advanced placement or advanced standing examinations.

Advanced Placement. Credit, and a grade of passing will be awarded on scores made on the CEEB (College Entrance Examination Board) CLEP (College Level Examination Program) subject examinations in certain subjects. These tests may be taken at Alvin Junior College or at any of the national test centers.

Advanced Standing. Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed and administered examinations over certain subjects offered at Alvin Junior College. These tests are offered to students currently enrolled or accepted for enrollment at Alvin Junior College.

Waiver. A qualified student may bypass certain freshman level courses if he demonstrates sufficient competence in the subject to reasonably assure success in the next level. No credit will be awarded for the course being waived.

Fees. The fee for taking the CLEP test in a subject is approximately \$15.00, payable to CEEB. A fee of \$4.00 per semester hour is charged for advanced standing tests, payable at the time of testing to Alvin Junior College.

A student must be accepted for admission by Alvin Junior College before advanced credit will be approved. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the AJC campus.

Advance placement or standing ordinarily will not be awarded for a course in which the student has been enrolled or for which a previous advanced placement test has been taken. Final decision on whether a test will or will not be given shall be made by the Associate Dean of Students. Advanced standing hours are considered as residence hours.

Students interested in advanced placement, advanced standing, or waiver should contact the counseling center for further information.

PHYSICAL EDUCATION REQUIREMENT

Alvin Junior College supports the significance and importance of physical training/education as a collegiate concept. Man's physiological being is inextricably intertwined with his nonphysical faculties. Therefore, the College requires one year of physical education as partial satisfaction for most curriculums of one year or longer in duration.

GRADING SYSTEM*

- A = Excellent — Four grade points per credit
B = Good — Three grade points per credit
C = Average — Two grade points per credit
D = Poor — One grade point per credit
F = Failure — Zero grade points
- S = Satisfactory — No grade point credit (applies only to specialized courses, seminars, and developmental courses).
- R = Re-enroll — No credit until the course objectives are completed. To permit re-enrollment for the completion of the course objectives.
- U = Unsatisfactory — No grade point credit (applies only to specialized courses, seminars, and developmental courses).
- W = Withdrawal
- I = Incomplete — No credit. A grade of incomplete is assigned only in cases of student absence from a limited number of class sessions near the end of a term or grading period and when the absence was for a verifiably unavoidable reason; i.e., sickness verified by a medical statement, accident verified by police records, etc., or absence from final examination for verifiably and unavoidable reason. The College assumes (1) that the course is almost complete; and (2) that the student will complete the course as soon as possible. The "I" grade will be deleted from a student's record at the end of the semester following the issuance unless special permission is given by the Dean of Instruction or his designate.
- X = Audit — No credit. Permission of the instructor and the Dean of Instruction is required to audit a class.

*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69.

GRADING IN THE FREE STUDIES DEPARTMENT

Students registered in Free Studies courses are offered a choice of two grading scales. One scale consists of the grades A, B, C, I, while the other consists of S, U, R.

A grade of "S" (satisfactory) shall be assigned for satisfactory completion of each Free Studies Course.

Students making satisfactory progress but not completing all of the course objectives for a course shall be graded with an "R" (re-enroll) and re-enrolled the following term to complete the course objectives. Students

must complete all of the course objectives required for each course before an "S" grade will be awarded for that course.

Students not making satisfactory progress in a course shall be graded "U" (unsatisfactory) and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U".

GRADUATION REQUIREMENTS

ASSOCIATE DEGREE REQUIREMENTS (A.A., A.S., A.A.S.)

To be eligible for graduation with an Associate Degree from the College, a student must:

1. Have fulfilled all the course requirements of his particular curriculum as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Division Chairman in his curriculum.
3. Have completed at least 62 semester hours applicable to an associate degree, of which 24 credits must be acquired at the College.
4. Have earned a grade point average of at least 2.0 on work attempted which is applicable toward graduation in his particular curriculum.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

DIPLOMA REQUIREMENTS

To be awarded a diploma from the College, a student must:

1. Have completed 62 semester hours in a program planned to meet the desires and needs of the individual student (24 of the hours must be acquired at Alvin Junior College).
2. Have completed at least 16 semester hours of general education courses (Course work in humanities and social science courses).
3. Have earned a grade point average of at least 2.0 in all work which is applied to the Diploma program.
4. Have been recommended for graduation by the Dean of Instruction.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

CERTIFICATE REQUIREMENTS

To be awarded a certificate from the College, a student must:

1. Have fulfilled all the requirements of his particular program area as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Division Chairman in his program area.
3. If the certificate is one semester or longer in length, the student must complete the equivalent of a least one general education course per semester.
4. If he pursues a degree program but is unable to complete the degree requirements, he may, upon recommendation of the appropriate Division Chairman and the Dean of Instruction, be issued a certificate provided the portion of study successfully completed is equivalent to an approved program offered at the College.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Junior College will grant credit for all previously completed applicable courses which are requirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the award.

HONORS PROGRAM

Alvin Junior College's Honors Program is concerned with academic enrichment. It is restricted to full-time (12 hours or more) first semester freshman plus the continuing group of scholars currently enrolled in the Program. Students will be offered participation in the Program by the College based on their prior academic attainment plus their individual and composite scores on the ACT test. Participants in the Program will receive tuition, fees, and books not to exceed \$150.00 per semester.

COLLEGE BULLETIN: Graduation Requirements

Ordinarily a student will graduate under the requirements of the Bulletin existent when he enters the College. However, when he is continuously

enrolled, he may choose the option of graduating under the Bulletin existent when he graduates or any other Bulletin existent between the times of his entrance and graduation. A Bulletin must be selected in its entirety.

GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Junior College is 3.2 or higher.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

- 3.2 Grade Point Average — Cum Laude (with honors)
- 3.5 Grade Point Average — Magna Cum Laude (with high honors)
- 3.8 Grade Point Average — Summa Cum Laude (with highest honors)

CORE CURRICULA

The Coordinating Board, Texas College and University System, has adopted a "Core Curricula" for three major fields of study and is conducting studies in additional fields. The objective of this work is to provide "a basic core of general academic courses which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution."

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas. Private colleges and universities usually implement this policy voluntarily.

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 institutions and as they apply to the student's declared major.

*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.

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 transferable, provided such item was completed prior to original registration in the senior institution.

5. Alvin Junior College will accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Junior College.

CORE CURRICULA (State Coordinating Board)

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 Bachelor 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	-----	hours Physics*
g. Mathematics (Collegiate level)	6 hours	6 hours (Finite Math and Analysis 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 course in the curricula of ECPD accredited senior colleges.

CORE CURRICULA (State Coordinating Board)

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**DEFINITIONS OF
ACADEMIC TERMS**

Following are the definitions of terms with which the reader may not be familiar:

Admission: Acceptance of a student for enrollment.

Audit: A comment recorded on a transcript in place of a grade for a course which a student has elected to take without credit.

Corequisite: A course which must be taken simultaneously or prior to another course.

Prerequisite: An academic requirement which must be met before a certain course can be taken.

Curriculum: A specific course of study leading to a degree or certificate.

Elective: A subject or course which a student may choose to take as distinguished from a "required course".

Faculty: The instructional staff of the College.

Grade Point Average: The ratio of grade points earned to credit hours completed.

Matriculation: Enrollment in the college.

Academic Probation: The status of a student whose grade point average is below the minimum standard.

Registration: Process of enrolling for classes, constituting selection of courses by day and hour and the payment of fees.

Term: A subdivision of the academic year; i.e., Fall, Spring and Summer Terms.

Transcript: A certified copy of the student's academic record.

Suspension: A requirement that a student cease matriculation in the college for at least one semester.

Expulsion: Dismissal from the College normally without recourse for re-enrollment.

**STUDENT SERVICES,
POLICIES and REGULATIONS**

ADMISSION STANDARDS

A student may be admitted to Alvin Junior College on any one of the following conditions:

1. Graduation from an accredited high school.
2. Transfer in good standing from another college or university.
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
4. Individual approval.
 - a. Individuals above the age of 17 may apply to the Associate Dean of Admissions for approval.
 - b. A student who is within two units of graduating from an accredited high school may, upon recommendation of the high school principal and individual approval of the Associate Dean of Admissions be permitted to matriculate at Alvin Junior College when enrolled concurrently in a senior high school for sufficient courses to graduate at the close of the current session. Priority for permission will be given to the academically superior student. The class load of such student shall not exceed the equivalent of one three hour course. Students admitted by individual approval are subject to the same policies and regulations as all other students.

ADMISSION PROCEDURE

The following items should be submitted to the Admissions Office of the College as far in advance of the registration date as possible.

1. A completed application for admission. Forms are available from the Associate Dean of Admissions.
2. Test results as outlined in another section of this bulletin.
3. A completed Health and Immunization form available from the Office of Admissions.
4. Transcripts of high school and college credits. (A separate transcript is required from each college attended. A student enrolled in a high school or college at the time he applies for admission may be tentatively admitted. A copy of the final transcript must be sent to the registrar after courses are completed.)

The Associate Dean of Admissions will advise applicants of the approval or disapproval of their application for admission.

SUMMER STUDENTS

A student from another college enrolling only for summer sessions may enter Alvin Junior College upon completion of an application for admission and a statement certifying that he is a bona fide student in good standing at another college. However, if the student plans to enter Alvin Junior College during the fall semester, he must present a transcript of all previous college work and fulfill all other admission requirements.

TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS

A student who fails to meet the admission requirements at the time of his registration may enroll on a provisional basis with the approval of the Associate Dean of Admissions.

REGISTRATION PROCEDURES

New Students

Upon approval of his application for admission a student will be notified to appear for a pre-registration interview. At this interview, the student will be assisted in planning his program of studies and the courses for his initial semester will be selected. He will subsequently be assigned an advisor who will assist him in his curriculum development during his tenure at Alvin Junior College.

All Students

Each student enrolling for more than seven (7) semester hours must see his faculty advisor prior to registration. (Detailed instructions for registration will be available at the time of registration.)

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the College Bulletin. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he meets all of the listed requirements for the curriculum. The admissions office will officially admit the student upon the approval of the appropriate Dean responsible for the curriculum. If the student has not completed all of the admis-

sion requirements for the curriculum, the student will be required to complete these requirements in the developmental program.

RESIDENCE STATUS

The legal residence of each application for admission to Alvin Junior College will be determined in the Office of Admissions.

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 Junior College District. (Resident at least 12 months).
2. Out of District — Students whose homes are not in the Alvin Junior College District but who are residents of Texas.
3. Out of State or Out of Country — An out-of-state or out-of-country student is a person living away from his family and whose family resides in another state or another country or who has not resided in Texas for the twelve months immediately preceding the day of registration.

Individual determination can be affected by death or divorce of parents; custody of minor by court order; marriage of student; active military duty of student or student's parents; full-time employment of the student's spouse or parents in a senior state-supported college or university of Texas; or temporary assignments of student's parents out of Texas that do not affect actual legal residence.

Full details of the aforementioned can be obtained from the Office of Admissions.

4. Alien — An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a declaration of intention to become a citizen has the same privilege of qualifying for residence status fee for purposes under this act as has a citizen of the United States. A resident alien residing in a junior college district located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper residence classification is that of the student, and if there is any question of his right to classification as a resident of Texas, it is his obligation, prior to or at the time of his registration, to raise the question with the Office of Admissions and have such officially determined.

Once a student has been found to be a non-resident, his status is frozen as long as he remains in attendance at this college or until a petition for change of status has been approved.

Every student who is classified as a resident student but who becomes a non-resident at any time by virtue of a change of a legal residence by his own action or by the person controlling his domicile is required to notify the Office of Admissions at once.

FINANCIAL INFORMATION

All tuition and fees must be paid in full at the time of registration or as posted in the case of advance registration. A student may not attend class until all payments have been made. Students who have received a scholarship are required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office at least 30 days prior to registration.

The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by College or legislative action.

TUITION AND MATRICULATION FEES

Fall or Spring Terms

	In-District	Out-Of-District	Out-Of-State	Alien
Tuition (Semester Hour)	\$ 4.00	\$ 4.00	\$17.00	\$14.00
Minimum	25.00	25.00	25.00*	200.00
Matriculation Fees	\$1 per sem. hour for 6 hrs. and above; (\$10 max.)	\$3. per sem. hour for 6 hrs. and above; (\$25 max.)	None	None

NOTE: Tuition for all Licensed Vocational Nursing Students (LVN) is \$150.00 for 12 months.

*Out-of-State Students have \$200 maximum tuition

	Summer Term			
Tuition* (Semester Hour)	\$10.00	\$10.00	\$17.00	\$ 14.00
Minimum	\$25.00	\$25.00	\$25.00	\$100.00
Matriculation Fees	None	None	None	None

A schedule of rates for students based on semester hour is listed on the following page.

*per six weeks session

**ALVIN JUNIOR COLLEGE
1973-1974**

TUITION AND MATRICULATION FEE SCHEDULE

SEM HOURS	In-District			Out-Of-District			ALIEN
	TUITION	MAT. FEES	TOTAL	TUITION	MAT. FEES	TOTAL	
3	\$25.00	\$.00	\$25.00	\$25.00	\$.00	\$ 25.00	\$ 51.00
4	25.00	.00	25.00	25.00	.00	25.00	68.00
5	25.00	.00	25.00	25.00	.00	25.00	85.00
6	25.00	6.00	31.00	25.00	18.00	43.00	102.00
7	28.00	7.00	35.00	28.00	21.00	49.00	119.00
8	32.00	8.00	40.00	32.00	24.00	56.00	136.00
9	36.00	9.00	45.00	36.00	25.00	61.00	153.00
10	40.00	10.00	50.00	40.00	25.00	65.00	170.00
11	44.00	10.00	54.00	44.00	25.00	69.00	187.00
12	48.00	10.00	58.00	48.00	25.00	73.00	200.00
13	52.00	10.00	62.00	52.00	25.00	77.00	200.00
14	56.00	10.00	66.00	56.00	25.00	81.00	200.00
15	60.00	10.00	70.00	60.00	25.00	85.00	200.00
16	64.00	10.00	74.00	64.00	25.00	89.00	200.00
17	68.00	10.00	78.00	68.00	25.00	93.00	200.00
18	72.00	10.00	82.00	72.00	25.00	97.00	200.00
19	76.00	10.00	86.00	76.00	25.00	101.00	200.00
20	80.00	10.00	90.00	80.00	25.00	105.00	200.00

**ALVIN JUNIOR COLLEGE
1973-1974**

TUITION AND MATRICULATION FEE SCHEDULE

SEM HOURS	In-District			Out-Of-District			OUT-OF STATE	ALIEN
	TUITION	MAT. FEES	TOTAL	TUITION	MAT. FEES	TOTAL		
3	\$25.00	\$.00	\$25.00	\$25.00	\$.00	\$ 25.00	\$ 51.00	\$200.00
4	25.00	.00	25.00	25.00	.00	25.00	68.00	200.00
5	25.00	.00	25.00	25.00	.00	25.00	85.00	200.00
6	25.00	6.00	31.00	25.00	18.00	43.00	102.00	200.00
7	28.00	7.00	35.00	28.00	21.00	49.00	119.00	200.00
8	32.00	8.00	40.00	32.00	24.00	56.00	136.00	200.00
9	36.00	9.00	45.00	36.00	25.00	61.00	153.00	200.00
10	40.00	10.00	50.00	40.00	25.00	65.00	170.00	200.00
11	44.00	10.00	54.00	44.00	25.00	69.00	187.00	200.00
12	48.00	10.00	58.00	48.00	25.00	73.00	200.00	200.00
13	52.00	10.00	62.00	52.00	25.00	77.00	200.00	200.00
14	56.00	10.00	66.00	56.00	25.00	81.00	200.00	200.00
15	60.00	10.00	70.00	60.00	25.00	85.00	200.00	210.00
16	64.00	10.00	74.00	64.00	25.00	89.00	200.00	224.00
17	68.00	10.00	78.00	68.00	25.00	93.00	200.00	238.00
18	72.00	10.00	82.00	72.00	25.00	97.00	200.00	252.00
19	76.00	10.00	86.00	76.00	25.00	101.00	200.00	266.00
20	80.00	10.00	90.00	80.00	25.00	105.00	200.00	280.00

SPECIAL FEES

Student Service Fee — per semester	\$10.00
Summer term	None
Applied Music Fees	
Private Lessons — Per semester hour	\$15.00
Class Piano — Per course	10.00
Class Voice — Per course	10.00
Class Change Fee	
(For approved class changes made for the convenience of the student) Per each add or drop maximum:	\$ 2.00
	\$ 5.00
Credit by Examination	
Per semester hour:	\$ 4.00
Graduation Fee	
Cap and Gown	\$ 7.00
Diploma	6.00
Lab Fees	\$ 5.00
(Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Nursing, Physics, Typing)	
Physical Education Fee (per semester)	
Towel Service Fee	\$ 3.00
Bowling Fee	\$12.00
Golf Fee	\$12.00
Returned Check Fee	\$ 3.00
Late Registration Fee	\$ 5.00
State Board Application Fee (ADN)	\$ 5.00
State Board Examination Fee (ADN)	\$15.00
Transcript Fee	\$ 1.00
Initial copy free. Three or more copies simultaneously, 50c each.	
Building use fee for other than In-District students	\$ 5.00

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

The activity fee and various laboratory fees are not refundable, unless the class is discontinued by the College.

ENTRANCE TESTING

The American College Test (ACT) ordinarily will be required of all students registered in a curriculum program at Alvin Junior College. This test is not used as a selective device for college admission, but will be used for counseling, research, and follow-up programs. (A CEEB SAT score may be substituted for the ACT with permission of the Associate Dean of Admissions.)

COUNSELING

As a service to students and to the community, Alvin Junior College maintains a staff of professional counselors, in addition to a system of faculty advisors, in each instructional program.

The counseling center functions to assist students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, and occupational and educational information.

The counseling service provides individual attention and supplementation to the instructional program of the College.

Each regular student will be assigned to a counselor or a faculty advisor.

ORIENTATION

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation programs begin weeks before registration when the student is asked to meet with a counselor at the College for an interview to discuss the student's educational interests, to determine what additional tests he may need, and to plan the student's application for admission to a specific curriculum at the College. The student will also meet with a faculty advisor in his major curriculum and/or a counselor to plan his program and course of studies. An orientation period is scheduled for all new students prior to registration for group orientation to the College and a discussion of student services and activities.

VETERANS ADMINISTRATION BENEFITS

Alvin Junior College has been duly approved by the Veterans Administration for the training of veterans under the Veterans Readjustment Benefits Act. Application forms to attend under the program may be secured at V. A. Headquarters. Prospective students should contact the Registrar who serves as the Veterans' Affairs Officer.

VOCATIONAL REHABILITATION

The Texas Education Agency, through the Vocational Rehabilitation Divisions, offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Application for this assistance should be made to the nearest Rehabilitation Office or to the Director of Vocational Rehabilitation, Texas Education Agency, Austin, Texas. Contact the Registrar who handles these cases at Alvin Junior College.

FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Junior College is to provide financial assistance to students who, without such aid, would be unable to attend college. Although the college constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. Details about different programs can be found in the following paragraphs. All applications should be made through the **Office of Student Financial Aid and Placement, Alvin Junior College, Alvin, Texas 77511.**

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification, are required to (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file the Parent's Confidential Statement of the College Scholarship Services and request a copy to be sent to Alvin Junior College. A student must submit a new application each year in order that his financial need may be re-evaluated. Since the amount of financial assistance awarded usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

The application form used at Alvin Junior College can only be obtained at the Office of Student Financial Aid. This application and the transcript of the student's past school work are needed before this office can determine his eligibility in different programs.

A student should apply to the Office of Student Financial Aid sixty (60) days before the funds are to be used. However, some types of aid do not require this much time. **It is necessary for a student to apply in person.**

Financial Aid Programs Available

Basic Educational Opportunity Grant

A new federal program initiated in August of 1973 offers full-time students an opportunity to receive a federal grant. The Basic Educational Opportunity Grant (BEOG) is limited to students who have not attended a post high school educational institution before July 1, 1973. The need of a student is determined by the use of a confidential income statement of the student's family. Every student who feels he might possibly qualify for this program should submit an application. Applications for this particular program can usually be obtained through high school counselors' offices as well as Alvin Junior College.

Short-Term Loans

Alvin Junior College has limited funds to provide immediate assistance for tuition, fees, and books. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Junior College and the welfare of its students. These are considered emergency loans and must be repaid during the term of enrollment so that the money may be continually circulated.

Hinson-Hazlewood (formerly TOP)

Residents of Texas who qualify may borrow from this state program at an approximate interest rate of 7%. However, depending on the student's family income, he may qualify for federal interest subsidy whereby the Federal Government will pay the interest on the student's loan while he is enrolled. Repayments must begin within nine (9) months after separation from the college or when one's class load falls below one-half of full-time.

Nursing Scholarships

Scholarships are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need.

Nursing Loans

Loans are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need. Up to 85% of the loan may be canceled if the borrower is employed as a registered nurse under specified circumstances.

Law Enforcement Education Program (LEEP)

Grants are available to pay tuition, fees, and books for full-time employees of public-funded law enforcement agencies and who are enrolled in the police science or correctional sciences at Alvin Junior College. It is necessary for a student to remain with his present employer (law enforcement agency) for two years after the close of the semester in which he receives the grant.

Loans are available for full-time students. For a loan to be canceled it is necessary for a student to be employed by any public-funded law enforcement agency for four years after he has completed his course of study. A loan is cancelled at a rate of 25% per year.

Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are awarded to students of greatest financial need. The minimum grant is \$200 per academic year. These grants can be no more than one-half the total assistance given a student. Any student filing for other student financial aid will be considered for one of these grants.

Tuition Scholarships

A scholarship fund was made available by state law to be administered by this institution for scholarships to needy students. All applicants for other student financial aid will be considered for one of these scholarships.

Hazlewood Act

Students who were veterans prior to 1955 or those who have exhausted all of their G. I. benefits may qualify for tuition and fee expenses required at registration.

Vocational Rehabilitation

Students of low-income families, handicapped students, or others who have been approved by the State Rehabilitation Commission may qualify under the program for tuition, fees, books, and other educational expenses according to their individual needs.

Connally-Carrillo Act

Tuition expenses are available under this act if students of low-income families were in the top 25% of their high school graduating class, reside in Texas, and are under twenty-five (25) years of age.

Music Grants-in-Aid

For information on the music grants-in-aid contact the Head of the Music Department.

Work-Study Program

This program provides employment on the campus for students from low-income families. In order to be eligible for employment under this program, the student must be enrolled or accepted as at least a half-time student, be in need of the job earnings to pay for his college expenses, and be in good standing at Alvin Junior College. A student may work up to fifteen (15) hours per week during the school term. During vacation periods he may work forty (40) hours per week if work and funds are available.

Additional information will be made available to all interested students and prospective students as new types of student aid develop at Alvin Junior College.

PLACEMENT SERVICE

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment while attending college, during vacations or after graduation. Occupational information on job requirements and opportunities is provided in the Placement Center. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

CAFETERIA

Hot and cold food and beverages may be obtained from the cafeteria which is located in the Student Center.

PARKING

Automobiles must be registered before they may be parked on campus. Parking permits are distributed during registration and afterward by the Dean of Students. Certain areas are reserved. Traffic regulations will be distributed by the Dean of Students.

CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Junior College encourages its students to participate in these activities. An activity period, the time of which will be announced from the Office of Student Activities, is provided for student use.

STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook describes student activities and organizations and will also list the college rules and regulations.

BOOKSTORE

A College Bookstore is operated for the convenience of students and faculty. It is located in the Student Center.

CURRICULUM OFFERINGS

ACADEMIC PROGRAMS

Alvin Junior College offers a variety of academic programs. The following degrees, diplomas, and certificates are awarded to those students who successfully complete approved programs.

ASSOCIATE IN ARTS DEGREE GENERAL LIBERAL ARTS PROGRAM

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in General Liberal Arts curriculum. Students who complete this curriculum normally transfer to a four-year college where they may major in one of the following subject-areas:

Economics	Library Science
Education	Philosophy
English	Physical Education
Foreign Language	Pre-Law
Government	Psychology
History	Sociology
Journalism	Speech

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer in planning his program and selecting his electives.

GENERAL LIBERAL ARTS

Associate In Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MATH 111	Selected Topics I	3	0	3
	Foreign Language	3	1-2	4
	Elective	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	3-4	17
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II	3	0	3
	Foreign Language	3	1-2	4
	Elective	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	3-4	17
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
	Physics 111, or Chem 111, or Biol 111	3	2	4
GOVT 211	American National and State Governments I	3	0	3
	Electives	6	0	6
		—	—	—
		15	2	16
Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
	Physics 112, or Chem 112, or Biol 112	3	2	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
		—	—	—
		15	2	16

ART MAJOR

Associate In Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Art curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer in planning his program and selecting his electives.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 111 or 141	Western Civilization to 1660 or The U.S. to 1877	3	0	3
ARTS 111	Design I	0	9	3
ARTS 121	Drawing I	0	9	3
ARTS 141	Art History Survey I	3	0	3
PHED	Physical Education	0	2	1
		9	20	16
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 112 or 142	Western Civilization since 1660 or The U.S. since 1877	3	0	3
ARTS 112	Design II	0	9	3
ARTS 122	Drawing II	0	9	3
ARTS 142	Art History Survey II	3	0	3
PHED	Physical Education	0	2	1
		9	20	16

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
ARTS 211	Drawing III	0	9	3
ARTS 221	Design III	0	9	3
BIOL 111	General Biology I	3	2	4
		9	20	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
ARTS 212	Painting I	0	9	3
ARTS 241	Weaving I (Art Elective)	0	9	3
BIOL 112	General Biology II	3	2	4
		9	20	16

*ARTS 251 — ARTS 252 Commercial Art I, II may be substituted for Art Elective and Design III.

MUSIC MAJOR

Associate In Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Music curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer in planning his program and selecting his electives.

**Music Major
(Instrumental Concentration)
Associate in Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121 ✓	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121 ✓	Ear Training and Sight-Singing	1	2	2
MUSC 112 ✓	Applied Music: Principal Instrument	1	5	2 ✓
MUSC 131*	Class Piano	0	2	1
MUSC 181	State Band	0	3	1 ✓
PHED ✓	Physical Education	0	3	1
		—	—	—
		11	15	16

Second Semester

ENGL 122 ✓	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
MUSC 112 ✓	Applied Music: Principal Instrument	1	5	2 ✓
MUSC 132*	Class Piano	0	2	1
MUSC 182	Stage Band	0	3	1
PHED ✓	Physical Education	0	3	1
		—	—	—
		11	15	16

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 233	Music Theory	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 112 ✓	Applied Music: Principal Instrument	1	5	2
MUSC 233*	Class Piano	0	2	1
MUSC 283	Stage Band	0	3	1
		—	—	—
		13	10	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 234	Music Theory	3	0	3
MUSC 112 ✓	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 284	Stage Band	0	3	1
		—	—	—
		13	10	16

*Musc 115, 116, 215, 216 may be substituted

Total Minimum Credits Required for a Music Major Degree 64

**Music Major
(Voice Concentration)
Associate in Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
MUSC 127	Applied Music-Voice	1	5	2
MUSC 131*	Class Piano	0	2	1
MUSC 151	Concert Choir	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
MUSC 128	Applied Music-Voice	1	5	2
MUSC 132*	Class Piano	0	2	1
MUSC 152	Concert Choir	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

Third Semester

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 233	Music Theory	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 227	Applied Music-Voice	1	5	2
MUSC 233*	Class Piano	0	2	1
MUSC 253	Concert Choir	0	3	1
		—	—	—
		13	10	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 234	Music Theory	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 228	Applied Music-Voice	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 254	Concert Choir	0	3	1
		—	—	—
		13	10	16

*Music 115, 116, 215, 216 may be substituted

Total Minimum Credits Required for a Music Major Degree 64

ASSOCIATE IN SCIENCE DEGREES

Degree: Associate in Science

Length: Four-semesters (Two-Year Program)

Purpose: Associate in Science Degree (A.S.) is awarded to those students who fulfill the requirements of the Science and Mathematics or Business Administration curriculums. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

- | | |
|-------------------------|----------------|
| Agriculture | Physics |
| Biology | Geology |
| Business Administration | Forestry |
| Chemistry | Home Economics |
| Conservation | Mathematics |
| Engineering | Pre-Medicine |
| Oceanography | Pharmacy |
| Pre-Dentistry | Pre-Veterinary |

Program Requirements: Although the major emphasis in this curriculum is in mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses for his pre-professional or scientific program as required in the first two years of the four-year college or university. Each student is urged to acquaint himself with the requirements of the major department of the college or university to which transfer is contemplated and also to consult with the Counseling Center of Alvin Junior College in planning his program and selecting his electives. In order to prepare for upper division (junior class) standing at the four-year college or university, the student usually must complete a program that is comparable in length and rigor to the first two years of the program at the four-year college or university. Upon completion of the program, the graduate will be awarded the Associate in Science Degree with a major in science or mathematics.

SCIENCE AND MATHEMATICS

Associate In Science Degree Program

Course Number	Course Title	Lecture	Lab	Course Credits
		Hours	Hours	
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 141 or 140	*Pre-Calculus	3-6	0	3-6
	Natural Science with Laboratory	3	2-4	4
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12-15	4-6	14-17
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 142, 213, or 211	**Pre-Calculus or Differential Calculus or Differential and Integral Calculus	3-5	0-1	3-5
	Natural Science with Laboratory	3	2-4	4
HIST 142	The U.S. since 1877	3	0	3
	***Elective	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	4-7	16-17

Third Semester

ENGL 211	Survey of Literature I	3	0	3
	****Natural Science with Laboratory	3	2-4	4
GOVT 211	American National and State Governments I	3	0	3
MATH 214 or 212	Integral Calculus or Differential and Integral Calculus	3-5	0-1	3-5
	Elective	3	0	3
		—	—	—
		15-17	2-5	16-18

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
	Natural Science with Laboratory	3	2-4	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
		—	—	—
		15	2-4	16

*Six semester hours of Pre-Calculus fulfills the math requirement for Science majors.

**Math 213, 214, and 215 are fully equivalent to Math 211 and 212.

***Elective for students taking Math 142 or 213.

****For Science majors or elective credit for Math majors.

BUSINESS ADMINISTRATION

Degree: Associate in Science.

Length: Four-Semester (two years) curriculum.

Purpose: The rapid growth in business in our highly industrial area has resulted in a great demand for qualified personnel in business administration. The Associate in Science in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Business Administration.

Program requirements: Since the student must be knowledgeable in fields beyond every-day business technology, this curriculum requires courses in English, social science, natural science, and mathematics and also in accounting, economics, and computer science. The student must usually complete a two-year program of comparable length and course content to the first two years of the program at the four-year college or university to which he plans to transfer. For this reason students should check with the four-year college or university to which they plan to transfer to determine what courses are required for admission at the junior level.

Business Administration

Associate in Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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First Semester

ENGL 121	Composition and Rhetoric I	3	0	3
MATH 180	Finite Mathematics	3	0	3
HIST 141	The United States to 1877	3	0	3
	Phys 111, Chem 111, or Biol 111	3	2	4
	Elective*	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	4	17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
	Phys 112, Chem 112, or Biol 112	3	2	4
DAPR 110	Introduction to Computer Science	3	2	4
PHED	Physical Education	0	2	1
		—	—	—
		15	6	18

Third Semester

ENGL 211	Survey of Literature I	3	0	3
ACCT 221	Accounting Theory I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law	3	0	3
	Elective*	3	0	3
		—	—	—
		18	1	18

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
ACCT 222	Accounting Theory II	3	1	3
GOVT 212	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective*	3	0	3
		—	—	—
		15	1	15

*Recommended electives to be taken from the following: Sociology 111, Psychology 110 or Speech 110

ASSOCIATE IN APPLIED SCIENCE DEGREES

The Associate in Applied Science Degree (A.A.S.) is awarded to those students who fulfill the requirements in one of the following programs: Accounting, Business Management, Computer Science, Drafting Technology, Electronic Technology, Law Enforcement, Criminology and Corrections, Nursing Technology, and Secretarial Science. These programs are two-years in length and are designed to prepare the student for immediate occupational employment.

ACCOUNTING

Degree: Associate in Applied Science.

Length: Four-Semester (two years) curriculum.

Purpose: The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately upon completion of the community college curriculum. Both persons who are seeking their first employment in an accounting position and those presently employed in the field but who are seeking promotions, may benefit from this curriculum.

Program requirements: The first two semesters of the Accounting program are similar to other curriculums in business. In the second year the student will pursue a specialty in accounting. The curriculum will include technical courses in accounting and related areas. Instruction will include both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the counseling office and their faculty advisor in planning their program and in selecting electives. Upon satisfactory completion of the two-year program the student will be awarded an Associate of Applied Science degree in Accounting.

ACCOUNTING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 111	Communication Skills	3	0	3
SECT 121*	Typewriting I	2	3	3
ACCT 111	Principles of Accounting I	3	2	3
BUAD 130	General Business Math	3	0	3
BUAD 110	Introduction to Business	3	0	3
PHED	Physical Education	0	2	1
		14	7	16

Second Semester

ENGL 112	Communication Skills	3	0	3
ACCT 112	Principles of Accounting II	3	2	3
DAPR 110	Computer Science	3	2	4
SECT 150	Office Machines	2	3	3
MATH 180	Finite Mathematics	3	0	3
PHED	Physical Education	0	2	1
		14	9	17

Third Semester

BUAD 120	Business Law	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
ECON 111	Economics or			
ECON 110	Consumer Economics	3	0	3
ACCT 251	Intermediate Accounting I	3	2	3
BUAD 131	Principles of Management I	3	0	3
		15	2	15

Fourth Semester

BUAD 210	Principles of Marketing	3	0	3
ACCT 252	Intermediate Accounting II	3	2	3
PSYC 110	Human Relations	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
	Elective	3	0	3
		15	4	15

*The requirement for typing may be waived if student's proficiency level indicates no need for the course.

BUSINESS MANAGEMENT

Degree: Associate in Applied Science

Length: Four-Semester (Two-Year) curriculum

Purpose: With the rapid development of industry in the Gulf Coast Area, there has developed a need for qualified personnel to assist business in the area of management and supervision. The Associate in Applied Science in Business Management is designed for persons who seek full-time employment as mid-level management personnel, supervisors, and administrators. Those persons who are seeking their first employment in this area and those who are seeking promotions to management areas will benefit from this curriculum.

Program Requirements: The curriculum will include technical courses in management, accounting, communication skills, and emphasis in the area of human relations and psychology. Instruction will include both concepts and practical applications needed for success in management. Upon satisfactory completion of the two-year program, the student will be awarded the Associate of Applied Science Degree in Business Management.

BUSINESS MANAGEMENT
Associate In Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 111	Communication Skills	3	0	3
MATH 180	Finite Math	3	0	3
SECT 121	Typewriting I	2	3	3
BUAD 110	Introduction to Business	3	0	3
BUAD 131	Principles of Management I	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		14	5	16
Second Semester				
ENGL 112	Communication Skills	3	0	3
DAPR 110	Introduction to Computer Science	3	2	4
PSYC 110	Human Relations	3	0	3
BUAD 132	Principles of Management II	3	0	3
ECON 110	Consumer Economics	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	4	17
Third Semester				
BUAD 120	Business Law	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
BUAD 210	Principles of Marketing	3	0	3
BUAD 220	Personnel Management	3	0	3
ACCT 111	Principles of Accounting I	3	2	3
		—	—	—
		15	2	15

Fourth Semester

SOSC 112	Contemporary American Civilization II	3	0	3
BUAD 230	Industrial Management	3	0	3
ACCT 112	Accounting Principles II	3	2	3
PSYC 121	General Psychology	3	0	3
	Elective	3	0	3
		—	—	—
		15	2	15

CHILD CARE and DEVELOPMENT

Degree: Associate in Applied Science.

Length: Two year program.

Purpose: The curriculum in Child Care and Development has been designed to prepare individuals for career services in day care centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child care.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Child Care and Development program requires the following:

1. A personal interview with the Child Care and Development Department.
2. Satisfactory results on required test.

Program Requirements: Approximately one-half of the curriculum will include courses in child care with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in child care work or related activities. Students are urged to consult with their faculty advisor and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the program the graduate will be awarded the Associate in Applied Science Degree.

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHCD 110	Pre-School and Day Care Program	3	0	3
* CHCD 120	Pathological Conditions of Children or			
CHCD 130	Child Care Services	3	0	3
SOCI 111	Principles of Sociology	3	0	3
* ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
BIOL 121	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	2	1
		15	4	17
Second Semester				
CHCD 140	Child Care Recreation	1	2	2
CHCD 150	Introductory Creative Activities	1	2	2
CHCD				
CHCD				
CHCD 170	Music for Young Children	1	2	2
* ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
BIOL 122	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	2	1
		10	12	16
Third Semester				
CHCD 210	Creative Activities II	1	2	2
CHCD 220	Child Nutrition and Health Care	3	0	3
CHCD 240	Child Care and Development I	3	2	4
SOCI 122	Social Problems	3	0	3
PSYC 130	Child Growth and Development	3	0	3
		13	4	15

Fourth Semester

CHCD 230	Advanced Child Growth and Development	3	0	3
CHCD 250	Child Care and Development II	3	4	4
* CHCD 260	Seminar and Field Work or			
CHCD 270	Special Project	3	8	4
SOCI 110	Marriage and the Family	3	0	3
	Elective	3	0	3
		15	12	17

*See advisor prior to registration.

COMPUTER SCIENCE TECHNOLOGY COMPUTER PROGRAMMING

Degree: Associate in Applied Science Degree.

Length: Four-Semesters or two years.

Purpose: The Computer Science Technology curriculum is designed to provide the types of educational and skill experiences which both industry and the computer manufacturers agree are needed, specifically to develop in students the skills, knowledges, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis will be on computer programming.

Program Requirements: The curriculum in Computer Science is a two-year program encompassing instruction in the many areas required for competence as a technician in the Computer Science industry. Approximately one-half of the curriculum will include courses in Computer Technology with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum will provide the student with a broad background qualifying him to perform effectively in several different occupational areas of the Computer Science Technology field. Upon completion of the two-year curriculum, with an over-all grade point average of 2.0 for all Computer Science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.

COMPUTER SCIENCE (COMPUTER PROGRAMMING)

Associate In Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DAPR 110	Introduction to Computer Science	3	3	4
DAPR 115	Computer Operations	3	2	3
BUAD 130	General Business Mathematics	3	0	3
BUAD 110	Introduction To Business	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
		15	7	17

Second Semester

ENGL 112	Communication Skills	3	0	3
MATH 180	Finite Mathematics	3	0	3
DAPR 130	Computer Programming (Intro COBOL)	3	2	3
DAPR 210	Computer Programming (FORTRAN)	3	2	3
ECON 111	Principles of Economics I	3	0	3
		15	4	15

Third Semester

DAPR 230	Computer Programming (Advanced COBOL)	3	2	3
DAPR 250	Computer Programming (Assembly)	3	2	3
ACCT 221	Accounting Theory I	3	1	3
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 190	Analysis or	3	0	3
MATH 230	Statistics	3	0	3
		15	5	15

Fourth Semester

DAPR 240	Systems Analysis	3	2	3
DAPR 220	Seminar & Project	3	2	3
PSYC 110	Human Relations	3	0	3
ACCT 222	Accounting Theory II	3	1	3
SOSC 112	Contemporary American Civilization II	3	0	3
PHED	Physical Education	0	2	1
		15	7	16

CORRECTIONAL SCIENCE

Degree: Associate in Applied Science.

Length: Two-Year Program

Purpose: The curriculum in Correctional Science has been designed to prepare individuals for career services with the Texas Department of Corrections, with juveniles in institutions and related correctional occupations. Supported by a broad general education, training is given to develop professional competence in the field of contemporary corrections. This curriculum is applicable to both the preparatory student and the experienced correctional worker.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Correctional Science program requires the following:

1. A personal interview with the Correctional Science Department.
2. Satisfactory results on required tests.
3. Special Requirements: for employment with correctional agencies, the following qualifications are often prerequisites: (a) excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a correctional officer; (b) normal hearing, color vision, and eye functions; (c) weight in proportion to height; (d) excellent moral character.

Program Requirements: Approximately one-half of the curriculum will include courses in Correctional Science with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in correctional work. Students are urged to consult with their faculty advisor and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Correctional Science

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRSC 110	Introduction to Corrections	3	0	3
CRSC 120	Penology	3	0	3
ENGL 121*	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	2	1
		<hr/>	<hr/>	<hr/>
		15	2	16

Second Semester

ENGL 122*	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
CRSC 140	Crime and Delinquency	3	0	3
PSYC 121*	General Psychology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
		<hr/>	<hr/>	<hr/>
		15	2	16

Third Semester

CRSC 150	Introduction to the Criminal Justice System	3	0	3
CRSC 210	Probation, Pardons, and Parole	3	0	3
CRSC 220	Institutional Procedures, Jails and Detention	3	0	3
SOCI 122	Social Problems	3	0	3
GOVT 211	American National and State Government	3	0	3
		<hr/>	<hr/>	<hr/>
		15	0	15

Fourth Semester

✓ CRSC 230	Contemporary Practices in Corrections	3	0	3
✓ CRSC 240	Corrections I. Organization and Operations	3	0	3
✓ CRSC 250	Corrections II. Theory and Practice	3	0	3
✓ PSYC 240	Fundamentals of Behavior Pathology	3	0	3
✓ GOVT 212	American National and State Government	3	0	3
		<hr/>	<hr/>	<hr/>
		15	0	15

Total Minimum Credits for the Correctional Science Degree 62

*See advisor prior to registration.

DRAFTING TECHNOLOGY*

Degree: Associate in Applied Science.

Length: Four-Semester (Two-Year) program.

Purpose: Drafting technicians work on a team with engineers, scientists, supervisors, and skilled craftsmen, converting theories and ideas into products and processes. Drafting technicians participate in designing and developing machines, processes, materials, and services for our increasingly complex world of work. They consider why things work as well as how things work. Technician jobs frequently require the ability to apply scientific principles and to solve design, process, or service problems. The drafting technician may be required to have extensive knowledge in such fields as welding, home building, machine shops, instrumentation, process equipment, and fabrication.

Program Requirements: 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 Draftsmen.

*The Drafting Technology curriculum at the printing of this Bulletin is currently being revised. Students should secure a revised curriculum from the department chairman of drafting.

DRAFTING TECHNOLOGY

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 110 ✓	Fundamentals of Drafting	2	4	3
ENGL 111 ✓	Communication Skills	3	0	3
MATH 151 ✓	Technical Math I	3	0	3
PHYS 133 ✓	Technical Physics I	3	3	4
PHED ✓	Physical Education Elective	0	2	1
		3	0	3
		—	—	—
		14	9	17
Second Semester				
DRFT 120 ✓	Descriptive Geometry	2	4	3
DRFT 140	Architectural Drawing	2	4	3
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
PHED ✓	Physical Education	0	2	1
		—	—	—
		13	13	17
Third Semester				
DRFT 130 ✓	Machine Drafting	2	4	4
DRFT 210	Construction Drafting	2	4	4
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 250	Advanced Technical Mathematics	3	0	3
	Elective	3	0	3
		—	—	—
		13	8	17
Fourth Semester				
PSYC 110	Human Relations	3	0	3
DRFT 220	Pipe Drafting	2	4	4
DRFT 160	Surveying	1	3	2
SOSC 112	Contemporary American Civilization II	3	0	3
	Elective	3	0	3
		—	—	—
		12	7	15

DRAMA

Associate in Arts Degree Program

Degree: Associate in Arts (A.A.)

Length: Four Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those student who fulfill the requirements in the Drama Curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer in planning his program and selecting his electives.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 111	Western Civilization to 1660			
or 141	The U.S. to 1877	3	0	3
DRAM 120	Intergration of Abilities or			
or				
SPCH 110	Fundamentals of Speech	3	0	3
DRAM 130	Introduction to Theatre Arts	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
PHED 125	Fundamentals of Movement	0	2	1
	Elective	3	0	3
		—	—	—
		15	4	17
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 112	Western Civilization since 1660			
or 142	The U.S. since 1877	3	0	3
DRAM 120	Intergration of Abilities			
or				
SPCH 110	Fundamentals of Speech	3	0	3
DRAM 140	Introduction to Acting	2	2	3
DRAM 112	Rehearsal and Performance	0	2	1
PHED 126	Fundamentals of Movement	0	2	1
	Elective	3	0	3
		—	—	—
		14	6	17

Third Semester				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 211	Rehearsal and Performance Elective	0	2	1
		3	0	3
		13	6	16

Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance Elective	0	2	1
		6	0	6
		15	2	16

ELECTRONIC INSTRUMENTATION

Degree: Associate in Applied Science

Length: Two-year program.

Purpose: The Associate in Applied Science Degree curricula including Electronic Instrumentation Technology are designed to prepare the student for full-time employment upon graduation from the program. The instrumentation technician is prepared to perform installation, maintenance and repair of complex industrial instrumentation and control systems. However, he may assume other responsibilities in support of research, development and evaluation of instrumentation and control systems.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Electronic Instrumentation program requires a proficiency in algebra. Students who require increased knowledge in algebra will be required to complete the Developmental Mathematics I course prior to enrolling in D.C. Theory and Circuit Analysis.

Program Requirements: Approximately one-half of the curriculum will consist of courses in electronics and electronic instrumentation, with the remaining courses in related areas and general education. Instruction will include both theoretical concepts and practical applications needed for future success in electronic instrumentation work or related activities. Students are urged to consult with their faculty advisor and the counseling center in planning their program. Upon satisfactory completion of the program the graduate will be awarded the Associate in Applied Science Degree.

ELECTRONIC INSTRUMENTATION TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	2	0	2
ELEC 115	Introduction to Electronic Technology Lab	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
ENGL 111	Communications Skills I	3	0	3
PHED	Physical Education	0	2	1
		14	11	18

Second Semester				
ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Lab	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	2	1
		15	11	19

Third Semester				
ELEC 230	Electronic Instrumentation and Measurement Tech.	3	0	3
ELEC 235	Elect. Instrumentation and Measurement Tech. Lab	0	3	1
*ELEC 281	Principles of Industrial Measurement	3	3	4
*ELEC 282	Principles of Automatic Control	3	3	4
DAPR 110	Introduction to Computer Science	3	3	4
		12	12	16

Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
*ELEC 283	Advanced Automatic Control	3	3	4
ELEC 290	Computer and Computer Controlled Systems	3	0	3
ELEC 295	Computers and Computer Controlled Systems Lab	0	3	1
DRFT 110	Fundamentals of Drafting	2	4	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		14	13	18

*These courses will be taken at Brazosport College.

ELECTRONIC TECHNOLOGY

Degree: Associate of Applied Science

Length: Four-Semesters (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum including Electronics Technology is designed to prepare the student for full-time employment immediately upon graduation from the program. The electronics technician is prepared for employment as an engineering assistant in production, maintenance, and research and development in the electronics field.

Program Requirements: In addition to the general admission requirements established for Alvin Junior College, entry into the Associate in Applied Science curriculum in Electronic Technology requires a proficiency in algebra. Students who require increased proficiency in algebra will be required to complete the development mathematics I course prior to enrolling in the ELEC 120 and ELEC 125.

ELECTRONIC TECHNOLOGY

Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	2	0	2
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Lab	0	3	1
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		14	11	18

Second Semester

ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	11	19

Third Semester

ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Laboratory	0	3	1
ELEC 230	Electronics Instrumentation and Measurement Techniques	3	0	3
ELEC 235	Electronics Instrumentation and Measurement Techniques Lab	0	3	1
DAPR 110	Introduction to Computer Science	3	2	4
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 250	Advanced Technical Math	3	0	3
		—	—	—
		15	8	18

Fourth Semester				
ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Laboratory	0	3	1
ELEC	Electronic Elective	0	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
SOSC 112	Contemporary American Civilization II	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		11	7	16

LAW ENFORCEMENT AND POLICE ADMINISTRATION

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

Purpose: The curriculum in Law Enforcement and Police Administration has been designed to prepare individuals for career services in law enforcement and related occupations. Supported by a broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, the prevention and control of delinquency and crime, correctional administration and industrial security administration. This curriculum is applicable to both the preparatory student and the experienced officer.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Police Science program requires the following:

1. A personal interview with the Law Enforcement Department.
2. Satisfactory results on required tests.
3. Special Requirements: for employment with law enforcement agencies, the following qualifications are prerequisites: (a) Excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer; (b) Normal hearing, color vision, and eye functions with visual acuity not less than 20/40 in either eye without correction; (c) Weight in proportion to height (Very few law enforcement agencies will accept male applicants who are less than 5'8" in height); and (d) Excellent moral character—no convictions in any crime involving moral turpitude or any felony and no excessive number of traffic citations. (Background investigation will be conducted by the employing agency to confirm the foregoing).

Program Requirements: Approximately one-half of the curriculum will include courses in law enforcement with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Students are urged to consult with their faculty advisor and the counseling office in planning their program

and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Law Enforcement and Police Administration

Associate In Applied Science Degree

Law Enforcement

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
LWNF 110	Introduction to Law Enforcement	3	0	3
LWNF 120	Criminal Investigation	3	0	3
LWNF 130	Legal Aspects of Law Enforcement	3	0	3
*ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communications Skills I	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	2	16
Second Semester				
*ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
LWNF 140	Criminal Procedure and Evidence	3	0	3
LWNF 150	Police Role in Crime and Delinquency	3	0	3
*SOC 111	Principles of Sociology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		15	2	16

Third Semester

BIOL 111	General Biology I or (Foreign Language or General Elective)	3	2	4
LWNF 220	Police Organization and Administration	3	0	3
LWNF 230	Patrol Administration	3	0	3
ENGL 211	Survey of Literature I (or Approved Elective)	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		<hr/>	<hr/>	<hr/>
		15	2	16

Fourth Semester

LWNF 240	Police — Community Relations	3	0	3
LWNF 250	Traffic Law and Investigation	3	0	3
LWNF 270	Juvenile Delinquency	3	0	3
GOVT 212	American National and State Governments II	3	0	3
BIOL 112	General Biology II or (Foreign Language or General Elective)	3	0	3
		<hr/>	<hr/>	<hr/>
		15	2	16

*See advisor prior to registration.

MID-MANAGEMENT

Degree: Associate in Applied Science.

Length: Four Semester (Two-year) Program

Purpose: The Mid-Management Program has been designed to prepare individuals for career occupations in the fields of Banking, Production, Real Estate, and Retailing. The program is applicable to both the preparatory student and the individual currently working.

Program Requirements: The Banking curriculum follows the requirements of the American Institute of Banking in providing, upon completion of various phases of the 2-year program, the Basic, Standard, and Advanced certificates of the American Institute of Banking. The Production, Real Estate, and Retailing curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area specialization chosen by the

student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

BANK MID-MANAGEMENT

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BANK 130	Principles of Bank Operations	3	0	3
ECON 111	Principles of Economics I	3	0	3
ENGL 111	*Communication Skills I	3	0	3
ACCT 111	Principles of Accounting I	3	2	3
BUAD 130	General Business Mathematics	3	0	3
PHED	Physical Education	0	2	1
		<hr/>	<hr/>	<hr/>
		15	4	16

COMPLETES REQUIREMENTS FOR AIB BASIC CERTIFICATE

Second Semester				
BANK 140	Money and Banking	3	0	3
ENGL 112	*Communication Skills II	3	0	3
ACCT 112	Principles of Accounting II	3	2	3
BANK 150	Analyzing Bank Financial Statements	3	0	3
SOCI 111	Principles of Sociology	3	0	3
SOSC 111 or	Contemporary American Civilization I	3	0	3
PHED	Physical Education	0	2	1
		<hr/>	<hr/>	<hr/>
		15	4	16

Summer Session				
BANK 240	Bank Investments	3	0	3
BANK 250	Credit Administration	3	0	3
		<hr/>	<hr/>	<hr/>
		6	0	6

Third Semester				
BANK 211	Bank Management I	3	0	3
BANK 230	Bank Public Relations and Marketing	3	0	3
DAPR 110	Introduction to Computer Science	3	3	4
PSYC 110	Human Relations	3	0	3
GOVT 211	American National and State Governments I	3	0	3
or				
SOSC 112	Contemporary American Civilization II	3	0	3
		<hr/>	<hr/>	<hr/>
		15	3	16

**COMPLETES REQUIREMENTS FOR
AIB STANDARD CERTIFICATE**

Fourth Semester				
BANK 212	**Bank Management II	3	0	3
BANK 260	Supervision and Personnel Admin.	3	0	3
BANK 270	Installment Credit	3	0	3
BANK 280	***Teller Training Seminars Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		15	0	15

Total for 2-year Curriculum 69

**COMPLETES REQUIREMENTS FOR
AIB ADVANCED CERTIFICATE**

- *These courses correspond to AIB courses: Bank Letters and Reports and Effective English.
 **Corresponds to AIB courses: Bank Management by Objectives and Planning Management Development.
 ***Consists of AIB courses: Loan and Discount (2 credits) and either Loss Prevention (1 credit) or Selling

**MID-MANAGEMENT CORE CURRICULUM
AND ELECTIVES***

CORE CURRICULUM

Course Number	Course Title
MMGT 111-112	Introduction to Mid-Management - Internship
MMGT 121-122	Principles of Management - Internship
MMGT 211-212	Personnel Management - Internship
MMGT 221-222	Problems in Management - Internship
ENGL 111-112	Communication Skills I and II
BUAD 130	Business Mathematics
PSYC 110	Human Relations
SOSC 111-112	Contemporary American Civilization I and II
or	
GOVT 211	American National and State Government I and
SOCI 111	Principles of Sociology I
or	
ECON 111-112	Principles of Economics I and II
PHED	Physical Education

Electives

ACCT 111	Principles of Accounting I
ACCT 112	Principles of Accounting II
BUAD 110	Introduction to Business
BUAD 120	Business Law
DAPR 110	Computer Science
MATH 180	Finite Math
MATH 190	Analysis
REAL 230	Real Estate Law
SECT 121	Typing I
SECT 150	Business Machines

*See your advisor for explanation and application of the specific curriculum development.

PRODUCTION SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	2	0
	Elective*	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
or				
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	2	0
BUAD 130	Business Math*	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
or				
GOVT 211	American National and State Government I	3	0	3
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	2	3
PROD 230	Industrial Management	3	0	3
PROD 240	Production Planning and Control	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		12	2	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	2	3
PROD 250	Materials Management	3	0	3
PROD 260	Methods Analysis and Work Measurement	3	0	3
	Elective	3	0	3
		—	—	—
		12	2	15

Total for 2 years curriculum 62

*Math 180 (Finite Math) and Math 190 (Analysis) are recommended.

REAL ESTATE SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	2	3
REAL 130	Principles of Real Estate	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
or				
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	2	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
or				
GOVT 211	American National and State Government	3	0	3
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16

Third Semester

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	2	3
REAL 220	Real Estate Practice	3	0	3
REAL 240	Real Estate Finance	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		12	2	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	2	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
	Elective	3	0	3
		—	—	—
		12	2	15

Total for 2-year curriculum 62

RETAIL SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	0	3
RETL 130	Principles of Retailing	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization	3	0	3
or				
SOCI 111	Principles of Sociology	3	0	3
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16

Second Semester

MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	2	0
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
SOSC 112	Contemporary American Civilization	3	0	3
or				
GOVT 211	American National and State Government	3	0	3
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		12	2	16

Third Semester

MMGT 211	Personnel Management	3	0	3
MMGT 222	Internship	0	2	3
RETL 230	Principles of Marketing	3	0	3
RETL 240	Advertising	3	0	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		12	2	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	2	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	Elective	3	0	3
		—	—	—
		12	2	15

Total for 2-year curriculum 62

NURSING TECHNOLOGY

Degree: Associate in Applied Science

Length: Two Year Program

Purpose: The aim of the Associate Degree Program in Nursing is to prepare the graduate to give direct patient care, under supervision in beginning staff positions, in hospitals and other health-care facilities. The program includes a background in general education and skills related to patient care. The graduate is competent to function independently in nursing situations involving hygienic, comfort, and safety measures, interpersonal relations and problem-solving skills.

At the completion of the twenty-four calendar month program, the graduate is qualified to write the State Board Test Pool Examination to become a Registered Nurse (RN) in Texas.

Admission Requirements:

1. To be admitted to the nursing program a student must fulfill all the admission requirements for enrolling in Alvin Junior College. Contact Admissions Office.

2. A student entering college for the first time will be required to take ACT (American College Testing Program), a reading placement test, and other admission tests. A prospective student for the Nursing Program must achieve a composite ACT score of 16. If a prospective student is unable to achieve a composite ACT score of 16, the following courses may be recommended:

ENGL 110	Free Studies Writing
MATH 110	Free Studies Mathematics
READ 110	Free Studies Reading

Transfer students with over nine semester hours credit, with an average of 2.5 in all courses will be exempt from this requirement. A student desiring to transfer to Alvin Junior College Department of Nursing must qualify in accordance with the current Department of Nursing procedures.

3. A student enrolled in general studies is eligible for admission to the nursing program if the student attains a 2.5 average in nine or more semester hours of credit in courses approved for the ADN curriculum, and meet other requirements.

4. Since classes must be limited in number, it is advisable for qualified students to make application at least one semester in advance.

5. A complete physical examination which includes chest x-ray, serology, and immunizations for small pox, poliomyelitis, and tetanus is required.

6. An interview with the Department of Nursing is required and the Director of Nursing notifies applicant of selection to the school of nursing after coordinating with the Admissions Committee.

7. A student may complete up to one-half (1/2) of nursing courses by Advanced Standing Examination, in accordance with current procedure for Advanced Standing Examination for nursing students.

Program Requirements:

1. Nursing students will abide by the curriculum requirements of the nursing department at the time they are accepted into the ADN program. Curriculum requirements of the nursing (ADN) program take precedence over the catalogue under which the student entered Alvin Junior College.

2. After a student has enrolled, the required nursing courses must be completed in proper sequence.

3. Prior to entering the Nursing Program, a student may take several or all of the general liberal arts courses required in the Nursing Program.

4. Any required course completed more than five years previous to the time the student is accepted, may not satisfy degree requirements.

5. An ADN student is required to satisfactorily complete both lecture and clinical experience of the nursing course. In the event either lecture or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.

6. No grade below a "C" will be acceptable in nursing or biology courses.

7. Students may take no more than one nursing course in any one semester.

8. A nursing student must maintain a G.P.A. of at least 2.00 in order to progress in the ADN program.

9. Introduction to Nursing students who do not satisfactorily pass skills lab examination (prerequisite to clinical instruction in hospital) will:

1. Not be permitted to participate in clinical practice in a hospital.
2. Be considered as withdrawals from courses.
3. May attend subsequent course lectures upon consent of course coordinator or Director of Nursing.
4. Have full access to the LRC to enhance their ability for future enrollment.
5. Be dropped from the Introduction to Nursing course, but retain status in the nursing program.
6. Be allowed to re-enroll in Introduction to Nursing when next offered provided they are otherwise eligible.

10. A student may be terminated from the program if clinical experience (hospital) performance is unsatisfactory.

11. A student not successfully completing a nursing course for the third time will be subject to redirection.

12. A student is required to submit application for readmission to the School of Nursing if they withdraw for a semester, or transfer to another institution.

13. A student is required to earn at least 24 resident semester hours at Alvin Junior College.

14. Hospitalization insurance, malpractice insurance, and transportation to and from the various health agencies are the responsibility of the student.

NURSING

Associate in Applied Science Degree in Nursing

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer School				
PSYC 110	Human Relations	3	0	3
PSYC 130	Child Growth and Development	3	0	3
		6	0	6
First Semester				
ENGL 111	Communication Skills	3	0	3
BIOL 121	Anatomy and Physiology	3	2	4
NURS 110	Introduction to Nursing	4	12	8
PHED	Physical Education	0	2	1
		10	16	16
Second Semester				
ENGL 112	Communication Skills	3	0	3
BIOL 122	Anatomy and Physiology	3	2	4
NURS 120	Maternal and Child Health	4	12	8
PHED	Physical Education	0	2	1
		10	16	16
Summer School				
NURS 130	Psychiatric Nursing	3	6	5
Third Semester				
SOSC 111	Contemporary American Civilization	3	0	3
NURS 211	Medical-Surgical Nursing	4	12	8
BIOL 225	Basic Microbiology	3	3	4
		10	15	15
Fourth Semester				
SOSC 112	Contemporary American Civilization	3	0	3
NURS 212	Medical-Surgical Nursing	4	12	8
	Nursing Elective	3	0	3
		10	12	14

SECRETARIAL SCIENCE

Executive Secretary

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

Purpose: The Associate in Applied Science degree curriculum in Secretarial Science is designed to offer a background in business courses which will prepare the student for employment in the secretarial field. It is designed for those seeking first employment, and for those seeking promotion in the secretarial field. The program has been developed in response to the needs of businesses in the fast growing Gulf Coast area for efficient executive secretaries.

Program Requirements: The two-year curriculum in secretarial science provides instruction in areas required for competence as an executive secretary in a business office. The curriculum includes courses in secretarial science and related courses, plus general electives. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

SECRETARIAL SCIENCE

ASSOCIATE IN APPLIED SCIENCE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
ENGL 111	Communication Skills	3	0	3
SECT 111	Shorthand I or II*	3	2	3
SECT 121	Typewriting I or II*	2	3	3
PHED	Physical Education	0	2	1
		13	8	16
Second Semester				
ENGL 112	Communications Skills	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II or III*	3	2	3
SECT 122	Typewriting II or III*	2	3	3
PHED	Physical Education	0	2	1
		13	10	16

Third Semester

SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III or Business Elective	3	2	3
PSYC 110	Human Relations	3	0	3
SOSC 111	Contemporary Amer. Civ. I	3	0	3
SECT 220	Typewriting III or Business Elective	2	3	3
		<hr/>	<hr/>	<hr/>
		16	7	18

Fourth Semester

SECT 140	Secretarial Practice	3	2	3
SECT 240	Office Procedures	3	0	3
DAPR 115	Computer Operations	3	2	3
SECT 215	Dictation and Transcription	3	2	3
SOSC 112	Contemporary Amer. Civ. II	3	0	3
BUAD 120	Business Law or Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		18	6	18

*Placement tests will determine which course needs to be taken.

CERTIFICATE PROGRAMS

The Certificate of completion in technical education is awarded to those students who fulfill the requirements in one of the following programs:

Child Care & Dev.	Computer Science
Correctional Science	Stenography
Drafting	Clerical
Electronics	Licensed Vocational Nurse
Law Enforcement	Nursing Assistant

These programs vary in length from one to two semesters and are designed to prepare the student for immediate occupational employment.

CHILD CARE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-two semester hours.

Purpose: The certificate program is designed for mature persons working in the child care field. A certificate represents the completion of 32 hours of approved course work.

Program Requirements: A certificate student will take seven courses from Group I, three courses from Group II and two semesters of physical education. Course selection will be determined by consultation with the Department Chairman, after he is familiar with the student's background, abilities and goals.

Child Care and Development

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	4	2
	<hr/>	<hr/>	<hr/>
	30	4	32

Group I

Pre-School and Day Care Services
Pathological Conditions of Children
Child Care Recreation
Child Care Services
Introductory Creative Activities
Literature for Young Children
Music for Young Children
Child Nutrition and Health Care
Child Care and Development I
Child Care and Development II
Seminar and Field Work

Group II

Principles of Sociology
Social Problems
Human Relations
Marriage and Family
Communication Skills

CORRECTIONAL SCIENCE

Certificate Program: Certificate in Correctional Science

Length: Thirty-two semester hours

Purpose: The Certificate Program is designed for mature persons working in the correctional field. A certificate represents the completion of hours of approved course work including an appropriate internship.

Program Requirements: Approximately one-half of the certificate program will include courses in Correctional Science with the remaining courses in related areas. In the event that any student who has first enrolled in a "Certificate Only" program desires to thereafter enter a degree program, he must meet all prerequisites and requirements met by the degree student.

A certificate student will take seven courses from Group I and Physical Education. The student will take three courses from Group II. Course selec-

tion will be determined by consultation with the Division Chairman, after he is familiar with the student's background, abilities and goals.

Certificate in Correctional Science

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	4	23
Group II	9	0	9
		Total	32

Group I

Introduction to Corrections
Penology
American Legal System
Crime and Delinquency
Probation, Pardons,
& Parole
Institutional Procedures, Jails,
& Detention
Contemporary Practices in
Correction
Corrections I. Organization
and Operations
Corrections II. Theory
and Practice
Physical Education

Group II

Composition and Rhetoric
General Psychology
Human Relations
Communications Skills
American, National, &
State Government
U.S. History

DRAFTING TECHNOLOGY*

Degree: Certificate

Length: Two-semester (one year) program

PURPOSE The one-year program is designed to prepare the student for entry into the drafting occupation.

PROGRAM REQUIREMENTS: 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 well as schematics, working drawings, and blueprints.

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 110	Fundamentals of Drafting	2	4	3
ENGL 111	Communication Skills	3	0	3
MATH 151	Technical Math I	3	0	3
DRFT 130	Machine Drafting	2	4	4
PHED	Physical Education	0	2	1
	Elective	3	0	3
		—	—	—
		13	10	17

Second Semester

DRFT 120	Descriptive Geometry	2	4	3
DRFT 220	Pipe Drafting	2	4	4
ENGL 112	Communications Skills II	3	0	3
MATH 152	Technical Math II	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		10	10	14

or Second Semester

DRFT 140	Architectural Drawing	2	4	3
DRFT 210	Construction Drafting	2	6	4
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		10	12	14

*The Drafting Technology Certificate at the printing of this Bulletin is currently being revised. Students should secure a revised curriculum from the department chairman of drafting.

ELECTRONIC TECHNOLOGY

Degree: Certificate

Length: Two-semester (one-year) program.

Purpose: the one year program is provided to allow the student to become familiar with basic electronics. The required electronics background for general field maintenance is stressed

Program Requirements: The certificate in Electronics will be awarded upon satisfactorily completing the two semester program.

Electronic Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MATH 151	Technical Mathematics I	3	0	3
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Laboratory	0	3	1
ELEC 110	Introduction to Electronic Technology	2	0	2
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ENGL 111	Communication Skills	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
		14	8	17
Second Semester				
MATH 152	Technical Mathematics II	3	0	3
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Laboratory	0	3	1
ELEC 230	Electronic Tests and Measurements	3	0	3
ELEC 235	Electronic Tests and Measurements Laboratory	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
PHED	Physical Education	0	2	1
		12	11	16

LAW ENFORCEMENT AND POLICE ADMINISTRATION

LAW ENFORCEMENT

Degree: Certificate

Length: Thirty semester hours

Purpose: The Certificate program is designed for mature persons working in the law enforcement field. A certificate represents the completion of 30 hours of approved course work.

Program Requirements: A certificate student will take seven courses from Group I and three courses from Group II and two semesters of physical education. Course selection will be determined by consultation with the Department Chairman, after he is familiar with the student's background, abilities and goals.

Law Enforcement

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	4	2
	—	—	—
Total	30	4	32

Group I

Introduction to Law Enforcement
 Criminal Investigation
 Legal Aspects of Law Enforcement
 Criminal Procedure and Evidence
 Element of Police Supervision
 Principles of Sociology
 Social Problems
 Criminology
 Juvenile Delinquency
 Police Organization and Administration
 Patrol Administration

Group II

Composition and Rhetoric
 General Psychology
 Human Relations
 Communication Skills
 American National and State Governments
 U. S. History

COMPUTER SCIENCE TECHNOLOGY

Computer Operations

Degree: Certificate

Length: Two semesters or one year

Purpose: The Computer Operations Curriculum is designed to provide the student with occupational experience which will qualify them for job opportunities in business and industry. Individuals completing this curriculum will be qualified to intelligently operate such equipment as computers, data transmission equipment in a teleprocessing environment, and selected unit record equipment such as keypunches, verifiers, and sorters.

Program Requirements: The curriculum includes technical courses in computer science, courses in related subjects, and general education courses. Each student is urged to consult with the Counseling Center and his faculty advisor in planning his program. Upon satisfactory completion of the two semesters curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Science (Computer Operations).

Computer Operations

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DAPR 110	Introduction to Computer Science	3	3	4
DAPR 115	Computer Operations	3	2	3
BUAD 110	Introduction to Business	3	0	3
ENGL 111	Communication Skills	3	0	3
ACCT 110	Office Accounting	0	2	1
PHED	Physical Education	—	—	—
		15	7	17
Second Semester				
DAPR 210	Computer Programming (FORTRAN)	3	2	3
DAPR 130	Computer Programming (Intro. COBOL)	3	2	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 112	Communication Skills	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
		15	6	16

SECRETARIAL SCIENCE

Options: Stenographer General Office Worker

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The one-year program is designed to prepare the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

Program requirements: The one-year program in "Stenographer" and "General Office Worker" combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Stenographer One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 230	Records Management	3	2	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
ENGL 111	Communication Skills	3	0	3
SECT 111	Shorthand I or II**	3	2	3
SECT 121	Typewriting I or II**	2	3	3
PHED	Physical Education	0	2	1
		14	9	16
Second Semester				
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II or III**	3	2	3
SECT 122	Typewriting II or III**	2	3	3
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	2	1
		13	10	16

*May be waived by demonstrated competency in High School Math.
**Placement tests will determine which course needs to be taken.

General Clerical One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
SECT 121	Typewriting I or II	2	3	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
		—	—	—
		13	6	16
Second Semester				
PSYC 110	Human Relations	3	0	3
SECT ¹ 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 122	Typewriting II or III**	2	3	3
SECT 230	Records Management	3	2	3
PHED	Physical Education	0	2	1
		—	—	—
		13	12	16

*May be waived by demonstrated competency in high school mathematics.
 **Placement tests will be taken to determine which course needs to be taken.

*LICENSED VOCATIONAL NURSING PROGRAM

Degree: Certificate

Length: Twelve Months.

Purpose: The purpose of the Alvin Junior College Vocational Nursing Program is to provide an approved, formalized educational program that will prepare the person to share in the prevention of disease, care of the sick, and restorative nursing within the scope of the defined functions of the vocational nurse.

Graduates of this program are prepared to function as an actively participating member of the health team. They are prepared to give nursing care to patients in situations that are relatively free of complexity under the supervision of the registered nurse and/or physician and to assist professional nurses in giving nursing care to patients, in more complex situations.

Graduates of the Vocational Nurse Program are eligible for writing the Texas State Board Examination for Licensed Vocational Nurse (L.V.N.).

*Subject to approval by State agencies.

Admission Requirements:

Age: 17 through 59 years of age.

Citizenship: U. S. citizen or legal declaration of intention of becoming a U. S. citizen.

Health: Satisfactory physical and mental health.

Education: High School graduate or its equivalent.

Entrance Examination: The Vocational Nursing aptitude test is administered by Alvin Junior College.

Program Requirements: Students will need to obtain certain personal articles including uniform, cap (for women), nursing shoes, shoulder insignia, pin, and watch with second hand.

Hospitalization and malpractice insurance coverage are the responsibility of the student.

Transportation to and from the various health agencies is the responsibility of the student.

L.V.N. PROGRAM

Recommended Course Breakdown:

Pre-Clinical:

First 16 weeks of classes are held at Alvin Junior College.

NURS 001.	Personal and Vocational Relationships.	10 hours
NURS 002.	Introduction to Vocational Nursing Skills, including introduction to Pharmacology and Nutrition. Practice 40 hours Medications	225 hours
NURS 007.	Body Structure and Function (Lecture and Lab).	72 hours
NURS 008.	Microbiology (Lecture and Lab).	32 hours
Clinical:		
NURS 009.	Child Growth and Development.	21 hours
NURS 003.	Maternal and Child Health Nursing Practice 3 weeks "Obstetrics" 2 weeks "Newborn"	35 hours
NURS 004.	Pediatric Nursing Practice 3 weeks	25 hours
NURS 005.	Psychiatric Nursing Practice 4 weeks (if available).	20 hours
NURS 006.	Medical-Surgical Nursing Practice 6 weeks Medical 6 weeks Surgical	110 hours
		—————
		*550 hours

*550 lecture hours and 1250 pre-clinical and clinical practice hours are required in the L.V.N. Program.

NURSING ASSISTANT PROGRAM

Degree: Certificate

Length: One semester

Purpose: The program is designed to provide the individual with the necessary skills and knowledge for performance as an essential member of the nursing team. Theory is integrated with supervised clinical practice.

Admission Requirements:

1. An interview with the nursing department.
2. Satisfactory physical and mental health.
3. A pre-entrance test is required.

Program Requirements:

1. Satisfactory clinical and classroom performance.
2. Regular attendance.

Program Content:

COURSE UNITS

Pre-clinical:

Orientation
Introduction to the Patient
The Working Environment
Communication Skills

Clinical:

The Patient's Unit
Personal Care of the Patient
Observing and Recording Vital Signs
Special Treatments
Food Service

The above course content is taught over a semester period and has the following lecture-lab ratio:

Total nursing lecture hours	44
Total nursing lab hours	240
Total Liberal Arts hours	36
	<hr/>
	320

DIPLOMA

The two-year Education Diploma is primarily for the student who wishes to complete his academic work at the junior college level and who desires to have maximum flexibility in course selection. He completes at least 62 semester hours in a program planned to meet his desires and needs. Essentially, the Diploma is designed for the student who does not desire to pursue a specific degree or certificate program.

CONTINUING EDUCATION PROGRAM

Purpose

Alvin Junior College is a comprehensive community college offering a wide variety of non-credit courses to area citizens. These courses are designed to provide general education opportunities for personal development, civic responsibility, social-cultural values, and to assist the individual in achieving his personal goals through adult non-credit courses. The college exists to serve the post-high school educational needs of the community.

The college hopes to achieve this purpose by offering adults in the community a program of diversified non-credit courses. This program of continuing education provides the opportunity for adults to improve their knowledge and basic skills while employed or for pleasure and recreational purposes.

General Information

Non-credit continuing education courses are generally open to persons of all ages, including school age children. However, certain courses are directed to the adult (18 years or older) while others are specifically directed to the younger student. Courses are scheduled for given dates and hours and some continue for longer periods of time to fulfill more specific requirements.

Most courses are offered in the evening and range from three to 320 hours in length. Costs vary from \$1.50 to \$30.00 per course. Any course will be offered when there is sufficient demand, suitable meeting space, and a qualified instructor. The college is interested in receiving requests for special courses, or for special time-frames for offering them, and will attempt to schedule any short course not already identified when there seems to be sufficient interest.

Contact the Associate Dean, Continuing Education, for information regarding scheduling any program, particularly programs of an occupational nature that will provide training and skills and knowledge of individuals already employed and individuals seeking employment.

Continuing Education and Adult Non-Credit Courses

Non-credit courses in the following areas are generally scheduled each year. Any course will be offered when there are sufficient demand, suitable meeting space and a qualified instructor.

OCCUPATIONAL
Advanced Keypunch
Alterations and Tailoring
Basic Law Enforcement
(Qualifying Certificate)
Blueprint Reading

GENERAL EDUCATION
Action Course in Practical
Politics
Apartment Managing
Biblical Archaeology
Conversational French

Data Preparation Clerk
(Keypunch)
Federal Income Tax
Consultants
Filing Clerk
Floral Design
Gift Wrapping
Nursing Assistant
Office Machines Refresher
Real Estate Principles I
Real Estate Principles II
Real Estate Principles III
Shorthand Review
Test Equipment Repair
Test Equipment Utilization
Typing Refresher
Use of a Slide Rule

Conversational German
Conversational Spanish I
Conversational Spanish II
Defensive Driving
GED Preparation
Handicrafts and Media as
Teaching Devices
How to Buy, Build, or Add
Law for the Layman
Man and His Changing World
New Testament History
Old Testament History
Personal Typing
Pocketbook Protection
Reading Improvement
Stocks and Investments
Verbal and Non-Verbal
Communications

AVOCATIONAL-RECREATIONAL

Antiques Worth Dusting
Archery Fundamentals
Art Appreciation
Art (Beginning Oil Painting)
Art (Beginning Drawing)
Art (Beginning Watercolor)
Art (Blockprinting)
Art (Portrait Painting)
Bridge (Advanced)
Bridge (Beginners)
Cake Decorating
Ceramics
Class Piano
Crafts (Elementary Crafts)
Crafts (Fabric Design)
Crafts (Macrame)
Crafts (Weaving)
Essentials of Photography
Firearm Knowledge For Women

Furniture Upholstery
Football Fundamentals
for Females
Gardening (Landscaping &
Horticulture
Gourmet Cooking
Guitar (Beginners)
Guitar (Intermediate)
Interior Decorating
Karate (Advanced)
Karate (Beginners)
Needlepoint
Physical Fitness (Men)
Physical Fitness (Women)
Private Music Lessons
Tennis (Beginners)
Tennis (Intermediate)
Texas Voluntary Hunter Safety

COOPERATIVE EDUCATION

Cooperative Education, a plan whereby students blend theory and practice by working on training assignments in exploratory or career-related areas of professional interest, has had a tremendous growth in recent years. The structure of a cooperative experience may vary, but the underlying philosophy always remains the same: the student's job is an essential and integral part of his education.

Opportunities are provided for the student to apply the knowledge and skills learned in the classroom to actual job situations. Cooperative Education contributes greatly to the career development of the students.

Students seeking new careers or job enrichment can benefit from planned work experiences. Through these experiences, the student may move upward into jobs that require increasing skills, knowledges, and responsibilities.

Many students are unsure of their vocational goals. These students could specifically use cooperative education to explore and realistically test different career possibilities.

The student who has decided to pursue a career and desires to enter the cooperative education, may choose from one of the following study and work calendars:

**Study and Work Calendar
(Plan A — Alternating)**

Year in College	Semester of the Year	Study and Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Work
Second Year	Fall	Study
	Spring	Work
	Summer	Study

**Study and Work Calendar
(Plan B — Alternating)**

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study
Second Year	Fall	Work
	Spring	Study
	Summer	Work

(Plan C — Concurrent)

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study/Work
Second Year	Fall	Study/Work
	Spring	Study/Work

Utilizing Advisory Committees of Citizens, students, and educators in the Alvin Junior College community, cooperative education closely coordinates work experience with the campus educational program; thus,

helping the student to greater meaning in his studies,
 increasing his motivation,
 contributing to his sense of responsibility,
 developing a greater understanding of human relations,
 giving him a chance to find out more about specific jobs in
 relation to his own capabilities,
 providing him with earned income, and
 better preparing him to enter the working world.

The cooperative education program helps to maintain a flow of trained personnel for public and private enterprises. The program attracts capable students and serves as an actual testing ground, permitting employers to identify and select well-trained personnel. By employing the co-op student, the employer may more effectively use the talents of high-salaried professionals.

Public and private enterprises may participate in and influence the educational process through cooperative education. Closer ties between Alvin Junior College and the community often result.

DESCRIPTION OF COURSES

ACCOUNTING

ACCT 110. Office Accounting (3 credits). Procedures and techniques used in recording business transactions and preparing financial statements. Course adapted to the needs of those training for secretarial positions. Lecture 2 hours; laboratory 1 hour: Total 3 hours per week.

ACCT 111-112. Principles of Accounting I, II (3 credits) (3 credits). Fundamentals of Accounting. The Accounting cycle, ledgers, working papers, and the preparation of financial statements under various forms of business ownership. Also understanding and interpreting financial statements. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

ACCT 221-222. Accounting Theory I, II (3 credits) (3 credits). Accounting theory for BBA majors. Principles and their application to various forms of business inventory valuation, internal control systems, manufacturing processes, budgeting and analysis of financial statements. Prerequisites: DAPR 110 and MATH 180, 190. Lecture 3 hours; Laboratory 1 hour: Total 4 hours per week.

ACCT 230. Tax and Payroll Accounting (3 credits). Principles of Federal Income Tax, Social Security taxes, unemployment taxes, sales taxes. Payroll systems and accounting methods used in computing wages. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 1 hour: Total 4 hours per week.

ACCT 240. Cost Accounting (3 credits). Basic concepts of cost accounting and how they function within a manufacturing firm. Material cost, labor cost, manufacturing overhead, and marketing costs of the cost accounting system. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

ACCT 251-252. Intermediate Accounting I, II (3 credits) (3 credits). Extensive analysis of the principle elements of accounting systems and statements. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

ARTS

ARTS 111. Design I (3 credits). This course is intended to familiarize the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. 9 lab hours per week.

ARTS 112. Design II (3 credits). Prerequisite: Design I. This course is intended to provide the student with a knowledge of the application of design principles to three-dimensional work. 9 lab hours per week.

ARTS 121. Drawing I (3 credits). A beginning course investigating a variety of media, techniques and subjects, exploring descriptive and perceptual possibilities of drawing. 9 lab hours per week.

ARTS 122. Drawing II (3 credits). Prerequisite: Drawing I. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing, including the human figure in an environmental setting. Nine lab hours per week.

ARTS 141. Art History Survey I (3 credits). A survey of painting, sculpture, architecture and minor arts from prehistoric time to the 14th century. Three lecture hours per week.

ARTS 142. Art History Survey II (3 credits). A survey of painting, sculpture, architecture and the minor arts from the 14th century to the present. Three lecture hours per week.

ARTS 211. Drawing III (3 credits). Prerequisite: Freshman Studio Core. A course in life drawing with emphasis on structure and action of the human figure. Nine lab hours per week.

ARTS 212. Painting I (3 credits). Prerequisite: Freshman Studio Core. Exploring the potentials of various painting media with stress on color and composition. Nine lab hours per week.

ARTS 221. Design III (3 credits). Prerequisite: Freshman Studio Core. An advanced course in two-dimensional design with an emphasis on individual expression. Nine lab hours per week.

ARTS 241. Weaving I. (3 credits). Prerequisite: Freshman Studio Core. Basic techniques in handweaving. Nine lab hours per week.

ARTS 251. Commercial Art I (3 credits). A basic course in communicative design and the effective use of printed media. Layout techniques, introduction to typography and exploration of various techniques used in advertising. Nine laboratory hours per week. Prerequisite: ARTS 111.

ARTS 252. Commercial Art II (3 credits). An in-depth study of design for communication media with emphasis on defining and solving visual problems in advertising campaigns. Nine lab hours per week. Prerequisite: ARTS 121.

ARTS 261. Commercial Art I (3 credits). Prerequisite: Freshman Studio Core. Introduction to processes and techniques of advertising art. Nine lab hours per week.

ARTS 262. Commercial Art II (3 credits). Prerequisite: Freshman Studio Core. Advanced study of advertising art and production. Nine lab hours per week.

ARTS 271. Art Metals I (3 credits) Prerequisite: Freshman Studio Core. Basic techniques in working with non-ferrous metals, including jewelry making and small sculpture. Nine lab hours per week.

BANK MID-MANAGEMENT

BANK 130. Principles of Bank Operations (3 credits). This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BANK 140. Money and Banking (3 credits). This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BANK 150. Analyzing Bank Financial Statements (3 credits). A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

BANK 211. Bank Management I (3 credits). This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, this text also introduces the use of cases as a new element.

BANK 212. Bank Management II (3 credits). (a) Bank Management by Objectives. This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as an eight-session seminar. (b) Planning Management Development. This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as a twelve-session seminar.

BANK 230. Bank Public Relations and Marketing (3 credits). This course discusses the basis of public relations, both internal and external, and

seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

BANK 240. Bank Investments (3 credits). Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial bank, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

BANK 250. Credit Administration. (3 credits). This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

BANK 260. Supervision and Personnel Administration (3 credits). This course is designed to aid first-line supervisors in making a smooth transition from expert in a particular to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his group to achieve friendly cooperation and maximum production. It should be recognized that the same principles are involved at every level of supervision within the organization.

BANK 270. Installment Credit (3 credits). In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BANK 280. Teller Training Seminars (3 credits): (a) Loan and Discount. This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concept of attachment, perfection, priority, default, and foreclosure; (b) Loss Prevention. This seminar focuses on check cashing, check swindles, bank holdups, and security procedures; (c) Selling Bank Services. Teaches tellers and new-accounts personnel how to recognize and meet bank customer

needs: checking accounts, savings services, loans to individuals, safe deposit boxes, travelers checks and cross selling.

Additional courses will be offered if demand is indicated and there is mutual agreement between Alvin Junior College and the banking community.

BIOLOGY

BIOL 110. Environmental Conservation (3 credits). The management of natural resources, considers the problems caused by population and pollution, balance of nature and man's importance in the environment. Three lecture hours per week.

BIOL 111-112. General Biology I, II (4 credits) (4 credits). These courses are to be taken in sequence. Fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Diversity of living organisms, their structure, physiology and evolution. Three lecture and two laboratory hours per week.

BIOL 121-122. Anatomy and Physiology I, II (4 credits) (4 credits). These courses are to be taken in sequence. A study of the structure and function of the organ-systems of the human body. Three lecture and two laboratory hours per week.

BIOL 210. Comparative Anatomy of the Vertebrates. (4 credits). The morphology, physiology and phylogenesis of the vertebrates. Extensive laboratory work includes the study of selected lower chordates and at least five vertebrate class representatives. Lecture two hours per week and laboratory six hours per week. Prerequisite: BIOL 111-112 or their equivalent.

BIOL 225. Basic Microbiology. (4 credits). A one semester course in microbiology stressing the principles and applications of microbial activity with emphasis given to the bacterial types. The role of microorganisms in disease, ecology, sanitation, industry, and public health will be stressed. Sterilization techniques, pure culture techniques and other aspects of microbial control will also be considered. Recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. Three lecture and three laboratory hours per week. Prerequisite(s): BIOL 111-112, or BIOL 121-122.

BUSINESS ADMINISTRATION

BUAD 110. Introduction to Business (3 credits). A survey of modern business organization, principles, procedures and practices with emphasis on opportunities in business. Lecture three hours per week.

BUAD 120. Business Law (3 credits). The Commercial Codes pertaining to contracts, agency, property, sales, modern labor legislation, employment. Lecture three hours per week.

BUAD 130. General Business Mathematics (3 credits). A review of the fundamental arithmetic skills needed in the business world with particular emphasis on fractions, decimals, percentages, simple and compound interests, discounts, commissions, inventories, depreciation, installment sales and purchases, notes and interest, and payroll. Lecture three hours per week.

BUAD 131. Principles of Management I (3 credits). Management functions; planning, organizing, staffing, directing, and controlling. Management examined as both a science and art with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week.

BUAD 132. Principles of Management II (3 credits). The application of management principles to realistic management situations. The case method of study in analyzing management problems with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture three hours per week.

BUAD 210. Principles of Marketing (3 credits). A general analysis of the social, economic, technological, ethical, and legal aspects of a modern capitalistic distributive system, with special emphasis on the dynamic environment within which the business firm performs its marketing activities. Lecture three hours per week.

BUAD 220. Personnel Management (3 credits). Principles and practices of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: BUAD 132. Lecture 3 hours per week.

BUAD 230. Industrial Management (3 credits). A study of industrial organization, line and staff functions, control techniques, labor-management relations, policy and procedures, effective supervision, and industrial planning. Prerequisite: BUAD 132. Lecture 3 hours per week.

CHEMISTRY

CHEM 111-112. Introductory Chemistry I, II (4 credits) (4 credits). These courses are to be taken in sequence. A general course which is designed for those students who do not plan to do further work in science or engineering. Topics covered include: atomic-molecular theory, valence, formulae, chemical equations, gas laws, solutions and an introduction to the various organic functional groups, systematic organic nomenclature, elementary biochemistry, polymer chemistry, and heterocyclics. Three lecture and two hours laboratory per week.

CHEM 121-122. General Chemistry and Analysis (4 credits) (4 credits). These courses are to be taken in sequence. The topics presented 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. The study of systems involving chemical equilibria and the quantitative analysis of the com-

mon cations and anions using semi-micro techniques in the laboratory are also emphasized. Three lecture and four laboratory hours per week.

CHEM 210. Quantitative Analysis (4 credits). 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: CHEM 122.

CHEM 211-212. Organic Chemistry (4 credits) (4 credits). These courses are to be taken in sequence. The chemistry of aliphatic hydrocarbons, mono- and poly-functional aliphatic compounds, amino acids, proteins, and carbohydrates is considered. Emphasis is placed on the preparation, interrelations, nomenclature, properties, and uses of various compounds. The chemistry of aromatic compounds, heterocyclic compounds, dyes, terpenes, organo-metallic compounds, and polymers are also included. The chemistry of aromatic compounds, heterocyclic compounds, dyes, terpenes, organo-metalic compounds, and polymers are also included. Three lecture and four laboratory hours per week. Prerequisite: CHEM 122.

CHILD CARE and DEVELOPMENT

CHCD 110. Pre-School and Day Care Programs (3 credits). A study of child development through pre-school and day care programs. Includes the history, philosophy and practices of specialized care with emphasis on the educational, recreational and health needs of the child. Three lecture hours a week.

CHCD 120. Pathological Conditions of Children (3 credits). A study of the classification of childhood disorders. Includes history of the care and treatment of disturbed children, etiology, diagnosis, characteristics and peculiar needs of disturbed children. Includes periodic visits to specialized facilities for care of children with pathological conditions. Three lecture hours a week.

CHCD 130. Child Care Services (3 credits). Child care work with troubled, dependent and neglected children and youth away from their own families. Includes history, philosophy and practices of foster care, adoption and related social services agencies. Three lecture hours a week.

CHCD 140. Child Care Recreation (2 credits). An introduction to the fundamental principles of child development through physical activity. Physical activities appropriate to motor development and movement education. One lecture and two laboratory hours a week.

CHCD 150. Introductory Creative Activities. (2 credits). Introduction to art media suitable for use with young children. Includes the process of working with paint, clay, wood, paper and other materials. One lecture and two laboratory hours a week.

CHCD 160. Literature for Young Children (2 credits). An introduction to the various forms of children's literature. Examination is made of literature available specifically for the young child. The student is acquainted with authors and illustrations of children's books. Two lecture hours a week.

CHCD 170. Music for Young Children (2 credits). A study of the fundamentals of music, including rhythms, harmonic and melodic concepts, pitch, key determination; the musical interests of the child at early age levels. Emphasis to methods which will encourage musical participation by children. One lecture and two laboratory hours a week.

CHCD 210. Creative Activities II (2 credits). Instruction in a variety of simple science media for use with young children. Basic instruction in the use of tools to facilitate the creation and maintenance of play equipment. Techniques for toy making, creative activities for hospitalized children and simple science projects are developed. One lecture and two laboratory hours a week.

CHCD 220. Child Nutrition and Health Care (3 credits). Provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. Examination of food purchasing, storage, safe handling and sanitation. Importance of good nutrition in maintaining good health is presented. Three lecture hours a week.

CHCD 230. Advanced Child Growth and Development (3 credits). Provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. Increases student's understanding of the dynamics of behavior, including attitudes, values and knowledge of growth patterns. Three lecture hours a week.

CHCD 240. Child Care and Development I (4 credits). The history, philosophy, and ethics of child care, types of child caring facilities, laws and standards governing agency management. Understanding the child and the roles of team members within the agency. Emphasis is placed on the responsibilities, personality and involvement of the child care worker. Includes a two-hour visit each week to designated facilities. Three lecture and two laboratory hours a week.

CHCD 250. Child Care and Development II (4 credits). A survey of the differences in children in child caring facilities, special methods of care and study of specific children based upon actual records. A study of communications, reports and agency records on the child. Provides opportunity for extensive observation of curriculum within a selected facility which allows the student to begin specialization in a particular field. Prerequisite: Child Care 240 or consent of instructor. Two lecture and four laboratory hours a week.

CHCD 260. Seminar and Field Work (4 credits). On-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. One seminar and eight laboratory hours a week.

CHCD 270. Special Project (4 credits). Opportunity for a student or group of students to pursue a special interest in the area of child care. Special projects which would demonstrate a functional capability within an area of child care will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. One seminar and eight laboratory hours a week.

COOPERATIVE EDUCATION

COOP 211. Seminar and Work Experience (4 credits). A comprehensive treatment of career-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical, or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Two seminar hours, fifteen cooperative training hours. Prerequisite: approval of Chairman, Division of Business.

COOP 212. Seminar and Work Experience (4 credits) A comprehensive treatment of career-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Two seminar hours; fifteen cooperative training hours. Prerequisite: Cooperative Education 211 and approval of Chairman, Division of Business.

COOP 213. Seminar and Work Experience (4 credits). A comprehensive treatment of career-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical, or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Two seminar hours; fifteen cooperative training hours. Prerequisite: Cooperative Education 212 and approval of the Chairman, Division of Business.

CORRECTIONAL SCIENCE

CRSC 110. Introduction to Corrections. (3 Credits). An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions. History, philosophy, methods and techniques. Three lecture hours per week.

CRSC 120. Penology (3 Credits). Analysis and evaluation of contemporary correctional systems; discussion of recent research concerning the correctional institution and the various field services. Three lecture hours per week.

CRSC 130. American Legal System (3 Credits). The court system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Three lecture hours per week.

CRSC 140. Crime and Delinquency (3 Credits). A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control, and treatment. Three lecture hours per week.

CRSC 150. Introduction to the Criminal Justice System. (3 Credits). An overview of the total system of the administration justice provided with emphasis on due process and on the constitution guarantees. Discussion of Texas Criminal Procedure and the Texas Penal Code. Three lecture hours per week.

CRSC 210. Probation, Pardons, and Parole. (3 Credits). Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Three lecture hours per week. Prerequisite: CRSC 110 or CRSC 120.

CRSC 220. Institutional Procedures, Jails and Detention (3 Credits). The function of the custodial staff is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. Three lecture hours per week.

CRSC 230. Contemporary Practices in Corrections. (3 Credits). Modern trends in corrections, such as the community-based programs in work-release, half-way houses, contract program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated. Three lecture hours per week. Prerequisite: CRSC 120, CRSC 140, and CRSC 150.

CRSC 240. Corrections I: Organization and Operations. (3 Credits). A minimum of three months in an approved correctional setting taken after two semesters of approved work. The organization of correctional institutions are studied. Treatment, custody and support activities are examined. Students utilize functional charts for the various departments within the institution. Prerequisite: Consent of Division Chairman.

CRSC 250. Corrections II: Theory and Practice. (3 Credits). A minimum of three months in an approved correctional setting taken in conjunction with CRSC 240. Current theory and practice in state correctional institutions are examined with emphasis on the Texas Department of Correction programs. Prerequisite: Consent of Division Chairman.

DATA PROCESSING

DAPR 110. Introduction to Computer Science (4 credits). This is an introduction to computers, algorithms, and computation. 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. This course is intended to provide a foundation for future detailed study of specific systems. Basic FORTRAN will be used in solving problems on the computer. Three hours lecture and three hours laboratory per week. Prerequisite: High School Algebra or equivalent.

DAPR 115. Computer Operations (3 credits). The study of a third generation computer system. Lecture will cover computer fundamentals, history, computer mathematics, basics of programming, Boolean algebra, introduction to logic circuitry, arithmetic section of a computer, computer storage, control section, and input-output section. Laboratory exercises are executed involving planning and operation of the equipment. Practical exercises include use of the keypunch, verifier, sorter, interpreter, and computer. Three hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

DAPR 120. RPG Programming (3 credits). Report Program Generator is a compiler language that will process data into a printed report with a minimum of programming effort. The coding forms provided make the programmer's role principally clerical. Lecture will include a detailed description of the language, forms and use. Several programs are constructed, run, and debugged as an aid to comprehending RPG and its capabilities. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 115 and DAPR 110.

DAPR 130. Computer Programming (Introductory COBOL) (3 credits). Students will be required to program debug, and test specified business problems using COBOL. This high level language is commonly used for business problems. Lectures will cover processing of data from the original document to the final report. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, DAPR 115, and consent of the department.

DAPR 210. Computer Programming (FORTRAN) (3 credits). A detailed study of Fortran IV. This high level language is commonly used in scientific computations. One of the basic objectives is providing the student with the knowledge to handle mathematical and statistical problems on a computer. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, MATH 121 or MATH 180, or consent of the department.

DAPR 220. Seminar & Project. (3 Credits). A study of problems of an advance type. Problems chosen to enhance students' background and to give experience on the system analysis level. The student will design a system and write the necessary programs to implement the system

under the supervision of a sponsoring instructor. Three hours lecture and laboratory two hours per week. Corequisite: DAPR 240.

DAPR 230. Computer Programming (Advanced COBOL) (3 Credits). This course is designed to acquaint the student with the more advanced aspects of COBOL. Complete business application systems will be implemented, coded, programmed, tested, and documented as one would expect to find in a real life environment. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 130.

DAPR 240. Systems Analysis. (3 Credits). A study of the area of systems and systems analysis. Topics covered are: scope of systems analysis, systems investigation, input design, output design, designing files, design and documentation, proving the design, communications, justifying the system, implementation, controls and security, hardware, software. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 130 and Corequisite DAPR 220.

DAPR 250. Computer Programming (3 Credits). A study of assembly languages. The student studies the assembly language of CDC-3200. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, DAPR 115, and consent of the department.

DRAFTING*

DRFT 110. Fundamentals of Drafting (3 credits). A basic course with exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, freehand sketching, and pictorial drawings. Two lecture and four laboratory hours each week.

DRFT 120. Descriptive Geometry (3 credits). Problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. Two lecture and four laboratory hours per week. Prerequisite: DRFT 110 or equivalent.

DRFT 130. Machine Drafting (4 credits). Problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears and shop processes. Two lecture and four laboratory hours per week. Prerequisite: DRFT 110 or equivalent.

DRFT 140. Architectural Drawing (3 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. Two lecture and four laboratory hours per week. Prerequisite: Permission of department.

DRFT 150. Electronic Drafting (2 credit). Basic drafting techniques as related to the preparation of electronic drawings, with emphasis on components and symbols, circuit layouts, schematic diagrams, block diagrams, and panel mounting. One lecture and three laboratory hours per week.

DRFT 160. Surveying (2 credits). A course designed to emphasize the principles of surveying, including the use of the tape, level, transit, tabulation of field data, boundary surveys, and basic topographic mapping. One lecture and three laboratory hours per week. Prerequisite: Technical Math I and/or consent of the department.

DRFT 210. Construction Drafting (4 credits). A course designed to gain insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. Two lecture and four laboratory hours per week. Prerequisite: DRFT 140.

DRFT 220. Pipe Drafting (4 credits). A course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications. Two lecture and four laboratory hours per week. Prerequisite: DRFT 130.

DRFT 230. Structural Drafting (3 credits). A course designed to cover A.I.S.C. specifications and standards, design and detail of structural members and connections. Two lecture and four laboratory hours per week. Prerequisite: DRFT 210.

*Course descriptions and numbers are currently being revised at the printing of this Bulletin.

DRAMA

DRAM 111, 112, 211, 212. Rehearsal and Performance (1 credit for each course). This course is an activities course in which the student participates in theatre productions either as actor or crew member.

DRAM 120. Integration of Abilities (3 credits). This course is designed to aid the student to find his own individual creativity. Through planned exercises the student will study rhythm and time; space and form; and line and silhouette.

DRAM 130. Introduction to the Theatre Arts. (3 credits). This course is the study of the principles of drama and the development of the Theatre as an Art as evidenced through study of styles and forms of productions past and present.

DRAM 140. Introduction to Acting (3 credits). This course is designed to study the basic techniques of acting. Included in the course will be character analysis, character movement, and improvisational acting. Lecture two hours, laboratory two hours per week.

DRAM 230. Introduction to Technical Theatre (3 credits). This course is designed to study the basics for working in the areas of construction, properties, costuming, lighting, and design. Lecture two hours, laboratory two hours per week. Prerequisite, DRAM 130.

DRAM 240. Advanced Acting (3 credits). This course studies the different styles to perform in all areas of Theatre. Areas of concentration are Greek, Roman comedy, Elizabethan, and Restoration. Lecture two hours, laboratory two hours per week. Prerequisite: DRAM 140.

DRAM 250. Theatre Speech (3 credits). This course is designed to study the necessary development of the voice for use for the stage. This course includes voice development, placement, projection and diction. Prerequisite: DRAM 140.

ECONOMICS

ECON 110. Consumer Economics (3 credits). 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 lecture hours per week.

ECON 111. Principles of Economics I (3 credits). Analysis of economic aggregates: inflation, unemployment, economic growth, the distribution of income (including current policies and problems). Principles of fiscal and monetary policy are presented. Primary emphasis placed on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. Three lecture hours per week.

ECON 112. Principles of Economics II (3 credits). Supply-demand relationships; 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. Three lecture hours per week. Prerequisite: ECON 111.

ELECTRONICS

ELEC 110. Introduction to Electronic Technology (2 credits). An introduction to concepts in electronic technology, including a study of basic electronic manufacturing methods and electronic equipment utilization. Lecture two hours per week. Corequisite: ELEC 115.

ELEC 115. Introduction to Electronic Technology Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 110.

ELEC 120. D.C. Theory and Circuit Analysis (3 credits). A study of direct current electricity involving voltage, current and resistance relationships and basic network equations. Three lecture hours per week. Prerequisite: 2 years HS ALGEBRA or equivalent. Corequisite: ELEC 125 and MATH 151.

ELEC 125. D.C. Theory and Circuit Analysis Laboratory. (1 credit). Three laboratory hours per week. Corequisite: ELEC 120.

ELEC 130. A.C. Theory and Circuit Analysis (3 credits). The analysis of passive electronic circuits with respect to time varying d.c. and a.c. waveforms. Three lecture hours per week. Prerequisite: ELEC 120. Corequisite: ELEC 135 and Technical Math II or equivalent.

- ELEC 135. A.C. Theory and Circuit Analysis Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 130.
- ELEC 140. Electronics I** (3 credits). An introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. Three lecture hours per week. Prerequisites: ELEC 130 and 135. Corequisite: ELEC 145.
- ELEC 145. Electronics I Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 140.
- ELEC 210. Electronics II** (3 credits). Linear amplifier analysis and design including an introduction to oscillators. Three lecture hours per week. Prerequisites: ELEC 140 and 145. Corequisite: ELEC 215.
- ELEC 215. Electronics II Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 210.
- ELEC 220. Electronics III** (3 credits). An introduction to digital circuit analysis and design with emphasis on integrated circuits. Three lecture hours per week. Prerequisites: ELEC 140 and 145. Corequisite: ELEC 225.
- ELEC 225. Electronics III Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 220.
- ELEC 230. Electronic Instrumentation and Measurement Techniques** (3 credits). Theory of operation and application of standard laboratory test equipment. Three lecture hours per week. Corequisite: ELEC 235.
- ELEC 235. Electronic Instrumentation and Measurement Techniques Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 230.
- ELEC 240. Electronics Seminar and Project** (2 credits). A survey of current electronic devices found in industrial applications. Seminar and lecture, two hours per week. Prerequisite: 16 hours of electronics or approval of the department. Corequisite: ELEC 245.
- ELEC 245. Electronics Project Laboratory** (1 credit). Design and construction of an electronic project or a research report related to the student's occupational objectives. Minimum of three laboratory hours per week. Corequisite: ELEC 240.
- ELEC 250. Electronic Logic Design** (3 credits). An advanced study of discrete and integrated circuit applications to electronic logic design. Three lecture hours per week. Prerequisites: ELEC 220 and 225.
- ELEC 260. Communications Circuits and Systems** (3 credits). A study of the circuits, theory, and operations in modern electronic communications systems. Three lecture hours per week. Prerequisites: ELEC 210, 215, ELEC 230, 235, or approval of the department.
- ELEC 270. Survey of Digital Electronic Systems** (3 credits). An overview of current theory and application of electronics from a systems viewpoint. Three lecture hours per week. Prerequisite: 16 hours of electronics or approval of the department.

- ELEC 281. (Brazosport No. — INST 214) Principles of Industrial Measurements** (4 credits). Principles and devices for the measurement of pressure, flow, level, and temperature measurements. Prerequisites: PHYS 133-134 or consent of the division chairman.
- ELEC 282. (Brazosport No. — INST 204) Principles of Automatic Control** (4 credits). Control principles, force and moment balance, and feedback. The use of control signals, power positioners, and components of a control system. Controllers, including on-off, proportional, proportional plus reset and rate response. Adjustment of controllers for speed and stability, relays, switching equipment, and control, valves, and start-up operation.
- ELEC 283. (Brazosport No. — INST 224) Advanced Automatic Control** (4 credits). A study of computer techniques for automatic control, ratio controllers, cascade control, electronic controllers. Prerequisite: ELEC 282.
- ELEC 290. Computers and Computer Controlled Systems** (3 credits). A study of digital and analog computer operation and control, including systems organization with respect to hardware, software and interfacing. Prerequisite: 16 hours of electronics or approval of the department.
- ELEC 295. Computers and Computer Controlled Systems Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 290.

ENGLISH

- ENGL 110. Free Studies Writing.** (3 credits). Free Studies Writing is a course with a laboratory setting which involves diagnosis of specific individual writing deficiencies and strengths. The student is guided through a sequence of learning experiences in organization of ideas and sentence structure tailored specifically to his individual needs. The instructional units are designed to upgrade the writing skills of the student as well as help him become proficient in all communication skills.
- ENGL 111-112. Communication Skills** (3 credits) (3 credits). Purpose of the course is to teach correct and effective use of the English language, oral and written, in areas likely to be required by the occupational/technical student. Emphasis in practical aspects of listening, writing, reading, and speaking. Three lecture hours per week. Prerequisite: Satisfactory score on English proficiency examination.
- ENGL 121. Composition and Rhetoric I** (3 credits). This standard course aims to promote clarity 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 and short fiction. Three lecture hours per week. Prerequisite: Satisfactory score on English proficiency examination.

ENGL 122. Composition and Rhetoric II (3 credits). This course enlarges on the skills and concepts relating to composition and literature covered in ENGL 121. It provides more intensive practice in theme writing, including a research paper, and emphasizes the techniques of longer prose fiction, drama, and poetry. Three lecture hours per week. Prerequisite: ENGL 121.

ENGL 211. Survey of Literature I (3 credits). 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. Three lecture hours per week. Prerequisite: ENGL 122.

ENGL 212. Survey of Literature II (3 credits). This course is a continuation of ENGL 211. The study includes romantic, realistic, impressionistic and expressionistic styles of literature. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 211.

ENGL 221. Survey of English Literature I (3 credits). This course is a study of selections in English literature from its beginnings to the Romantic Period. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 122.

ENGL 222. Survey of English Literature II (3 credits). This course is a study of English literature including works from the Romantic Period to the present. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 221.

FREE STUDIES

The Department of Free Studies at Alvin Junior College exists to provide students with the freedom to select the instructional methods which will give them additional preparation required for the beginning course offered in a specific department. Special programs are also offered for students who are seeking the high school equivalency diploma.

Various types of instructional media exist in the department in order to meet individual or curricular needs. Audio-tutorial programs, peer group sessions, tutoring, films, programmed textbooks, filmstrips, filmloops, slides, models, microforms, and printed materials are employed in a multitude of learning paths from which students may choose. The Department of Free Studies is not completely separate from other departments. Instead, it exists as an adjunct to all other departments by providing a supplement through self-directed study and the use of individualized instructional resources. All of these services are provided at no extra cost to the students.

Several courses exist solely to meet the goal which is stated above, and they are scheduled for specific times in the Free Studies Laboratory. These courses are English 110, 110F, 110G, Mathematics 110, 110G, and Reading 110, 110F, 110G, 115. A description of each follows.

ENGL 110. Free Studies Writing (3 credits). A course with a laboratory setting which involves diagnosis of specific individual writing deficiencies and strengths. The student is guided through a sequence of learning experiences in organization of ideas and sentence structure tailored specifically to his individual needs. The instructional units are designed to upgrade the writing skills of the student as well as help him become proficient in all communication skills.

MATH 110. Free Studies Mathematics (3 credits). A course which includes classroom instruction and a laboratory in the form of audio-visual aids, programmed texts, mathematical games, tutoring, and peer counseling. While topics are selected which will meet individual needs, some of the topics often included in the course are: flow charts, elementary operations, number systems, geometry, arithmetic, polynomials, linear equations, exponents, radicals, graphs, and percent.

RDNG 110. Free Studies Reading (3 credits). Is designed to improve the students reading and studying effectiveness. It is concerned with the improvement of reading comprehension, vocabulary and reading rate. One of the major course objectives is to help students develop an interest in reading for pleasure as well as for information. Learning experiences are developed in the following areas: use of the dictionary, vocabulary building, techniques of note-taking, exam-taking and studying, and reading for enjoyment. Developmental reading is offered in a laboratory setting.

ENGL 110G. English for General Educational Development (3 credits). Is designed to prepare the student for the English and literary sections of the High School Equivalency Examination (GED). The correctness and effectiveness of expression are stressed throughout the course. Instruction and drills are provided in the fundamentals of English, including spelling, grammar and usage, and punctuation. The skills needed for reading and understanding prose, poetry, and drama are also stressed.

MATH 110G. Mathematics for General Educational Development (3 credits). Is designed to prepare the student for the mathematics section of the High School Equivalency Examination (GED). The course stresses general mathematical ability. Comprehensive instruction and numerous practice exercises are provided in various areas of mathematics including fractions, algebra, geometry, and modern mathematics.

ENGL 110F. English as a Second Language (3 credits). Is designed for students who are deficient in English language skills. In a laboratory setting, the student is guided through a series of drills in common sentence patterns. Standard grammatical terminology is used and the student's attention is directed toward examples which serve as patterns for the practice materials.

RDNG 110F. Reading of English as a Second Language (3 credits). Is designed to improve the student's reading and studying effectiveness. Emphasis is placed on a phonetic and structural analysis of the English

language. An individualized program is designed to meet each student's specific needs. The course is offered in a laboratory setting.

RDNG 110G. Reading for General Educational Development (3 credits). Is designed to prepare the student for the High School Equivalency Examination (GED) in several areas. Emphasis is placed on reading comprehension and vocabulary skills. The instructional materials and exercises stress the interpretation of (1) reading materials in the natural sciences and (2) reading materials in the social sciences.

RDNG 115. Advanced Reading Techniques (3 credits). For students who read at an average or above average rate. 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. Prerequisite: an ACT score of 14 or higher is required for registration in this course.

FRENCH

FREN 111-112. Elementary French (4 credits). 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 lecture hours and two laboratory hours per week.

FREN 121-122. Intermediate French (3 credits). French readings, grammar, and composition based partly on a formal text and partly on selected readings. Stress will be placed on oral work. Three lecture hours and one laboratory hour per week. Prerequisite: FREN 112 or instructor approval.

GEOGRAPHY

GEOG 110. Principles of Geography (3 credits). A study of the natural and cultural features within the world-wide geographic setting. Emphasis is placed on world climatic regions with discussion and interpretation. Three lecture hours per week.

GOVERNMENT

GOVT 211. American National and State Governments I (3 credits). 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 lecture hours per week.

GOVT 212. American National and State Governments II (3 credits). A study of the functions and services of the government of the United States, the states in general, and Texas in particular. Three lecture hours per week.

HISTORY

HIST 111. Western Civilization to 1660 (3 credits). 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. Three lecture hours per week.

HIST 112. Western Civilization since 1660. (3 credits). This course is a continuation of HIST 111. Three lecture hours per week.

HIST 121. History of Latin America I (3 credits). Spanish and Portuguese colonies from discovery to independence. Three lecture hours per week.

HIST 122. History of Latin America II (3 credits). Latin American republics since independence. Three lecture hours per week.

HIST 131. History of Texas to 1865. (3 credits). A study of the growth and development of Texas 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. Three lecture hours per week.

HIST 132. History of Texas since 1865 (3 credits). An analysis of cultural, social, industrial, and political developments in Texas from 1865 to the present. Emphasis will be directed to 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 included. Three lecture hours per week.

HIST 141. The United States to 1877 (3 credits). American history from colonial origins through reconstruction. Exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War and reconstruction. Three lecture hours per week.

HIST 142. The United States since 1877 (3 credits). A survey of American history from 1877 to the present. Chief topics: big business, big labor, the United States as a world power, the great depression and the cold war. Three lecture hours per week.

HUMANITIES

HUMN 101. Introduction to Humanities (3 credits). A study of representative examples of literature, art, and music of the classical, romantic, realistic, impressionistic and expressionistic periods. The interrelationship of the arts and their philosophies is stressed. Three lecture hours per week.

JOURNALISM

JOUR 110. Introduction to Mass Communications (3 credits). Objective includes enabling student to describe in writing each of the following: process of communication, attitude formation and change, comparative systems of mass communications, structure and function of mass media in the United States and current issues concerning the mass media. Field trips to media provide support for class discussions. Three lecture hours per week.

JOUR 120. Journalism Activities (1 credit). This course is designed to give basic journalism training to students through experience on college publications. Two laboratory hours per week. Prerequisite: Instructor approval.

LAW ENFORCEMENT

LWNF 110. Introduction to Law Enforcement. (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.

LWNF 120. Criminal Investigation. (Credit: 3 semester hours). Theories and concepts of the investigator's role in modern criminal investigation; basic skills necessary in conducting an investigation, developing sources of information, the collection and preservation of evidence, and preparation of reports are developed. Three lecture hours per week.

LWNF 130. Legal Aspects of Law Enforcement. (Credit: 3 semester hours). History and philosophy of modern law; laws of arrest, search and seizure; determination of probable cause; Texas penal code; emphasis on practical legal problems confronting the law enforcement officer. Three lecture hours per week.

LWNF 140. Criminal Procedure and Evidence. (Credit: 3 semester hours). Examination of the rules governing the admissibility of evidence as they may affect the law enforcement officer in the administration of criminal justice, including study of the rules of evidence, kinds and degrees of evidence and their application in the legal processes from arrest through probation and parole procedures to final disposition of the case. Three lecture hours per week.

LWNF 150. Police Role in Crime and Delinquency. (Credit: 3 semester hours). Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as it relates to juveniles. Three lecture hours per week.

LWNF 210. 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.

LWNF 220. Police Organization and Administration. (Credit: 3 semester hours). An analysis of the duties and responsibilities of police administrators; study of the principles of police organization; police management, coordination and personnel management. Three lecture hours per week.

LWNF 230. Patrol Administration. (Credit: 3 semester hours). Study of the philosophy and history of systems of dealing with patrol functions. An analysis of the principles of organization and function of the patrol operation; contemporary operational activities. Three lecture hours per week.

LWNF 240. Police-Community Relations. (Credit: 3 semester hours). The interrelationship of law enforcement agencies and the community; problems related to police-community relations; emerging law enforcement concept of active involvement in community relations. Three lecture hours per week.

LWNF 250. Traffic Law and Investigation. (Credit: 3 semester hours). A course in the investigation of traffic accidents, laws, and advanced investigation procedures; special emphasis to be placed on the handling of traffic accidents on thoroughfares and expressways. Defensive driving techniques will be given on an individual basis in a college patrol vehicle. Two lecture hours and four laboratory hours each week.

LWNF 260. Traffic Planning and Administration. (Credit: 3 semester hours). A course designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. Analysis is made of the methods and techniques used by various agencies to control problems. Three lecture hours per week.

LWNF 270. Juvenile Delinquency. (Credit: 3 semester hours). The nature and extent of delinquency. The environments in which juvenile delinquency develops, delinquent sub-cultures and peer groups; evaluation of prevention, control and treatment programs. Prerequisite: SOCI 111 or 122 or approval of instructor. Three lecture hours per week.

MATHEMATICS

GENERAL MATHEMATICS

MATH 110. Free Studies (3 credits). Developmental Mathematics is a course which includes classroom instruction and a laboratory in the form of audio-visual aids, programmed texts, mathematical games, tutoring, and peer counseling. While topics are selected which will

remove deficiencies and meet individual needs, some of the topics often included in the course are: flow charts, elementary operations, number systems, geometry, arithmetic, polynomials, linear equations, exponents, radicals, graphs, and percent.

Students are advised to register for this course on the basis of their previous academic experience and/or their scores on entrance examinations.

MATH 120. Slide Rule (1 credit). This is a course for pre-engineers and science majors. It is designed to introduce the student to elementary problems from all fields of engineering and science. Particular emphasis is placed on learning to manipulate the slide rule with speed and accuracy. Two lecture-laboratory hours per week.

MATH 121. College Algebra (3 credits). This course 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. Three lecture hours per week. Prerequisite: Two years of high school algebra or consent of instructor.

MATH 132. Plane Trigonometry (3 credits). Mastery of trigonometric functions with applications; functions of acute angles; functions of obtuse, and multiple angles; identities; derivation of formulas; logarithms; solution of both right triangles and obtuse triangles; practical problems involving heights and distances; graphical representation of trigonometric functions and geometric applications. Three lecture hours per week.

MATH 140. Pre-Calculus (6 credits). A study of elementary functions, their graphs and applications, including polynomials, rational and algebraic functions, exponential, logarithmic and trigonometric functions; and introduction to three dimensional analytic geometry. Six lecture hours per week. Prerequisites: high school algebra and trigonometry or consent of instructor. This course is equivalent to MATH 141-142.

MATH 141-142. Pre-Calculus I, II (3 credits) (3 credits). 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 hours per week. Prerequisites: MATH 121, 132, or consent of instructor.

MATH 150. Analytic Geometry (3 credits). 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 hours per week. Prerequisites: MATH 121, 132, or consent of instructor.

Note: A student will not receive credit for both MATH 140 and MATH 150.

MATH 211-212. Differential and Integral Calculus I, II. (5 credits) (5 credits). These courses are 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 and one laboratory hour per week. Prerequisites: MATH 140, MATH 150, or consent of instructor.

MATH 213-214. Differential and Integral Calculus I, II. (3 credits) (3 credits). 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 Math 211-212. A study of limits, differentiations, rates, maxima and minima, curvature, elementary integrals, definite integrals, areas, lengths, and volumes constitute the topics in the course. Three lecture hours per week. Prerequisites: MATH 140, MATH 150, or consent of instructor.

MATH 210. Differential Equations (3 credits). This course is designed to meet the needs of engineering students. The following topics are included: 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. Prerequisite: MATH 214 or 212.

MATH 215. Calculus Applications. (3 credits). A study of centroids, moments of inertia, pressure, work, partial differentiation, series, multiple integrals, and hyperbolic functions constitute the material in this advanced course. Three lecture hours per week. Prerequisite: MATH 214.

MATH 220. Linear Algebra (3 credits). Systems of linear equations, vector spaces, linear dependence, bases, dimensions, linear mappings, matrices, determinants, quadratic forms, orthogonal reduction to diagonal form, eigenvalues, applications. Three lecture hours per week. Prerequisite or corequisite: MATH 214 or MATH 212 or consent of instructor.

MATH 230. Statistics (3 credits). Topics included in the course are mathematics of finance, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, correlation and regression. Prerequisite: 6 semester hours of math.

MATHEMATICS FOR LIBERAL ARTS MAJORS

MATH 111-112. Selected Topics I, II (3 Credits) (3 Credits). This course is designed to satisfy the mathematics requirement for liberal arts majors. Some of the topics included are: number theory, concepts of algebra, geometry, statistics, logic, computer science, matrix algebra, and history of mathematics. Three lecture hours per week.

MATHEMATICS FOR NURSING MAJORS

MATH 130. College Arithmetic (2 credits). 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. Two hours of lecture per week.

MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS

MATH 160. Foundations of Mathematics (3 credits). 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. Three lecture hours per week.

MATH 170. Modern Topics in Mathematics (3 credits). 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. Three lecture hours per week. Prerequisite: Math 160 or consent of instructor.

MATHEMATICS FOR BUSINESS MAJORS

MATH 180. Finite Mathematics (3 credits). 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: Two years of high school algebra or consent of instructor.

MATH 190. Analysis (3 credits). 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: MATH 180 or the equivalent.

MATHEMATICS FOR TECHNICAL PROGRAMS

MATH 151. Technical Mathematics I (3 credits). A course for technology students. Topics covered will include a review of arithmetic, and proceed through a treatment of measured data, slide rule operation, tables and interpolation, algebra, analytic geometry, and determinants. Three lecture hours per week.

MATH 152. Technical Mathematics II. (3 credits). Topics covered will include logarithms, exponential functions, numerical trigonometry of the right triangle, and analytical trigonometry. Three lecture hours per week. Prerequisite: MATH 151 or consent of instructor

MATH 250. Advanced Technical Mathematics (3 credits). This course is designed for technology students who require a deeper understanding of definitions and procedures used in mathematics. Topics covered will include vector operations, differential calculus, integral calculus, and special functions. Three lecture hours per week. Prerequisite: MATH 152 or consent of instructor.

MID-MANAGEMENT

MMGT 111. Introduction to Mid-Management (3 credits). The student is introduced to the concept of middle level management, prepared for initial employment as an intern, and is continually involved in seminars and case study problems relating to his work. Experience is gained so that the student may more meaningfully relate to the principles and theories of management in the following course.

MMGT 112. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

MMGT 121. Principles of Management (3 credits). An overview of organization and human behavior within the organization. Functions of management are presented such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices.

MMGT 122. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

MMGT 211. Personnel Management (3 credits). Principles and practice of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: MMGT 121.

MMGT 212. Internship (3 credits) The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

MMGT 221. Problems in Management (3 credits). Extension of management principles to administrative strategy in solving problems. Case studies and simulated games are utilized in a decision-making, problem-solving environment.

MMGT 222. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student may receive credit from an approved full-time job.

MUSIC

MUSC 110. Introduction to Music (3 credits). 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 a working knowledge of music. Enrollment in class piano is recommended when a student enrolls in this course. Three lecture hours per week.

MUSC 111-112. Survey of Music Literature (3 credits) (3 credits). 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. Three lecture hours (and one lab hour per week).

MUSC 120. Music of Yesterday and Today (3 credits). The aim of this general survey course is to provide a foundation for the enjoyment and understanding of music. Representative composers and their works are studied through recorded music. Three lecture hours per week.

MUSC 121-122. Ear Training and Sight-Singing (2 credits) (2 credits). A first year course which provides basic aural, visual, and vocal experiences in dictation and sight-singing. Two lecture hour and one lab hour per week. Prerequisite: Approval of the instructor.

MUSC 131-132, 243-244 Class Piano (1 credit) (1 credit). Class piano is designed for students with little or no previous experience. A study of basic techniques, scales, chords and basic repertoire. Meets two hours per week. May be repeated for credit. Prerequisite: Approval of the instructor.

MUSC 141-142. Music Theory (3 credits) (3 credits). 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. Three lecture hours per week.

MUSC 243-244. Music Theory (3 credits) (3 credits). A continuation of the first year course with advanced aural and written study with emphasis on chromatic harmony and harmonic analysis. Class meets three hours per week. Prerequisite: MUSC 142.

ENSEMBLES

MUSC 151, 152, 253, 254. Concert Choir (1 credit for each course). 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. Three rehearsal hours per week.

MUSC 161, 162, 263, 264. College Singers (1 credit for each course). This organization is limited in membership. Students are selected through auditions from the membership of the college choir. Three rehearsal hours per week. Prerequisite: Previous experience in choral music, a member in good standing of the concert choir, ability to sight-read and approval of the instructor.

MUSC 171, 172, 273, 274. Grand Chorus (1 credit for each course). Membership in this chorus is open to all students. A course in choral singing designed to acquaint the student with good choral literature. At least one public concert is given each semester. Class usually offered in the evening. Two rehearsal hours per week.

MUSC 181, 182, 283, 284. Stage Band (1 credit for each course). This organization is the largest performing instrumental group. Numerous concerts both on and off campus include contemporary jazz and rock music as well as standard big band literature. Membership is open to all college students by approval of the instructor. Three rehearsal hours per week.

MUSC 191, 192, 293, 294. Jazz Lab (1 credit for each course). This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all college students by approval of the instructor. Three rehearsal hours per week.

APPLIED MUSIC

MUSC 115, 116, 215, 216. Applied Music — Piano (1 credit for each course). One-half hour of individual instruction a week. Requires three hours of practice. Prerequisite: Approval of instructor.

MUSC 117, 118, 217, 218. Applied Music — Piano (2 credits for each course). One hour of individual instruction a week. Requires six hours of practice. Prerequisite: Approval of instructor.

MUSC 125, 126, 225, 226. Applied Music — Voice (1 credit for each course). One-half hour of individual instruction a week. Requires three hours practice. Prerequisite: Approval of instructor.

MUSC 127, 128, 227, 228. Applied Music — Voice. (2 credits for each course). One hour of individual instruction a week. Requires six hours of practice. Prerequisite: Approval of instructor.

MUSC 135, 136, 235, 236. Applied Music — Brass (2 credits for each course). One hour of individual instruction is offered in trumpet, trombone, French horn and tuba. Requires six hours of practice. Prerequisite: Approval of instructor.

MUSC 145, 146, 245, 246. Applied Music — Woodwind (2 credits for each course). One hour of individual instruction is offered in bassoon, clarinet, flute, oboe and saxophone. Requires six hours of practice. Prerequisite: Approval of instructor.

MUSC 155, 156, 255, 256. Applied Music — Percussion (2 credits for each course). One hour of individual instruction in the use of percussion instruments. Requires six hours of practice. Prerequisite: Approval of instructor.

NURSING

ADN — Associate Degree Nursing

NURS 110. Introduction to Nursing (8 credits). This is the basic course in the nursing curriculum; it provides the foundation upon which other courses build and expand. The course is concerned with wellness and the maintenance of health. However, the student is introduced to some deviations from wellness so that he has the opportunity to develop an awareness of the different levels of wellness.

Nutrition, pharmacology, basic mental health concepts, communication, nursing skills, techniques, and scientific principles are integrated and emphasized throughout the course. History of nursing and the privileges and responsibilities of the nurse are also considered. Clinical experiences include adult and pediatric services. Four lecture hours, twelve laboratory hours.

NURS 120. Maternal and Child Health (8 credits). Approaches the family at the establishment phase and follows the family through the expectant, childbearing, pre-school, school, and teenage phase. The inter-relatedness of the family is considered throughout each phase with major emphasis on the normal aspects. Selected deviations from normal are also considered. Content is focused on the implications for nursing. Continued study of the related pharmacology and nutrition. Four lecture hours, twelve laboratory hours. Prerequisite: PSYC 110, 130; BIOL 121; NURS 110.

NURS 130. Psychiatric Nursing (5 credits). A study of principles and techniques involved in prevention and treatment of mental illness. Psychiatric team approach used. Rehabilitative methods are stressed. Study of drugs used in psychiatric therapy included. Clinical laboratory experience entails working with mentally ill patients, individually, in groups, and with their families. Emphasis is placed on the community approach. Several hospitals provide facilities for clinical experiences. Three lecture hours, six laboratory hours. Prerequisite: NURS 110, PSYC 110, 130; BIOL 121.

NURS 211. Medical-Surgical Nursing I (8 credits). Lecture, demonstration, observations, individual and group conferences, and clinical practice. This is an integrated course in which the medical, surgical, dietary, psychological, sociological, and community aspects of diseases and abnormalities and their management are interrelated. This course is designed to aid the student in acquiring skills in meeting the needs of children and adults. Responsibilities and techniques in nursing interventions in the hospital and home are stressed. The student is afforded an opportunity to practice in hospital settings that provide a great variety of types of conditions and disease manifestations. Four lecture hours, twelve laboratory hours. Prerequisite: NURS 110; BIOL 122.

NURS 212. Medical-Surgical Nursing II (8 credits). This course is a continuation of Medical-Surgical Nursing I, but on a more advanced level. In addition to those nursing interventions of which the student is somewhat familiar, nursing in intensive care units, disaster and emergency nursing, are included. The course is designed to offer the student the opportunity of assuming greater responsibility and enriching experiences in nursing care of children and adults. The student is guided in making individual contributions to the total needs of the patient. Four lecture hours, twelve laboratory hours. Prerequisite: NURS 211, BIOL 225.

NURSING

LVN — Licensed Vocational Nursing

NURS 001. Personal and Vocational Relationships (10 contact hours). This course introduces history of vocational nursing, nursing ethics, legal aspects, personal hygiene and grooming, and role of the vocational nurse as part of the health team.

NURS 002. Introduction to Vocational Nursing Skills, Pharmacology and Nutrition (225 contact hours). Introduces pharmacology, nutrition, mental health concepts, communication, and manual skills to nursing care. Clinical experience in nursing skills. Laboratory and hospital setting.

NURS 003. Maternity and Newborn Nursing (35 contact hours). Practice three weeks obstetrics, 2 weeks newborn. This is a basic course approaching the family at the establishment phase and follows the family through the expectant, child bearing, including complications specific to mother and newborn. Continued study of related pharmacology and nutrition. Clinical experience in hospital setting.

NURS 004. Pediatric Nursing (25 contact hours). Practice; three weeks. This is a basic course in childhood diseases. The effect of disease on normal growth and development. Nursing care measures necessary to meet the emotional and physical needs. Continued pharmacology and nutrition. Clinical experience in hospital setting.

NURS 005. Psychiatric Nursing (20 contact hours). Practice; four weeks (Only if available). This is a course defining the basic concepts of positive mental health; the various aspects of emotional behavior due to illness, environment, and religious beliefs. Continued study of related pharmacology and nutrition. Clinical experience in hospital and mental health clinics.

NURS 006. Medical-Surgical Nursing (110 contact hours). Practice; six weeks Medical, six weeks Surgical. A study of basic nursing care of medical-surgical patients, including the progressive steps in treatment and recovery. The course is designed to aid the student in meeting the needs of the adult and geriatric patient in the hospital, nursing home, and in the home. First aid is introduced. Continued study of related pharmacology and nutrition. Clinical experience in hospital, nursing home, and industry.

NURS 007. Body Structure and Function (72 contact hours). A basic course in anatomy and physiology as a background for nursing care. Lecture and lab included.

NURS 008. Microbiology (32 contact hours). A basic course in microbiology with emphasis on disease prevention, disease control programs and community resources. Lecture and lab included.

NURS 009. Child Growth and Development (21 contact hours). This course is intended to provide the basic aspects of growth and development from birth through adolescence.

PHILOSOPHY

PHIL 111. Introduction to Philosophy I (3 credits). An introductory study of some philosophical issues concerning the perception and belief of man in society. Three lecture hours per week.

PHYSICAL EDUCATION

ACTIVITY COURSES FOR MEN

PHED 111, 112. Individual and Dual Sports. (1 credit) (1 credit). The course provides instruction and participation in the fundamentals of beginning tennis, badminton, archery, tumbling, gymnastics, and table tennis. Three lab hours per week.

PHED 121, 122. Physical Fitness and Weight Training. (1 credit) (1 credit). A study of basic fundamental skills and techniques are included in this course. Three lab hours per week.

PHED 151, 152. Team Sports. (1 credit) (1 credit). Activities taught may include flag football, basketball, volley ball, soccer, speedball, and softball. Three lab hours per week.

PHED 171, 172. Varsity Baseball. (1 credit) (1 credit). A course for advanced baseball players who are competing on a collegiate level. Prerequisite: instructor approval. Three lab hours per week.

PHED 181, 182. Varsity Basketball. (1 credit) (1 credit). A course for advanced basketball players who are competing on a collegiate level. Prerequisite: instructor approval. Three lab hours per week.

PHED 191, 192. Varsity Golf. (1 credit) (1 credit). A course for advanced golf players who are competing on a collegiate level. Prerequisite: instructor approval. Three lab hours per week.

PHED 211-212. Individual and Dual Sports. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 221, 222. Physical Fitness and Weight Training. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 251, 252. Team Sports. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 271, 272. Varsity Baseball. (1 credit) (1 credit). Prerequisite: instructor approval. Three lab hours per week.

PHED 281, 282. Varsity Basketball. (1 credit) (1 credit). Prerequisite: instructor approval. Three lab hours per week.

PHED 291, 292. Varsity Golf. (1 credit) (1 credit). Prerequisite: instructor approval. Three lab hours per week.

ACTIVITY COURSES FOR WOMEN

PHED 115, 116. Individual and Dual Sports. (1 credit) (1 credit). This course provides instruction and participation in the fundamentals of beginning tennis, badminton, archery, tumbling, and table tennis, for the development of fitness, skills, knowledge and appreciation for all students. Equipment is furnished by the college. Three hours of class instruction and participation per week.

PHED 125, 126. Fundamentals of Movement. (1 credit) (1 credit). This course provides instruction and participation in the fundamentals of beginning folk dance or beginning modern dance with a brief study of history and philosophy of the dance. Three hours of class instruction and participation per week.

PHED 155, 156. Team Sports. (1 credit) (1 credit). Activities taught may include volleyball, soccer, basketball, and softball. Three lab hours per week.

PHED 165, 166, 265, 266 — Physical Conditioning — A planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. Three hours of class instruction and participation per week.

CO-EDUCATIONAL ACTIVITIES.

PHED 117, 118. Co-ed Volleyball. (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. It is open to both men and women. Three lab hours per week.

PHED 127, 128. Co-ed Badminton. (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced badminton. It is open to both men and women. Three lab hours per week.

PHED 137, 138. Co-Ed Bowling. (1 credit) (1 credit). Designed for both the beginner and advanced bowler. After a four week instruction period a class league is formed with students receiving experience in league etiquette, procedures, scoring, etc. It is open to both men and women. Three lab hours per week.

PHED 147, 148. Co-ed Golf. (1 credit) (1 credit). The course is designed to give students beginning instruction in golf and will deal with the history, skills, rules and safety of the game. It is open to both men and women. Three lab hours per week.

PHED 161, 162. Varsity Tennis. (1 credit) (1 credit). A course for advanced tennis players who are participating on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

PHED 217, 218. Co-ed Volleyball. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 227, 228. Co-ed Badminton. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 237, 238. Co-ed Bowling. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 247, 248. Co-ed Golf. (1 credit) (1 credit). Prerequisite: sophomore standing. Three lab hours per week.

PHED 261, 262. Varsity Tennis. (1 credit) (1 credit). Prerequisite: Instructor approval. Three lab hours per week.

THEORY COURSES:

PHED 110. Foundations of Physical Education. (3 credits). Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities and skill testing comprise the contents of the course. Three lecture hours per week.

PHED 120. Personal and Community Health. (3 credits). This course presents the essential present-day knowledge of personal and community health. Stress is placed on physiological and anatomical background showing the student how to make a sound appraisal of the effects of health practices upon his own body. The water supply, waste disposal, pollution and prevention and control of diseases are also discussed under community health. Three lecture hours per week.

PHED 210. First Aid. (3 credits). The theory and practice in the standard and advanced courses of the American Red Cross in first aid and home and farm study. Three lecture hours per week.

PHED 220. Officiating. (3 credits). This course is designed to teach the rules of various sports. Opportunities for experience will be provided in intramurals, practice games and tournaments. Three lecture hours per week.

PHYSICS

PHYS 111, 112. Physical Science I, II (4 credits) (4 credits). A survey course of the physical science field. Topics are selected from physics, chemistry, geology, astronomy, and meteorology. Experiments are chosen to illustrate the philosophy and methods of science. This course is designed and taught for the non-science major. Three lecture and two laboratory hours per week.

PHYS 121-122. General Physics I, II (4 credits) (4 credits). These courses are to be taken in sequence. An introductory course which includes mechanics, heat, electricity, magnetism, light and nuclear physics. Three lecture and three laboratory hours per week.

PHYS 133-134. Technical Physics I, II (4 credits) (4 credits). Instruction includes motion, Newton's laws, sound, electricity and magnetism. Students are also introduced to atomic structure, inorganic reactions, bonding, organic nomenclature, heat, spectra, and optical instruments. This course is designed primarily for students in the technology program that need a fundamental understanding of physics and chemistry. Three lecture and three laboratory hours per week.

PHYS 141. Mechanics and Heat (3 credits). This is a course designed to meet the needs of science and engineering students. Topics covered include: vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. Three lecture hours per week. Corequisite: MATH 212 or 214.

PHYS 146. Mechanics and Heat Laboratory. (1 credit). A laboratory course for those students taking PHYS 141. One three-hour meeting per week. Corequisite: PHYS 141.

PHYS 242. Electricity and Magnetism (3 credits). A course in electricity and magnetism designed for science and engineering students. Three lecture and three laboratory hours per week. Prerequisite: PHYS 141.

PHYS 247. Electricity and Magnetism Laboratory (1 credit). A laboratory course for those students taking Physics 242. One three-hour meeting per week. Corequisite: PHYS 242.

PHYS 243. Wave-Motion, Sound, Light (3 credits). A course for students in science, engineering, and other related fields. Topics covered include: nature and propagation of light, reflection interference, diffraction,

lens, polarization, natural radioactivity and nuclear energy. Three lecture hours per week. Prerequisite: PHYS 242.

PHYS 248. Wave-Motion, Sound, Light Laboratory. (1 credit). A laboratory course for those students taking Physics 243. One three hour meeting per week. Corequisite: PHYS 243.

PRODUCTION MID-MANAGEMENT

PROD 230. Industrial Management (3 credits). Modern industrial concepts as applied to specific business situations. Course deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations.

PROD 240. Production Planning and Control (3 credits). The function of managerial planning and control are given more detailed treatment. Relationship of objective to different types of planning is presented. Attention is directed to effective control systems, human factors in controlling, and other topics to study the meaning and practice of planning and controlling modern business.

PROD 250. Materials Management (3 credits). A study of manufacturing processes including general procedure, cutting and noncutting processes. Destructive and nondestructive testing of materials, automation, safety, product materials and production materials management will also be encountered.

PROD 260. Methods Analysis and Work Measurement (3 credits) Operational problems and control of production and logistics systems; application of management tools (both qualitative and quantitative) to operating systems.

PSYCHOLOGY

PSYC 110. Human Relations (3 credits). Communication, perception, motivation, leadership, group dynamics, and social conflict are studied. The application of psychology to problems in industry and private life are also considered. Three lecture hours per week.

PSYC 121-122. General Psychology (3 credits) (3 credits). These courses are to be taken in sequence. They are 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. The study of human behavior relating experimental data to practical problems, the measurement of ability, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Three lecture hours per week.

PSYC 130. Child Growth and Development (3 credits). A study of physical and psychological development from conception through adoles-

cence with emphasis on factors which influence growth and development. Designed to help the individual develop skills in observing and interpreting children's behavior. Three lecture hours per week.

PSYC 230. Psychology of Personal Adjustments (3 credits). Theories of personality, individual development and adjustment along with the dynamics of adjustment as applied to personality development and effective living. Three lecture hours per week. Prerequisite: PSYC 122.

PSYC 240. Fundamentals of Behavior Pathology. (Credit: 3 semester hours). Introduction to behavioral disorders; the dynamics of human behavior; analysis of the biological, cultural, sociological, and psychological factors in the development, diagnosis, and treatment of disorders. Three lecture hours per week. Prerequisite: PSYC 110 or 121.

PSYC 250. Interviewing and Counseling. (Credit: 3 semester hours). Emphasis on principles and procedures. Review and analysis of the various approaches and techniques used with individuals and groups. Basic concepts for influencing human behavior. Three lecture hours per week. Prerequisite: PSYC 110 or 121.

PSYC 260. Statistical Methods in Psychology (3 credits). Measures of central tendency and variability; statistical inference; correlation and regression. Prerequisite: PSYC 110 or 121.

REAL ESTATE MID-MANAGEMENT

REAL 130. Principles of Real Estate (3 credits). A beginning course in real estate fundamentals and principles. The development of real estate in Texas. Introductory study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations and economic effects. Three lecture hours per week.

REAL 220. Real Estate Practice (3 credits). Deals with the problems of establishing and conducting a real estate business. Includes establishing the office, securing and listing prospects, showing properties and closing sales, financing, property management, rentals and leases, appraisals, and the Texas Real Estate Act. Three lecture hours per week. Prerequisite: REAL 130.

REAL 230. Real Estate Law (3 credits). A study of Texas real property law. Includes the history of land titles, real property estates, including acquisition and transfer and methods and incidents of ownership, easements, fixtures, land descriptions, recording, homesteads, land contracts, mortgages, and trust deeds, liens, taxes and assessments, covenants, conditions, and restrictions, zoning ordinances, leases, brokers, and types of listing agreements, escrows, title insurance, and probate proceedings. Three lecture hours per week. Prerequisite: REAL 130.

REAL 240. Real Estate Finance (3 credits). Techniques of using security devices, legal aspects of mortgages and related instruments, return

mortgage and equity capital, where and how best to obtain funds, procedures in financing and mathematics of real estate finance. Problems, policies, and risks involved in financing of various types of real property. Three lecture hours per week. Prerequisite: REAL 130.

REAL 250. Real Estate Brokerage (3 credits). The course emphasizes planning and organizing for brokerage operations, selecting and training real estate sales personnel, and managing sales activities. Treatment is given also to control systems, effective advertising practices, and "professionalism" in real estate brokerage. Prerequisite: REAL 130.

REAL 260. Real Estate Appraisal (3 credits). Methods of real estate appraisal are presented including market value, income, and cost. Emphasis is placed on case studies to provide maximum practice in appraising real estate. Prerequisite: REAL 130.

RETAIL MID-MANAGEMENT

RETL 130. Principles of Retailing (3 credits). This course is designed to introduce the student to the essential principles of retailing, including consumer motivation, market segmentation, retail research, buying, retail pricing, inventory control, and store location.

RETL 230. Principles of Marketing (3 credits). This course is designed to provide treatment of the broad range of business activities that direct the flow of goods and services of businesses and individuals. Activities considered include product planning, standardization, buying, pricing, promotion, selling, credit, storage, transportation, and marketing research.

RETL 240. Advertising (3 credits). Advertising is considered as an integral part of the overall marketing strategy. Topics covered include marketing planning, evaluating the advertising opportunity, product development, branding, packaging, pricing, marketing research, consumer behavior, and budgeting as these relate to advertising. Prerequisite: RETL 130.

RETL 250. Selling and Salesmanship (3 credits). Attention is given to general principles of successful selling, qualification, and training programs. Role-playing techniques and media center materials complement the classroom and the text. Prerequisite: RETL 130.

RETL 260. Retail Merchandise Management (3 credits). Effective methods of merchandise control are presented including minimizing investment in inventory, guides to use in buying, pricing policies, and computing stock turnover. Merchandise budgeting techniques are also presented. Prerequisite: RETL 130.

SECRETARIAL SCIENCE

SECT 111-112. Shorthand I, II (3 credits) (3 credits). 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. Lecture three hours, laboratory two hours per week.

SECT 121-122. Typewriting I, II (3 credits) (3 credits). The typewriting keyboard and skills essential to obtain employment in an office occupation. Correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Lecture 2 hours, laboratory 3 hours per week.

SECT 130. Business Communications (3 credits). A study of the use of correct and forceful English and the application of positive qualities in writing business letters and reports. Lecture three hours per week.

SECT 140. Secretarial Practice (3 credits). A study of secretarial occupations and secretarial duties in the business office including handling of mail, filing, personality and human relations, grooming, and office routine. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 112.

SECT 150. Office Machines (3 credits). Introduction to operations of ten-key adding machine, electronic calculator, printing calculator, and bookkeeping 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. Lecture two hours and laboratory three hours per week.

SECT 210. Shorthand III. (3 credits). Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary. Accurate transcription is stressed. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 112.

SECT 215. Dictation and Transcription. (3 credits). Intensive training designed to develop additional speed and accuracy in writing and transcribing shorthand to meet the demands for secretarial efficiency. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 210.

SECT 220. Typewriting III (3 credits). This advanced typing course places emphasis on production typing with additional training given in letter writing, tabulation, stencil cutting, and creation of office atmosphere. Lecture two hours and laboratory three hours per week. Prerequisite: SECT 122.

SECT 230. Records Management (3 credits). A study of basic filing procedures and records control, providing instruction in the fundamentals that are essential to the managing of the records of a business. Lecture two hours and laboratory two hours per week.

SECT 240. Office Procedures (3 credits). A study is made of business procedures including business etiquette, handling of office mail, filing systems, preparation of business reports, and office work flow. Lecture three hours per week.

SOCIAL SCIENCE

SOSC 111-112. Contemporary American Civilization I, II. (3 credits) (3 credits). An analysis of the factors involved in the development of American society and culture. This course is to assist the student to better understand American economics, American government, American history and man's role in society. Three lecture hours per week.

SOCIOLOGY

SOCI 111. Principles of Sociology (3 credits). 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. Three lecture hours per week.

SOCI 122. Social Problems (3 credits). Specific conditions, problems, and issues; poverty, unemployment, old age, health, family, crime, juvenile delinquency, race, and nationality. Three lecture hours per week. Prerequisite: SOCI 111.

SOCI 110. Marriage and Family Relationships (3 credits). 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. Three lecture hours per week.

SOCI 210. Contemporary Social Problems (3 credits). Preparation for well-informed participation in public affairs through objective examination of existing social arrangements and traditional social institutions. Three hours per week.

SOCI 220. Criminology (3 credits). 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.

SOCI 230. Penology (3 credits). Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration. Three lecture hours per week.

SOCI 240. Introduction to Anthropology (3 credits). Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. Prerequisite: SOCI 111.

SPANISH

SPAN 111-112. Elementary Spanish I, II. (4 credits) (4 credits). 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 Intermediate Spanish. Three lecture and two laboratory hours per week.

SPAN 121-122. Intermediate Spanish I, II (3 credits) (3 credits). This course includes more complex grammatical points. Reading of classical and contemporary literature with a view to furthering cultural appreciation and gaining a better understanding of international affairs. Three lecture and one laboratory hour per week. Prerequisite: SPAN 112 or instructor approval.

SPAN 211-212. Advanced Conversation and Composition (3 credits) (3 credits). This course is designed to further the student's study and use of Spanish after the fourth semester of college study in the language. Three lecture and one laboratory hours per week. Prerequisite: instructor approval.

SPEECH

SPCH 110. Fundamentals of Speech. (3 credits). The Fundamentals of Speech consists of the study of the importance of speech as an aid in social adjustment; 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. Three lecture hours per week.

SPCH 120. Public Speaking (3 credits). Public Speaking is devoted to the methods of organization and the techniques of delivery of the platform speech, emphasis upon explanation and persuasion. Study of group methods of problem solving and parliamentary procedure. Three lecture hours per week. Prerequisite: SPCH 110 or consent of instructor.

SPCH 130. Oral Interpretation (3 credits). 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. Three lecture hours per week. Prerequisite: SPCH 110.

SPCH 140. Business Speech (3 credits). Business Speech is devoted to the study of the techniques of technical reporting (i. e., speeches to instruct, speeches of special reporting); the study of special situation speeches; 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; to give interview experience. Three lecture hours per week.

SPCH 150. Forensics (2 credits). 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. Two lecture hours per week.

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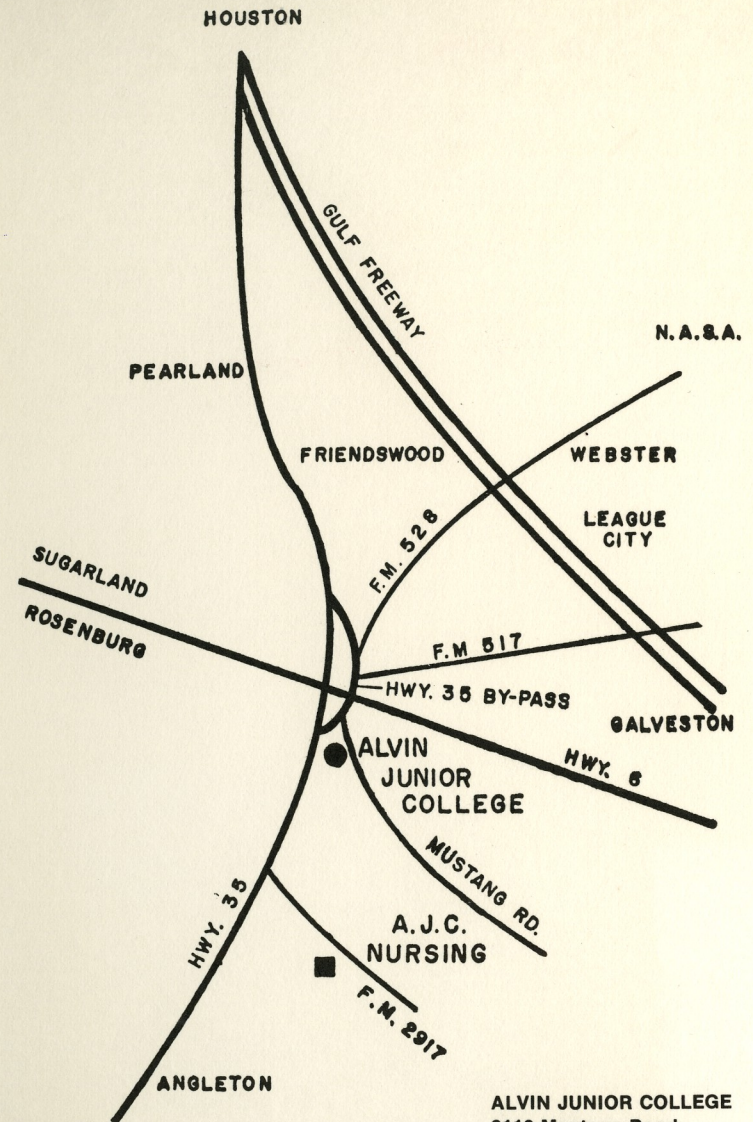
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