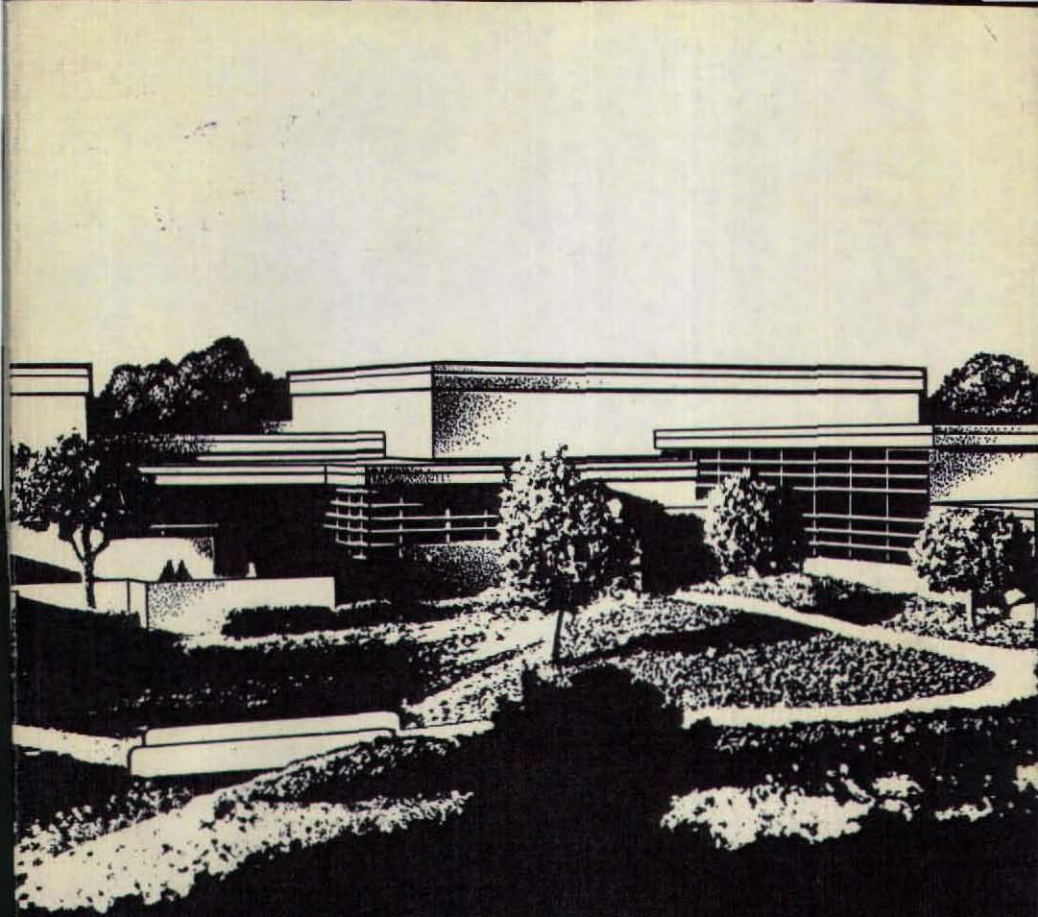

MOUNTAIN VIEW COLLEGE

OF THE DALLAS COUNTY JUNIOR COLLEGE DISTRICT

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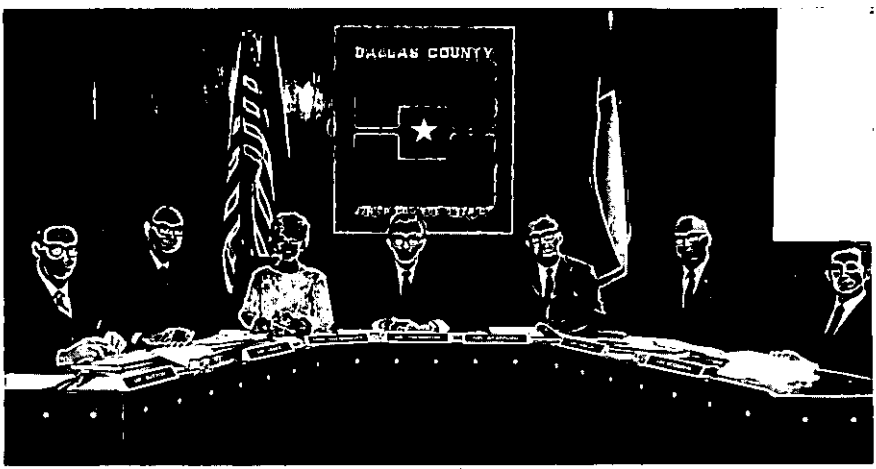
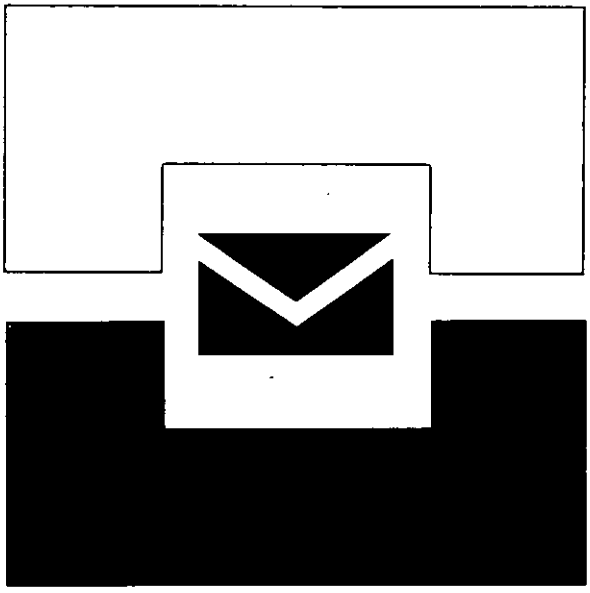
BOARD OF TRUSTEES



Left to right: Durwood A. Sutton, Loncy L. Leake, Mrs. Eugene McDermott, vice-chairman; R. L. Thornton, Jr., chairman; Franklin E. Spafford, Carle E. Welch, and Jim Scoggins.



MOUNTAIN VIEW COLLEGE

OF THE

DALLAS COUNTY JUNIOR COLLEGE DISTRICT

The regulations in this bulletin are based upon present conditions and are subject to change without notice. The college reserves the right to modify any statement in accordance with unforeseen conditions.

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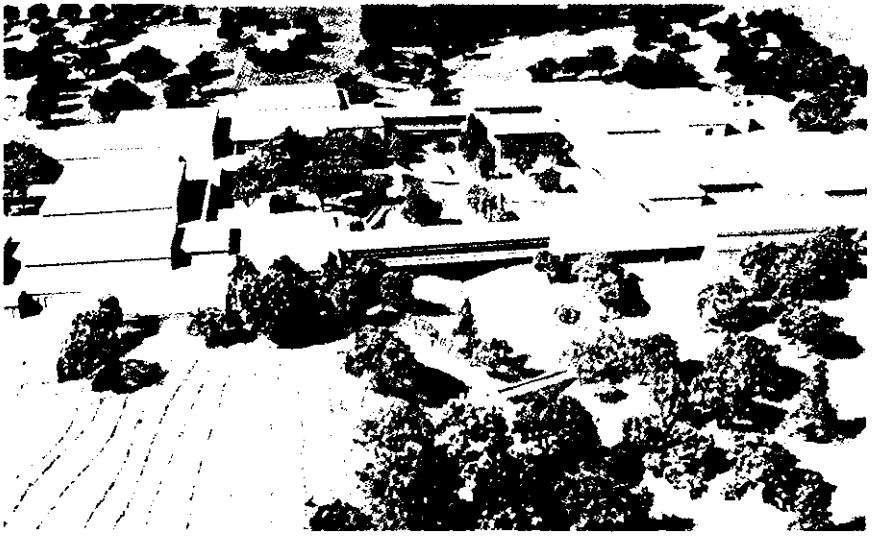
GENERAL INFORMATION



1970-71 ACADEMIC CALENDAR*

FALL SEMESTER

September 1-4	Tuesday-Friday	Faculty Orientation
September 7	Monday	Labor Day Holiday
September 8-11	Tuesday-Friday	Registration
September 14	Monday	8:00 a.m. Classes begin
October 9	Friday	5:00 p.m. Last day to withdraw with a grade of "W"
November 25	Wednesday	10:00 p.m. Thanksgiving Holidays begin
November 30	Monday	8:00 a.m. Classes resume
December 18	Friday	5:30 p.m. Christmas Holidays begin
January 4	Monday	8:00 a.m. Classes resume
January 4	Monday	8:30 p.m. Last day to withdraw from school or drop a class
January 15-20	Friday-Wednesday	Final exams for 1st semester
January 20	Wednesday	First semester closes

SPRING SEMESTER

January 26-29	Tuesday-Friday	Registration
February 1	Monday	8:00 a.m. Classes begin
March 2	Tuesday	5:00 p.m. Last day to withdraw with a grade of "W"
April 1	Thursday	Last day for filing degree or certificate plans for May graduation
April 1	Thursday	10:00 p.m. Spring Vacation begins
April 6	Tuesday	8:00 a.m. Classes resume
May 13	Thursday	8:30 p.m. Last day to withdraw from school or drop a class
May 24-27	Monday-Thursday	Final exams for 2nd semester

May 27	Thursday	Second semester closes
May 26	Wednesday	Graduation

SUMMER SESSION

June 2-3	Wednesday-Thursday	Registration
June 4	Friday	Classes begin
June 15	Tuesday	5:00 p.m. Last day to withdraw with a grade of "W"
July 5	Monday	Holiday for the 4th of July
July 8	Thursday	8:30 p.m. Last day to withdraw from school or drop a class
July 13	Tuesday	Final exams
July 13	Tuesday	Summer session closes

*The academic calendar may be subject to change or modification.

THE BOARD OF TRUSTEES

R. L. Thornton, Jr., Chairman of the Board

Mrs. Eugene McDermott, Vice Chairman of the Board

Loncy L. Leake

Jim Scoggins

Franklin E. Spafford

Durwood A. Sutton

Carie E. Welch

ADMINISTRATIVE STAFF

DALLAS COUNTY JUNIOR COLLEGE DISTRICT

Chancellor	Bill J. Priest
Vice-Chancellor	Kenneth D. Boettcher
Business Manager	Walter L. Pike
Assistant to the Chancellor	David M. Sims
Director of Planning and Research	H. Deon Holt
Special Assistant to the Chancellor	Robert J. Leo
Special Service Assistant	Wanda E. King
Director of Data Processing Services	James R. Hill
District Coordinator of Occupational and Technical Education	Claude C. Owens
Technical Assistant for Facility Planning	Stanley E. Pritchard
Construction Coordinator	George L. Robinson
Director of Personnel	Robert B. Boyle
Learning Resources Specialist	Richard E. Smith

MOUNTAIN VIEW COLLEGE

President	Dale Douglas
Dean of Management	Frank Alexander
Dean of Student Services	Furman Milton

History of the College

The Dallas County Junior College District was established in May, 1965, when the citizens of Dallas County voted $41.5 million in bonds to create a junior college system to meet the increased need for opportunity in higher education which their expanding economy and growing population demanded. The Dallas County Junior College bond issue had widespread support from virtually every organized group in the County plus tremendous grass roots support from citizens at large who were convinced the junior college could solve or alleviate their dilemma.

The first college in the District — El Centro College — opened its doors in September, 1966, and has since served more than 25,000 students. Eastfield College in Mesquite and Mountain View College in the Oak Cliff area are opening in September, 1970; Richland College in 1972; and the other three thereafter.

Philosophy and Objectives of the College

Mountain View College is an open door college planned as a comprehensive community college, with complete lower division transfer courses, technical-occupational programs, adult education programs, and non-credit community service courses. There will be no attendance zones; a student may attend any college of his choice in the District. In accordance with this policy, the college assumes the responsibility to provide guidance and counseling to help the student find areas of study best suited to his interests, aptitudes, and abilities. The student assumes the responsibility to make the most of the educational opportunities presented him.

This bulletin represents a plan of operation for the first year, primarily for freshman students. Sophomore programs will be offered beginning fall 1971, though in certain subject fields sophomore courses may be offered in the fall of 1970.

The curricula of Mountain View College are designed to serve the needs of the Community and of students in the following categories:

1. Those who seek the first two years of academic training leading to a bachelor's degree.
2. Those who are preparing for careers in vocational and technical fields.
3. Those adults who need additional training for advancement in their present fields or retraining for employment in new fields.
4. Those who desire special classes in cultural and civic subjects.

Accreditation

The Dallas County Junior College District is a full member of the American Association of Junior Colleges, and is recognized and sanctioned by the Coordinating Board of The Texas College and University system. In August, 1969, Mountain View College was granted "Correspondent" status by the Southern Association of Colleges and Schools, the first step leading to its full accreditation. The academic transfer curriculum is coordinated with senior colleges and universities to facilitate the transfer of credits to these institutions.

EVENING COLLEGE & COMMUNITY SERVICE PROGRAMS

Evening College

In a vigorous, growing community such as that in which Mountain View College is located, people are involved in things and in events which bring forth the need for gaining and developing knowledge and skills in a wide range of subject areas. The things and events with which Mountain View's neighbors are concerned often occupy much of their time of day. In an effort to serve this busy community, the college is offering a broad spectrum of educational programs in the evening. So, students who work or who have other obligations during the day, may enroll in one or more courses in the Evening College.

It may be that the student desires to renew old skills or to acquire new ones. In the Evening College there are courses to aid in building occupational, avocational, aesthetic, economic, civic, social and domestic skills. There are courses from all disciplines, both credit and noncredit, and college transfer and technical-occupational programs of two years or less. The direction the student takes will be determined by his goals. As a comprehensive community college, however, Mountain View offers the student the option of electing the program best suited for him and of changing the direction of his studies if his goals change. In this manner you, with the help of qualified counselors, can draw a personalized blueprint for yourself in higher education. The course load which is attempted should be realistically determined by the amount of time available for doing quality work.

The Evening College offers high quality instruction, excellence of facilities, and a variety of student services as provided in the areas of counseling, health, bookstore, food, and recreation. Instructors in the Evening College are selected from Mountain View's full time staff and from among outstanding Dallas area educators and other professional specialists who are interested in teaching people enrolled in the rewarding enterprise of continuing education.

To enroll in college transfer and/or technical-occupational programs, call or write the Director of Admissions for an application for admission.

Community Service Programs

The Community Service Division of Mountain View College offers programs directed toward finding educational solutions to localized problems which are not met by the formal degree and certificate programs of the college. These courses are planned to help you in exploring new fields of study, increase your proficiency in a particular profession, develop your potential or enrich your life through planned cultural and recreational studies.

Instructors for Community Service Programs are leading professional men and women, Mountain View College faculty members and other educators who bring to our community exciting learning opportunities, regardless of the student's age or previous educational experience.

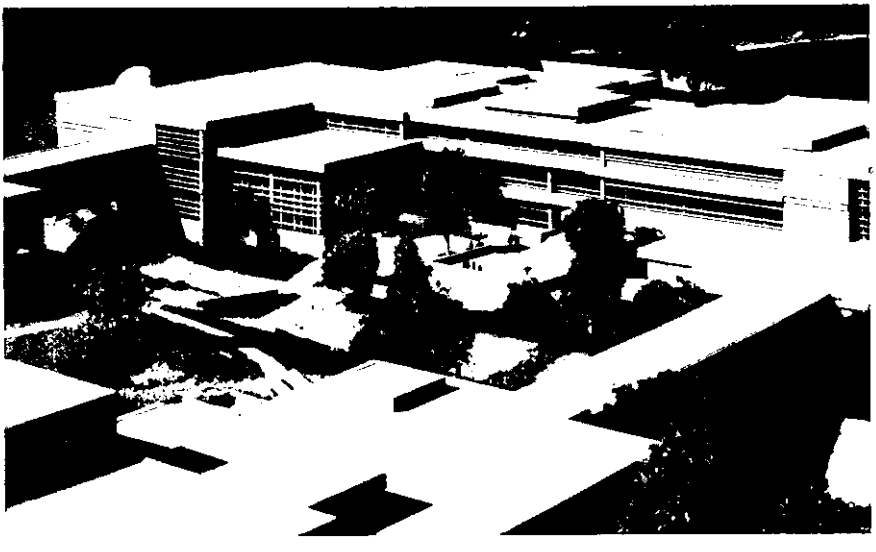
Community Service Programs are non-credit courses — there are no entrance requirements. Classes are offered both on and off campus as circumstances warrant. Special assistance will be given to companies who wish to conduct courses, workshops or seminars in conjunction with their own training programs.

Courses may be offered in areas such as:

- Management
- Supervision
- Problem Solving
- Photography
- Music
- Labor Relations
- Real Estate
- Insurance
- Languages
- Specialized courses for the Career Woman or the Career Homemaker

For additional information about Community Service Programs, please contact the Mountain View Community Service Office.

ADMISSIONS & REGISTRATION



ADMISSIONS

General Admission Policy

The deadline for submitting applications for admission to Mountain View College are as follows:

SEMESTER	*DEADLINE*
Fall, 1970	August 24, 1970
Spring, 1971	January 7, 1971
Summer, 1971	May 27, 1971

All applications received by the Director of Admissions after the deadline date will be considered as an application to the following semester. The Director of Admissions may make an exception when a class has available space.

In addition to the application, all admission requirements must be in the Admissions Office within one week after the deadline for applications.

It is the responsibility of each applicant to complete his admission file. Only those who have fulfilled all admission requirements will be considered for admission.

Criteria for Entrance

1. Beginning Freshmen:

a. Graduation from an accredited high school with a minimum of 15 units of high school credit is required.

b. Graduates who do not have a diploma from an accredited high school but who present transcripts from an unaccredited institution such as private schools, tutoring schools, etc. may be considered by the Committee on Admission and Retention.

c. Mature adults (21 years of age or over) who are not graduates of an accredited high school may be accepted for admission on an individual approval basis.

Each full-time applicant who has not earned at least six semester hours of college credit with grades of "C" or better is required to furnish the Director of Admissions, in addition to the application, a transcript of any high school work completed, the results of the American College Testing Program (ACT), and the medical form.

d. Non high school graduates less than 21 years of age who are admitted will be admitted on probation. Applicants who are less than 19½ years of age and/or whose high school class has been graduated less than one full calendar year normally are not admitted. All exceptions must be considered by the Committee on Admission and Retention.

e. All students entering Mountain View College with ACT scores of 11 and below will be admitted on probation and are required to enroll in the Guided Studies Program. Exceptions for some students entering certain programs may be determined by the Director of Admissions.

2. Transfer Students:

College transfer applicants will be considered for admission based on their previous college record. An applicant who is on scholastic probation from another institution may be considered for admission on a probationary status. Students on scholastic suspension from another institution will not be accepted prior to the expiration of their terms of suspension.

Students whose transcripts from other institutions are marked "not eligible to return" will not be considered for admission, nor will those students be considered for admission who have been suspended from another institution because of disciplinary action.

Scholastic standing for transfer applicants will be determined by the Mountain View College Office of Admissions based upon the Mountain View College grade point system.

3. Former El Centro College Students:

Former El Centro College students are required to submit an application for re-admission. If the applicant has been out of school two calendar years it will also be necessary for him to submit a new medical examination form.

4. Admission requirements for non-credit courses are established by the nature of the particular course. It is not necessary for a student who plans to register only for non-credit courses to apply for regular college admission. Applications for admission to these courses should be sent to the Director of Community Service Programs.

Procedures

It is the responsibility of each applicant to complete his admission file. Only those applicants who have fulfilled all admission requirements will be considered for admission. Applications will be processed until enrollment limits have been reached for each class offered.

Applicants residing in Dallas County will be given priority for admission in any semester.

Students who are accepted for admission will be scheduled for appointments with a counselor. The counselor will assist in planning a program of study.

Full-Time Applicants

(12 semester hours or more) must submit to the Office of Admissions the following items:

1. Application for Admission Form.

This form must be completed carefully with all questions being answered. The applicant must furnish his social security number at the time he submits the application form.

2. High School Transcript.

An official high school transcript with the date of graduation indicated should be sent by an official of the high school to the Office of Admissions. (The high school transcript is not required of transfer students who have earned a minimum of 6 semester hours.)

3. College Transcripts.

Official transcripts are required from each college or university previously attended.

4. ACT Scores.

Each applicant who has not earned at least 6 semester hours of college credit with grades of "C" or better is required to furnish the Director of Admissions with the results of the American College Testing (ACT) program. The results of these tests will be used for counseling and placement.

The ACT test battery is given at local high schools and at Mountain View College. An applicant should register several weeks in advance of the announced testing date. Applications for this test may be secured through the local high school counselor or by writing to the Director of Admissions.

5. Medical Form.

All students must present current proof of a negative skin test or chest x-ray. The medical form is to be initialled on the health history side by the physician who signs the completed physical examination of the applicant.

Part-Time Students

Part-time Students (less than 12 semester hours) must submit to the Office of Admissions the following items:

1. Application for Admission Form.

This form must be completed carefully with all questions being answered. The applicant must furnish his social security number at the time he submits the application form.

2. High School Transcript.

An official high school transcript with the date of graduation indicated should be sent by an official of the high school to the Office of Admissions. (The high school transcript is not required of transfer students who have earned a minimum of 6 semester hours.)

3. College Transcripts.

Official transcripts are required from each college or university previously attended.

4. Medical Form.

All students must present current proof of a negative skin test or chest x-ray.

A part time student must file a medical examination form completed by his physician by the time he has accrued 12 semester hours.

The health history side of the examination form must be completed by all students.

Transfer of Credits

Transfer credit will be given for all passing work completed at accredited colleges and universities. The Admissions Office will be responsible for the evaluation of all transfer credit.

Credits earned in military service-connected schools or through U.S. Armed Forces Institute will be reviewed by the Director of Admissions and credit granted if applicable.

Scholastic Probation

A student taking 12 or more semester hours during the fall or spring will be placed on scholastic probation if he fails to meet the following requirements:

1. Students Admitted Directly From High School
   Maintain a 2.0, "C", grade point average for the current semester.
2. Students Having Completed One or More Semesters
   Maintain 2.0, "C", cumulative grade point average.

Any student who fails to earn the required cumulative grade point average of 2.0 will be placed on scholastic probation.

Removal of Scholastic Probation

Students previously enrolled in college who are placed on scholastic probation are expected to enroll in HD 106. Under special circumstances a counselor may waive this course for probationary students.

A student on probation who earns a 2.0 grade point average during the current semester will be automatically continued on probation for the following semester; but in order to be removed from probation the student must earn an overall or cumulative grade average of 2.0.

Scholastic Suspension

Any student who is on scholastic probation and does not maintain a 2.0, "C", grade point average will normally be disqualified from continued enrollment. Any questions concerning your scholastic standing should be discussed with your counselor.

Tuition and Fees

Tuition fees (Credit Courses)**
Tuition fees will be charged according to the following schedule:

Fall or Spring Term

Resident of Dallas County	$6.00 per semester credit hour to a maximum of $60.00
Residents of Other Texas Counties	$9.00 per semester credit hour to a maximum of $90.00
Non-Texas Residents*	$21.00 per semester credit hour to a maximum of $210.00

Summer Term

Residents of Dallas County	$10.00 per semester credit hour to a maximum of $60.00
Residents of Other Texas Counties	$15.00 per semester credit hour to a maximum of $90.00
Non-Texas Residents*	$30.00 per semester credit hour to a maximum of $180.00

*A non-resident student is hereby defined to be a student of less than twenty-one (21) years, living away from his family and whose family resides in another state, or whose family has not resided in Texas for the twelve (12) months immediately preceding the date of registration; or a student of twenty-one (21) years of age or who resides out of the state or who has not been a resident of the state twelve (12) months immediately preceding the date of registration.

**Tuition fees (Credit Courses) — To be paid at college of residence will be defined as college in which student will take the majority of his credit hours .

Special Fees and Charges

Student Activity Fee (12 or more semester credit hours)	$7.00 a semester
Student Activity Fee (6-11 semester credit hours)	$4.00 a semester
Laboratory fees (a semester, per lab)	$2.00 to $8.00
Music fees (private lessons, a semester)	*$35.00 for 1 hour per week (maximum charge for one course) *$20.00 for ½ hour per week.
*available only to students enrolled for 12 hours or more.	
Physical Education Activity Fee	$5.00 a semester
Audit fee	The charge for auditing a course is at the same rate as taking a course for credit regardless of the number of hours enrolled, except that a student activity fee is not charged.
Credit by Examination	Examination fee of $5.00 per examination plus tuition at the part-time rate per semester hour.

Other Fees

Other special fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a basic practical minimum for the program involved. A graduation fee is not assessed students receiving a degree; however, each student will pay for cap and gown rental.

Refund Policy

The refund policy for Mountain View College is based on the fact that student tuition and fees provide only a fraction of the cost of providing educational opportunities. When a student enrolls in a class, he reserves a place which cannot be made available to another student until he officially drops the class. Also, a student's original enrollment represents a sizeable cost to the district whether or not he continues in that class. Therefore, refunds will be made only under the following conditions:

1. No 100% refunds are granted unless college error is involved.

2. 80% refund of tuition and fees if the class is dropped during the first week of classes for each semester.
3. No refund will be made after the first week of classes. An exception may be made for students inducted into the armed services if a copy of the induction notice is filed with the Petitions Committee.
4. The first two days of a six week summer session are considered to be the equivalent of one week for purposes of this policy.
5. Request for refund must be submitted before the end of the semester or summer session for which this refund is requested.

Transcripts of Credit from Mountain View College

The Registrar's Office will send the student's transcript upon request to any college or agency named. A student's official transcript may be withheld until he has settled all financial obligations to the college.

Foreign Students

This school is authorized under Federal law to enroll non-immigrant alien students. However, under present conditions, no foreign students are admitted without the special permission of the president of the college.

ACADEMIC INFORMATION

Standards of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook. A copy of the Student Handbook may be obtained from the Office of Student Activities.

Definition of Acceptable Scholastic Performance

College work is measured in terms of semester credit hours. The number of semester hours credit offered for each course is included with the course description.

Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) or better. A student may not be graduated from any degree or certificate program unless he has a cumulative grade point average of 2.0 or better. Grade points and hours earned in the Guided Studies courses are computed when deriving a student's scholastic standing; however, they are not computed for graduation requirements.

Settlement of Debts and Grade Reports

Grade reports are issued to each student at the end of each semester. Grades will be withheld if the student does not have all required student information on file in the Registrar's Office and if any financial obligations to the college have not been paid.

Housing

Mountain View College does not operate dormitories of any kind nor maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing on their own responsibility.

Credit by Examination

Under special circumstances, a student regularly enrolled and in good standing who believes he is qualified by experience or previous training may take a special examination to establish credit in a particular course. Ordinarily, the privilege of taking an examination for credit will be granted only to students who have at least a "B" grade average in all courses attempted at Mountain View.

A maximum of 12 semester hours may be earned by examination. The only exception to this rule is when the total number of semester hours credit involved in any 3 specific courses is greater than 12 semester hours. Credit by examination may be attempted only one time in any given course and a grade of "B" or better on the ex-

amination is required in order to receive credit. Requests for examinations should be made to a counselor who will provide the necessary petition forms and advise the student of the procedure. A student, whether full time or part time, will pay an examination fee of $5.00 per examination plus tuition at the part time rate per semester hour. There is no refund of this in case of failure to establish credit.

Only after the student has completed 12 semester hours credit in residency will the semester hours earned through examination become a part of the student's permanent record. The last 15 semester hours required for graduation in any degree or certificate program must be earned in residency and may not be earned through credit by examination.

Classification of Students

Students are classified as follows:

1. Freshman: A student who has completed fewer than 30 semester hours.
2. Sophomore: A student who has completed 30 or more semester hours.
3. Part-Time: A student carrying fewer than 12 semester hours of work.
4. Full-Time: A student carrying 12 or more semester hours of work.

Honors

A full-time student who has completed at least 12 hours of credit and who earns a grade point average of 3.00-3.49 will be listed on the college Honor Roll. Full-Time students who complete at least 12 hours of credit and who average 3.50-4.00 will be placed on the Dean's Honor List. The Honor Roll and Dean's Honor List will be published each semester.

Associate in Arts and Associate in Science Degree Requirements

A total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0).	
These 60 hours must include:	
English 101-102, plus an additional 6 hours of English	12 hours
A minimum of 6 semester hours of a laboratory science. (Music Majors are exempt from this requirement. Check listings under subject field.)	6 hours
History 101-102 and Government 201-202 (No substitutions allowed)	12 hours
Humanities: To be selected from Theatre 101, Art 104, Music 104 or Humanities 101	3 hours

In addition to the course requirements, each student who is granted a degree from Mountain View College must fulfill a residence requirement of earning the last 15 credit hours as a resident student on the campus. No more than ¼ of the work required for any degree or certificate may be taken by correspondence. Permission must be granted by the Director of Admissions for correspondence work.

All students who expect to transfer to a four year institution are urged to complete their four semester requirements in physical education during their freshman and sophomore years.

The student is urged to consult the catalog of the institutions to which he might transfer for their special requirements. These catalogues should be used by the student and his advisor as a basis for the program plan.

Associate in Applied Arts and Associate in Applied Science Degrees

A minimum total of 60 hours exclusive of physical education activity courses must be presented with an average grade of at least "C" (2.0). All of the prescribed requirements for the specific technical or occupational program for which the student is enrolled must be completed and for some programs, the semester hour total is over 60. These requirements are listed in this catalogue under the specific program beginning on page 72.

Procedure for Filing Degree Plan

1. The student should request a degree plan from the Registrar's Office at the end of his first semester.

2. A student following a 1-year certificate program should request an official plan during his first semester.

Class Attendance

Students are expected to attend regularly all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with his instructors when an absence must be excused. Instructors are given the perogative of determining the excusability of student absences.

Instructors are required to report students to the Dean of Students for excessive absences. Generally, first excessive absence reports are made when absences have reached 3 consecutive times or an accumulation of 6 times. At this point, students are warned that failure to attend class may result in suspension from that class. Second excessive absence reports are filed with the Dean of Students when, in the opinion of the instructor, a student's continued absences warrant his suspension from class.

Students dropped for excessive absence will receive a grade of WP or WF in the class from which they are dropped. The grade will depend upon the quality of their work at the time of the action.

Classroom Dishonesty

Dishonest work on tests, term papers, and examinations is a serious offense. Plagiarism (the act of using source material of other persons without following the accepted techniques of crediting) is never acceptable behavior in an academic community.

Dropping a Course or Withdrawal from College

A student must drop a class or withdraw from college in the following manner:

1. Obtain a drop or withdrawal form from his counselor and follow the procedure outlined by the counselor.
2. Should circumstances prevent a student from appearing in person to withdraw from college, he may withdraw by mail by writing to the Director of Admissions. No drop or withdrawal requests are accepted by telephone.

Students who drop or withdraw prior to or on Friday of the fourth full week after the beginning date of a semester will receive a grade of "W" regardless of work accomplished. After this date, the student will receive a "WP" or "WF" to be determined by the instructor, based upon the quality of the student's work. A student may not drop a class or withdraw from college during the last two weeks of a semester. Refer to the college catalog calendar for specific dates.

If a student leaves without officially withdrawing, he will receive "F" in all subjects.

Change of Schedule

Request for change of schedule must be initiated through the student's counselor and will be determined on the basis of whether space is available in the class to which he wishes to change. The change action is not completed until it has been received and processed by the registrar's office with the instructor being notified of the change. *No change action will be accepted by the registrar after the first week of classes.*

Auditing a Course

Any person 18 years of age or older may, with the consent of the instructor, enroll in the status of audit. This student may attend classes but not take the examinations or receive credit for the course unless he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit.

Procedures for auditing a course will be administered by the registrar. No audits will be approved prior to the first day of the second week of classes in any semester. Most lab courses may not be audited. In the case of a student enrolled in collegiate level courses, the combined number of semester hours in credit courses and audit shall not exceed eighteen.

Recommended Academic Load

No student will be permitted to carry more than 18 semester hours of course work or more than 5 classes plus physical education without permission of the administration. Employed students are advised to limit their academic loads in accordance with the following recommendation: If a student carries a full college load (12 semester hours or more), he should not work more than 20 hours per week. If he must work more hours; his credit hour load in college should be reduced proportionately.

The recommended load limit for day or evening students who are employed full-time is 6 semester hours of course work.

The recommended load limit in a 6-week summer session is 6 semester hours of credit. A total of 14 semester hours of credit is the maximum that may be earned in any 12-week summer period.

Rationale For Catalog Numbering System

90 to 99	Not to be credited in degree program.
100-199	Open to freshmen and sophomores.
200-299	Sophomore courses, open to freshmen by permission of Division Chairman only.

Specialized courses within department may or may not be open to non-majors depending on prerequisites.

Scholastic Standards: Grades and Grade Point Average

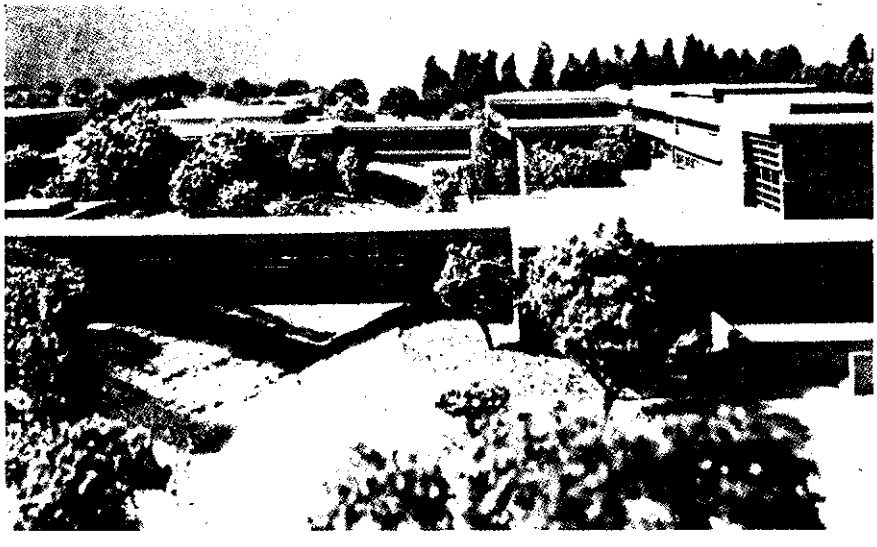
Final grades are reported for each student for every course undertaken according to the following grading system:

Grade	*Interpretation*	*Grade Point Value*
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
P	Progress	Not computed
F	Failing	0 points
I	Incomplete	Not computed
W,WP,WF	Withdrawn	Not computed

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total grade point values for all courses for which grade point values may be computed and dividing by the appropriate number of credit hours attempted during the same period.

Incomplete grades may be given when an unforeseen emergency prevents a student from completing the work in a course. Incomplete grades must be converted to grade point bearing grades within 90 days after the first day of classes in the subsequent regular semester. After 90 days, the "I" grade may not be converted but will remain an "I" to indicate that the course was not completed.

STUDENT SERVICES



Counseling and Guidance

Students and prospective students who have provided all necessary admissions information to the college will find a staff of professional counselors available to help them resolve questions of career choice, college transfer requirements, study skills, self-understanding and other kinds of personal problems. Group and individual techniques are employed by the counselors to meet students' needs. A partial review of additional materials and services available through the counseling center is listed for students' information:

1) psychological tests of personality, vocational interests and aptitudes,
2) occupational and vocational information,
3) catalogues from a wide selection of college and universities,
4) registration information,
5) information about the general services offered in other divisions of the college,
6) tutoring services,
7) referral for students requiring therapy for psychological problems,
8) educational planning of courses to meet specific degree requirements.

All students are assigned a counselor by the Admissions Office. Those who desire services of a counselor should contact their assigned counselor for an appointment. Students are encouraged to express any desire for change in their assigned counselor.

Advisement

For students who have been admitted to the college, educational planning and advisement is provided. A staff of full-time counselors is available to the students of Mountain View College but faculty members as well, also serve as program advisors to aid students in defining their educational and vocational goals.

FINANCIAL AID AND PLACEMENT

The financial aid and placement program at Mountain View College is designed to function as a multi-purpose financial assistance service for the students. One important objective is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another objective is to provide assistance to students who, without such aid, would be unable to attend college. Basic to this philosophy is the belief that the educational

opportunities of able students should not be controlled by their financial resources.

Requests for information should be directed to the Director of Financial Aid and Placement, Mountain View College, Main & Lamar, Dallas, Texas 75202.

Students who anticipate the need for financial assistance for college should complete an application well in advance so a realistic determination of their need may be reached.

Student Employment

Part-time employment. Typically, a part-time employment is designed as a financial aid to assist students while they are in college through:

1. ON CAMPUS PLACEMENT
2. WORK STUDY PROGRAM
3. OFF CAMPUS PLACEMENT

Federal and State Programs

Veteran's Benefits. The Veteran's Benefits program for eligible students is coordinated in the Office of Admissions and Records. Veterans of the Korean War and Cold War who are interested in more details should contact the person in charge of Veteran's Benefits in the Admissions Office.

Social Security Administration. Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. The Office of Admissions and Records acts as liaison between Mountain View College students and the Social Security Administration.

Vocational Rehabilitation. The Texas Education Agency, through the Vocational Rehabilitation Division offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physical or mental disabling condition. For further information, contact Vocational Rehabilitation, 3115 Swiss Avenue, Dallas, Texas.

Hazelwood Act. Veterans of World War I, World War II, Korean War and Spanish-American War who have no remaining G.I. educational benefits and who are now residents of Texas and were residents of Texas at the time they entered the armed forces are eligible.

Loans

Mountain View College has several loan funds for students needing long-term as well as short-term loans. Students interested in making application for loans sholud apply at the Financial Aid and Placement Office.

Texas Opportunity Loan. This loan was established by the Coordinating Board of Texas in 1966. Any resident of the state of Texas who has financial need and receives recommendations from his high school counselor or principal, and the Mountain View College Financial Aid Director is eligible. A maximum loan of $1,000 an academic year up to 5 years can be granted with payment beginning 4 months after termination or completion of studies. Minimum payment is $15.00 per month (depending on amount borrowed) with 6% interest. The student borrower has a maximum of 5 years to repay the loan. Students must apply each year for the reinstatement of the loan.

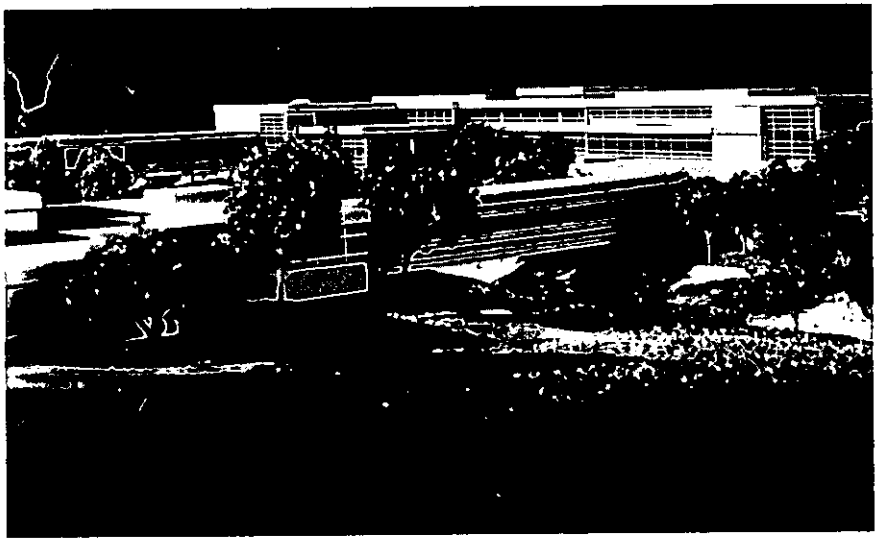
Grants

Educational Opportunity. This grant is authorized under the Higher Educational Act of 1965 and is designed to help students with great financial need. To be eligible a student must prove financial need, make satisfactory progress toward the completion of his educational goal, and must be able to contribute less than $626.00 per academic year toward educational expense. The maximum amount of the grant is $1,000, if need is at least $2,000 per academic year. No amount less than $200.00 can be granted. Students must apply each academic year to be reinstated.

Student Activities

The first class of Mountain View College will have the responsibility of establishing social and service organizations. The Student Services Office will provide sponsors for these activities. In addition to clubs, a student government will be activated by these students and a constitution written for the Mountain View campus. Intramural sports, a band, orchestra and chorus, and a theatre group will be established. Activity programs will be instituted at the request of the students and as the need arises. The operation of these activities will be determined by the students in cooperation with their faculty advisors.

COURSES BY DIVISION



Courses Listed by Divisions

(See alphabetical listing for course descriptions)

BUSINESS DIVISION	Credit
Business	
Business 101—Principles of Accounting	3
Business 102—Principles of Accounting	3
Business 105—Introduction to Business	3
Business 131—Bookkeeping	3
Business 132—Bookkeeping	3
Computer Science	
Computer Science 101—Introduction to Computing Science	3
Mid-Management	
Mid-Management 130-131—Management Training	4 - 4
Mid-Management 132-133—Seminar	2 - 2
Secretarial	
Business Machine Transcription 131	3
Office Machines 131	2
Secretarial Training 131	3
Shorthand 131—Beginning Shorthand	3
Shorthand 132—Intermediate Shorthand	3
Shorthand 231—Advanced Shorthand	3
Typing 130—Beginning Typing	2
Typing 131—Intermediate Typing	2
Typing 132—Advanced Typing	2

COMMUNICATIONS DIVISION	
Communications	
Communications 131-132—Applied Composition and Speech	3
English	
English 101—Composition and Expository Reading	3
English 102—Composition and Literature	3
Journalism	
Journalism 101—Introduction to Mass Communications	3
Journalism 102—News Gathering and Writing	3
Journalism 103—News Gathering and Editing	3
Modern Languages	
(Language exam required for advanced placement)	

French	Credit
French 101-102—Beginning French	5 - 5
French 201-202—Intermediate French	3 - 3
German	
German 101-102—Beginning German	5 - 5
Spanish	
Spanish 101-102—Beginning Spanish	5 - 5
Spanish 201-202—Intermediate Spanish	3 - 3
Speech	
Speech 105—Fundamentals of Public Speaking	3
Speech 106—Voice and Articulation	3

GUIDED STUDIES DIVISION

Guided Studies	
Guided Studies Mathematics 090-091—Basic Mathematics	3 - 3
Guided Studies Reading 090-091—Basic Reading	3 - 3
Guided Studies Writing 090-091—Basic Writing	3 - 3
Human Development	
Human Development 104—Educational and Career Planning	3
Human Development 106—Personal and Social Growth	3

HUMANITIES DIVISION

Art	
Art 101-102—Basic Design	3 - 3
Art 104—Art Appreciation	3
Art 105-106—Survey of Art History	3 - 3
Art 108-3D—Basic Design	3
Art 114-115—Basic Drawing	3 - 3
Humanities	
Humanities 101—Introduction to the Humanities	3
Music	
Music 100—Student Recital	0
Music 101-102—Freshman Theory	4 - 4
Music 104—Music Literature (for the non-music major)	3
Music 110—Literature (for the music major)	3
Music 111—Literature (for the music major)	3
Music 113-114—Foundations in Music (for the non-music major)	3 - 3
Music 117—Piano Class	1
Music 119—Guitar Class	1
Music 121—Section 001—Applied Music—Minor	1
Music 121—Section 002—Applied Music—Concentration	2
Music 121—Section 003—Applied Music—Major	3

Music (Continued)	Credit
Music 150—Chorus	1
Music 151-152—Voice Class	1 - 1
Music 155—Vocal Ensemble	1
Music 160—Band	1
Music 175—String Ensemble	1
Music 180—Stage Band	1
Philosophy	
Philosophy 102—Introduction to Philosophy	3
Philosophy 105—Logic	3
Theatre	
Theatre 100—Rehearsal and Performance	1
Theatre 101—Introduction to the Theatre	3
Theatre 102—Contemporary Theatre	3
Theatre 103—Stagecraft I	3
Theatre 104—Stagecraft II	3
Theatre 106—Acting I	3
Theatre 107—Acting II	3

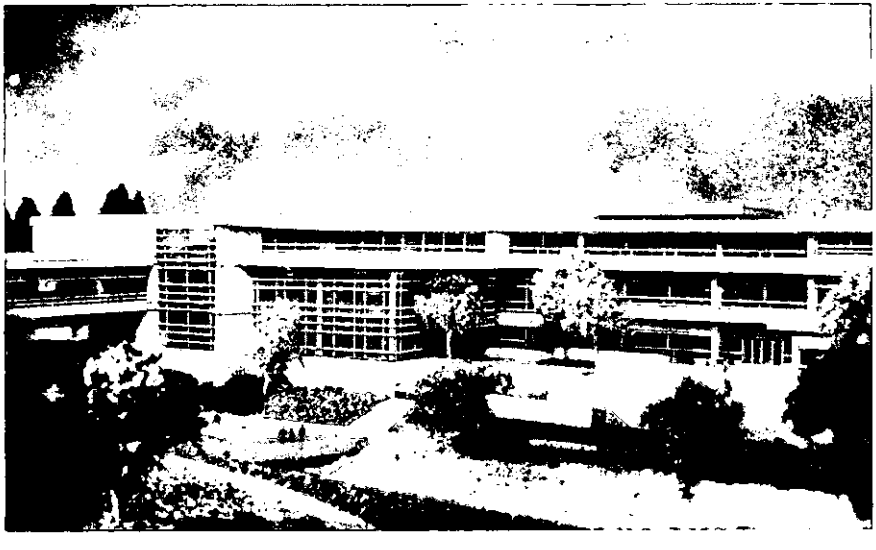
PHYSICAL EDUCATION DIVISION

Physical Education	
Physical Education 101—Fundamentals of Health	3
Physical Education 110—Community Recreation	3
Physical Education 144—Orientation and Introduction to Physical Education	3
Physical Education 147—Sports Officiating I (Football and Basketball)	3
Physical Education 148—Sports Officiating II (Softball, Track and Baseball	3
Physical Education 257—Standard and Advanced Course in First Aid and Safety Education	3
Physical Education Activity	
Physical Education 100—Activities for Freshmen	1
Physical Education 115—Basic Physical Education	1
Physical Education 116—Intramural Athletics	1
Physical Education 117—Archery	1
Physical Education 118—Golf	1
Physical Education 122—Gymnastics and Tumbling	1
Physical Education 120—Bowling	1
Physical Education 121—Folk Dance	1
Physical Education 124—Social Dance	1
Physical Education 125W—Figure Training and Conditioning for Women	1
Physical Education 127M—Basketball and Volleyball	1
Physical Education 127W—Basketball and Volleyball	1

SCIENCE AND MATH DIVISION	Credit
Blueprint Reading	
Blueprint Reading 131-132—Blueprint Reading	3 - 3
Drafting	
Drafting 130—Technician Drafting	2
Drafting 132—Basic Drafting	4
Drafting 133—Intermediate Drafting	3
Drafting 135—Reproduction Processes	2
Drafting 136—Geological and Land Drafting	3
~~Drafting 137—Drafting Training~~	4
~~Drafting 138—Architectural Drafting~~	4
~~Drafting 139—Drafting Seminar~~	2
Electronics	
Electronics Technology 130—D.C. Circuits and Electrical Measurements	4
Electronics Technology 131—A.C. Circuits	4
Electronics Technology 132—Electron Tubes, Transistor Theory and Application	4
Engineering	
Engineering 105—Engineering Graphics	3
Engineering 106—Descriptive Geometry	3
Engineering 131—Manufacturing Processes	2
Machine Shop	
Machine Shop 131—Machine Shop	10
Machine Shop 132—Machine Shop	10
Mathematics	
Mathematics 093—Intermediate Algebra	3
Mathematics 101—College Algebra	3
Mathematics 102—Plane Trigonometry	3
Mathematics 103—Algebra and Trigonometry	3
Mathematics 115-116—College Mathematics	3 - 3
Mathematics 121—Analytic Geometry	3
Mathematics 130—Business Mathematics	3
Mathematics 131-132—Technical Mathematics	3 - 3
Mathematics 139—Applied Mathematics	3
Plastics	
Plastics 131—Introduction to Plastics	4
Plastics 133—Extrusion Molding	4
Plastics 134—Thermo Forming	4
Plastics 135—Properties of Materials	4
Plastics 136—Injection Molding	4
Plastics 138—Plastic Finishing	4
Welding	
Pattern Layout 131—Pattern Layout	3
Welding 131—Basic Welding	8
Welding 132—Advanced Welding	8

SCIENCE AND MATH DIVISION (Continued)	Credit
Sciences	
Biology	
Biology 101-102—General Biology	4 - 4
Biology 115-116—Biological Science	4 - 4
Chemistry	
Chemistry 101-102—General Chemistry	4 - 4
Chemistry 115-116—General Chemistry	4 - 4
Geography	
Geography 101—Geography (Physical)	3
Geography 102—World Geography (Economic)	3
Geology	
Geology 101—General Geology (Physical)	4
Geology 102—General Geology (Historical)	4
Physical Science	
Physical Science 115-116	3 - 3
Physics	
Physics 131-132—Applied Physics	3 - 3
SOCIAL SCIENCE DIVISION	
Anthropology	
Anthropology 101—Cultural Anthropology	3
Bible	
Bible 101—Old Testament History	3
Bible 102—New Testament History	3
History	
History 101-102—History of the United States	3 - 3
History 103-104—Afro-American History	3 - 3
History 105-106—Western Civilization	3 - 3
Psychology	
Psychology 105—Introduction to Psychology	3
Psychology 131—Human Relations	3
Social Science	
Social Science 131-132—American Civilization	3
Sociology	
Sociology 101—An Introduction to Sociology	3
Sociology 102—Social Problems	3

COURSES BY ALPHABETICAL LISTING



Accounting (See Bus. 101, 102)

Anthropology 101—Cultural Anthropology (3)

A survey of the origin of mankind involving the processes of physical and cultural evolution; ancient man; preliterate man today. Attention is centered on fossil evidence, physiology and family/group roles and status.

Art 101-102—Basic Design (3) (3)

Courses designed to develop a sensitivity to form, color and texture through exploration with tools and materials and the study of their relation to simple concepts in the theory of design. Required of all art majors. Open to all interested students. Lecture two hours; laboratory four hours a week. Art 101 prerequisite to Art 102.

Art 104—Art Appreciation (3)

Films, lectures, slides, and discussion on the theoretical, cultural, and historical aspects of the visual arts. Attempts to develop visual and aesthetic awareness, thus relating art to the student as an individual. Lecture three hours a week.

Art 105-106—Survey of Art History (3) (3)

These courses give attention to the chronological sequence of the major styles of art. (Art 105—cave periods through the Baroque; Art 106—academic through present). Relates the thoughts behind each historical period to the visual concepts embodied in individual works of art that specific period. Proposes to give the art major a broader range of ideas which will enable him to better relate the past to his own work and to offer him stimuli for his future works of art. Lecture three hours per week. Art 105 is prerequisite to Art 106.

Art 108—3D Basic Design (3)

A study of basic concepts involving the use of line, mass, space, texture, and form as related to various three-dimensional materials. Required of all art majors. Open to a few non-art students. Lecture two hours; laboratory four hours a week.

Art 114-115—Basic Drawing (3) (3)

A study of drawing, both as a major medium and as a flexible research tool with emphasis on structure and the illusions of space, volume, and movement. Required of all art majors. Open to others who are interested. Art 114 is prerequisite to Art 115. Lecture two hours; laboratory four hours a week.

Bible 101—Old Testament History (3)

A nonsectarian, historical study of the Hebrew people, their literature, and their religious concepts from the earliest known period to the time of Christ. Emphasis is placed upon developing a general knowledge of the major personalities of the Old Testament along with a working continuity of Hebrew history.

Bible 102—New Testament History (3)

A brief survey of the Christian movement in the Mediterranean world during the first century. The life of Christ, the beginning of the Christian church, the life and letters of Paul and the general development of the New Testament as considered from a nonsectarian historical viewpoint.

Biology 101-102—General Biology (4) (4)

A two-semester course surveying in depth the principal concepts of biology, including a study of the cell, levels of organization, an introduction to metabolism, and evolutionary relationships. An introductory survey of the plant and animal kingdoms is included which emphasizes the classification and basic structure and function of the more important groups. Recommended for science majors. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite to all higher level Biology courses and must be taken in sequence.

Biology 115-116—Biological Science (4) (4)

A presentation of selective principles in biological science for the non-science major, including the cell concept, the organization of multi-cellular systems, plants and animals as organized systems, and man in relation to his environment. Lecture 3 hours; Laboratory 3 hours a week.

Blueprint Reading 131—Blueprint Reading (3)

A course covering basic principles which are essential for visualization and training in the interpretation of blueprints and freehand sketches of simpler machine parts. Emphasis is placed upon orthographic projection principles. Fundamental symbols, signs, and techniques are stressed. Lecture 1 hour; Laboratory 3 hours a week.

Blueprint Reading 132—Blueprint Reading 3

Instruction is offered in the interpretation of blueprints which show job procedure methods and their relation to drafting. Specific attention is given to representation of common machine processes,

special forms of dimensioning, sections, and other drafting and design principles. Lecture 1 hour; Laboratory 3 hours a week.

Bookkeeping (See Bus. 131 ,132)
Business 101—Principles of Accounting (3)

Theory and practice of measuring and interpreting financial data for business units; study of problems of income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements.

Business 102—Principles of Accounting (3)

Accounting procedures and practices applicable to partnership and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors, and management. Prerequisite: Business 101.

Business 105—Introduction to Business (3)

Provides over-all picture of business operation; includes analysis of specialized fields within business organizations; identifies role of business in modern society.

Business 131—Bookkeeping (3)

An understanding of the fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following records: financial statements, trial balance, working sheet, special journals, fixed assets and depreciation. A practice set covering the entire business cycle will be completed.

Business 132—Bookkeeping (3)

This course is a continuation of Business 131. Attention will be given to accrued income, accrued liabilities, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced. Prerequisite: Business 131.

Business Machine Transcription 131 (3)

Intensive course in transcribing from recording machines using predictated business letters and other forms of business communication from a variety of professions, industries, and Government agencies. Training in use of major dictating-transcribing machines—with electric typewriters, including the IBM Executive. Goal is development of employable skill. Familiarization with typewriter re-

lated equipment. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

Chemistry 101—General Chemistry (4)

Designed for science and science-related majors. The course includes the fundamental laws and theories dealing with the structure and interactions of matter and the use of these principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter and changes of state. The fundamental principles are applied to the solution of quantitative problems relating to chemistry. Lecture 3 hours. Laboratory 3 hours a week. Prerequisite: Math 093 or equivalent.

Chemistry 102—General Chemistry (4)

Designed for science and science-related majors, this course is a continuation of Chemistry 101. The fundamental concepts introduced previously, together with additional ones, are applied to a variety of topics, including solutions and colloids, chemical kinetics and equilibrium, electrochemistry, and nuclear chemistry. Qualitative inorganic analysis is included in the laboratory work. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Chemistry 101.

Chemistry 115—General Chemistry (4)

Designed for non-science majors. The course traces the development of theoretical concepts and the evolution of these concepts in explaining various observations and laws relating to chemical bonding, chemical reactions, states of matter, and changes of state. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: GSM 091 or equivalent.

Chemistry 116—General Chemistry (4)

Designed for non-science majors. The course is a continuation of Chemistry 115 and includes the application of fundamental concepts to a variety of topics such as solutions, electrochemistry, and nuclear chemistry. The descriptive chemistry of some common elements and inorganic and organic compounds is included. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Chemistry 115.

Communications 131—Applied Composition and Speech (3)

A linguistic approach to the study of English as a practical means of preparing for successful performance in the student's chosen vocation. Emphasis placed upon assembling, organizing, and evaluating material for the composition of letters, applications, resumes, and short reports. Practice in oral expression.

Communications 132—Applied Composition and Speech (3)

Enrichment of communication process through the practice of oral and written persuasion directly related to vocational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading required. Prerequisite: Communciations 131 or consent of program advisor.

Computer Science 101—Introduction to Computing Science (3)

Provides a basic understanding of the computer and how it is used in a variety of applications. Covers the history of computer development, vocabulary and broad concepts of design and function. Intended for non-programmers who need a familiarization with computers and its effect on their career. Lecture 3 hours a week.

Data Processing

For other Data Processing programs, refer to El Centro College catalogue.

Drafting 130—Technician Drafting (2)

Designed specifically for students enrolled in technical programs (Other than drafting) to enable them to read and interpret engineering drawings and to equip them with basic skills in multiview drawings, pictorial drawings, dimensioning, and measurement with scales. Emphasis is placed on the interpretation of drawings and the development of sketching skills, not on formal drafting abilities. Lecture 1 hour; Laboratory 3 hours a week.

Drafting 132—Basic Drafting (4)

A beginning course for students who have had little or no previous experience in drafting. The principal objectives are basic understanding of orthographic projection; skill in orthographic, axonometric, oblique and perspective sketching and drawing; lettering fundamentals and techniques; experience in using handbooks and other resource materials; and development of ability to think in three dimensions. A.S.A. and government standards are used; interpretation of industrial sketches and prints is introduced when feasible to emphasize accepted industrial drawing practices. Emphasis is placed on development of manipulative skills as well as graphic theory. Lecture 2 hours; Laboratory 6 hours a week.

Drafting 133—Intermediate Drafting (3)

The instructional units provide additional understanding of drafting problems, and introduce several specialized drafting areas that are valuable for the designer. This course includes the detailing and assembling of machine parts, gears and cams, jigs and fixtures, drawing room standards and reproduction of drawings. The student is assigned work that requires him to make complete and accurate detail and assembly drawings. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 132.

Drafting 135—Reproduction Processes (2)

A study of photography, xerography, offset printing, and other reproduction processes that are used by today's draftsmen and technical illustrators. Lecture 1 hour; Laboratory 3 hours a week. Prerequisite: Drafting 132.

Drafting 136—Geological and Land Drafting (3)

Involves study of symbols, abbreviations, classifications, scales, types of maps, cartographic and topographic maps, petroleum and geophysics maps, and application of drawing techniques to land surveying, including boundaries, roads, buildings, elevations, plan and profile sheets, cross sections, plotting surveyor's notes, traverses, plot plans and plats. Lecture 2 hours; Laboratory 4 hours a week. Prerequisite: Drafting 133 and Math 132.

Drafting 137—Drafting Training (4)

This course offers supervised employment in the student's chosen phase of drafting. It is intended to provide practical experience for students preparing for careers in drafting. Prerequisite: Drafting 132; concurrent enrollment in Drafting 139, and consent of instructor.

Drafting 138—Architectural Drafting (4)

A course in basic architectural drafting beginning with the development of techniques in architectural lettering, drafting of construction details, using appropriate material symbols and conventions. Working drawing including plans, elevations, sections and details as prepared for building construction including steel, concrete, and timber structural components will be emphasized. Reference materials will be used to provide the draftsman with skills in locating data and in using handbooks. Lecture 2 hours; Laboratory 6 hours a week. Prerequisite: Drafting 132 and Architecture 131.

Electronics Technology 130—D.C. Circuits and Electrical Measurements (4)

A course primarily intended for students who are interested in becoming electronic technicians. Combines mathematics theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electric concepts and units, diagrams, resistance, electro-magnetism, series and parallel circuits, simple meter circuits, conductors and insulators will be emphasized. Lecture 3 hours; Laboratory 3 hours a week.

Electronics Technology 131—A.C. Circuit (4)

A basic course directed toward the needs of the electronic technician. Devoted to the study of fundamental theories of alternating current and their application in various circuits. Laboratory experiments will include power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism and resistance. Lecture 3 hours a week; Laboratory 3 hours a week. Prerequisite: Electronics Technology 130.

Electronics Technology 132—Electron Tubes, Transistor Theory and Application (4)

Electron tube and transistors will be studied under static and dynamic conditions. Laboratory experiments will include work with diodes, triodes, characteristic curves, amplification factors, petodes, beam power tubes, NPN and PNP transistors, Silicon control rectifiers, and field effect transistors. Semi-conductor theory will be approached through the atomic structure and will build into fundamental application. Simple circuits using semi-conductor device will be constructed and tested during laboratory time. Lecture 3 hours; Laboratory 3 hours a week. Prerequisite: Completion of or presently enrolled in Electronics Technology 131.

Engineering 105—Engineering Graphics (3)

Provides the basic graphic fundamentals necessary for the student of engineering. Emphasis is placed on theoretical application beginning with the art of lettering and progressing through applied geometry, multiview projections, sections and conventions, precision dimensioning, auxiliaries, fasteners, gears, and cams into the application of working and pictorial drawings to the manufacturing design of a product. Lecture 2 hours; Laboratory 4 hours a week.

Engineering 106—Descriptive Geometry (3)

Provides training in the visualization of three-dimensional structures, and in accurately representing these structures in drawings by analyzing the true relationship between point, lines, and planes. Attention is given to the generation and classification of lines and surfaces, as well as intersections and developments. The major theme is the correlation and integration of theory with practice instead of considering each a separate entity. The direct method is used which employs the practical attitude of mind, the vocabulary, and the methods utilized by the professional draftsman and engineer to visualize and design structures. Lecture 2 hours; Laboratory 4 hours a week. Prerequisites: Engineering 105 or Drafting 132. Prerequisite may be taken concurrently with Engineering 106.

Engineering 131—Manufacturing Processes (2)

Introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools, and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Lecture 1 hour; Laboratory 2 hours a week.

English 101—Composition and Expository Reading (3)

Writing practice in making reasonable and valid assertations followed by logical and clear support coincidental with the expository reading matter.

English 102—Composition and Literature (3)

Writing practice in critical evaluation of prose narrative, poetry, and drama. Prerequisite: English 101.

French 101—Beginning French (5)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

French 102—Beginning French (5)

Continuation of French 101 with emphasis on idiomatic languages and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: French 101 or equivalent.

French 201—Intermediate French (3)

Reading composition, review grammar and intense oral practice. Prerequisite: French 102 or equivalent.

French 202—Intermediate French (3)

Continuation of French 201 with reading selections drawn more directly from contemporary literary sources. Composition. Prerequisite: French 201 or equivalent.

Geography 101—Geography (Physical) (3)

A survey of the physical makeup of the earth; weather and climate, topography plant and animal life, land and sea. Attention is directed toward the earth in space, use of maps and charts and place geography. Lecture 3 hours a week.

Geography 102—World Geography (Economic) (3)

A study of the relation of man to his environment and his utilization of natural resources, dealing with problems of production, manufacture, and distribution of goods throughout the world. The aspects of primitive subsistence and degrees of commercialism are considered. Lecture 3 hours a week.

Geology 101—General Geology (Physical) (4)

Study of earth materials and processes for science and non-science majors. Includes examination of the earth's interior, magnetism, gravity, setting in space, minerals, rocks, structure and geologic processes. Lecture 3 hours; Laboratory or field studies 3 hours a week.

Geology 102—General Geology (Historical) (4)

Study of earth materials and processes within a time perspective. For science and non-science majors. Utilizes fossils, geologic maps,

and field studies to interpret geologic history. Lecture 3 hours; Laboratory or field studies 3 hours a week. Prerequisite: Geology 101.

German 101—Beginning German (5)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

German 102—Beginning German (5)

Continuation of German 101 with emphasis on idiomatic language and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: German 101 or equivalent.

Guided Studies Mathematics 090—Basic Mathematics (3)

Guided Studies Mathematics 090 is functional and directly related to the needs and experiences of the students. It begins with an emphasis on the understanding of what mathematics is, particularly in its application to daily living and includes a survey of fundamental operations with whole numbers, fractions and decimals. It also includes a study of per cents, computation with denominate numbers, ratio and proportion, interest, savings and checking accounts, consumer credit, automobile and home ownership and maintenance. The course is flexible, so that those students who need a more formal approach to the study of mathematics will be given an introduction to elementary algebra.

Guided Studies Mathematics 091—Mathematics (3)

Includes a study of elementary alegbra with topics on special products and factoring, fractions, quadratic equations, graphs, and functions. Also includes an introduction to geometry. Prerequisite: GSM 090 or equivalent.

Guided Studies Reading 090-091—Basic Reading (3)

Guided Studies Reading is concerned with the improvement of reading comprehension, vocabulary, and reading rate. One of its major objectives is helping students develop an interest in reading for pleasure as well as for information. Learning experiences are developed in the areas of use of the dictionary, building vocabulary, techniques of note-taking, exam-taking and studying, reading for specialized areas, and reading for enjoyment. Guided Studies Reading is offered in a laboratory setting.

Guided Studied Writing 090-091—Basic Writing (3)

Guided Studies Writing is a laboratory course which involves intensive diagnosis and the delineation of specific individual writing deficiencies and strengths. Learning experiences are planned in the areas of spelling, grammar, punctuation, organization of ideas and fluency as they facilitate and enhance the actual writing experiences of the students. Guided Studies Writing is offered in a laboratory setting.

History 101—History of the United States (3)

A general presentation of United States History, commencing with the European background and first discoveries. The pattern of exploration, settlement and development of institutions is followed throughout the colonial period and the early national experience to 1865.

History 102—History of the United States (3)

A survey of the unfolding of United States History from the Reconstruction Era after the Civil War to the present day. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. Prerequisite: History 101 recommended.

History 103—Afro-American History (3)

A study of the role of the Negro in American history; overview of the early Negro states of Africa with an analysis of the participation of European nations in the slave trade; slavery institutions in the United States; focus on contributions and role of the Negro in United States history from colonial times through 1900.

History 104— Afro-American History (3)

Continuation of examination of historical data since 1900 with emphasis on contemporary political, economic, sociological, and cultural factors.

History 105—Western Civilization (3)

A survey of the background for development of civilization in the West from ancient time through the Enlightenment; the Mediterranean world including Greece and Rome; the Middle Ages and the

beginnings of modern history. Particular attention is paid to Renaissance, Reformation, the rise of the national state, the development of parliamentary government and the influences of European colonization.

History 106—Western Civilization (3)

The unfolding of the pattern of modern western civilization from the Enlightenment to current times. A study of the Age of Revolution and the beginnings of industrialism; the nineteenth century and the social, economic political factors of recent world history.

Human Development 104—Educational and Career Planning (3)

A course in Human Development designed to identify problem areas of concern to the student who is entering college for the first time and to develop approaches to problem solving in relation to educational and career decisions through the process of group counseling. Activities are planned to promote mature interpersonal involvement within the group, the college, and the community through an understanding of the causes and effects of one's own behavior in relation to himself and others.

Human Development 106—Personal and Social Growth (3)

A course in Human Development dealing with the process of personal and social growth emphasizing the human dynamics of relating to influences largely outside one's own sphere of control. Class activities will focus on developing a realistic and accepting understanding of self, developing an adequate understanding of the societal influences which have developed the self, and developing an attitude necessary for proper adjustment in family, school, and society. Open to freshmen and sophomores.

Humanities 101—Introduction to the Humanities (3)

A concise survey of the basic elements of music, art, and theatre, and their application toward aiding the student in discovering, understanding, and appreciating these expressions in Western Culture.

Journalism 101—Introduction to Mass Communications (3)

A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of

the role of mass media in modern society. Not restricted to journalism majors.

Journalism 102—News Gathering and Writing (3)

Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story. Lecture 3 hours; Laboratory 4 hours a week. Required for all journalism majors. Prerequisite: Typing ability.

Journalism 103—News Gathering and Editing (3)

A continuation of Journalism 102. The writing of more complex types of news stories. Specialized writing in the fields of sports, police news, markets, finance, society, amusement, government and news of interest to women. Additional laboratory work on the student newspaper. Lecture 3 hours; Laboratory 4 hours a week. Prerequisite: Journalism 102. Required for all journalism majors.

Machine Shop 131—Machine Shop (10)

A basic course designed to provide practical experience in the area of hand tools, layout and hand threading. Introduction to various types of drill press work. Introduction to the engine lathe. The student becomes familiar with the component parts of the machine and the function which each performs. Instruction is provided in some of the fundamental operations common to milling machine practice. The student becomes familiar with the various parts of the machine and with various cutters and arbors. Special emphasis is placed on safety measures. Instruction in the types and application of machine oils and greases, coolants and cutting oils. Lecture 3 hours. Laboratory 15 hours.

Bench-work	45 hours	Lecture 54
Lathe	112 hours	
Mills	113 hours	
Total	270 hours	

Machine Shop 132—Machine Shop (10)

Additional experience and skill are gained on the engine lathe and mills. Workpieces become more complicated and tolerances more exacting. Operations are performed on machines of various sizes. Use is made of various work-holding methods in performing the operations of drilling, boring, and reaming on the lathe. Introduction to the various precision layout and measuring tools and practices is in-

cluded. The student also develops further skill in determining cutting speeds and feeds, work-holding methods performed in the operation of various types of mills. Lecture 3 hours. Laboratory 15 hours.

Lathe	135 hours	Lecture 54
Mills	135 hours	
Total	270 hours	

Machine Transcription

(See Business Machine Transcription)

Mathematics 093—Intermediate Algebra (3)

Includes the terminology of sets, properties of real numbers, fundamental operations on polynomials and fractions, products, factoring, radicals, and rational exponents. Also covered are solutions of linear, fractional, quadratic, and systems of linear equations, coordinate systems, and graphing. Prerequisite: 1 year high school algebra or GSM 091.

Mathematics 101—College Algebra (3)

Introduction to set operations, the real numbers, quadratic and radical equations, inequalities, absolute value, and complex numbers. A study of relations of functions, including exponential, logarithmic and inverse functions. Also includes systems of equations, Cramer's rule, determinants, the binomial theorem, progressions, and some elementary aspects of the theory of equations. Prerequisite: 2 years of high school algebra or Math 093.

Mathematics 102—Plane Trigonometry (3)

Angular measure, functions of angles, derivations of formulae, identities, solution of triangles, equations, inverse functions, logarithms and complex numbers. Prerequisite: Mathematics 101.

Mathematics 103—Algebra and Trigonometry (3)

This course is designed to provide a sufficient mathematical background for engineering and science majors to undertake analytic geometry for a standard calculus sequence. Includes sets; the real numbers; real relations, functions, and their graphs; polynomial functions; the trigonometric functions; exponential and logarithmic functions; the binomial theorem; complex numbers. Prerequisite: high school geometry and trigonometry. Credit for precludes credit for either Math 101 or Math 102.

Mathematics 115-116—College Mathematics (3) (3)

A comprehensive modern treatment of the elements of mathematics for the liberal arts student. Emphasis is placed on mathematics as a deductive science. The cultural effects of mathematics on our civilization; historical aspects; and its role in communication are also major themes of the course. Prerequisite: GSM 093 or 1 year of high school algebra and 1 year of high school geometry.

Mathematics 121—Analytic Geometry (3)

Introduction to real numbers, distance, the straight line, the circle, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. Prerequisite: Mathematics 102.

Mathematics 130—Business Mathematics (3)

Simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. Prerequisite: GSM 091 or the equivalent. Skill in arithmetic is essential.

Mathematics 131—Technical Mathematics (3)

A course designed for technical students covering a general review of arithmetic; a treatment of the basic concepts and the fundamental facts of plane and solid geometry, computations with the slide rule, units and dimensions, a treatment of the terminology and concepts of elementary algebra, functions, coordinate systems of simultaneous equations, stated problems, determinants, progressions, and the binomial theorem. Prerequisite: GSM 093 or the equivalent.

Mathematics 132—Technical Mathematics (3)

A course for technical students which includes a study of the following: the trigonometric functions of angles, trigonometric identities, inverse trigonometric and inverse functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles. Prerequisite: Mathematics 131.

Mathematics 139—Applied Mathematics (3)

Commercial, technical, and more simple scientific uses of mathematics. An effort will be made to tailor the course to fit the needs of the students enrolled in each section. Prerequisite: GSM 091 or equivalent.

Mathematics 222—Calculus I (3)

Functions, limits, differentiation of algebraic functions, and applications, maxima and minima anti-derivatives, and indeterminate forms. Prerequisite: Mathematics 121.

Mathematics 223—Calculus II (3)

The indefinite integral, the definite integral, application of the definite integral, transcendental functions, techniques of integration, improper integrals, and infinite series. Prerequisite: Mathematics 222.

Mid-Management 130-131—Management Training (4) (4)

Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Prerequisite: Concurrent enrollment in approved Mid-Management Program and consent of coordinator. Mid-Management 130 will be offered first semester; Mid-Management 131 will be offered second semester.

Mid-Management 132-133—Seminar (2) (2)

Problem analysis and project development in a conference course for students working in the Mid-Management program. Mid-Management 132 will be offered first semester; Mid-Management 133 will be offered second semester.

Music 100—Student Recital (0)

One period per week designed to allow students of private lessons an opportunity to perform before an audience. Required of all music students and open to all other students. Laboratory one hour a week.

Music 101—Freshman Theory (4)

Development and cultivation of musicianship skills, especially in the areas of tonal and rhythmic perception and articulation. Presentation of the essential elements of music; introduction to sight-singing, keyboard harmony, and notation. Lecture three hours; laboratory four hours a week.

Music 102—Freshman Theory (4)

Introduction to part-writing and harmonization with triads and their inversions; classification of chords; seventh chords, sight-singing, dictation, and keyboard harmony. Lecture three hours; laboratory

four hours a week. Prerequisite: Music 101 or permission of instructor.

Music 104—Music Literature (for the non-music major) **(3)**

A concise survey of the basic elements of music and their application in the music literature of Western civilization, particularly from the Baroque to the present. Revelant cultural influences upon the music of each era are observed. Lecture three hours a week.

Music 110—Literature (for the music major) **(3)**

A course dealing with the characteristics of sound, the elements of music, performance media, and musical texture as seen in the music of recognized composers in the major periods of music history. Special emphasis is given to the music of the late Gothic, Renaissance, and Baroque eras. Lecture three hours a week.

Music 111—Literature (for the music major) **(3)**

A continuation of the studies introduced in Music 110. A study of the compositional procedures and forms employed by the creators of music. Attention is focused upon the music of the Classical, Romantic, and Modern periods. Prerequisite: Music 110. Lecture three hours a week.

Music 113-114—Foundations in Music **(3)**

Emphasis upon participation and the necessary skills for satisfactory performance in singing, playing an instrument, listening, creating rhythmic responses. Development of increasing ability to manage notation (music reading). Courses design specifically for the non-music major.

Music 117—Piano Class **(1)**

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with limited knowledge in the reading of music or playing the piano. Open to all students. Laboratory two hours a week.

Music 119—Guitar Class **(1)**

Class instruction covering the basics of guitar skills, designed primarily for those with limited knowledge in the reading of music or playing the guitar. Open to all students. Laboratory two hours a week.

Music 121—Section 001—Applied Music—Minor **(1)**

Private and/or class instruction (in the case of piano) in the student's secondary area. Open to all full-time students as an elective. One half-hour lesson a week.

Music 121—Section 002—Applied Music—Concentration **(2)**

Private instruction in the area of the student's concentration. Primarily for music education majors. Two half-hour lessons a week.

Music 121—Section 003—Applied Music—Major **(3)**

Private instruction in the area of the student's major instrument. Primarily for music majors. Two half-hour lessons a week.

Music 150—Chorus **(1)**

Open to all students of the college, the chorus studies and performs a wide variety of music representing the literature of the great eras of music history. Permission of instructor required. Laboratory three hours a week.

Music 151—Voice Class **(1)**

A course teaching the principles of breathing, voice production, tone control enunciation and phrasing. Two group lessons a week. Open to all non-voice majors.

Music 152—Voice Class **(1)**

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, part-singing, stage deportment, personality development. Open to all non-voice majors. Two group lessons a week.

Music 155—Vocal Ensemble **(1)**

A select group for mixed voices concentrating upon excellence of performance. Membership is open only to members of the chorus through an audition with the director. Laboratory three hours a week.

Music 160—Band **(1)**

The band studies and performs a wide variety of music in all areas of band literature. Required of all wind instrument majors.

Open to all other students upon consent of instructor. Laboratory three hours a week.

Music 175—String Ensemble (1)

A course offering experience in reading and performing of string ensemble or string orchestra literature. Required as a lab for all string majors. Laboratory three hours a week.

Music 180—Stage Band (1)

The stage band studies and performs a wide variety of music with emphasis on the jazz oriented big-band styles of the 1960's. Open to all students upon consent of instructor. Laboratory three hours a week.

Office Machines 131 (2)

Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators. Lecture 1 hour; Laboratory 2 hours a week.

Pattern Layout 131—Pattern Layout (3)

This course is devoted to the preparation of patterns, pattern development, and the shop economics involved. Job applications, general layout work with structural material. Lecture 2 hours; Laboratory 3 hours.

Philosophy 102—Introduction to Philosophy (3)

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. Recommended for second semester freshmen. Lecture three hours a week.

Philosophy 105—Logic (3)

An analysis of the principles of logical thinking. An effort is made to apply logic's methods and tools to real life situations. Fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed. Lecture three hours a week.

Physical Education 101—Fundamentals of Health (3)

A study of personal and community health. Emphasis is placed on causative factors of various diseases, means of transmission and prevention. Lecture 3 hours a week. For majors and non-majors.

Physical Education 110—Community Recreation (3)

Principles, organization, and the function of recreation in American society. Designed for students planning a major or minor in Health, Physical Education or Recreation. Lecture 3 hours a week.

Physical Education 144—Orientation and Introduction to Physical Education (3)

Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities, expected competencies, and skill testing comprise the contents of the course. For students majoring in Physical Education. Lecture 3 hours a week.

Physical Education 147—Sports Officiating I (3)

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be Football and Basketball. As part of the course requirement students will be expected to officiate Intramural games. Lecture 2 hours a week. Officiate 2 hours a week.

Physical Education 148—Sports Officiating II (3)

This course is especially designed for those students who would like to choose sports officiating for an avocation and/or to increase knowledge in and appreciation of sports. Sports covered in this course will be Softball, Track and Field, and Baseball. Lecture 2 hours a week Officiate 2 hours a week.

Physical Education 257—Standard and Advanced Course in First Aid and Safety Education (3)

The theory and practice in the standard and advanced courses of the American National Red Cross in first aid, and home and farm safety. For Physical Education, Health, and Recreation majors and students having a specific interest. Lecture 3 hours a week.

PHYSICAL EDUCATION ACTIVITY COURSES

One of the main objectives of the Physical Education Division at Mountain View College is to provide the opportunity for each student to become skilled in at least one physical activity which will prepare

him for personal enjoyment of leisure time. Students are urged to take advantage of the program by registering for a Physical Education Activity course each semester.

Physical Education 115—Basic Physical Education (1)

This course is designed to diagnose and measure the student's physical condition and prescribe a program of exercise to carry with him through life. Much of the course work will be carried on in the Physical Stress Laboratory. Coeducational.

Physical Education 116—Intramural Athletics (1)

This is a competitive program for students, with credit given for enrollment only as an addition to the regular activity courses. Students will enroll in sections reserved for men only, women only, or coeducational. Sports will be designated in each category. Club and Fraternity Intramurals are scheduled separately from this activity.

Physical Education 100—Activities for Freshmen (1)

Physical Education 117—Archery (1)

Physical Education 118—Golf (1)

Physical Education 120—Bowling (1)

Physical Education 121—Folk Dance (1)

Physical Education 122M—Gymnastics and Tumbling (1)

Physical Education 124—Social Dance (1)

Physical Education 125W—Figure Training and Conditioning for Women (1)

Physical Education 127M—Basketball and Volleyball (1)

Physical Education 127W—Basketball and Volleyball (1)

~~All Physical Education Activity Courses require 2 hours a week laboratory.~~

Physical Science 115 (3)

A study of the basic principles and concepts of physics, chemistry, and nuclear science. The course relates these basic sciences to man's physical world at an introductory level. This course is intended primarily for the non-science major. There is no science prerequisite required. Lecture 3 hours; Laboratory 2 hours a week.

Physical Science 116 (3)

The course encompasses the interaction of the Earth Sciences and man's physical world. Geology, Astronomy, Meteorology and Space Science are emphasized through the application of selected principles and concepts of the applied sciences. The course is directed toward the non-science major and carries no science prerequisite. Lecture 3 hours; Laboratory 2 hours a week.

Physics 131-132—Applied Physics (3) (3)

A one year course designed to explain the basic concepts of the properties of matter and mechanics, heat, sound, light, magnetism, and electricity, with emphasis on applications and problem solving. Designed primarily for technical programs. Lecture 3 hours; Laboratory 2 hours a week. Prerequisite: High School algebra and trigonometry or equivalent.

Plastics 131—Introduction to Plastics (4)

Covers a description of the different thermoplastics, beginning with a brief outline of organic chemistry necessary for understanding. Discussion will cover different types of plastics: thermosets, thermoplastics, and single identification tests, polymerization, molecular growth, and molecular weight. Lecture 3 hours. Laboratory 3 hours a week.

Plastics 134—Thermo Forming (4)

Discussion will cover the material characteristics as related to thermo forming processes and thermo forming equipment. Thermo forming equipment will be introduced with special emphasis on vacuum forming equipment and process. Lecture 3 hours; Laboratory 3 hours a week.

Plastics 133—Extrusion Molding (4)

This course will cover extrusion equipment with emphasis on processing materials such as styrene, vinyls, polyethylene, polyoropylene, A. B. S. and ancillary materials. Laboratory involves operating

the extrusion equipment, determining operating conditions for different materials. Lecture 3 hours; Laboratory 3 hours a week.

Plastics 135—Properties of Materials (4)

Study of various plastics with special emphasis on fitting the proper plastic to the correct end use. Problems will be introduced requiring the practical use of the theory developed in lecture. Properties such as ability to weld, decorate, and form (extrusion, injection, thermo forming) will be discussed. Lecture 3 hours; Laboratory 3 hours a week.

Plastics 136—Injection Molding (4)

This course will cover the material characteristics of polymers as related to injection mold processes. The student will learn to operate the injection molding machines. Materials to be used in the machine operations will include such polymers as polystyrene, polyethylene nylon, and polycarbonates. Lecture 3 hours; Laboratory 3 hours a week.

Plastics 138—Plastic Finishing (4)

Areas covered include printing, cementing, plating, hot stamping, polishing, punching, and drilling as they apply to thermoplastics and thermosets. Laboratory covers the practical applications of finishing. Lecture 3 hours; Laboratory 3 hours.

Psychology 105—Introduction to Psychology (3)

A study of basic problems and principles of human experience and behavior; heredity and environment, the nervous system, motivation, learning, emotions, thinking and intelligence.

Psychology 131—Human Relations (3)

A study involving the direct application of psychological principles to human relations problems in business and industry. Consideration is given to group dynamics and adjustment factors related to employment and advancement. The presentation will be tailored to fit the needs of the students enrolled in each section.

Secretarial Training 131 (3)

Special emphasis is given to the most frequently performed secretarial duties. Units of work include filing; skill in the use of duplicating machines; mail, telegraph, postal and shipping service; handling travel details and meeting arrangements. Duties of the recep-

tionist and development of a desirable secretarial appearance and personality are studied. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

Shorthand 131—Beginning Shorthand (3)

Introduction of fundamental principles of Gregg Shorthand, Diamond Jubilee Series. Includes development of ability to read, write, and transcribe shorthand outlines. Development of knowledge of mechanics of English. 5 hours a week. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

Shorthand 132—Intermediate Shorthand (3)

Application of principles of Gregg Shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds. Includes oral reading of shorthand outlines, speed building dictation for timed mailable transcripts. Pre-transcription training to strengthen knowledge of English mechanics and reinforce typing skills. 5 hours a week. Prerequisite: Satisfactory completion of Shorthand 131 or one year of shorthand in high school. Satisfactory completion of Typing 130 or one year of typing in high school.

Shorthand 231—Advanced Shorthand (3)

Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building dictation, timed typewritten transcription of shorthand notes for mailable letters, specialized dictation, and increasing knowledge of periphery skills required in office situations. 5 hours a week. Prerequisite: Satisfactory completion of Shorthand 132 or two years of shorthand in high school.

Sociology 101—An Introduction to Sociology (3)

An inquiry into the nature of society and the foundations of group life, including institutions, with a broad presentation of the bases of social change, processes and problems.

Sociology 102—Social Problems (3)

A study of the background, emergence and scope of current group relationships in our society, emphasizing topics as they apply to social adjustment in the family and the total community environment. Prerequisite: Sociology 101.

Social Science 131-132—American Civilization (3) (3)

A course designed to provide the student with some historical perspective for understanding the economic, political, and social institutions of modern society. In this context, emphasis will be placed upon U. S. and Texas history and constitutional development. It is advised that these courses be taken in order: 131, 132.

Spanish 101—Beginning Spanish (5)

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression. Lecture 5 hours; Laboratory 2 hours a week.

Spanish 102—Beginning Spanish (5)

Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax. Lecture 5 hours; Laboratory 2 hours a week. Prerequisite: Spanish 101 or equivalent.

Spanish 201—Intermediate Spanish (3)

Reading, composition, review grammar and intense oral practice. Prerequisite: Spanish 102, 103 or equivalent.

Spanish 202—Intermediate Spanish (3)

Continuation of Spanish 201 with reading selections drawn more directly from contemporary literary sources. Composition. Prerequisite: Spanish 201 or equivalent.

Speech 105—Fundamentals of Public Speaking (3)

An introductory course in public speaking. Principles of reasoning. Emphasis upon the delivery of carefully prepared speeches. Special attention to audience analysis, collection of materials, and outlining.

Speech 106—Voice and Diction (3)

A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

Theatre 100—Rehearsal and Performance (1)

Participation in the class includes the rehearsal and performance of the current theatrical presentation of the Division. Students will be enrolled by the director upon being accepted for participation in a

major production. Prerequisite: Acceptance as a member of the cast or crew of a major production. Credit limited to one hour per semester.

Theatre 101—Introduction to the Theatre (3)

A general survey designed to acquaint the student with the various aspects of theatre, plays and playwrights, directing and acting, theatres, artists, and technicians. Lecture three hours.

Theatre 102—Contemporary Theatre (3)

A study of the modern theatre and cinema as art forms, with attention to the historical background and traditions of each. Emphasis is placed on a better understanding of the social, cultural, and aesthetic significance of these media in today's life. Includes the reading of a number of modern plays and the viewing of specially selected films. Lecture three hours.

Theatre 103—Stagecraft I (3)

A study of the technical aspects of play production including set design and construction, stage lighting, make-up, costuming, and related areas. Lecture two hours; laboratory three hours a week.

Theatre 104—Stagecraft II (3)

A continuation of Theatre 103 with emphasis on individual projects in set and lighting design and construction, including further exploration of the technical aspects of play production. Prerequisite: Theatre 103 or consent of the instructor. Lecture: two hours; laboratory three hours a week.

Theatre 106—Acting I (3)

Individual and group activity with theory and exercises in bodily control, voice, pantomime, interpretation, characterization, and stage movement. Analysis and study of specific roles for stage presentation. Lecture two hours; laboratory three hours a week.

Theatre 107—Acting II (3)

Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble acting, stylized acting and acting in period days. Prerequisite: Theatre 106 or consent of the instructor. Lecture two hours; laboratory three hours a week.

Typing 130—Beginning Typing (2)

Fundamental techniques in typewriting are developed. The skills involved in typing manuscripts, business letters and tabulation are introduced. This course is for students with no previous training in typewriting.

Typing 131—Intermediate Typing (2)

Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence and manuscripts. Lecture 1 hour; Laboratory 2 hours a week. Prerequisite: Satisfactory completion of Typing 130 or one year of typing in high school.

Typing 132—Advanced Typing (2)

Timed production of all types of business material is emphasized. A continuation of skill development and a review of typing techniques are also stressed. This course will demand accuracy at advanced speeds. Prerequisite: Satisfactory completion of Typing 131 or two years of typing in high school.

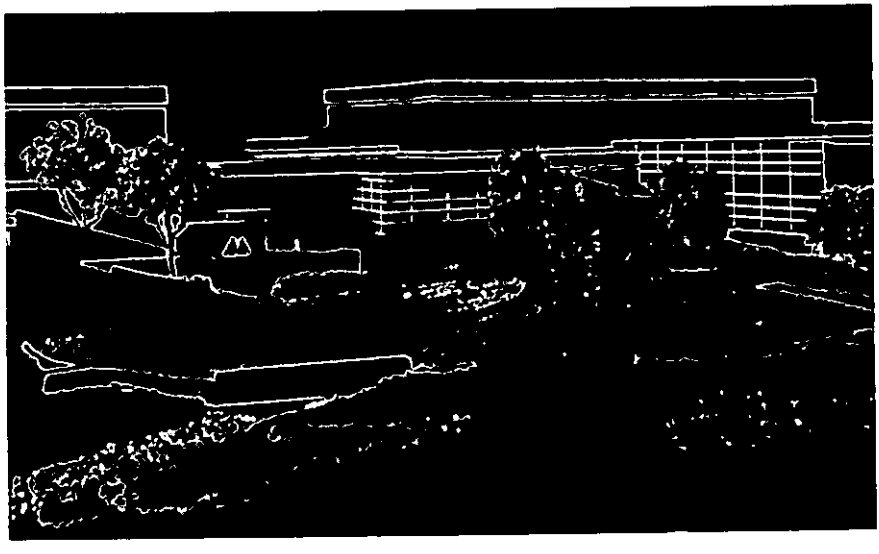
Welding 131—Basic Welding (8)

A course designed to provide the basic fundamentals of oxyacetylene welding, cutting, and arc welding. Major emphasis will be on arc welding and the use of various electrodes. Typical operations such as butt, lap, and fillet welding are performed in flat, horizontal, vertical, and overhead positions. TIG and MIG processes will be introduced. Safety, care, and maintenance of equipment will be stressed. Lecture 2 hours; Laboratory 15 hours a week.

Welding 132—Advanced Welding (8)

Practical work activity applying the fundamentals studied in the previous semester. Emphasis is placed on making high quality welds. Instruction in the methods used in joining of ferrous and non-ferrous metal, hard facing (with inert gas) and cutting by various welding and joining processes. Lecture 2 hours; Laboratory 15 hours a week.

TECHNICAL OCCUPATIONAL PROGRAMS



Bookkeeping (1 year)

The objective of this program is to provide the student with a working knowledge of bookkeeping procedures currently in use in business; to introduce the student to accounting principles supporting bookkeeping procedures; and to give the student practical bookkeeping experience by the use of problem solving.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Bus 131—Bookkeeping	3	0	3
Mth 130—Business Mathematics	3	0	3
Bus 105—Introduction to Business	3	0	3
OM 131—Office Machines	1	2	2
	13	2	14
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Bus 132—Bookkeeping	3	0	3
CS 101—Introduction to Computing Science	3	0	3
Typ 130—Beginning Typing or Typ 131—Intermediate Typing	1	2	2
*Elective	3	0	3
	13	2	14

*Suggested electives: Bus 231, Bus 234, ST 131, Psy 131.

Drafting and Design Technology

This program prepares the student for employment in a wide range of industries as a draftsman or engineering aide. Information in related fields is provided to enable the student to work effectively with the engineer and professional staff.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Dft 132—Basic Drafting	2	6	4
Egr 131—Manufacturing Processes	1	2	2
Com 131—Applied Composition	3	0	3
Mth 131—Technical Mathematics	3	0	3
SS 131—American Civilization	3	0	3
	12	8	15
Spring Semester			
Dft 133—Intermediate Drafting	2	4	3
Com 132—Applied Composition	3	0	3
Mth 132—Technical Mathematics	3	0	3
SS 132—American Civilization	3	0	3
Egr 106—Descriptive Geometry	2	4	3
	13	8	15
Fall Semester			
Egr 230—Statics	2	3	3
*Dft 231—Electronic Drafting	2	4	3
Dft 232—Technical Illustration	2	4	3
Psc 131—Applied Physics	3	2	3
Dft 135—Reproduction Processes	1	3	2
	10	16	14
Spring Semester			
*Dft 230—Structural Drafting	2	4	3
Dft 233—Machine Design	2	6	4
Egr 231—Characteristics of Materials	3	0	3
Psc 132—Applied Physics	3	2	3
Psy 131—Human Relations	3	0	3
	13	12	16

*The following courses may be substituted if there is sufficient demand for them: Dft 136—Geological and Land Drafting; Dft 235—Building Equipment (Mechanical and Electrical); Dft 234—Advanced Technical Illustration; Dft 236—Piping and Pressure Vessel Design.

Electronics Technology

This 2-year program will prepare the student for work as an electronics technician by familiarizing him with most electronic testing equipment and training him in technical communications.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Mth 131—Technical Mathematics	3	0	3
Psc 131—Applied Physics	3	2	3
Dft 130—Technical Drafting	1	3	2
ET 130—Electronics Lab., D.C. Circuits	3	3	4
	13	8	15
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 132—Technical Mathematics	3	0	3
Psc 132—Applied Physics	3	2	3
ET 131—Electronics Lab., A.C. Circuits	3	3	4
ET 132—Electron Tubes, Transistor Theory and Application	3	3	4
	15	8	17
Fall Semester			
ET 230—Electronic Instruments and Measurements	2	3	3
ET 231—Special Circuits	3	3	4
Hum 101—Introduction to Humanities	3	0	3
Egr 131—Manufacturing Processes	1	3	2
SS 131—American Civilization	3	0	3
	12	9	15
Spring Semester			
ET 233—Industrial and Microwave Technology	3	3	4
ET 232—Network Analysis and Transmission Lines	3	3	4
Psy 131—Human Relations	3	0	3
SS 132—American Civilization	3	0	3
ET 234—Electronic Circuits & Systems	0	6	3
	12	12	17

Machine Shop

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
MS 131—Machine Shop	3	15	10
GSM 091—Basic Math	3	0	3
Bpr 131—Blueprint Reading	1	3	3
Egr 131—Manufacturing Processes	1	2	2
	8	20	18
Spring Semester			
MS 132—Machine Shop	3	15	10
Mth 139—Applied Mathematics	3	0	3
Com 131—Applied Composition	3	0	3
Bpr 132—Blueprint Reading	1	3	3
	10	18	19
Fall Semester			
MS 231—Machine Shop	3	15	10
Psc 131—Applied Physics	3	2	3
SS 131—American Civilization	3	0	3
	9	17	16
Spring Semester			
MS 232—Machine Shop	3	15	10
Psc 132—Applied Physics	3	2	3
Psy 131—Human Relations	3	0	3
	9	17	16

Mid-Management

This program in business management is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in decision-making positions as supervisors or junior executives.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
MM 130—Management Training	0	15	4
MM 132—Mid-Management Seminar	2	0	2
Com 131—Applied Composition and Speech	3	0	3
Bus 101—Principles of Accounting or Bus 131—Bookkeeping	3	0	3
*Elective	3	0	3
	11	15	15
Spring Semester			
MM 131—Management Training	0	15	4
MM 133—Mid-Management Seminar	2	0	2
Com 132—Applied Composition and Speech	3	0	3
Bus 105—Introduction to Business	3	0	3
*Elective	3	0	3
	11	15	15
Fall Semester			
MM 230—Management Training	0	15	4
MM 232—Mid-Management Seminar	2	0	2
SS 131—American Civilization	3	0	3
Eco 201—Principles of Economics	3	0	3
*Elective	3	0	3
	11	15	15
Spring Semester			
MM 231—Management Training	0	15	4
MM 233—Mid-Management Seminar	2	0	2
SS 132—American Civilization	3	0	3
Hum 101—Introduction to Humanities	3	0	3
*Elective	3	0	3
	11	15	15

Suggested Electives: Bus 231, Bus 232, Bus 233, Bus 234, Bus 235, Bus 236, CS 101, Mth 130, OM 131, Bio 115, Bio 116, Phy Sc 115, Psy 131, Eco 202, Spe 105.

Plastics Technician

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
PT 131—Introduction to Plastics	3	3	4
PT 133—Extrusion Molding	3	3	4
Bpr 131—Blue Print Reading	1	3	2
Mth 131—Technical Mathematics	3	0	3
Com 131—Applied Composition and Speech	3	0	3
	13	9	16
Spring Semester			
PT 134—Thermo Forming	3	3	4
PT 136—Injection Molding	3	3	4
Egr 131—Manufacturing Processes	1	3	3
PT 138—Plastic Finishing	3	3	4
SS 131—American Civilization	3	0	3
	13	12	18
Fall Semester			
PT 236—Hydraulics and Pneumatics	2	3	3
EL 235—Fundamentals of Electricity	3	3	4
PT 135—Properties of Materials	3	3	4
PT 233—Testing and Quality Control	3	3	4
	11	12	15
Spring Semester			
PT 232—Thermo Plastic Fabrication Manufacture	3	3	4
PT 231—Thermo Plastic Process Equipment Maintenance	2	3	3
PT 234—Production Planning and Process Control	3	0	3
Com 132—Applied Composition	3	0	3
Psy 131—Human Relations	3	0	3
	14	6	16

Secretarial Science (1-year program)

The basic purpose of this program is to acquaint students with the opportunities and responsibilities of a secretarial career.

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Com 131—Applied Composition and Speech	3	0	3
*SD 131—Beginning Shorthand	3	2	3
*Typ 130—Beginning Typing	1	2	2
OM 131—Office Machines	1	2	2
Bus 131—Bookkeeping	3	0	3
Bus 105—Introduction to Business	3	0	3
	14	6	16
Spring Semester			
Bus 231—Business Communications	3	0	3
*SD 132—Intermediate Shorthand	3	2	3
*Typ 131—Intermediate Typing	1	2	2
ST 131—Secretarial Training	3	0	3
BMT 131—Machine Transcription	3	0	3
	13	4	14

*Students with previous training will be placed according to ability.

†Suggested Electives: Bus 105, Bus 130, CS 101, SD 231, Typ 132, Mth 130.

A student is required to have his last semester of typewriting and shorthand at Mountain View to complete this program.

Secretarial Science (2-year program)

The purpose of this program is to prepare students to become alert and responsive secretaries capable of performing the tasks required of them in the modern business office. Suggested electives are such that student may take courses which will allow specialties in secretarial areas as law, selling, advertising, and accounting.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
*SD 131—Beginning Shorthand	3	2	3
*Typ 131—Intermediate Typing	1	2	2
OM 131—Office Machines	1	2	2
Bus 131—Bookkeeping	3	0	3
Com 131—Applied Composition and Speech	3	0	3
Bus 105—Introduction to Business	3	0	3
	14	6	16
Spring Semester			
SD 132—Intermediate Shorthand	3	2	3
Typ 132—Advanced Typing	1	2	2
ST 131—Secretarial Training	3	0	3
BMT 131—Machine Transcription	3	0	3
Bus 231—Business Communications	3	0	3
	13	4	14
Fall Semester			
SD 231—Advanced Shorthand	3	2	3
Com 132—Applied Composition and Speech	3	0	3
CS 101—Introduction to Computing Science	3	0	3
SS 131—American Civilization	3	0	3
*Elective	3	0	3
	15	2	15
Spring Semester			
SD 232—Transcription	3	2	3
Psy 131—Human Relations	3	0	3
Hum 101—Introduction to Humanities	3	0	3
SS 132—American Civilization	3	0	3
†Elective	3	0	3
	15	2	15

*Students with previous training will be placed according to ability.
†Suggested Electives: Bus 230, Bus 233, Bus 234, Mth 130.

Welding

Curriculum Pattern

Fall Semester	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
WE 131—Basic Welding	2	15	8
*Mathematics	3	0	3
*Communications	3	0	3
Bpr 131—Blueprint Reading	1	3	3
	9	18	17
Spring Semester			
WE 132—Advanced Welding	2	15	8
*Mathematics	3	0	3
Egr 131—Manufacturing Process	1	2	2
PL 131—Pattern Layout	2	3	3
	8	20	16

*Students will be placed according to their ability in this area.

INDEX

NLC — North Lake College
BC — Brookhaven College
RC — Richland College
EC — Eastfield College
▶**MVC** — Mountain View College
ECC — El Centro College
CVC — Cedar Valley College

LOCATION