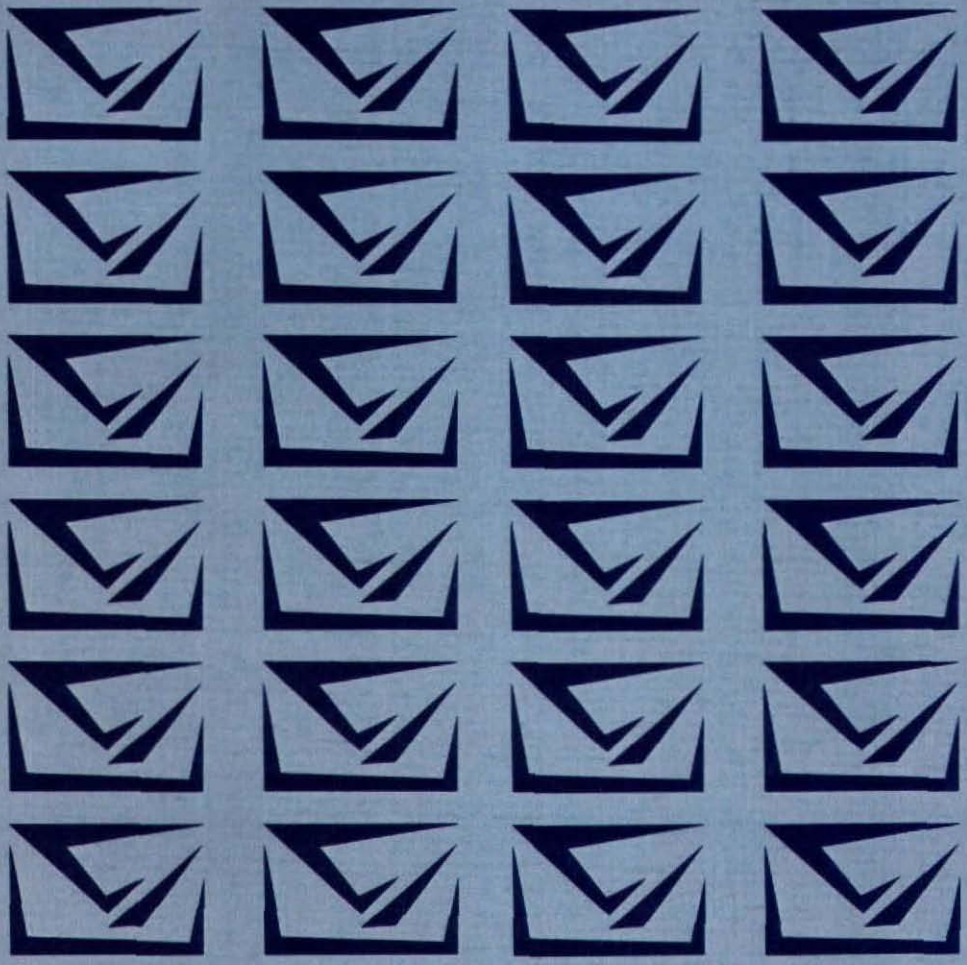
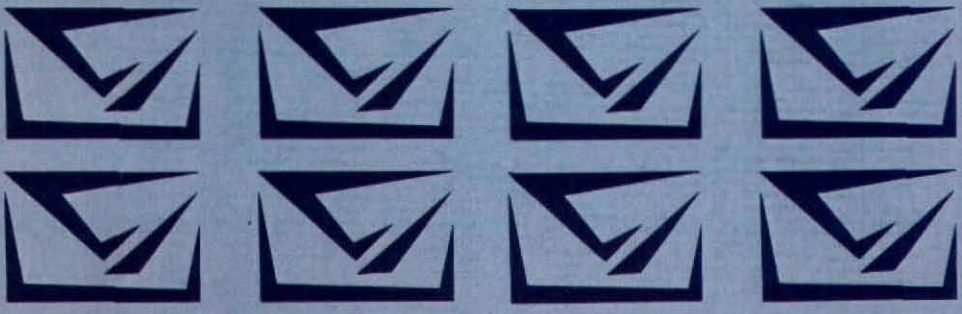


MOUNTAIN VIEW COLLEGE

OF THE DALLAS COUNTY JUNIOR COLLEGE DISTRICT



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

Mrs. Eugene McDermott, Vice Chairman of the Board

Loncy L. Leake

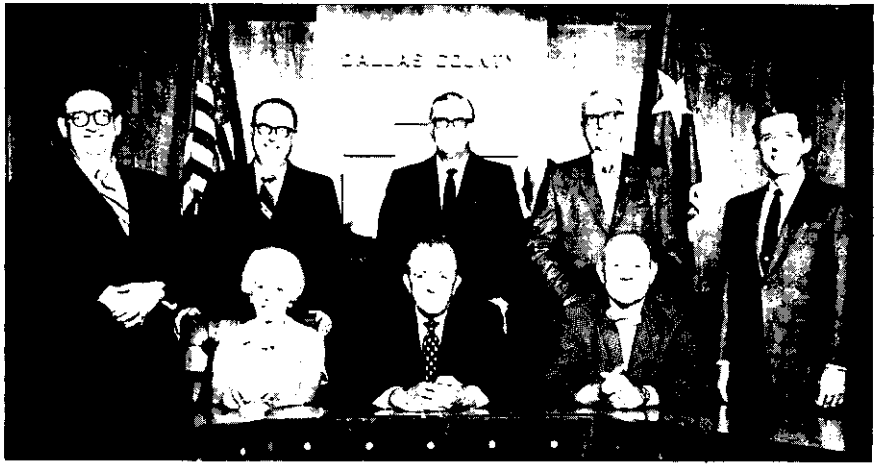
Jim Scoggins

Franklin E. Spafford

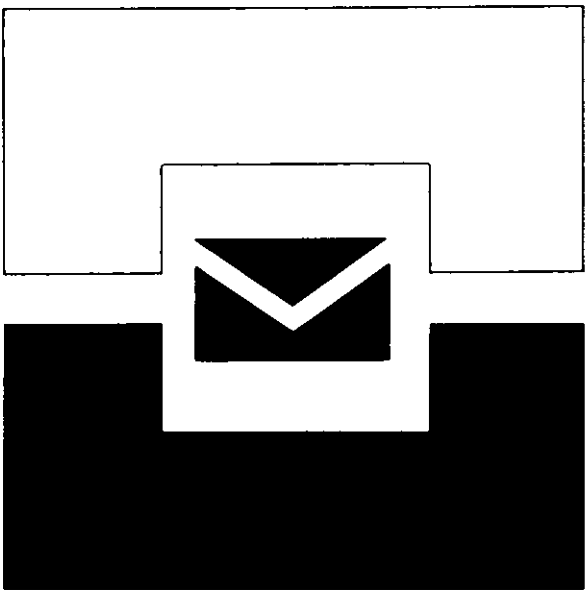
Durwood A. Sutton

Carie E. Welch

BOARD OF TRUSTEES



Left to right, Standing: Durwood A. Sutton, Loncy L. Leake, Franklin E. Spafford, Carie E. Welch, Jim Scoggins. *Seated:* Mrs. Eugene McDermott, vice-chairman; R. L. Thornton, Jr., chairman; Dr. Bill J. Priest, Chancellor.



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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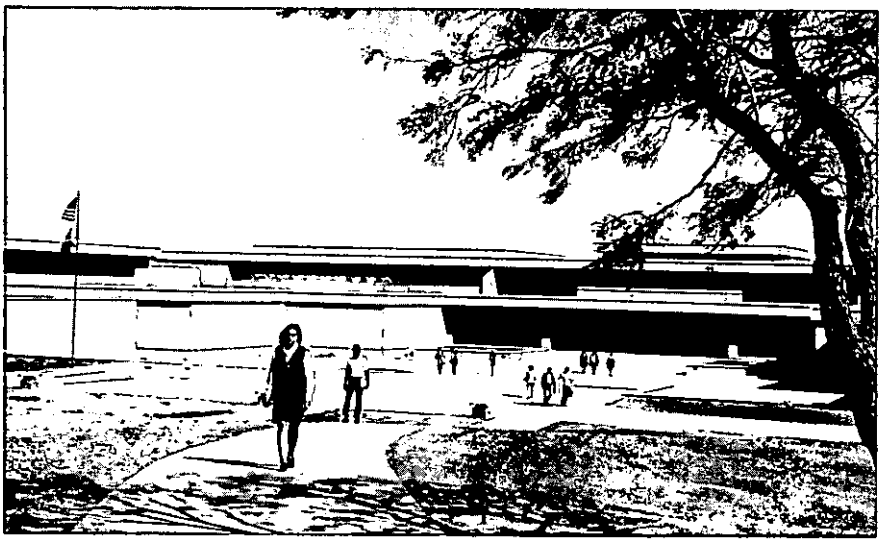
GENERAL INFORMATION



1971-72 ACADEMIC CALENDAR*

FALL SEMESTER

August 23-27	Monday-Friday	Faculty Orientation
August 24-26	Tuesday-Thursday	Registration
August 30	Monday	8:00 a.m. Classes begin
September 6	Monday	Labor Day Holiday
September 7	Tuesday	8:00 a.m. Classes resume
November 24	Wednesday	10:00 p.m. Thanksgiving Holiday Begins
November 29	Monday	8:00 a.m. Classes resume
December 16	Thursday	Last day of Classes
December 17-22	Friday-Wednesday	Final Exams
December 22	Wednesday	Semester Closes

SPRING SEMESTER

January 11-13	Tuesday-Thursday	Registration
January 17	Monday	Classes begin
March 24	Friday	10:00 p.m. Spring Vacation begins
April 3	Monday	8:00 a.m. Classes resume
May 12-17	Friday-Wednesday	Final Exams
May 17	Wednesday	Semester Closes
May 17	Wednesday	Graduation

SUMMER SESSION**

June 5-6	Monday-Tuesday	Registration
June 7	Wednesday	Classes begin
July 4	Tuesday	Holiday for the 4th of July
July 14	Friday	Final exams
July 14	Friday	Summer session closes

*The academic calendar may be subject to change or modification.
**A second Summer Session may be scheduled.

History of the College

Mountain View College officially opened its doors Sept. 14, 1970 to more than 2,000 freshman students. The $12 million physical plant was built in two phases — Phase I, or the West campus, was completed by early December, 1970 and housed all college operations during the Fall Semester. Phase II was completed by mid-Spring Semester.

Mountain View and Eastfield College in Mesquite were officially dedicated April 18, 1971. El Centro College, the first college in the Dallas County Junior College District, opened in September, 1966, after the citizens of Dallas County voted $41.5 million in bonds to create the system in May, 1965.

The Dallas County Junior College bond issue had widespread support from virtually every organized group in the County and from citizens at large who recognized the need for opportunity in higher education. Growing population and the expanding economy of Dallas County demanded such an educational system.

Philosophy of Mountain View College

Mountain View College, of the Dallas County Junior College District, is an open door, comprehensive college dedicated to the task of developing individuals for productive citizenship in a democratic society.

Mountain View College is further dedicated to enhancing the worth and dignity of every individual who interacts with the college. Dedication to individualizing instruction, recognizing individual differences and capabilities, and providing counseling and guidance service to every student shall be the primary objectives of the faculty and administrators. This college has established and intends to maintain an instructional faculty who are managers of class activities rather than disseminators of facts. The college adheres to the concept that teaching is a process of involvement and direction.

Mountain View College, then, commits itself to an ever changing society and dedicates its fullest efforts to providing a stimulating, practical, varying curriculum and environment for every person within its reach.

The purposes for which Mountain View College exists are the following:

—To provide the leadership and facilities which will expedite the community's educational and cultural needs;

—To provide an opportunity through a comprehensive curriculum for each individual to discover and improve his special aptitudes, abilities, and skills;

—To provide a diversified program of services that will meet the needs of its students;

—To provide innovative leadership that is sensitive to and compatible with the rapidly changing needs of our community and society.

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.

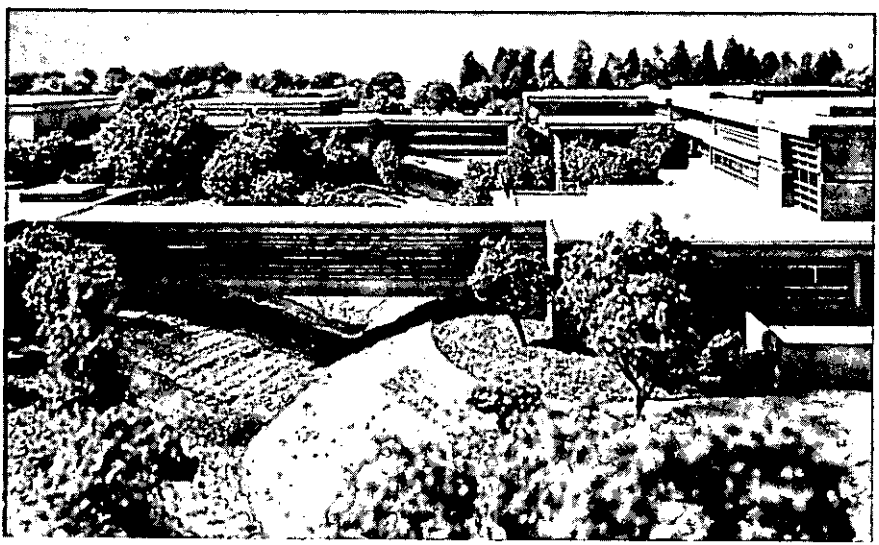
League for Innovation

Mountain View College of the Dallas County Junior College District is a member of the League for Innovation in the Community College. Fifteen outstanding community college districts throughout the nation compose the League membership.

Innovative experimentation and the continuing development of the community college movement in America are the purposes and goals of the League. Membership commits the Dallas County Junior College District to research, evaluation and cooperation with other community college districts in providing the best possible educational program and fullest utilization of its resources to serve the needs of its community.

Numerous projects to promote innovative experimentation have been funded directly through the League.

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 non-credit, 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.

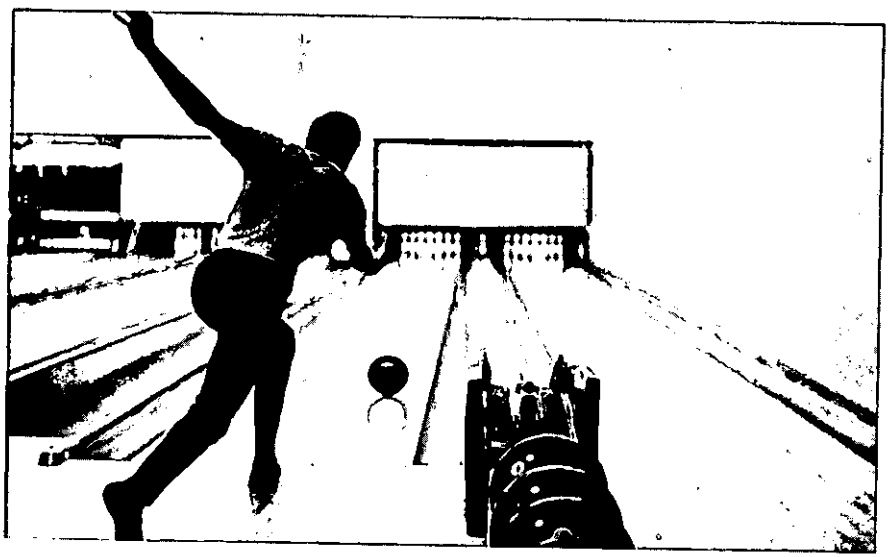
Community Service Programs are non-credit courses — there are no entrance requirements. Classes are offered both on and off campus as circumstances warrant. Special assistance will be given to companies who wish to conduct courses, workshops or seminars in conjunction with their own training programs.

Courses may be offered in areas such as:

Business and Secretarial Programs
Languages and Guided Studies Programs
Management Development Programs
Vocational-Occupational Programs
Physical Performance Programs
Special Interest Programs
Industrial Programs
Continuing Education for Women

For additional information about Community Services Programs, please contact the Mountain View Community Services office — Phone 746-4114.

STUDENT SERVICES



General Admission Policy

In order for a student to receive adequate counseling he should plan to submit an application for admission according to the following schedule:

SEMESTER	*DEADLINE*
Fall, 1971	August 3, 1971
Spring, 1972	December 10, 1971
Summer, 1972	May 15, 1972

It is the responsibility of each applicant to complete his admissions file.

CRITERIA FOR ENTRANCE

1. Beginning Freshmen
   a. Graduation from an accredited high school.
   b. Graduates from an unaccredited high school may be admitted when it is determined by the administration that the student can profit from instruction.
   c. Non high school graduates who are at least 18 years of age and whose high school class has graduated may be admitted when it is determined by the administration that the student can profit from instruction.
   d. Upon the recommendation of high school principals, a limited number of outstanding high school students may be concurrently enrolled for special study.
   e. Students entering with ACT scores of 11 or below will generally be enrolled in the Guided Studies program. Individual decisions will, however, be made in conference with a counselor.
2. Transfer Students

   College transfer applicants will be considered for admission based on their previous college record. Scholastic standing for transfer applicants will be determined by the Mountain View College Office of Admissions based upon the Mountain View grade point system.

   Students on scholastic or disciplinary suspension from another institution must apply to the Committee on Admissions.
3. Former Dallas County Junior College District Students

   Former Dallas County Junior College District students will be required to submit an application for re-admission to any one of the District colleges.
4. Non-Credit Students

   It is not necessary for a student who plans to register for non-credit courses to apply for regular college admission. Applications for admission to these courses should be sent to the director of Community Services Programs.

Admission 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

Students planning to take 12 semester hours or more must submit to the Office of Admissions the following items:

1. Application for Admission.
2. Official transcript from last school (high school or college) attended.

   College transfer students are also required to submit records of all courses taken.
3. 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. 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. The ACT code number for Mountain View College is 4089.
4. Medical Form.

   All students must present current proof of a negative tuberculin test: 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.
2. Official transcript from last school (high school or college) attended.

3. Medical Form

All students must present current proof of a negative tuberculin test: 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 Credit

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.

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	$20.00 per semester credit hour to a maximum of $200.00
Non-Texas Residents*	$30.00 per semester credit hour to a maximum of $300.00

Summer Term

Residents of Dallas County	$10.00 per semester credit hour to a maximum of $60.00
Residents of Other Texas Counties	$30.00 per semester credit hour to a maximum of $180.00
Non-Texas Residents*	$45.00 per semester credit hour to a maximum of $270.00

*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 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.

Special Fees and Charges

Student Service Fee (12 or more semester credit hours)	$7.00 a semester
Student Service 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
Physical Education Activity Fee	$5.00 to $10.00 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.

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 student's information:

1. psychological tests of personality, vocational interests and aptitudes,
2. occupational and vocational information,
3. catalogues from a wide selection of colleges 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 fulltime 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, 4849 W. Illinois Ave., Dallas, Texas 75211.

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 Benefits. The Veterans' 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 should apply at the Financial Aid and Placement Office.

Hinson-Hazelwood College Student Loan Program 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 recommedations 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 7% 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.

Scholarships

Mountain View College offers many scholarships to students who demonstrate measured potential, scholastic ability, and/or economic need. Individuals, private industries and groups make these scholarships available through the Office of Financial Aid and Placement. Application should be made well in advance in order for the committee to award the scholarship.

Student Activities

Student Activities at Mountain View College are visualized as an integral part of the learning experience available at the college. Through direct contact with a professionally trained staff, the student will be encouraged to find new ways of expressing himself, to develop skills in relating to other people to formulate a new understanding *of* and respect *for* himself and his environment. The division will be under the jurisdiction of a student, faculty, administration composed policy making board and will include the general areas of students association and student organizations, each designed to provide unique atmospheres in which classroom experiences can be extended and expanded. Student planned Activities such as games, tournaments, speakers, dances, films, art shows, entertainers, intramurals, special interest groups, clubs, and organizations provide opportunities for a more complete college experience for each individual student.

Health Services

Health services are provided for the students at Mountain View College in keeping with the philosophy that optimal health is essential if an individual is to achieve his full potential.

The Health Center offers various services for the student, with emphasis on health education and counseling programs, referral to physicians and agencies in the community, as well as health screening programs and emergency first aid.

A physician is on call at all times and is available to see students on the campus by appointment if this is indicated.

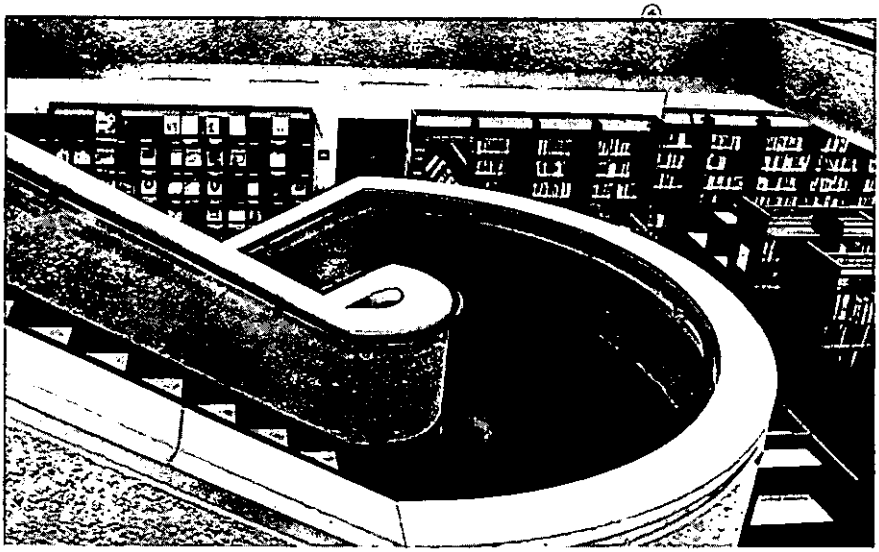
Housing

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.

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.

ACADEMIC INFORMATION



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.

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.

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 examination 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.

Scholastic Probation and Scholastic Suspension

The policies on scholastic probation and scholastic suspension apply to full-time students (12 semester hours or more) and part-time students once they have accumulated 12 semester hours of college credit.

Based on a 4.0 point scale the following criteria describe the procedures to be followed.

1. Students admitted directly from high school must maintain a 2.0 (C) grade point average for the current semester or they will be placed on probation.
2. Students who have completed one or more semesters must maintain a 2.0 cumulative grade point average or they will be placed on probation.
3. Students who have been placed on scholastic probation must raise their grade point average above 2.0 in order to be removed from probation.
4. Students on scholastic probation who drop below a cumulative grade point of 1.5 will be placed on scholastic suspension.

Students applying for graduation must have a minimum grade point average of 2.0.

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 prerogative 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 absences prior to the last two weeks of the semester will receive a grade of "W" in the class from which they are dropped.

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 a class or withdraw from college will receive a "W" in each class from which they have withdrawn. The deadline for receiving a "W" is two weeks prior to the end of the semester. After that time a student will receive a performance grade in the course.

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 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	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.

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 42.

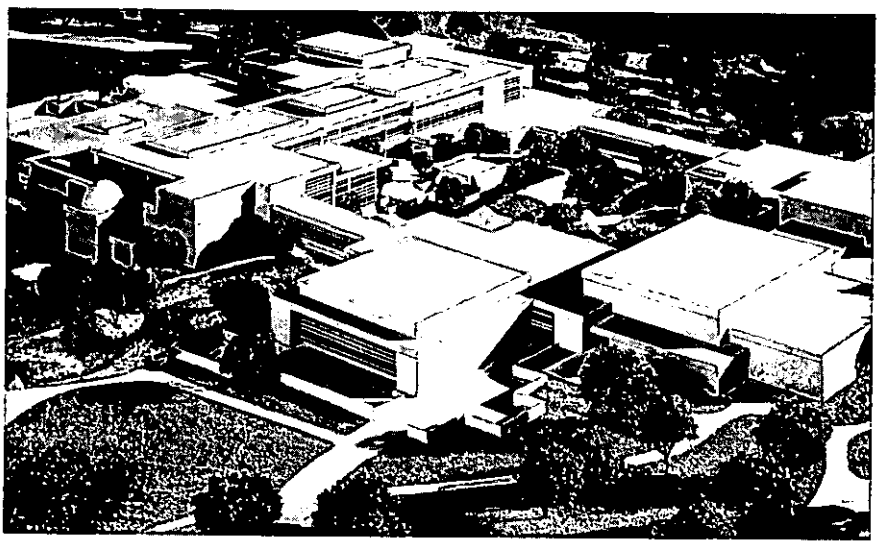
Procedure for Filing Degree Plan

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.

Classroom Dishonesty

Dishonesty 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.

COURSES BY DIVISION



BUSINESS DIVISION

	Credit
Business	
Business 105—Introduction to Business	3
Business 136—Principles of Management	3
Business 201—Principles of Accounting	3
Business 202—Principles of Accounting	3
Business 230—Salesmanship	3
Business 233—Advertising and Sales Promotion	3
Business 234—Business Law	3
Computer Science 101—Introduction to Computing Science	3
Computer Science 102—Fortran Programming	3
Computer Science 131—RPG Programming	3
Accounting Technician	
Business 131—Bookkeeping	3
Business 132—Bookkeeping	3
Data Processing Programmer	
Data Processing 133—Beginning Programming	4
Data Processing 136—Intermediate Programming	4
Data Processing 137—Data Processing Mathematics	3
Data Processing 138—Data Processing Logic	3
Mid-Management	
Business 150-151—Management Training	4 - 4
Business 152-153—Management Seminar	2 - 2
Business 250-251—Management Training	4 - 4
Business 252-253—Management Seminar	2 - 2
Secretarial Science	
Business 160—Machine Transcription	3
Business 161—Office Machines	2
Business 162—Secretarial Training	3
Business 163—Beginning Shorthand	3
Business 164—Intermediate Shorthand	3
Business 173—Beginning Typing	2
Business 174—Intermediate Typing	2
Business 231—Business Correspondence	3
Business 263—Advanced Shorthand	3
Business 264—Shorthand Transcription	3
Business 273—Advanced Typing	2

COMMUNICATIONS DIVISION

Communications	
Communications 131—Applied Composition and Speech	3
Communications 132—Applied Composition and Speech	3

English	Credit
English 101—Composition and Expository Reading	3
English 102—Composition and Literature	3
English 201—Masterpieces of English Literature	3
English 202—Masterpieces of English Literature	3
English 203—Literary Classics of the Western World	3
English 204—Literary Classics of the Western World	3
English 205—Major American Writers	3
English 206—Major American Writers	3
German	
German 101—Beginning German	5
German 102—Beginning German	5
Journalism	
Journalism 101—Introduction to Mass Communications	3
Journalism 102—News Gathering and Writing	3
Journalism 103—News Gathering and Editing	3
Journalism 104, 105—(Freshman) 202, 203 (Sophomore) Special Assignment on **Cornerstone**	Lab. 1
Journalism 201—Editorial and Feature Writing	3
Journalism 204—News Editing and Copy Reading	3
Photography 110—Introduction to Photography and Photo-Journalism	3
French	
French 101-102—Beginning French	5 - 5
French 201-202—Intermediate French	3 - 3
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
Speech 201—Forensic Workshop	Lab. 1
Speech 205—Discussion and Debate	3
Speech 206—Oral Interpretation	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
Guided Studies Writing 092—Writing Lab	1
Guided Studies Development 092—A Group Approach to Self-Understanding	3
Reading	
Reading 101—Advanced Reading	3

Human Development	Credit
Human Development 105—Basic Processes of Interpersonal Relationships	3
Human Development 106—Personal and Social Growth	3
Human Development 107—Developing Leadership Behavior	3

INTER DIVISIONAL COURSES

Directed Studies	
Directed Studies 202—Directed Studies	1 - 3

HUMANITIES DIVISION

Art	
Art 104—Art Appreciation	3
Art 105-106—Survey of Art History	3 - 3
Art 110—Basic Design I	3
Art 111—Basic Design II	3
Art 114-115—Basic Drawing I, II	3 - 3
Art 201-202—Life Drawing I, II	3 - 3
Art 205-206—Painting I, II	3 - 3
Art 208-209—Sculpture I, II	3 - 3
Art 215—Ceramics	3
Humanities	
Humanities 101—Introduction to the Humanities	3
Music	
Music 100—Recital	0
Music 101-102—Freshman Theory I, II	4 - 4
Music 104—Music Appreciation	3
Music 105—Italian Diction	1
Music 106—French Diction	1
Music 107—German Diction	1
Music 110—Literature	3
Music 111—Literature	3
Music 113—Foundations in Music I	3
Music 114—Foundations in Music II	3
Music 117—Piano Class I	1
Music 118—Piano Class II	1
Music 119—Guitar Class I	1
Music 120—Guitar Class II	1
Music 121—Section 001 Minor	1
Music 121—Section 002 Concentration	2
Music 121—Section 003 Major	3
Music 150—Chorus	1
Music 151—Voice Class I	1
Music 152—Voice Class II	1
Music 155—Vocal Ensemble	1
Music 160—Band	1
Music 171—Woodwind Ensemble	1

Music (Continued)	Credit
Music 172—Brass Ensemble	1
Music 173—Percussion Ensemble	1
Music 174—Keyboard Ensemble	1
Music 175—String Ensemble	1
Music 181—Lab Band	1
Music 201-202—Sophomore Theory I, II	4 - 4
Philosophy	
Philosophy 102—Introduction to Philosophy	3
Philosophy 105—Logic	3
Philosophy 203—Ethics	3
Philosophy 207—History of Ancient Philosophy	3
Philosophy 208—History of Modern Philosophy	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
Theatre 109—Voice and Articulation	3
Theatre 201—Television Production I	3
Theatre 202—Television Production II	3
Theatre 203—Broadcasting Communications I	3
Theatre 203—Broadcasting Communications II	3

SCIENCE AND MATH DIVISION

Avionics	
Avionics Technology 130—Introduction to Aircraft Electronic Systems	2
Avionics Technology 131—Aircraft Communications Systems	4
Avionics Technology 230—Aircraft Navigation Systems	4
Avionics Technology 231—Aircraft Electrical and Instrumentation Systems	4
Avionics Technology 232—Aircraft Radar Systems	4
Avionics Technology 233—Aircraft Systems Installation Wiring and Modification	3
Avionics Technology 234—Aircraft Electronic Systems Checkout and Trouble-Shooting Procedures	4
Blueprint Reading	
Blueprint Reading 131-132—Blueprint Reading	3 - 3
Drafting	
Drafting 130—Technician Drafting	2

Drafting (Continued)	Credit
Drafting 132—Basic Drafting	4
Drafting 133—Intermediate Drafting	3
Drafting 135—Reproduction Processes	2
Drafting 136—Geological and Land Drafting	3
Drafting 230—Structural Drafting	3
Drafting 231—Electronic Drafting	3
Drafting 232—Technical Illustrations	3
Drafting 233—Machine Design	4
Drafting 234—Advanced Technical Illustrations	4
Drafting 235—Building Equipment (Mechanical and Electrical)	4

Electronics	
Electronics Technology 130—D.C. Circuits and Electrical Measurements	4
Electronics Technology 131—A.C. Circuits	4
Electronics Technology 133—Active Devices	4
Electronics Technology 134—Instruments and Measurements	3
Electronics Technology 135—D.C.-A.C. Theory and Circuit Analysis	6
Electronics Technology 231—Special Circuits	4
Electronics Technology 232—Network Analysis	4
Electronics Technology 233—Industrial Microwave Electronic Technology	4
Electronics Technology 234—Electronic Technology Circuits and Systems	3
Electricity 235—Fundamentals of Electricity	4

Engineering	
Engineering 101—Engineering Analysis	2
Engineering 105—Engineering Graphics	3
Engineering 106—Descriptive Geometry	3
Engineering 107—Engineering Mechanics I	3
Engineering 131—Manufacturing Processes	2
Engineering 201—Engineering Mechanics II	3
Engineering 202—Engineering Mechanics of Materials	3
Engineering 203—Engineering Production Techniques	3
Engineering 230—Statics	3
Engineering 231—Characteristics and Strengths of Materials	3

Machine Shop	
Machine Shop 131—Machine Shop	10
Machine Shop 132—Machine Shop	10
Machine Shop 133—Basic Lathe	5
Machine Shop 134—Basic Milling Machine	5
Machine Shop 135—Intermediate Lathe	5
Machine Shop 136—Intermediate Milling Machine	5
Machine Shop 231—Machine Shop	10
Machine Shop 232—Machine Shop	10

Mathematics	Credit
Mathematics 093—Intermediate Algebra	3
Mathematics 104—Elementary Functions and Coordinate Geometry I	5
Mathematics 105—Elementary Functions and Coordinate Geometry II	5
Mathematics 106—Elementary Functions and Coordinate Geometry	5
Mathematics 111—Mathematics for Business and Economics I	3
Mathematics 112—Mathematics for Business and Economics II	3
Mathematics 115-116—College Mathematics	3 - 3
Mathematics 126—Introductory Calculus	5
Mathematics 130—Business Mathematics	3
Mathematics 131-132—Technical Mathematics	3 - 3
Mathematics 139—Applied Mathematics	3
Mathematics 202—Business Statistics	3
Mathematics 227—Mathematical Analysis I	4
Mathematics 228—Mathematical Analysis II	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
Plastics 231—Thermo Plastic Process Equipment Maintenance	3
Plastics 232—Plastic Fabrication Manufacture	4
Plastics 233—Testing and Quality Control	4
Plastics 234—Production Planning and Control	3
Plastics 236—Hydraulics and Pneumatics	3

Industrial Welding	
Pattern Layout 131—Pattern Layout	3
Industrial Welding 131—Basic Welding	8
Industrial Welding 132—Advanced Welding	8
Industrial Welding 133—Introductory Welding	4
Industrial Welding 134—Welding Applications	4
Industrial Welding 135—Quality Control in Welding	4
Industrial Welding 136—Special Welding Applications	4

SCIENCE

Biology	
Biology 101-102—General Biology	4 - 4
Biology 115-116—Biological Science	4 - 4

Biology (Continued)	**Credi**
Biology 203—Intermediate Botany	4
Biology 214—Field Biology	6
Biology 215—Human Anatomy and Physiology	4
Biology 216—General Microbiology	4
Biology 290—Man and His Environment	3
Chemistry	
Chemistry 101-102—General Chemistry	4 - 4
Chemistry 115-116—General Chemistry	4 - 4
Chemistry 201—Organic Chemistry	4
Chemistry 202—Organic Chemistry	4
Chemistry 203—Quantitative Analysis	4
Geography	
Geography 101—Geography (Physical)	3
Geography 102—World Geography (Economic)	3
Geology	
Geology 101—General Geology (Physical)	4
Geology 102—General Geology (Economic)	4
Physical Science	
Physical Science—115-116	3 - 3
Physics	
Physics 111-112—General Physics	4 - 4
Physics 131-132—Applied Physics	4 - 4
Physics 201—General Physics	4
Physics 202—General Physics	4
Physics 203—General Physics	4

PHYSICAL EDUCATION DIVISION

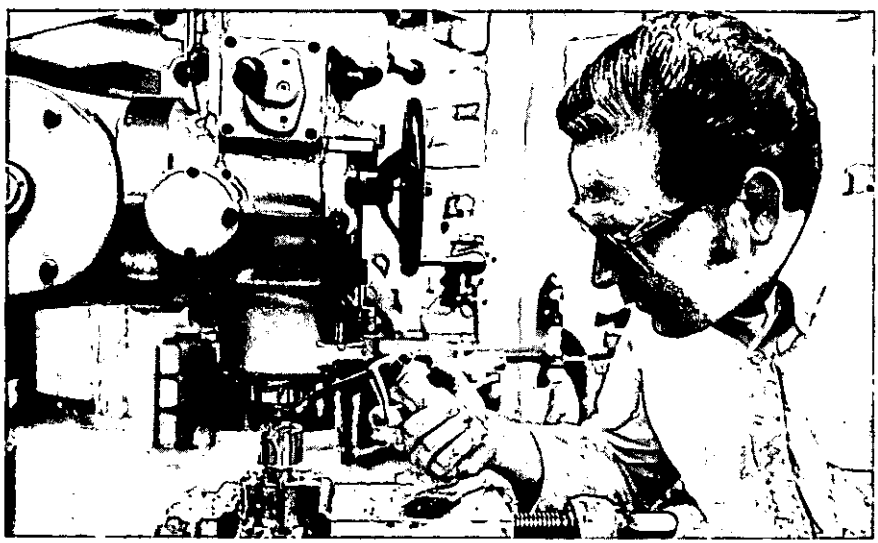
Physical Education 100—Lifetime Sports Activities I	1
Physical Education 101—Fundamentals of Health	3
Physical Education 110—Community Recreation	3
Physical Education 115—Physical Performance Activities	1
Physical Education 120—Bowling	1
Physical Education 121—Folk Dance	1
Physical Education 122—Tumbling and Gymnastics	1
Physical Education 124—Social Dance	1
Physical Education 125W—Figure Training and Conditioning	1
Physical Education 127W—Volleyball and Basketball	1
Physical Education 127M—Volleyball and Basketball	1
Physical Education 129—Modern Dance	1
Physical Education 144—Introduction to Physical Education	3
Physical Education 147—Sports Officiating I	3
Physical Education 148—Sports Officiating II	3
Physical Education 200—Lifetime Sports Activities II	1
Physical Education 210—Sports Appreciation for the Spectator	3

PHYSICAL EDUCATION DIVISION (Continued)	Credit
Physical Education 218—Intermediate and Advanced Golf	1
Physical Education 219—Intermediate and Advanced Tennis	1
Physical Education 222—Intermediate and Advanced Gymnastics	1
Physical Education 257—Standard and Advanced First Aid and Safety Education	3

SOCIAL SCIENCE DIVISION

Anthropology	
Anthropology 100—Introduction to Anthropology	3
Anthropology 101—Cultural Anthropology	3
Economics	
Economics 101—Consumer Economics	3
Economics 201-202—Principles of Economics	3 - 3
Government	
Government 201-202—American Government	3 - 3
Government 231—Municipal and County Government	3
History	
History 101-102—History of the United States	3 - 3
History 105-106—Western Civilization	3 - 3
History 103-104—Afro-American History	3 - 3
Psychology	
Psychology 105—Introduction to Psychology	3
Psychology 131—Human Relations	3
Psychology 201—Human Growth and Development	3
Psychology 204—General Psychology	3
Psychology 205—Psychology of Personality	3
Religion	
Religion 101—Religion in American Culture	3
Religion 102—Contemporary Religious Problems	3
Religion 201—Major World Religions	3
Social Science	
Social Science 131-132—American Civilization	3 - 3
Sociology	
Sociology 101—An Introduction to Sociology	3
Sociology 102—Social Problems	3
Sociology 203—Marriage and Family	3
Sociology 204—American Minorities	3
Sociology 231—Urban Social Problems	3

TECHNICAL OCCUPATIONAL PROGRAMS



Accounting Technician (1 year program)

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			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
Com 131—Applied Composition and Speech	3	0	3
Mth 130—Business Mathematics	3	0	3
	13	2	14
Spring Semester			
Bus 132—Bookkeeping	3	0	3
Bus 173—Beginning Typing or Bus 174—Intermediate Typing	1	2	2
CS 101—Introduction to Computing Science	3	0	3
Com 132—Applied Composition and Speech	3	0	3
*Elective	3	0	3
	13	2	14

*Suggested electives: Bus 162, Bus 231, Bus 234, Psy 131.

Avionics Technology

This 2-year program will provide the student with a general electronics background and knowledge and practical skills related to avionics systems which will prepare him for entry-level employment in the avionics industry.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Math 131E—Applied Mathematics for Electronics	3	0	3
Phy 131—Applied Physics	3	3	4
ET 135—D. C. - A. C. Theory and Circuit Analysis	5	3	6
AT 130—Introduction to Aircraft Electronics Systems	2	0	2
	16	6	18
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 132E—Applied Mathematics for Electronics	3	0	3
Phy 132—Applied Physics	3	3	4
ET 133—Active Devices	3	3	4
AT 131—Aircraft Communications Systems	3	3	4
	15	9	18
Fall Semester			
SS 131—American Civilization	3	0	3
Dft 130—Technical Drafting	1	3	2
ET 231—Special Circuits	3	3	4
AT 230—Aircraft Navigation Systems	3	3	4
AT 231—Aircraft Electrical and Instrumentation Systems	3	3	4
	13	12	17
Spring Semester			
SS 132—American Civilization	3	0	3
Psy 131—Human Relations	3	0	3
AT 232—Aircraft Radar Systems	3	3	4
AT 233—Aircraft Systems Installation, Wiring, and Modification	1	5	3
AT 234—Aircraft Electronic Systems Checkout and Trouble-shooting Procedures	2	5	4
	12	13	17

Data Processing Programmer
(First year of two year program)**

This two year degree program is designed to develop programming and related skills to provide the student with competencies necessary for job entry into a commercial data processing environment.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
DP 133—Beginning Programming	3	4	4
DP 137—Data Processing Mathematics or Math 101—College Algebra	3	0	3
Bus 105—Introduction to Business	3	0	3
Bus 201—Principles of Accounting	3	0	3
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Writing	3	0	3
	15	4	16
Spring Semester			
DP 136—Intermediate Programming	3	4	4
DP 138—Data Processing Logic	3	0	3
Bus 202—Principles of Accounting	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature or Bus 231—Business Correspondence	3	0	3
*Elective	3	0	3
	15	4	16

*Suggested Electives: CS 102, CS 131, Eco 201, Gvt 231, Psy 113, Spe 105.

**The second year of the program is offered at El Centro College. Second year courses are listed in the El Centro College catalog.

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
Phy 131—Applied Physics	3	3	4
Dft 135—Reproduction Processes	1	3	2
	10	17	15
Spring Semester			
***Dft 230**—Structural Drafting	2	4	3
Dft 233—Machine Design	2	6	4
Egr 231—Characteristics of Materials	3	0	3
Phy 132—Applied Physics	3	3	4
Psy 131—Human Relations	3	0	3
	13	13	17

*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.

Electronics Technology

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

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Com 131—Applied Composition and Speech	3	0	3
Mth 131E—Technical Mathematics for Electronics	3	0	3
Phy 131—Applied Physics	3	3	4
Dft 130—Technical Drafting	1	3	2
ET 130—D. C. Circuits and Electrical Measurements	3	3	4
	13	9	16
Spring Semester			
Com 132—Applied Composition and Speech	3	0	3
Mth 131E—Technical Mathematics for Electronics	3	0	3
ET 131—A. C. Circuits	3	3	4
ET 133—Active Circuit Devices	3	3	4
ET 134—Electronic Instruments and Measurements	2	3	3
	14	9	17
Fall Semester			
SS 131—American Civilization	3	0	3
Hum 101—Introduction to Humanities	3	0	3
Egr 131—Manufacturing Processes	1	2	2
ET 231—Special Circuits	3	3	4
ET 232—Network Analysis and Transmission Lines	3	3	4
	13	8	16
Spring Semester			
SS 132—American Civilization	3	0	3
Psy 131—Human Relations	3	0	3
CS 101—Introduction to Computer Science	3	0	3
ET 233—Industrial and Microwave Electronic Technology	3	3	4
ET 234—Electronic Circuits and Systems	0	6	3
	12	9	16

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
Phy 131—Applied Physics	3	3	4
SS 131—American Civilization	3	0	3
	9	18	17
Spring Semester			
MS 232—Machine Shop	3	15	10
Phy 132—Applied Physics	3	3	4
Psy 131—Human Relations	3	0	3
	9	18	17

*The following courses are offered only in the Evening Program

MS 133—Basic Lathe	1½	7½	5
MS 134—Basic Milling Machine	1½	7½	5
MS 133 and MS 134 may be taken in lieu of MS 131.			
MS 135—Intermediate Lathe	1½	7½	5
MS 136—Intermediate Milling Machine	1½	7½	5
MS 135 and MS 136 may be taken in lieu of MS 132.			

Mid-Management (2-year program)

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			
Bus 136—Principles of Management	3	0	3
Bus 150—Management Training	0	20	4
Bus 152—Management Seminar	2	0	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
Hum 101—Introduction to Humanities	3	0	3
	11	20	15
Spring Semester			
Bus 105—Introduction to Business	3	0	3
Bus 151—Management Training	0	20	4
Bus. 153—Management Seminar	2	0	2
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
*Elective	3	0	3
	11	20	15
Fall Semester			
Bus 201—Principles of Accounting or Bus 131—Bookkeeping	3	0	3
Bus 250—Management Training	0	20	4
Bus 252—Management Seminar	2	0	2
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
*Elective	3	0	3
	11	20	15
Spring Semester			
Bus 251—Management Training	0	20	4
Bus 253—Management Seminar	2	0	2
Eco 201—Principles of Economics	3	0	3
SS 132—American Civilization or Hst 102—History of the United States	3	0	3
*Elective	3	0	3
	11	20	15

*Suggested Electives: Bus 161, Bus 231, Bus 233, Bus 234, CS 101, Bio 115, Bio 116, Math 130, Phy Sc 115, Psy 131, Spe 105

Plastics Technician

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
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 Formir	3	3	4
PT 136—Injection Molding	3	3	4
Engr 131—Manufacturing Processes	1	2	2
PT 138—Plastic Finishing	3	3	4
SS 131—American Civilization	3	0	3
	13	11	17
Fall Semester			
PT 236—Hydraulics and Pneumatics	2	3	3
ET 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

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
*Bus 163—Beginning Shorthand	2	3	3
*Bus 173—Beginning Typing	1	2	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
	13	7	16
Spring Semester			
Bus 160—Machine Transcription	3	0	3
Bus 162—Secretarial Training	3	0	3
Bus 164—Intermediate Shorthand	2	3	3
Bus 174—Intermediate Typing	1	2	2
Bus 231—Business Correspondence	3	0	3
	12	5	14

*Students with previous training will be placed according to ability. Suggested Electives: Bus 263, Bus 273, CS 101, Mth 130.
A student is required to have his last semester of typewriting and shorthand at Mountain View College 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 provide general knowledge in areas such as law, selling, advertising, and accounting.

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
Bus 105—Introduction to Business	3	0	3
Bus 131—Bookkeeping	3	0	3
Bus 161—Office Machines	1	2	2
*Bus 163—Beginning Shorthand	2	3	3
*Bus 174—Intermediate Typing	1	2	2
Com 131—Applied Composition and Speech or Eng 101—Composition and Expository Reading	3	0	3
	13	7	16
Spring Semester			
Bus 160—Machine Transcription	3	0	3
Bus 162—Secretarial Training	3	0	3
Bus 164—Intermediate Shorthand	2	3	3
Bus 231—Business Correspondence	3	0	3
Bus 273—Advanced Typing	1	2	2
	12	5	14
Fall Semester			
Bus 263—Advanced Shorthand	2	3	3
CS 101—Introduction to Computing Science	3	0	3
Com 132—Applied Composition and Speech or Eng 102—Composition and Literature	3	0	3
SS 131—American Civilization or Hst 101—History of the United States	3	0	3
**Elective	3	0	3
	14	3	15
Spring Semester			
Bus 264—Shorthand Transcription	2	3	3
Hum 101—Introduction to Humanities	3	0	3
Psy 131—Human Relations	3	0	3
SS 132—American Civilization or Hst 102—History of the United States	3	0	3
**Elective	3	0	3
	14	3	15

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

**Suggested Electives: Bus 230, Bus 233, Bus 234, Mth 130.

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

Industrial Welding

Curriculum Pattern

	Lec. Hrs.	Lab. Hrs.	Credit Hrs.
Fall Semester			
**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
Engr 131—Manufacturing Process	1	2	2
PI 131—Pattern Layout	2	3	3
	8	20	16

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

**The following courses are offered only in the Evening Program.

WE 133—Introductory Welding	1	7½	4
WE 134—Basic Welding Applications	1	7½	4

WE 133 and WE 134 may be taken in lieu of WE 132.

WE 135—Quality Control in Welding	1	7½	4
WE 136—Special Welding Applications	1	7½	4

WE 135 and WE 136 may be taken in lieu of WE 131.

COURSES BY ALPHABETICAL LISTING

Anthropology 100 Introduction to Anthropology (3) **3 hrs. Lec.**

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.

Anthropology 101 Cultural Anthropology (3) **3 hrs. Lec.**

A survey of the cultures of the world with emphasis on those of North America. The concept of culture, social and political organization, language, religion and magic, elementary anthropological theory. Consent of instructor recommended.

Art 104 Art Appreciation (3) **3 hrs. Lec.**

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.

Art 105-106 Survey of Art History (3) (3) **3 hrs. Lec.**

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 of the 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.

Art 110 Basic Design I (3) **2 hrs. Lec.**
4 hrs. Lab.

Course 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.

Art 111 Basic Design II (3) **2 hrs. Lec.**
4 hrs. Lab.

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 majors.

Art 114-115 Basic Drawing I, II (3) (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Art 114 to Art 115. 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 201-202 Life Drawing I, II (3) (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Art 101, 114, sophomore standing and/or permission of the Humanities Chairman. Analytic and expressive drawing of the human figure, stressing study of movement and volume.

Art 205-206 Painting I, II (3) (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Art 101, 114, or permission of instructor. A studio course stressing fundamental concepts of painting with acrylics and/or oils. Emphasis on painting from still life, models, and the imagination.

Art 208-209 Sculpture I, II (3) (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Art 101, 111, 114, or permission of instructor. A studio course designed as a means of original expression in three-dimensional media.

Art 215 Ceramics (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Art 111 or permission of instructor. Introductory work and basic techniques. Emphasis upon the development of construction methods, surface treatment, and glaze application.

Avionics Technology 130 Introduction to Aircraft Electronic Systems (2) — **2 hrs. Lec.**

A survey course introducing the student to the aircraft, the aircraft's electronic systems and their function related to the aircraft, basically how the systems operate, and the information supplied to the aircraft operator.

Avionics Technology 131 Aircraft Communications Systems (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: Credit or concurrent enrollment in ET 133 or

equivalent: An indepth study of aircraft VHF and interphone systems, circuit analysis of typical systems, specialized circuitry, bench maintenance and alignment procedures, related bench and aircraft test equipment, introduction to UHF and HF systems, and related FCC regulations.

Avionics Technology 230 Aircraft Navigation Systems (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 133 and AT 130. A study of typical aircraft navigation systems including VOR, ILS, ADF and marker beacon. Topics covered for each system include the operation of the system in relation to the ground station, circuit analysis of a typical system, special circuitry, bench maintenance and alignment procedures, and related bench and aircraft test equipment.

Avionics Technology 231 Aircraft Electrical and Instrumentation Systems (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 133 and AT 130. A study of aircraft electrical power sources, buses, fusing, monitoring and warning devices and the associated instrumentation, magnetic and electronic compasses and basic autopilot systems.

Avionics Technology 232 Aircraft Radar Systems (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 133 and AT 130. A study of aircraft electronic systems utilizing radar principles such as weather radar, ATC transponder, DME radio altimeters and Doppler Navigation. X-band weather radar and the ATC transponder will be covered in depth with an introduction to principles of operation of radio altimeters, DME and Doppler systems. Bench check and alignment procedures, trouble-shooting and repair of aircraft radar systems.

Avionics Technology 233 Aircraft Systems Installation, Wiring and Modification (3) — **1 hr. Lec. 5 hrs. Lab.**

Prerequisites: ET 133 and AT 130. A laboratory oriented course which gives the student practical experience in installing aircraft equipment, modifying systems and associated wiring, repairing damaged wiring, and performing equipment installations inspections and accomplishing necessary repairs.

Avionics Technology 234 Aircraft Electronic Systems Checkout and Trouble-Shooting Procedures (4) — **2 hrs. Lec. 5 hrs. Lab.**

Prerequisites: AT 130 and a passing grade and/or concurrent

enrollment in three additional Avionics Technology courses. Primarily a laboratory course in which the student will perform systems checks of electronic equipment on the aircraft. Procedures for determining the operational condition of the equipment and techniques for correcting equipment malfunctions will be covered. Practical experience in aircraft trouble-shooting and repair will be provided for the student. Application of related test equipment to problem solutions will be stressed.

Biology 101-102 General Biology (4) (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite to all higher level biology courses and must be taken in sequence. Recommended for science majors. 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.

Biology 115-116 Biological Science (4) (4) — **3 hrs. Lec. 3 hrs. Lab.**

A presentation of selective principles in biological science for the non-science major, including the cell concept, the organization of multicellular systems, plants and animals as organized systems, and man in relation to his environment.

Biology 203 Intermediate Botany (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Biology 101-102. A survey of the major plant group with emphasis placed on morphology, physiology, classification, life cycles, evolutionary relationships to each other and the economic importance to man.

Biology 214 Field Biology (6) — **3 hrs. Lec. 6 hrs. Lab. or field work**

Prerequisite: Six hours of biological science. Survey of local plant and animal life in relationship to their environment. Aquatic and terrestrial communities will be studied with reference to basic ecological principles and techniques. Emphasis will be placed upon classification, identification, and collecting specimens in the field.

Biology 215 Human Anatomy and Physiology (4) — **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Biology 101-102 or equivalent preparation. An intermediate level course comparing the structure and function of organ systems in various vertebrates with emphasis upon the human. Attention will be given to the histology, embryology, and genetics of the animals studied.

Biology 216 General Microbiology (4) — **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Biology 102. A study of microbes with emphasis on classification, growth, nutrition, metabolism, reproduction, and the genetics of microorganisms.

Biology 290 Man and His Environment (3) — **3 hrs. Lec.**

Selected topics relating to man and his environment will be treated through seminars, field studies, and special lectures. Recognized authorities and specialists from the many academic disciplines will be used as guest lecturers and resource persons. Man's responsibility to his environment, both biological and physical, will be the thesis of this course and its presentation will be interdisciplinary. This course is directed to all students interested in the environment and its associated problems of today.

Blueprint Reading 131 Blueprint Reading (3) — **1 hr. Lec. 3 hrs. Lab.**

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.

Blueprint Reading 132 Blueprint Reading (3) — **1 hr. Lec. 3 hrs. Lab.**

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.

Business 105 Introduction to Business (3) **3 hrs. Lec.**

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) **3 hrs. Lec.**

The fundamental principles of double-entry bookkeeping as applied to practical business situations. Emphasis is given to the following: financial statements, trial balances, work sheets, special journals, adjusting and closing entries. A practice set covering the entire business cycle will be completed.

Business 132 Bookkeeping (3) **3 hrs. Lec.**

Prerequisite: Business 131. Attention will be given to accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations will be introduced.

Business 136 Principles of Management (3) **3 hrs. Lec.**

A study of the process of management including the functions of planning, organizing, leading, and controlling. Particular emphasis on policy formulation, decision-making processes, operating problems, communications theory, and motivation techniques.

Business 150-151 Management Training (4) (4) **20 hrs. Lab.**

Prerequisite: Concurrent enrollment in approved Mid-Management Program. Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Business 150 will be offered first semester; Business 151 will be offered second semester.

Business 152-153 Management Seminar (2) (2) **2 hrs. Lec.**

Prerequisite: Concurrent enrollment in approved Mid-Management Program. Problem analysis and project development in a conference course for students working in the Mid-Management Program. Business 152 will be offered first semester; Business 153 will be offered second semester.

Business 160 Machine Transcription (3) **3 hrs. Lec.**

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Intensive course in transcribing from recording machines using predicated 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. Goal is development of employable skill. Familiarization with typewriter related equipment.

Business 161 Office Machines (2) **1 hr. Lec.**
2 hrs. Lab.

Training for familiarization and competence on those machines common to most business offices, such as adding machines and calculators.

Business 162 Secretarial Training (3) **3 hrs. Lec.**

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. 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 receptionist and development of a desirable secretarial appearance and personality are studied.

Business 163 Beginning Shorthand (3) **2 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Satisfactory completion of or concurrent enrollment in Business 173 or one year of typing in high school. 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.

Business 164 Intermediate Shorthand (3) **2 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 163 or one year of shorthand in high school; satisfactory completion of Business 173 or one year of typing in high school. 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 and timed mailable transcripts. Training to strengthen knowledge of English mechanics and reinforce typing skills.

Business 173 Beginning Typing (2) **1 hr. Lec. 2 hrs. Lab.**

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.

Business 174 Intermediate Typing (2) **1 hr. Lec. 2 hrs. Lab.**

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school. Further development of techniques. Emphasis will be placed on increasing speed and accuracy with practice in typing business forms, correspondence and manuscripts.

Business 201 Principles of Accounting (3) **3 hrs. Lec.**

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 202 Principles of Accounting (3) **3 hrs. Lec.**

Prerequisite: Business 201. Accounting procedures and practices applicable to partnerships and corporations; the use of cost data, budgetary controls, analysis and interpretation of financial reports for use by creditors, investors, and management.

Business 230 Salesmanship (3) **3 hrs. Lec.**

A course in general salesmanship involving the factors of successful selling of goods and ideas. Buying motives, sales psychology, customer approach, and sales techniques are studied.

Business 231 Business Correspondence (3) **3 hrs. Lec.**

Prerequisite: Satisfactory completion of Business 173 or one year of typing in high school; satisfactory completion of Communications 131 or English 101. A practical course that includes a study of letter forms, the mechanics of writing, and composing various types of communications. A critical analysis of the appearance and content of representative business correspondence is made.

Business 233 Advertising and Sales Promotion (3) **3 hrs. Lec.**

Introduces the fundamental principles, practices and common

media used in persuasive communication. Includes an insight into buyer behavior, use of advertising media to motivate consumer, and methods of stimulating salespeople and retailers. Familiarizes the student with the management of promotion programs with respect to goals, strategies, evaluation and control of promotional activities.

Business 234 Business Law (3) **3 hrs. Lec.**

This course is designed to acquaint the student with the historical and ethical background of the law and to familiarize him with present-day principles of law. Particular emphasis on contracts, property (bailments, sales, leases, wills, and estates), and torts.

Business 250-251 Management Training (4) (4) **20 hrs. Lab.**

Prerequisite: Business 150-151; concurrent enrollment in Business 252-253. Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Business 250 will be offered first semester; Business 251 will be offered second semester.

Business 252-253 Management Seminar (2) (2) **2 hrs. Lec.**

Prerequisite: Business 152-153; concurrent enrollment in Business 250-251. A seminar in basic elements in management including the nature of management, planning, directing, controlling, organizing, and management development. Business 252 will be offered first semester; Business 253 will be offered second semester.

Business 263 Advanced Shorthand (3) **2 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 164 or two years of shorthand in high school; satisfactory completion of Business 174 or two years of typing in high school. 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.

Business 264 Shorthand Transcription (3) **2 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Satisfactory completion of Business 263; satisfactory completion of Business 273. Emphasis upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work meeting office standards.

Business 273 Advanced Typing (2) — **1 hr. Lec. 2 hrs. Lab.**

Prerequisite: Satisfactory completion of Business 174 or two years of typing in high school. 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.

Chemistry 101 General Chemistry (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Math 093 or equivalent. 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.

Chemistry 102 General Chemistry (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Chemistry 101. 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.

Chemistry 115 General Chemistry (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: GSM 091 or equivalent. 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.

Chemistry 116 General Chemistry (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Chemistry 115. 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, nuclear chemistry. The descriptive chemistry of some common elements and inorganic and organic compounds is included.

Chemistry 201 Organic Chemistry (4) — **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Chemistry 101 and 102. An integrated introductory course in organic chemistry dealing with the fundamental types of organic compounds, their nomenclature, classification, reactions and applications. The reactions of aliphatic and aromatic compounds are discussed in terms of modern electronic theory with emphasis on reaction mechanism, stereochemistry, transition state theory and technique of organic synthesis.

Chemistry 202 Organic Chemistry (4) — **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Chemistry 201. A continuation of Chemistry 201 with emphasis on polyfunctional compounds including amino acids, proteins, carbohydrates, sugars, heterocylic and related compounds.

Chemistry 203 Quantitative Analysis (4) — **2 hrs. Lec. 6 hrs. Lab.**

Prerequisite: Chemistry 101, 102 and Mathematics 101. This course includes the principles of chemistry as applied by the analytical chemist to quantitative determinations. Topics include gravimetry, oxidation-reduction, indicators, and acid-base theory. Laboratory experience focuses on the fundamentals of gravimetric and volumetric analysis with an introduction to colorimetry.

Computer Science 101 Introduction to Computing Science (3) — **3 hrs. Lec.**

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.

Computer Science 102 Fortran Programming (3) — **2 hrs. Lec. 2 hrs. Lab.**

Prerequisite: Math 101 or Data Processing 137. Designed to provide programming skills for those students who need to use the computer as a tool in solution of problems in their curriculum. Fortran is especially suitable for mathematical formulas and will provide valuable assistance for students in the math and science disciplines.

Computer Science 131 RPG Programming (3) **2 hrs. Lec. 2 hrs. Lab.**

Prerequisite: DP 133. An elective course to provide programming skills using the Report Program Generator. Emphasis will be on the language techniques and not on operation and functioning of the equipment. Program problems will emphasize card processing and will include Basic Listing, Multicard records and multifile processing. Designed for programmers and programmer trainees who require RPG in their job environment.

Communications 131 Applied Composition and Speech (3) **3 hrs. Lec.**

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) **3 hrs. Lec.**

Prerequisite: Communications 131 or consent of instructor. Enrichment of communication processes with emphasis on oral and written persuasion directly related to vocational training and work experience. Expository techniques of business letters and documented reports. Wide periodical reading.

Data Processing 133 Beginning Programming (4) **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Successful completion of or concurrent enrollment in Data Processing 137 or Math 101. An introductory course to acquaint the student with the elements of programming computers using the COBOL language. Skills in problem formulation, flow charting, coding, check out, and documentation are developed through laboratory assignments using the computer. Programs are designed to provide competency utilizing cards, tape, and disk in a sequential processing mode.

Data Processing 136 Intermediate Programming (4) **3 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Data Processing 133, Data Processing 137 or Math 101. Further development of skills and proficiency using COBOL in a more complex programming environment. Special emphasis is given

to random processing techniques, multiple input-output files, and the development of advanced program concepts of the language. Advise concurrent enrollment in Data Processing 138.

Data Processing 137 Data Processing Mathematics (3) **3 hrs. Lec.**

This course is designed as an introductory course stressing ideas and understanding of principles of computer computation. Areas to be covered include the number system, fundamental processes, number bases, and the application of mathematics to typical business problems and procedures.

Data Processing 138 Data Processing Logic (3) **3 hrs. Lec.**

Prerequisite: Data Processing 133. This course is designed to develop and explore the basic logic necessary for problem solving utilizing the computer. Areas to be covered include flowcharting techniques, decision tables, truth tables and table search techniques.

Directed Studies 202 Directed Studies (1-3) **1-3 hrs. Lec.**

Prerequisite: Completion of twelve semester hours in residence and the approval of a division chairman and the Dean-Instruction. Recommended for honor students in a major area offered by a division or for students requesting study in depth in a particular area. The course may include special projects, honors, seminars, field study, or independent study.

Drafting 130 Technician Drafting (2) **1 hr. Lec. 3 hrs. Lab.**

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 measurements with scales. Emphasis is placed on the interpretation of drawings and the development of sketching skills, not on formal drafting abilities.

Drafting 132 Basic Drafting (4) **2 hrs. Lec. 6 hrs. Lab.**

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; sectioning; tolerancing; auxiliaries; 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.

Drafting 133 Intermediate Drafting (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Drafting 132. 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 to work that requires him to make complete and accurate detail and assembly drawings.

Drafting 135 Reproduction Processes (2) — **1 hr. Lec. 3 hrs. Lab.**

A study of the processes used to reproduce technical art; graphic arts, camera, lithographic offset printing, diazo blueline machine, photodrafting, microfilming, automatic drafting machine, computer-graphics, silk screen printing, printed circuit board etching, thermography, and xerography. Laboratory work includes the preparation of flats for the printing of a brochure.

Drafting 136 Geological and Land Drafting (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisites: Drawing 133 and Math 132. 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.

Drafting 230 Structural Drafting (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisites: Drafting 132 and Math 132. A study of stresses, thermal and elastic qualities of materials such as beams and columns, etc.; requires the student to develop structural plans, details and shop drawings of components of buildings to include steel, reinforced

concrete, and timber structures. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of structural components.

Drafting 231 Electronic Drafting (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Drafting 133. By drawing a complete set of working drawings for the manufacture of an electronic product, in addition to selected drawing problems of printed circuit boards, chassis design, component packaging and connection diagrams, the student develops understanding of the current practices and standards of the draftsman in the electronics industry.

Drafting 232 Technical Illustration (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Drafting 133. Instruction and experience in converting orthographic drawings into three-demensional drawings: axonometric, perspective and diagramatic. Subjects include equipment and their environments, electronic schematics, charts, diagrams, technical sketches, mechanical and hand lettering, ordering of type, display art, and photo retouching. Application is made to the illustrating of handbooks, proposals, reports, and brochures.

Drafting 233 Machine Design (4) — **2 hrs. Lec. 6 hrs. Lab.**

Prerequisites: Physics 132, Engineering 230, and Drafting 133. Consists of the application of the principles of physics, statics, strength of materials and physical properties of materials to the design of machine elements. Factors considered are function, environment, production, problems and cost. Emphasis is placed on the practical application of design principles in graphic form.

Drafting 234 Advanced Technical Illustration (4) — **2 hrs. Lec. 6 hrs. Lab.**

Prerequisite: Drafting 232 and Drafting 135. An area of specialization is chosen and pursued in depth. Examples are pictorials for color separation printing, air brush renderings, letterforms for logos and hand lettering, complex exploded views in isometric, perspective drawings, erection of commercial displays.

Drafting 235 Building Equipment (Mechanical and Electrical) (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisite: Drafting 133 or Drafting 138. Involves the drawing

of plans and details as prepared for mechanical equipment such as air conditioning, plumbing, and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components.

Economics 101 Consumer Economics (3) **3 hrs. Lec.**

A course in economics for students who have active interests in fields other than business administration and economics. Explores the relationships between the consumer and the economy. Special emphasis will be placed on the practical aspects of consumption such as personal income utilization and purchasing.

Economics 201 Principles of Economics (3) **3 hrs. Lec.**

A survey of the fundamental principles of economics. Particular attention is paid to factors of production, price determination, distribution of income and money and banking. Sophomore standing recommended.

Economics 202 Principles of Economics (3) **3 hrs. Lec.**

Prerequisite: Economics 201. An analysis of current economic developments, including labor-management relations and agricultural problems. In addition, emphasis is placed on study of public finance, national income, comparative economic systems and international economics.

Electronics Technology 130 D. C. Circuits and Electrical Measurements (4) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: Credit or concurrent enrollment in Math 131E or equivalent. Combines mathematical theory and laboratory fundamentals in direct current circuits. Elementary principles of magnetism, electric concepts and units, diagrams, resistance, series and parallel circuits, simple meter circuits, conductors and insulators will be emphasized.

Electronics Technology 131 A. C. Circuits (4) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 130 and credit or concurrent enrollment in Math 132E or equivalent. Devoted to the study of fundamental theories of alternating current and their applications in various circuits. Laboratory experiments will include power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, electromagnetism and resistance.

Electronics Technology 133 Active Devices (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 130 and credit or taken concurrently with ET 131. This is a course in semiconductors (active devices). This course will cover topics such as the physical structure, parameters, linear and non-linear characteristics, and operation action as applied to amplifiers, rectifiers, and electronic switching devices.

Electronics Technology 134 Electronic Instruments and Measurements (3) — **2 hrs. Lec. 3 hrs. Lab.**

Prerequisite: ET 130. A study of electrical measurement and instrumentation devices and their application to practical situations. Devices and instruments covered include A.C. and D.C. measurement meters, impedance bridges, oscilloscopes, signal generators, signal tracers, and tube and transistor testers. A study of audio frequency and radio frequency test methods and equipment is included.

Electronics Technology 135 D.C.-A.C. Theory and Circuit Analysis (6) — **5 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Credit or concurrent enrollment in Math 131E or equivalent. An accelerated course combining D.C. and A.C. theory in one semester's work. Topics covered include D.C. and A.C. analysis of resistive, capacitive inductive and combination circuits, magnetism, resonance, sine wave analysis, series, parallel and combination circuits, and schematic symbols.

Electronics Technology 231 Special Circuits (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 133 and ET 134. Electronic circuits (sinusoidal) and devices are analyzed and discussed from the utilization standpoint. Transformers, magnetic devices, amplifiers, regulated power supplies, feedback control systems and relays will be explored in their applicaiton to circuit function. A fundamental course in communications circuits using semiconductors and vacuum tube rectifier circuits, lead currents, filtering networks, current-voltage waveforms, and voltage regulator circuits.

Electronics Technology 232 Network Analysis (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 134 and credit in or taken concurrently with ET 231. A general course in non-sinusoidal circuit analysis designed to correlate and generalize concepts in circuit analysis to which the

student has been previously exposed. Specific topics such as pulse analysis and waveform generation, logic circuits, oscillators, limiters, counting circuits, and generators (saw tooth wave, square wave, etc.).

Electronics Technology 233 Industrial and Microwave Electronic Technology (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisites: ET 134 and ET 231. The microwave portion of this semester's work involves a study of U.H.F. and V.H.F. components, circuits and measurement techniques including the use of distributed constant element waveguides, microwave links, and an introduction to radar and similar systems. The industrial electronics portion of the semester's work involves a study of time constant and electronic timing circuits, photoelectric controls, synchros and servomechanisms, induction and dielectric heating, radiation detention, applications in the field of industrial control and automation, combining of electrical, electronic, magnetic and mechanical principles.

Electronics Technology 234 Electronic Circuits and Systems (3) — **6 hrs. Lab.**

Prerequisite: Must have completed all Electronic courses up to and including ET 231 and may take 232 and ET 233 simultaneously with ET 234. A supervised course consisting of design, layout coonstruction and calibrating of an electronics project. Students will utilize all tools and equipment available. The student will be required to prepare a term paper which incorporates such material as functions of components, operating specifications, and schematics. The student must develop a project independently through conferences and activities directed by the instructor.

Electronics Technology 235 Fundamentals of Electricity (4) — **3 hrs. Lec. 3 hrs. Lab.**

An introductory course for students requiring or desiring a background knowledge of electricity for related curriculums or occupations. Topics covered include basic A.C. and D.C. theory, voltage, current and resistance; electrical wiring principles and schematics, transformers, relays, timers, electrical measuring devices, and basic electrical calculations.

Engineering 101 Engineering Analysis (2) — **2 hrs. Lec. 2 hrs. Lab.**

Introduction to engineering analysis affording practice in analyzing and solving engineering problems including computational methods and devices.

Engineering 105 Engineering Graphics (3) — **2 hrs. Lec. 4 hrs. Lab.**

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.

Engineering 106 Descriptive Geometry (3) — **2 hrs. Lec. 4 hrs. Lab.**

Prerequisites: Engineering 105 or Drafting 132. 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.

Engineering 107 Engineering Mechanics I (3) — **3 hrs. Lec.**

Prerequisites: Credit or concurrent registration in Math 126. Study of vector concepts, forces, equilibrium, free-body diagrams, and frictions. Introduction to particle dynamics including methods of force, mass and acceleration, work and energy, impulse and momentum.

Engineering 131 Manufacturing Processes (2) — **1 hr. Lec. 2 hrs. Lab.**

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.

Engineering 201 Engineering Mechanics II (3) — **3 hrs. Lec.**

Prerequisites: Credit or concurrent registration in Math 227 and Engineering 107. Study of centroids. First and second moments of

areas; centers of mass and gravity; moments of inerts; analysis of structures, beams and cables. Vector introduction of rigid body dynamics in two and three dimensions including the methods of force mass and acceleration, work and energy, impulse and momentum.

Engineering 202 Engineering Mechanics of Materials (3) 3 hrs. Lec.

Prerequisite: Engineering 201. Axial stresses and strains, stresses on various planes, properties of materials, stresses in thin-walled cylinders, torsional and flexural stress and strains, shear and moment diagrams, equator of elastic curves, moment area theorems, combined loadings, and column behavior.

Engineering 203 Engineering Production Techniques (3) 1 hr. Lec. 5 hrs. Lab.

Prerequisites: Engineering 105 and Engineering 106. Standard machinery of metals; grinding, layout boring, shaping, drilling, turning, threading and milling. Manufacturing of interchangeable parts, fixtures and jigs with theoretical applications.

Engineering 230 Statics (3) 3 hrs. Lec.

Prerequisites: Math 132, Math 102, and Engineering 106. A study of force and force systems, resultants and components of force systems, forces due to friction, conditions of equilibrium forces acting on members of trusses and frame structures using both analytical and graphical application to the solution of problems.

Engineering 231 Characteristics and Strengths of Materials (3) 3 hrs. Lec.

Prerequisites: Math 132, Drafting 133, Engineering 230. A study of the characteristics and strengths of materials as they relate to loads, stresses, and deformations within the elastic range.

English 101 Composition and Expository Reading (3) 3 hrs. Lec.

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) 3 hrs. Lec.

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

ENGLISH IN THE SOPHOMORE YEAR

(English 201, 202, 203, 204, 205, and 206 are independent units of three credit hours each from which two will be selected to satisfy degree requirements in sophomore English. Student should consult catalog of the senior college he expects to attend for requirements in his major before choosing English courses.)

English 201 Masterpieces of English Literature (3) **3 hrs. Lec.**

Prerequisite: English 101 and 102. Consideration of significant poetry from the fourteenth through the eighteenth centuries.

English 202 Masterpieces of English Literature (3) **3 hrs. Lec.**

Prerequisite: English 101 and 102. Study of important works from the Romantic Period to the present.

English 203 Literary Classics of the Western World (3) **3 hrs. Lec.**

Prerequisite: English 101 and 102. Reading and analysis of significant Continental European works from the Greek Classical Period through the Renaissance.

English 204 Literary Classics of the Western World (3) **3 hrs. Lec.**

Prerequisite: English 101 and 102. Study of ten to twelve important post-Renaissance works of Continental Europe, England, and America.

English 205 Major American Writers (3) **3 hrs. Lec.**

Prerequisite: English 101 and 102. Study of the works of the important writers before Whitman in the context of their times.

English 206 Major American Writers (3) **3 hrs. Lec.**

Prerequisite: 101 and 102. Reading and analysis of representative works by the chief literary figures of the past century.

French 101 Beginning French (5) **5 hrs. Lec.**
2 hrs. Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

French 102 Beginning French (5) **5 hrs. Lec. 2 hrs. Lab.**

Prerequisite: French 101 or equivalent or consent of the instructor. Continuation of French 101 with emphasis on idiomatic language and complicated syntax

French 201 Intermediate French (3) **3 hrs. Lec.**

Prerequisites: French 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.

French 202 Intermediate French (3) **3 hrs. Lec.**

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

Geography 101 Geography (Physical) (3) **3 hrs. Lec.**

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.

Geography 102 World Geography (Economic) (3) **3 hrs. Lec.**

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.

Geology 101 General Geology (Physical) (4) **3 hrs. Lec. 3 hrs. Lab. or Field Studies**

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.

Geology 102 General Geology (Historical) (4) **3 hrs. Lec. 3 hrs. Lab. or Field Studies**

Prerequisite: Geology 101. 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.

German 101 Beginning German (5) **5 hrs. Lec.**
2 hrs. Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

German 102 Beginning German (5) **5 hrs. Lec.**
2 hrs. Lab.

Prerequisite: German 101 or equivalent. Continuation of German 101 with emphasis on idiomatic language and complicated syntax.

Government 201 American Government (3) **3 hrs. Lec.**

Prerequisite: Sophomore standing. An introduction to the study of political science; origin and development of the United States constitution; federal, state, and interstate relations; the origin and development of the Texas constitution; municipal government; civil liberties and rights; the dynamics of politics.

Government 202 American Government (3) **3 hrs. Lec.**

Prerequisite: Government 201. A study of the three branches of the national government and of Texas government; public policy; foreign relations and national defense; governmental services and functions in Texas.

Government 231 Municipal and County Government (3) **3 hrs. Lec.**

A study of the government structure of the municipality and county including organs of government, administration, court system, taxation, utilities and public works, education, welfare and other public services. Presentations by local officials and surveys of area problems are stressed.

Guided Studies Mathematics 090 Basic Mathematics (3) 3 hrs. Lec.

Mathematics 090 is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals and per cents to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. It is the first step in the math sequence and includes an introduction to algebra. Programmed material will be utilized so that students can progress at their own rate of speed.

Guided Studies Mathematics 091 Basic Mathematics (3) 3 hrs. Lec.

Prerequisite: Math 090 or equivalent. Mathematics 091 is designed to develop an understanding of first year algebra. It includes special products and factoring, fractions, equations, graphs, functions, and an introduction to geometry.

Guided Studies Reading 090 Basic Reading (3) 3 hrs. Lec.

Reading 090 is designed for students who need help in developing basic reading skills in comprehension, rate, word recognition and vocabulary development. The course provides instruction on an individual basis so that students may progress at their own rate of achievement.

Guided Studies Reading 091 Basic Reading (3) 3 hrs. Lec. & Lab.

Basic Reading 091 is designed to increase proficiency in reading comprehension and rate, word recognition and vocabulary development, and study skills and reading in the content areas. It also includes reading experiences which have been developed to broaden the general reading background of the student. It is offered in a laboratory setting.

Guided Studies Writing 090 Basic Writing (3) 3 hrs. Lec. and Lab.

Guided Studies Writing 090 emphasizes the diagnosis and correction of deficiencies in basic writing skills. Mechanics of writing will include spelling, comprehension techniques, vocabulary improvement, principles of sentence and paragraph structure and various types of paragraph development. The course provides experience in finding and organizing ideas and materials for written compositions with an introduction to essay writing. It is held in a laboratory setting utilizing individualized instruction techniques.

Guided Studies Writing 091 Basic Writing (3) 3 hrs. Lec. & Lab.

Prerequisite: Guided Studies Writing 090. Writing 091 is a course in composition and English usage for those students who need or desire a second semester of basic writing skills. It includes daily writing assignments that students are likely to meet in college, on the job and in their personal lives.

Guided Studies Development 092 A Group Approach to Self-Understanding (3) 3 hrs. Lec. & Lab.

Human Development 092 is designed to enable the entering college

student to more successfully communicate his needs in a college environment. The course will help him to explore his feelings and to develop self-direction in setting and moving toward the achievement of realistic goals. The personal and social growth of students is improved and behavioral changes effected through opportunities to react and interact with others. Activities are planned to increase the student's awareness of his own abilities, skills, limitations, personality and needs.

Guided Studies Writing 092 Writing Lab. (1) 3 hrs. Lab.

Prerequisite: Knowledge of basic writing skills, or successful completion of GSW 090, GSW 091, or equivalent. Guided Studies 092 develops the ability to write effectively and spontaneously from individual opinions and reactions. The course includes a review of short essay development, critiques and evaluations of reading materials, and brief research and reporting assignments. The course is held in a laboratory setting utilizing individualized instruction techniques.

History 101 History of the United States (3) 3 hrs. Lec.

A general presentaton 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 1877.

History 102 History of the United States (3) 3 hrs. Lec.

A survey of the unfolding of United States history from the Reconstruction Era. The study includes social, economic and political aspects of American life and follows the development of the United States as a world power. History 101 is recommended.

History 103 Afro-American History (3) 3 hrs. Lec.

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) 3 hrs. Lec.

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

History 105 Western Civilization (3) 3 hrs. Lec.

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) **3 hrs. Lec.**

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, and political factors of recent world history.

Human Development 105 Basic Processes of Interpersonal Relationships (3) **3 hrs. Lec.**

A course in human development designed to explore interpersonal relations through a study of theory and concepts of small group processes and actual participation in the human experience. Students will be given an opportunity to participate in experiences planned to increase one's sensitivity to self and to others. A variety of activities are planned, partly by each class, designed to meet certain specific human needs of the students in the class. Open to freshmen and sophomores.

Human Development 106 Personal and Social Growth (3) **3 hrs. Lec. and Lab.**

Prerequisite: Human Development 104 or consent of Division Chairman. Human Development 106 deals with human development from the standpoint of the interdependence and interaction between growth and society. Processes of personal and social growth are explored, emphasizing the human dynamics of relating and reacting to influences largely outside one's own sphere of control. Understanding of self, the societal influences contributing to the development of self, and the successful existence of the individual within a society are investigated. Successful adjustment to family, school and society is developed.

Human Development 107 Developing Leadership Behavior (3) **3 hrs. Lec.**

A course in human development designed to meet specific needs of students through participation in activities. The focus of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities.

The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized. Permission of the instructor is required.

Humanities 101 Introduction to the Humanities (3) **3 hrs. Lec.**

Through an examination of interrelated examples of man's creative achievements, the Humanities course attempts to enlarge awareness and increase understanding of the nature of man and the values of human life.

Journalism 101 Introduction to Mass Communications (3) **3 hrs. Lec.**

A survey course designed to provide students with 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) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Typing ability. Required for all journalism majors. Journalism 101 not prerequisite for 102. Beginning reporting, study of types of news, leads, body treatment of story, feature in lead, facts, background, and practice in writing straight news story.

Journalism 103 News Gathering and Writing (3) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Journalism 102. Required of all journalism majors. 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.

Journalism 104, 105 (Freshman) 202, 203 (Sophomore) (1) **1 hr. Lab.**

for Journalism 201 course description see p. 104.

Prerequisite: Permission of instructor. Individual staff assignments on the *Cornerstone* student newspaper, in one of the following journalistic fields: writing, advertising, photography, cartooning, editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may not be taken for credit concurrently with Journalism 102 or 103. Credit limited to one hour per semester. MAY BE REPEATED FOR A TOTAL OF THREE CREDIT HOURS.

Journalism 204 News Editing and Copy Reading (3) **3 hrs. Lec.**

Prerequisite: Journalism 102. A detailed course in editing news for presentation in the newspaper and on radio and television. Special emphasis on writing headlines and laying out pages.

Machine Shop 131 Machine Shop (10) **3 hrs. Lec. 15 hrs. Lab.**

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.

Machine Shop 132 Machine Shop (10) **3 hrs. Lec. 15 hrs. Lab.**

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 included. The student also develops further skill in determining cutting speeds and feeds, work-holding methods performed in the operation of various types of mills.

Machine Shop 133 Basic Lathe (5) **1½ hrs. Lec. 7½ hrs. Lab.**

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. The student also becomes familiar with the various types of cutting tools and operations performed on the engine lathes. Special emphasis is placed on safety measures. Instructions in the types and application of machine oils and greases, coolants and cutting oils.

Machine Shop 134 Basic Milling Machine (5) **1½ hrs. Lec. 7½ hrs. Lab.**

A basic course designed to provide practical experience in the area of hand threading. Introduction to various types of drill press work. 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. Instructions in the types and applications of machine oils and greases, coolants and cutting oils.

Machine Shop 135 Intermediate Lathe (5) **1½ hrs. Lec. 7½ hrs. Lab.**

Prerequisite: MS 131 or MS 133. Additional experience and skill are gained on the engine lathe. 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 included. The student also develops further skill in determining cutting speeds and feeds.

Machine Shop 136 Intermediate Milling Machine (5) **1½ hrs. Lec. 7½ hrs. Lab.**

Prerequisite: MS 131 or MS 134. Additional experience and skill are gained on the milling machine. Workpieces become more complicated and tolerances more exacting. Operations are performed on machines of various sizes and types. Use is made of various work-holding methods Introduction to the various precision layout and measuring tools and practices is included. The student also develops further skill in determining cutting speeds and feeds.

Machine Shop 231 Machine Shop (10) **3 hrs. Lec. 15 hrs. Lab.**

Prerequisite: MS 132 or MS 135 and MS 136; BPR 132, Mth 139. Further experience is gained on the milling machine and the engine lathe. Skill is developed in making open set-ups on both machines. Location of holes by means of layout and triangulation is made on the milling machine. The use of various attachments and accessories of engine lathes and milling machines is made. Introduction to surface grinding and grinding wheel safety is made during this semester.

Machine Shop 232 (10) **3 hrs. Lec. 15 hrs. Lab.**

Prerequisite: MS 231. During this semester emphasis is placed

on independent planning in selecting the means and methods of performing laboratory assignments. Interchangeability of workpieces, fits, and finishes is emphasized. An attempt will be made to encourage initiative and ingenuity. During this semester an introduction will be made to tool and cutter grinding.

Mathematics 093 Intermediate Algebra (3) 3 hrs. Lec.

Prerequisite: GMS 091 or 1 year of high school algebra. 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.

Mathematics 104 Elementary Functions and Coordinate Geometry I (5) 5 hrs. Lec.

Prerequisite: Two years of high school algebra or Mathematics 093. Study of concept of function, polynomials of one variable, arithmetic and geometric sequences, combinations and the binomial theorem, rational functions and polynomials of more than one variable, exponential functions, logarithmic functions, trigonometric functions, functions of two variables.

Mathematics 105 Elementary Functions and Coordinate Geometry II (5) 5 hrs. Lec.

Prerequisite: Mathematics 104. A continuing study of the topics of Mathematics 104.

Mathematics 106 Elementary Functions and Coordinate Geometry (5) 5 hrs. Lec.

Prerequisite: Two years of high school algebra and one semester of trigonometry. Study of the algebra of functions and coordinate geometry to include the following: polynomial and rational, exponential, logarithmic, trigonometric, and functions of two variables.

Mathematics 111 Mathematics for Business and Economics I (3) 3 hrs. Lec.

Prerequisite: Two years of high school algebra or Mathematics 093. Study of equations and inequalities; functions to include: linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and linear programming. Applications to business and economic problems are emphasized.

Mathematics 112 Mathematics for Business and Economics II (3) 3 hrs. Lec.

Prerequisite: Mathematics 111. Study of sequences and limits, differential calculus, integral calculus, optimization, and appropriate applications.

Mathematics 115-116 College Mathematics (3) (3) 3 hrs. Lec.

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

Mathematics 126 Introductory Calculus (5) 5 hrs. Lec.

Prerequisite: Mathematics 106 or equivalent. Study of slopes, some aspects of analytical geometry, tangents, limits, derivatives, continuity, interpretations and applications, chain rule, implicit differentiation, higher derivatives, differentials, and integration.

Mathematics 130 Business Mathematics (3) 3 hrs. Lec.

Prerequisite: GSM 091 or the equivalent. Skill in arithmetic is essential. Simple and compound interest, bank discount, payrolls, taxes, insurance, markup and markdown, corporate securities, depreciation, and purchase discounts. Not usually applicable toward four-year degrees.

Mathematics 131 Technical Mathematics (3) 3 hrs. Lec.

Prerequisite: GSM 091 or the equivalent. 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.

Mathematics 132 Technical Mathematics (3) 3 hrs. Lec.

Prerequisite: Mathematics 131. A course for technical students which includes a study of the following: The trigonometric functions

of angles, trigonometric identities, inverse trigonometric functions, trigonometric equations, complex numbers, logarithms, vectors, and the solution of triangles.

Mathematics 139 Applied Mathematics (3) **3 hrs. Lec.**

Prerequisite: GSM 091 or the equivalent. 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.

Mathematics 202 Business Statistics (3) **3 hrs. Lec.**

Prerequisite: Two years of high school algebra and one semester of trigonometry, or Mathematics 101, or Mathematics 104, or Mathematics 111. Study of collection and tabulation of data, bar charts, graphs, sampling, averages, dispersion, correlation, index numbers, normal curve, probability, and applications to various fields.

Mathematics 227 Mathematical Analysis I (4) **4 hrs. Lec.**

Prerequisite: Mathematics 126 or Mathematics 223. Study of techniques of differentiation and integration, limits, vectors, and multivariate calculus.

Mathematics 228 Mathematical Analysis II (3) **3 hrs. Lec.**

Prerequisite: Mathematics 224 or Mathematics 227. A continuation of Mathematics 227. Introduction to differential equations, sequences, and series.

Music 100 Recital (0) **1 hr. Lab.**

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.

Music 101 Freshman Theory I (4) **3 hrs. Lec.**
4 hrs. Lab.

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 and notation.

Music 102 Freshman Theory II (4) **3 hrs. Lec.**
4 hrs. Lab.

Prerequisite: Music 101 or permission of instructor. Introduction

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

Music 104 Music Appreciation(3) **3 hrs. Lec.**

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. Relevant cultural influence upon the music of each era are observed.

Music 105 Italian Diction (1) **2 hrs. Lab.**

Music 106 French Diction (1) **2 hrs. Lab.**

Music 107 German Diction (1) **2 hrs. Lab.**

A study of the phonetic sounds of the language, with selected vocabulary and little or no conversation. Primarily for voice majors.

Music 110 Literature (3) **3 hrs. Lec.**

A course dealing with the characteristic 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.

Music 111 Literature (3) **3 hrs. Lec.**

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.

Music 113 Foundations in Music I (3) **3 hrs. Lec.**

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 designed specifically for the non-music major.

Music 114 Foundations in Music II (3) **3 hrs. Lec.**

Prerequisite: Music 113. A continuation of Music 113 including a functional approach to music methods and materials needed for teaching in the elementary school.

Music 117 Piano Class I (1) **2 hrs. Lab.**

Class instruction in the areas of basic musicianship and piano skills designed primarily for those with no knowledge in piano skills. Open to all students.

Music 118 Piano Class II (1) **2 hrs. Lab.**

Prerequisite: Music 117 or the equivalent. Includes technique skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire.

Music 119 Guitar Class I (1) **2 hrs. Lab.**

Class instruction covering the basics of guitar skills, designed primarily for those with no knowledge in the reading of music or playing the guitar.

Music 120 Guitar Class II (1) **2 hrs. Lab.**

Prerequisite: 119 or the equivalent. A continuation of the skills introduced in Music 119 with emphasis on perfecting classical guitar techniques and music reading skills.

Music 121 Section 001—Minor (1) **½ hr. Lab.**

Music 121 Section 002—Concentration (2) **1 hr. Lab.**

Music 121 Section 003—Major (3) **1 hr. Lab.**

Private instruction in the area of the student's major instrument. Primarily for music major.

Music 150 Chorus (1) **3 hrs. Lab.**

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.

Music 151 Voice Class I (1) **2 hrs. Lab.**

A course teaching the principles of breathing, voice production, tone control, enunciation and phrasing. Open to any student.

Music 152 Voice Class II (1) **2 hrs. Lab.**

A continuation of Music 151 with emphasis on solo singing, appearance in studio recital, part-singing, stage deportment, personality development. Open to any student.

Music 155 Vocal Ensemble (1) **3 hrs. Lab.**

Music 171 Woodwind Ensemble (1) **3 hrs. Lab.**

Music 172 Brass Ensemble (1) **3 hrs. Lab.**

Music 173 Percussion Ensemble (1) **3 hrs. Lab.**

Music 174 Keyboard Ensemble (1) **3 hrs. Lab.**

Music 175 String Ensemble (1) **3 hrs. Lab.**

Prerequisite: Permission of instructor and audition. Select groups of instrumentalists or vocalists offering experience in the reading and performing of literature for small ensembles.

Music 160 Band (1) **3 hrs. Lab.**

The band studies and performs a wide variety of music in all areas of band literature. Required of all instrumental music majors. Open to all other college students.

Music 181 Lab Band (1) **3 hrs. Lab.**

Prerequisite: Permission of the instructor. The lab band functions as a group in which students study and perform all forms of commercial music; i.e. jazz, pop, ballad, rock. Student arranging, composing, and conducting is encouraged.

Music 201 Sophomore Theory I (4) **3 hrs. Lec.**
4 hrs. Lab.

Prerequisite: Music 101-102, or by permission of instructor. A continuation of freshman theory, including a study of larger forms, thematic development, chromatic chords including the Neopolitan sixth and augmented sixth chords, diatonic seventh chords with advanced sight-singing, keyboard harmony and ear training.

Music 201 Sophomore Theory II (4) **3 hrs. Lec.**
4 hrs. Lab.

Prerequisite: Music 201 or equivalent or by permission of instructor. A continuation of Music 201, including a study of sonata-allegro form, ninth, eleventh, and thirteenth chords, exploration of new key schemes, Impressionism, Twentieth Century melody and har-

mony, tonality in Twentieth Century music, Twentieth Century formal processes with a comparable advance in sight-singing keyboard harmony and ear training.

Pattern Layout 131 Pattern Layout (3) **2 hrs. Lec. 3 hrs. Lab.**

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

Philosophy 102 Introduction to Philosophy (3) **3 hrs. Lec.**

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 principal views, both ancient and modern, are examined as possible solutions.

Philosophy 105 Logic (3) **3 hrs. Lec.**

An analysis of the principles of logical thinking. An effort is made to apply methods and tools of logic to real life situations; fallacies, definitions, analogies, syllogisms, Venn Diagrams, and other topics are discussed.

Philosophy 203 Ethics (3) **3 hrs. Lec.**

Prerequisite: Three hours of philosophy or consent of instructor. A survey of the classical and modern theories of the moral nature of man, posing alternative views of his responsibilities to self and society. The course is designed to vivify the ethical issues and their metaphysical and epistemological bases so as to assist the student toward sound application of ethical principles in his own life.

Philosophy 207 History of Ancient Philosophy (3) **3 hrs. Lec.**

Prerequisite: Open to sophomores only. This course is a historical examination of philosophy from Presocratic times to the Renaissance. Connections between the Presocraties, Plato, and Aristotle will be drawn. Stoicism, Epicureanism, and Scholasticism will be considered.

Philosophy 208 History of Modern Philosophy (3) **3 hrs. Lec.**

Prerequisite: Open to sophomores only. A continuation of Philosophy 207. Starting with the Renaissance, it examines Western philo-

sophic thought through the 19th century. Special emphasis will be given Continental Rationalism, British Empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it is related to the 20th century philosophies. Emphasis will be placed on the historical relationship existing between these schools of thought.

Photography 110 Introduction to Photography and Photo-Journalism (3) — **3 hrs. Lec. 4 hrs. Lab.**

Introduction to photography and photo-journalism. The general mechanics of camera lenses and shutters, general characteristics of photographic films, papers and chemicals. Proper photographic darkroom procedures including enlarging, processing, contact printing, and exposing of photographic films and papers. Study of artificial lighting.

THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

The curriculum of the Physical Education Division offered by this institution includes activity courses that are elective and are designed to meet the activity requirements of four year institutions. The Physical Education Division offers students an opportunity for participation in the following areas:

1. Physical education activity courses.
2. Intramural activities.
3. Theory and lecture courses for majors and minors.

The regular physical education program includes areas designed to offer beneficial activities and experiences that the student will find enjoyable and worthwhile. Such activities include volleyball, basketball, bowling, golf, tennis, rhythmic movements, etc. Activities within the program shall provide the student an opportunity to become involved on an individual, dual, and/or team basis.

Physical Education 100 Lifetime Sports Activities I (1) — **3 hrs. Lab.**

Students are provided an opportunity for participation and instruction in various lifetime sports combinations. Activity combinations include selections from archery, bowling, badminton, golf, softball, tennis, handball, racquetball, and soccer. Activities shall be presented at the beginner and advanced-beginner levels. For male and female students. Course number may be repeated for credit.

Physical Education 101 Fundamentals of Health (3) 3 hrs. Lec.

A study of personal and community health. Emphasis placed on causative factors of mental and physical health and the means of disease transmission and prevention. For majors, minors and students with specific interest.

Physical Education 110 Community Recreation (3) 3 hrs. Lec.

Principle, organization and the function of recreation in our society. Designed primarily for those students seeking a major or minor in health, physical education, or recreation.

Physical Education 115 Physical Performance Activities (1) 3 hrs. Lab.

A course designed to evaluate and measure the student's physical condition and prescribe an individual program of exercise to carry him through life. Majority of course work involves active participation in prescribed use of the Physical Performance Lab.

Physical Education 120 Bowling (1) 2 hrs. Lab.

An activity course that will provide the student an opportunity to participate and improve skills in one of our more popular recreational activities.

Physical Education 121 Folk Dance (1) 2 hrs. Lab.

Participation in a variety of folk dances from other lands. Cultural backgrounds and costume study is included as a part of the course.

Physical Education 122 Tumbling and Gymnastics (1) 2 hrs. Lab.

A course provided for the students whereby instruction in the basic skills of tumbling and gymnastics are offered.

Physical Education 124 Social Dance (1) 2 hrs. Lab.

Students who have limited experience in dance will find this course beneficial. Ballroom and Social Dance includes fundamental steps and rhythms of the foxtrot, waltz, tango, and recent dance steps. "Country" dancing includes reel, square dance, and other related dances.

Physical Education 125W Figure Training and Conditioning Exercise (1) **2 hrs. Lab.**

Designed for female students. A course that will be of special interest to those students desiring instruction and practice in weight and figure improvement.

Physical Education 127M Volleyball and Basketball for Men (1) **2 hrs. Lab.**

Fundamental instructions and practice in volleyball and basketball skills. Male students only.

Physical Education 127W Volleyball and Basketball for Women (1) **2 hrs. Lab.**

Fundamental instructions and practice that are designed to develop knowledge and skills in volleyball and basketball. Female students only.

Physical Education 129 Modern Dance (1) **3 hrs. Lab.**

A course designed for those students who desire an opportunity to pursue creative dance instruction.

Physical Education 144 Introduction to Physical Education (3) **3 hrs. Lec.**

Designed for professional orientation in the area of physical education. Brief history, philosophy, modern trends in physical education, teacher qualifications, vocational opportunities, expected competences and skill testing are included within scope of the course. For majors and minors and students with specific interest.

Physical Education 147 Sports Officiating I (3) **3 hrs. Lec.**

Designed for those students interested in officiating and/or to increase knowledge in and appreciation of sports; specific sports covered include football and basketball. As a part of the course requirement, the student will be expected to officiate the intramural programs.

Physical Education 148 Sports Officiating II (3) **3 hrs. Lec.**

Designed for those students desiring further knowledge and appreciation of sports. Sports included are softball, track and field events, baseball and volleyball.

Physical Education 200 Lifetime Sports Activities II (1) 3 hrs. Lab.

A continuation of Physical Education 100. Students are provided an opportunity for participation and instruction in selected activities. Activities shall be presented at the intermediate and intermediate/advanced levels. This course number may be repeated two times for credit. For male and female students.

Physical Education 210 Sports Appreciation for the Spectator (3) 3 hrs. Lec.

A course specifically designed as an elective course for all students who desire a broader knowledge of major and minor sports. Rules, terminology and philosophies of many sports are studied. Special emphasis shall be directed toward football and basketball.

Physical Education 218 Intermediate and Advanced Golf (1) 2 hrs. Lab.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage.

Physical Education 219 Intermediate and Advanced Tennis (1) 2 hrs. Lab.

Prerequisite: Permission of instructor. A course designed to develop skills and techniques beyond the "beginner" stage.

Physical Education 222 Intermediate and Advanced Gymnastics (1) 3 hrs. Lab.

Prerequisite: Physical Education 122 or permission of instructor. Designed for those students who wish to pursue gymnastic training in a more advanced level. Emphasis on gymnastic routines and use of apparatus.

Physical Education 257 Standard and Advanced Aid and Safety Education (3) 3 hrs. Lec.

Theory and practice in the standard and advanced courses of the American National Red Cross in First Aid, home and farm safety. For physical education, health and recreation major and minors and students with specific interest.

Physical Science 115 Physical Science (3) **3 hrs. Lec. 2 hrs. Lab.**

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. The course is directed toward the non-science major and carries no science prerequisite.

Physical Science 116 Physical Science (3) **3 hrs. Lec. 2 hrs. Lab.**

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.

Physics 111-112 General Physics (4) (4) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Math 093 or equivalent. For pre-med, pre-dental, pre-nursing, pre-aviation, pharmacy, architecture and all other students who require a two-semester course in physics but do not intend to take additional courses in physics. The first semester (111) is a study of mechanics and heat, vectors, force, momentum, energy, linear and angular motion, kinetic theory, calorimetry and change of state. The second semester (112) is a study of electricity, magnetism, light and sound.

Physics 131-132 Applied Physics (4) (4) **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: High school algebra and trigonometry or equivalent. A one-year course designed to explain the basic concepts of the properties of matter and mechanics, heat, sound, light, electricity and magnetism, with emphasis on applications and problem solving. Designed primarily for technical programs.

Physics 201 General Physics (4) **3 hrs. Lec. 3 hrs. Lab. problem session**

Prerequisite: Credit or current registration in Math 222. Principles and applications of mechanics, wave motion and sound, emphasizing fundamental concepts, problem solving, notation and units. Designed primarily for physics majors.

Physics 202 General Physics (4) — **3 hrs. Lec. 3 hrs. Lab. problem session**

Prerequisite: Physics 201 and credit or current registration in Math 223. Principles and applications of heat and electricity and magnetism, emphasizing fundamentals, concepts, problem solving, notation and units.

Physics 203 General Physics (4) — **3 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Physics 201 and concurrent registration in Physics 202. Principles and applications of light and atomic and nuclear physics. Designed for science majors.

Plastics 131 Introduction to Plastics (4) — **3 hrs. Lec. 3 hrs. Lab.**

Covers a description of the different plastics, beginning with a brief outline of organic chemistry necessary for understanding. Discussion and laboratory will cover the different types of plastics: thermosets and thermoplastics, with identification tests in the lab including polymerization, molecular structure, molecular weight and various mechanical tests.

Plastics 133 Extrusion Molding (4) — **3 hrs. Lec. 3 hrs. Lab.**

This course will cover extrusion equipment with emphasis on processing materials such as styrene, vinyls, polyethylene, polypropylene, A.B.S. and ancillary materials. Laboratory involves operating the extrusion equipment, determining operating conditions for different materials.

Plastics 134 Thermo Forming (4) — **3 hrs. Lec. 3 hrs. Lab.**

Discussion will cover the material characteristics as related to thermo forming processes and thermo forming equipment. Thermo forming equipment will be discussed in lecture. Laboratory involves operating thermo-forming equipment with various materials.

Plastics 135 Properties of Materials (4) — **3 hrs. Lec. 3 hrs. Lab.**

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 theory developed in lecture. Properties relating to mold construction, welding, decorating, and forming (extrusion, injection, thermo forming) will be discussed.

Plastics 136 Injection Molding (4) — **3 hrs. Lec. 3 hrs. Lab.**

The lecture will cover the material characteristics of polymers as related to injection mold processes. The student will learn to operate the injection molding machines in the laboratory. Materials to be used in the machine operations will include such polymers as polystyrene, polyethylene, nylon and polycarbonates.

Plastics 138 Plastic Finishing (4) — **3 hrs. Lec. 3 hrs. Lab.**

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.

Plastics 231 Thermo Plastic Process Equipment Maintenance (4) — **2 hrs. Lec. 3 hrs. Lab.**

A review of process equipment used for plastics previously studied with emphasis on maintenance problems. Additional topics will include lubrication and preventive maintenance of equipment and dies.

Plastics 232 Plastic Fabrication Manufacture (4) — **3 hrs. Lec. 3 hrs. Lab.**

An overview of all equipment for processing plastics. Both thermoplastic and thermosetting forming equipment will be discussed. In addition to forming equipment, other types of fabrication methods will be discussed. The laboratory will include forming plastics by the various methods.

Plastics 233 Testing and Quality Control (4) — **3 hrs. Lec. 3 hrs. Lab.**

Study is made of the mechanical, electrical, optical, and environmental characteristics of different plastics. Also a study and use of precision measurement tools and devices, with emphasis on their use in inspection of manufactured products.

Plastics 234 Production Planning and Control (3) — **3 hrs. Lec.**

A study of basic principles and techniques of plant production

planning and control. Study of production objectives; design and improvement of processes, work methods, plant layout and physical facilities; quality control; budgetary and cost control; and materials management.

Plastics 236 Hydraulics and Pneumatics (3) **2 hrs. Lec. 3 hrs. Lab.**

The course is designed to give the student a sound understanding of the basic principles of hydraulics and pneumatics. The student discusses and learns the operation and application of basic hydraulic and pneumatic circuits, pumps, valves, activators, power units, controls, and cylinders.

Psychology 105 Introduction to Psychology (3) **3 hrs. Lec.**

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) **3 hrs. Lec.**

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.

Psychology 201 Human Growth and Development (3) **3 hrs. Lec.**

Prerequisite: Psycholog 105. A study of human growth, development and behavior, emphasizing the physiological and psychological changes which occur during the life pattern. The processes of life from prenatal beginnings to adulthood are treated in an integrated manner. Due attention is given to aging and its place in the developmental sequence.

Psychology 204 General Psychology (3) **3 hrs. Lec.**

Prerequisite: Psychology 105. A continuation of Psychology 105. Consideration is given the individual as both a social and biological organism.

Psychology 205 Psychology of Personality (3) **3 hrs. Lec.**

Prerequisite: Psychology 105. A consideration of the important factors involved in successful human adjustment including child-

parent relationships, adolescence, anxiety states, mechanisms of defense and psychoanalytic concepts. The course includes a survey of methods of personality measurement.

Reading 101 Advanced Reading (3) **3 hrs. Lec. and Lab.**

Prerequisite: Successful completion of GSR 091 or equivalent. Advanced Reading 101 emphasizes the development of advanced techniques in reading for pleasure as well as for information. Improved reading comprehension, vocabulary development, and flexibility of reading rate are stressed. In addition, advanced techniques for note-taking, exam-taking, studying and reading for specialized content areas are developed.

Religion 101 Religion in American Culture (3) **3 hrs. Lec.**

A systematic examination of religion in American culture. Emphasis will be placed upon the interaction of religion with politics, economics, the military, education, the arts and other cultural phenomena.

Religion 102 Contemporary Religious Problems (3) **3 hrs. Lec.**

An analysis of selected basic problems in religion, e.g. the program of religious belief, the nature of religious literature, the existence of God, evil, human destiny and the relation of religion to society and the arts. Attention will be given to some of the major alternatives to religious belief and contemporary movements such as ecumenism and influx of Eastern religions.

Religion 201 Major World Religions (3) **3 hrs. Lec.**

Prerequisite: Sophomore standing or consent of instructor. A survey of major world faiths. The course will concentrate on the basic texts of Eastern and Western religions and on the creative personalities of their founders. There will be some consideration of the problems of "objective" study of religions, of primitive religions, and of alternatives to major world religions such as astrology and atheism.

Secretarial Training **(See Business 162)**

Shorthand **(See Business 163-164-263)**

Social Science 131-132 American Civilization (3) 3 hrs. Lec.

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.

Sociology 101 An Introduction to Sociology (3) 3 hrs. Lec.

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) 3 hrs. Lec.

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

Sociology 203 Marriage and Family (3) 3 hrs. Lec.

An analysis of courtship patterns, marriage and family forms, relationships and functions, and socio-cultural differences in family behavior.

Sociology 204 American Minorities (3) 3 hrs. Lec.

The principal minority groups in American society; their sociological significance and historic contributions. An emphasis will be placed on problems of intergroup relations, social movements and related social changes occurring on the contemporary American scene. Sophomore standing or Sociology 101 recommended.

Sociology 231 Urban Social Problems (3) 3 hrs. Lec.

The sociology of urban groups and institutions; urbanization as a process; the inner city; the aspect of the neighborhood. Emphasis is placed on case studies, enabling the student to identify and understand the types of social problems inherent in the metropolitan environment.

Spanish 101 Beginning Spanish (5) 5 hrs. Lec.
2 hrs. Lab.

Essentials of grammar, easy idiomatic prose, stress on pronunciation, comprehension, and oral expression.

Spanish 102 Beginning Spanish (5) **5 hrs. Lec. 2 hrs. Lab.**

Prerequisite: Spanish 101 or equivalent or consent of the instructor. Continuation of Spanish 101 with emphasis on idiomatic language and complicated syntax.

Spanish 201 Intermediate Spanish (3) **3 hrs. Lec.**

Prerequisite: Spanish 102 or equivalent or consent of the instructor. Reading, composition, grammar review and intense oral practice.

Spanish 202 Intermediate Spanish (3) **3 hrs. Lec.**

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

Speech 105 Fundamentals of Public Speaking (3) **3 hrs. Lec.**

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 Articulation (3) **3 hrs. Lec.**

Prerequisite: Speech 105 or consent of instructor. A study of the mechanics of speech applied to improvement of the individual's voice and pronunciation.

Speech 201 Forensic Workshop (1) **1 hr. Lec.**

A laboratory course for the preparation of speeches, readings, and debate propositions which will be presented in competition and before select audiences. May be repeated for one additional hour of credit.

Speech 205 Discussion and Debate (3) **3 hrs. Lec.**

Prerequisite: Speech 105 or consent of the instructor. A study of theories and application of techniques of public discussion and argumentation. Special emphasis on development of ability to evaluate, analyze, and think logically, through application to current problems.

Speech 206 Oral Interpretation (3) **3 hrs. Lec.**

Prerequisite: Speech 105 or consent of instructor. A study of fundamental techniques of analyzing various types of literature, and practice in preparing and presenting selections orally. Emphasis on individual improvement.

Theatre 100 Rehearsal and Performance (1) **TBA**

Prerequisite: Acceptance as a member of the cast or crew of a major production. Participation in the class includes the rehearsal and performance of the current theatrical presentaton of the division.

Theatre 101 Introduction to the Theatre (3) **3 hrs. Lec.**

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

Theatre 102 Contemporary Theatre (3) **3 hrs. Lec.**

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 plays and the viewing of specially selected films.

Theatre 103 Stagecraft I (3) **2 hrs. Lec.**
3 hrs. Lab.

A study of the technical aspects of play production including set design and construction, stage-lighting, make-up, costuming, and related areas.

Theatre 104 Stagecraft II (3) **2 hrs. Lec.**
3 hrs. Lab.

Prerequisite: Theatre 103 or consent of the instructor. 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.

Theatre 106 Acting I (3) **2 hrs. Lec.**
3 hrs. Lab.

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.

Theatre 107 Acting II (3) **2 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Theatre 106 or consent of the instructor. Continuation of Theatre 106 with emphasis on problems of complex characterization, ensemble, acting, stylized acting and acting in period days.

Theatre 109 Voice and Articulation (3) **3 hrs. Lab.**

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

Theatre 201 Television Production I (3) **2 hrs. Lec. 3 hrs. Lab.**

A study of studio operations, equipment use, practical applications of the broadcasting arts. Includes units on camera, sounds, lights, continuity, and audio-video recording.

Theatre 202 Television Production II (3) **2 hrs. Lec. 3 hrs. Lab.**

Prerequisite: Theatre 201. A continuation of Television Production I.

Theatre 203 Broadcasting Communications I (3) **3 hrs. Lec. 2 hrs. Lab.**

Survey of broadcasting media; its nature, practice and basic techniques of operation.

Theatre 204 Broadcasting Communications II (3) **3 hrs. Lec. 2 hrs. Lab.**

Prerequisite: Theatre 203. A continuation of Broadcasting Communications I. Required lab assignment.

Typing (See Business 173-174-273)

Industrial Welding 131 Basic Welding (8) **2 hrs. Lec. 15 hrs. Lab.**

A student may take WE 133 and WE 134, or have equivalent background experience by instructor's approval, in lieu of WE 131. Study of the basic fundamentals of standard oxyacetylene and metallic arc welding and cutting processes, effective safety precautions, equipment care and preventive maintenance, various standard soldering and brazing processes, standard welding symbols, and standard welding positions and procedures with an introduction to inert gas shielded arc welding processes.

Industrial Welding 132 Advanced Welding (8) — **2 hrs. Lec. 15 hrs. Lab.**

Prerequisites: WE 131 or 133 and 134, or equivalent background experience by instructor's approval. Study of weld quality evaluation, standard inspection techniques, weld quality testing equipment, regulations, specifications, codes, material properties, welder qualification requirements, special cutting, joining and surfacing processes of ferrous and non-ferrous materials, specialized equipment, general welding shop production economics and related technical data.

Industrial Welding 133 Introductory Welding (4) — **1 hr. Lec. 7½ hrs. Lab.**

Study of the basic fundamentals of standard oxyacetylene and metallic arc welding and cutting processes currently utilized in the welding industry, practice of effective safety precautions and equipment care and preventive maintenance.

Industrial Welding 134 Welding Applications (4) — **1 hr. Lec. 7½ hrs. Lab.**

Prerequisite: WE 133 or equivalent background experience by instructor's approval. A student may take WE 133 and WE 134 in lieu of WE 131. Study of the various soldering and brazing processes, standard welding symbols, welding positions and procedures with an introduction to inert gas shielded metallic arc welding processes.

Industrial Welding 135 Quality Control in Welding (4) — **1 hr. Lec. 7½ hrs. Lab.**

Prerequisite: WE 131 or WE 133 and WE 134, or equivalent background experience by instructor's approval. Study of weld quality evaluation, standard inspection techniques, weld quality testing equipment, regulations, specifications, codes, material properties, and welder qualification requirements.

Industrial Welding 136 Special Welding Applications (4) — **1 hr. Lec. 7½ hr. Lab.**

Prerequisite: WE 131 and WE 135 or WE 133, WE 134, and WE 135, or equivalent background experience by instructor's approval. A student may take WE 135 and WE 136 in lieu of WE 132. Study of special cutting, joining and surfacing processes of ferrous and non-ferrous materials, specialized equipment, general welding shop production economics and related technical data.

Journalism 201 Editorial and Feature Writing (3) 3 hrs. Lec.

Prerequisite: 6 hours of Journalism or consent of instructor. Emphasis is on handling of difficult news stories, editorial matter, and feature material. Research and interviewing techniques are emphasized with careful attention to development of feature stories for use in newspapers and magazines.

FACULTY & ADMINISTRATION

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
District Director of Public Information	Sibyl Hamilton
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 — Instruction	Eldon L. Miller
Dean—Student Services	Furman Milton
Dean — Management Services	Frank Alexander
Associate Dean — Evening Programs	William H. Jordan, Jr.
Asssitant Dean — Technical/Occupational Programs	Burton B. Rollings, Jr.
Assistant Dean — Community Services Program	Bill R. Sorrells
Administrative Assistant to the President	Eugene N. Couch
Director — Admissions and Registrar	Ken Thomas
Director — Counseling	Weldon Tallant
Director — Financial Aids and Placement	James H. Hughey
Director — Student Activties	Stayton Wood
Information Assistant	Linda Montgomery

ALEXANDER, FRANK
East Texas State University, M.Ed.; Ph.D.
Dean-Management Services

ANGEL, DEAN
Texas Christian University, B.A.; East Texas State University, M.A.
Division of Communications: Journalism

ARMAND, PILAR
University of Havana, B.A.; Texas Women's University, M.A.
Division of Communications: Spanish

BENSON, PAUL FRANCIS
Pacific Lutheran University, B.A.; Colorado State University, M.A.
Division of Communications: English

BENZAMIN, RUSSELL E.
Southwest Missouri State College, B.S.; Colorado State College, M.A.
Division of Humanities: Music

BOLDING, JEANNE
University of Texas, B.A.; M.A.
Division of Counseling and Guidance: Counselor

BOND, PATRICIA YARBOROUGH
North Texas State University, B.M.; University of Maryland, M.Ed.; Ed.D.
Chairman, Division of Humanities

BOUNDS, GLEN I.
Northwestern State University of Louisiana, B.S.; East Texas State University, M.S.
Chairman, Division of Science and Math

BRODERICK, OLWEN A.
Southwestern University, B.A.
Assistant Director — Student Activities

BROWN, DAVID LEE
East Texas State University, B.S.; M.Ed.
Division of Science and Math: Drafting

BROWN, JEAN W.
Texas Woman's University, B.S.; M.A.
Division of Humanites: Music

BUSBY, E. E.
Baylor University, B.S.
Division of Science and Math: Plastics

CALVIN, RICHMOND E.
Southern University, B.S.; New Mexico Highlands University, M.A.
Division of Counseling and Guidance: Counselor

CANADY, WALT
East Texas State University, B.S.
Division of Humanities: Theatre

CARPENTER, ROBERT W.
North Texas State University, B.B.A.; M.B.A.; C.P.A.
Chairman, Division of Business

CHAPMAN, AVON
East Texas State University, B.S.; M.Ed.
Chairman, Division of Learning Resources

CHRISMAN, JO R.
University of Oklahoma, B.S.; M.Com.Ed.
Division of Business: Secretarial Science

COUCH, EUGENE N.
Southern Methodist University, B.S.
Administrative Assistant to the President

COWAN, JOHN
Kansas State University, B.S.; M.A.
Division of Humanities: Art

DELONG, J. RICHARD
Southern Methodist University, B.A.; North Texas State University, M.Ed.
Division of Science and Math: Math

DODGE, TOM
Arlington State College, B.A.; North Texas State University, M.A.
Division of Communications: English

DOUGHTY, BARBARA C.
East Texas State University, B.S.; M.S.
Division of Learning Resources: Media Specialist

DOUGLAS, DALE
Howard Payne College, B.A.; North Texas State University, M.S.
President of the College

DUVALL, JOHNNY WELTON
East Texas State University, B.S.; University of Illinois, M.A.
Division of Science and Math: Math

EDWARDS, ANNIE H.
Prairie View A & M College, B.S.; M.Ed.; Professional Counselor's Certificate
Division of Guided Studies: Human Development

ENGLAND, DANIEL B.
University of Oregon, B.S.; Dallas Seminary, TH.M.
Division of Science and Math: Drafting

FISK, LAVORA H.
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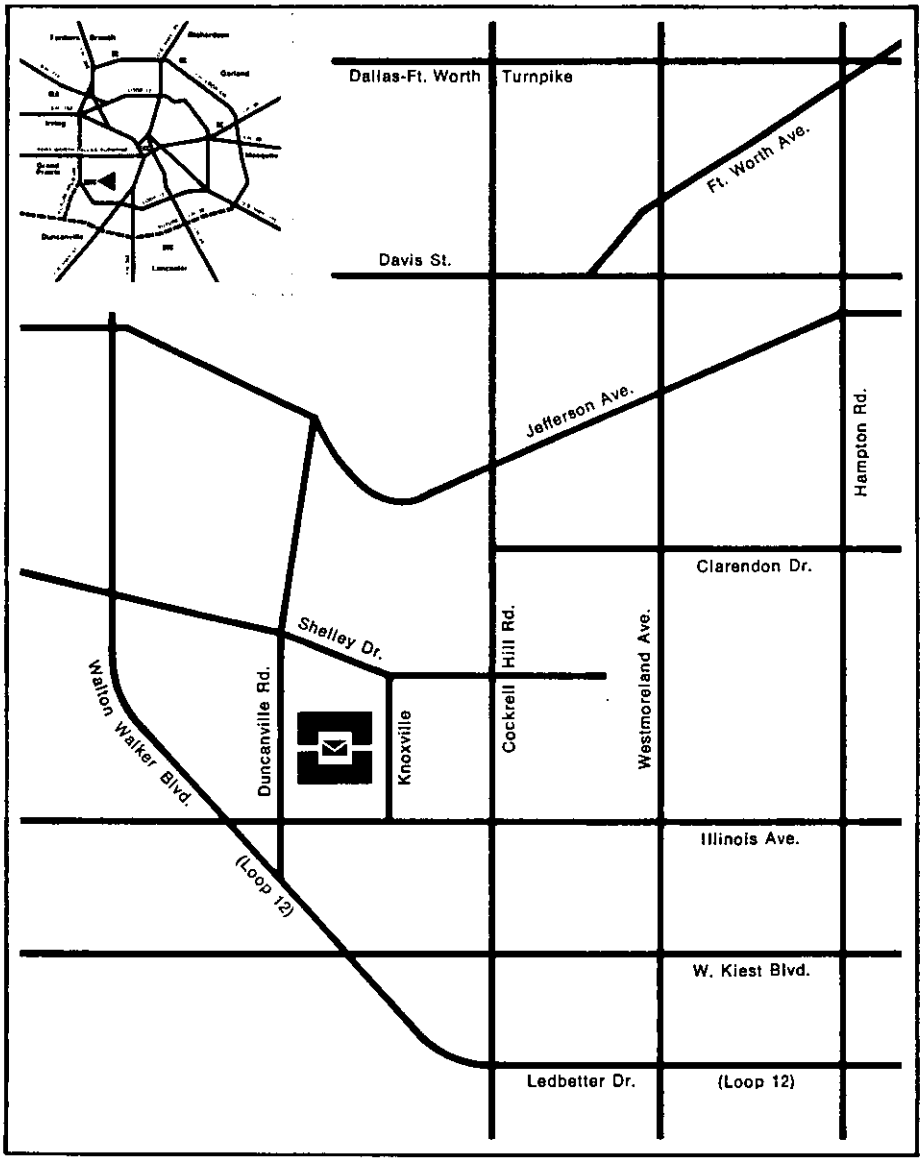
Director — Student Activities

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



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