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COLLEGE OF THE MAINLAND

CATALOG 1971-1972 TEXAS CITY, TEXAS

APPROVED AND ACCREDITED

by

The Southern Association of Colleges and Schools
Texas Education Agency
Coordinating Board of the Texas College and University System
Association of Texas Colleges and Universities

MEMBER

of

American Association of Junior Colleges
Southern Association of Junior Colleges
Texas Association of Junior Colleges

Photography by Thomas E. Martin

COLLEGE OF THE MAINLAND

8001 Palmer Highway
Texas City, Texas

Phone
938-1211

Fifth Annual Catalog
Announcements for 1971-72

A Union of Dickinson, Hitchcock, La Marque,
Santa Fe, and Texas City School Districts

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History

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CALENDARS FOR 1971 AND 1972

1971

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I. CALENDAR OF ACTIVITIES, 1971-72

FALL SEMESTER

1971

August 6	Deadline for Application for Admission
August 25, 26	Fee Payment
August 27	Fall Assembly
August 30	First Day of Classes
September 6	Holiday
November 25, 26	Thanksgiving Holidays
December 21	Fall Semester Ends

SPRING SEMESTER

1972

December 29, 1971	Deadline for Application for Admission
January 12, 13	Fee Payment
January 14	Spring Assembly
January 17	First Day of Classes
March 24	Last Day of Classes Before Spring Recess
April 4	Classes Resume
May 12	Spring Semester Ends

SUMMER 1972

First Six Weeks

May 19	Deadline for Application for Admission
June 1	Registration and Fee Payment
June 5	First Day of Classes
July 4	Holiday
July 14	Term Ends

Second Six Weeks

July 3	Deadline for Application for Admission
July 17	Registration and Fee Payment
July 18	First Day of Classes
August 24	Terms Ends

II. ORGANIZATION OF THE COLLEGE

BOARD OF TRUSTEES

RICHARD L. ALEXANDER
ERNEST E. DEATS
H. K. ECKERT*
BILL W. FLANIKEN
JEROME M. MCALLISTER, O.D.
JAMES P. SIMPSON
PAUL TEAGUE

*Mr. Eckert, the first President of the Board of Trustees, resigned on December 5, 1970.

III. GENERAL INFORMATION

HISTORY

College of the Mainland Junior College District was formed in October, 1966. The district is comprised of the Dickinson, Hitchcock, La Marque, Santa Fe and Texas City independent school districts and its boundaries are co-terminus with the boundaries of the five independent school districts. The area of the junior college district is approximately 237 square miles.

Citizens of the College of the Mainland Junior College District approved a bond issue of $2,850,000 and supporting taxes for debt service and operation on December 10, 1966. The Board of Trustees selected Dr. Herbert F. Stallworth as the first president of the College in April, 1967. Temporary facilities for operation were leased from Texas City Independent School District, and the first classes were enrolled in September, 1967. The initial class had an enrollment of 414 students.

Education of students continued in the temporary facilities until the first phase of construction, comprising the Learning Resources Center, Mathematics-Science Building, Administration-Classroom Building, Technical-Vocational Building, Maintenance and Storage Building, and a Central Utilities Building, was completed in 1970. On February 27, 1970, the move from temporary facilities to the new, permanent facilities located at 8001 Palmer Highway was accomplished and classes reopened in the College's new facilities on March 1, 1970.

On May 16, 1970, citizens of the Junior College District approved a second bond issue of $4,750,000 and supporting taxes for operation and debt service for the second phase of construction at the College. The College is planning to build a Fine Arts Complex, a Physical Education Complex, a Student Center, an increase of 100% in Technical-Vocational Facilities, as 60% increase in Mathematics-Science Facilities, outside physical education facilities, and necessary additions to Central Utilities and parking to serve additional enrollment. The new facilities are scheduled for occupancy in September, 1972.

PURPOSE

The purpose of College of the Mainland is to increase post-high school educational opportunities in the mainland area of Galveston County.

In effecting this purpose, the College undertakes to provide educational services that are peculiar to an open-door, public, comprehensive community college that are tailored to the needs of its community and the economy of the service area, and that fill the needs of individual citizens of its service area.

The administration and faculty of the College are committed to the premise that all students should have appropriate opportunity for education beyond the high school. For this reason, College of the Mainland attempts to provide a broad program of studies which will meet the needs of students with a variety of abilities, aptitudes, and interests. Through its various programs, the College expects literally to mean many things to many people. Presently the educational offerings of the College include two-year college parallel and technical programs, one-year vocational programs, a variety of educational programs for adults, and guidance services for in-school and out-of-school citizens. The College, while helping the student to develop the understandings, dispositions, and habits required for living effectively in an open democratic society, seeks also to prepare students for successful entry into the upper division of senior colleges and universities or for entry, immediately upon graduation, into an occupation.

To promote the investment of intelligence in the accomplishment of institutional purpose, the Trustees of College of the Mainland have directed the faculty and administration to develop the institution's programs in accordance with the following resolution which was adopted on March 28, 1968.

> Whereas, the Board of Trustees of College of the Mainland adopts the democratic societal model as the basis and guide for the development and operation of College of the Mainland and
>
> Whereas, democratic process (the social method of free men) is experimental in its very nature; and
>
> Whereas, College of the Mainland is an institution of public education,
>
> BE IT THEREFORE RESOLVED that the Board of Trustees of College of the Mainland hereby adopts as policy the view that College of the Mainland should be, and to the extent possible shall be, experimental in relation to the selection of missions, objectives, courses, and programs; in the design, execution, and evaluation of teaching and learning programs used to implement its

objectives, courses, and programs; in the selection and use of the tools, materials, facilities and support programs employed in the teaching and learning process; and in support activities of the College.

The trustees, faculty and administration are committed to deliberately search for educational procedures most likely to promote the success and welfare of all students. Student-oriented diagnosis, instruction, and evaluation follow logically from these commitments.

PROGRAM OBJECTIVES

College of the Mainland is committed to the open-door admission policy for high school graduates or high school equivalency certificate holders and others who are twenty-one (21) years or more of age. The major program objectives of the College are:

1. To provide a variety of two-year college parallel programs for those who wish to transfer to senior institutions.
2. To provide a variety of two-year technical programs for those who wish to enter employment upon graduation.
3. To provide a variety of one-year vocational programs for those who wish to enter employment upon graduation.
4. To provide a variety of continuing educational opportunities for those who wish to pursue areas of personal interest and those who desire to upgrade themselves in their present occupations.
5. To provide guidance services to all students.

FACILITIES

In 1970 College of the Mainland occupied its permanent site on Palmer Highway. The present campus is composed of six buildings. All are air-conditioned and designed to serve the needs of modern approaches to education.

LEARNING RESOURCES CENTER—This building houses the library collection, non-print media center, a teaching auditorium, classrooms, seminar rooms, and instructors' offices.

TECHNICAL-VOCATIONAL BUILDING—Specialized areas for office occupations, data processing, graphic arts, automotive mechanics, welding, drafting, electronics, and instructors' offices are provided in this building.

MATH-SCIENCE BUILDING—Included in this building are classrooms; laboratories for biology, chemistry, and physics; a greenhouse; and instructors' offices.

ADMINISTRATION-CLASSROOM—This building contains the administrative offices, classrooms, student lounge, and counseling offices.

PHYSICAL EDUCATION-MAINTENANCE BUILDING—This building is used for physical education on a temporary basis. When permanent facilities for physical education are completed, this building will be converted to a maintenance building.

CENTRAL UTILITIES—This building houses the heating and air-conditioning equipment for the entire campus.

IV. GENERAL REGULATIONS

ADMISSION TO COLLEGE

A student may be admitted to College of the Mainland by any one of the following methods:

1. Graduation from an accredited secondary school.
2. Transfer in good standing from another college.
3. Individual approval if a veteran, military personnel, or a person of mature years who has not had the opportunity to complete secondary school but, in the judgment of college officials, is prepared to undertake post secondary school work.

Students suspended for academic reasons from other colleges will be considered for admission on the same basis as students suspended from College of the Mainland for academic reasons. Suspended students may apply to the Admissions Committee for admission and when, in the judgment of the Committee the student would benefit from such admission, the Committee may admit the student for course work prescribed by the Committee.

For consideration for admission at any time, an applicant must have the following items on file in the Admissions Office by the final date for application as published in the official college calendar:

1. An **Application for Admission.**
2. An official transcript of high school credits.
3. An official transcript from each college previously attended.

An acceptance notice will be issued to qualified applicants by the Admissions Office after this information has been processed and evaluated. Detailed information and instructions concerning appraisal, testing, advisement and registration will be issued with the acceptance notice.

All inquiries about admissions and requests for forms should be directed to the Office of Admissions.

TESTING AND APPRAISAL REQUIREMENTS

Scores from the American College Testing Program (ACT) and the College of the Mainland Appraisal Program are re-

quired of all freshman and sophomore students taking more than one course. These test results are for use in advisement and counseling for registration during the fall and spring semesters.

Information concerning dates on which ACT will be given is available in any high school counselor's office or the Counseling Office at College of the Mainland.

Specific information about time and place of College of the Mainland Appraisal Tests may be obtained from the Counseling Office.

COURSE NUMBERS

Each numeral in course numbers has a distinct meaning. If the first numeral is 1, the course is freshman level; if it is 2, the course is sophomore level. The second numeral indicates the credit in semester hours. The third numeral indicates the sequence or order in which courses of identical name normally should be taken.

STUDENT LOAD

Normally, the standard load for a student (not employed full time) during a regular semester is five college courses carrying from 15 to 17 semester hours credit. The maximum load for a student during the summer is two courses or seven semester hours per six weeks term. Only under exceptional circumstances will a student be permitted to register for more than the standard load.

SCHEDULE CHANGES

The student is expected to carefully plan his schedule in advance in consultation with his advisor. While it is possible to add and/or drop courses after completion of registration, the students are encouraged not to do so. Any course changes must be initiated in the Admissions Office.

CLASS ATTENDANCE

Students at College of the Mainland are expected to punctually attend every session of all classes for which they are registered. Students are not permitted a set number of "cuts." When, in the judgment of the instructor, a student has been absent so many times that it is unlikely that he can complete the objectives of the course, the instructor will drop the student by notifying the registrar.

The registrar will send the student a notice indicating that he will be dropped from the course unless he is able to justify his absence to the instructor and make satisfactory arrangements to complete the missed work. Should a student be able to justify his absence and make satisfactory arrangements to complete the work, the instructor must immediately notify the registrar.

AUDIT

College of the Mainland does not permit an audit in a course. Courses are designed for the individual and it is necessary that the student participate in the teaching-learning process. Students may work out individual study plans with the instructor after they have registered for a course.

CHANGES IN REGULATIONS

College of the Mainland reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary.

SCHOLASTIC HONORS

President's List

The President's List is designed to recognize students who, in the judgment of the faculty, have made outstanding progress in their studies during the semester.

Dean's List

The Dean's List is designed to recognize students whose academic performance is outstanding. In order to qualify for the Dean's List, a student must have completed a total of twelve (12) semester hours of credit work during the semester with a grade point average of 3.3.

In addition to the Dean's List, a Dean's Highest Honors List will be published at the close of every semester. In order to qualify for the Dean's Highest Honors List, a student must have completed a total of twelve (12) semester hours of credit work during the semester with a grade point average of 4.0.

Students selected for the Dean's List or Dean's Highest Honors List for four semesters will be included on the Permanent Honors List. This information will be entered on the student's permanent record.

The Dean's List is published at the end of each semester.

CREDIT BY ADVANCED PLACEMENT

Students who show, by examination, that they have attained a competent knowledge and understanding, either in the secondary school or by independent study, of the content of certain courses at College of the Mainland may be granted credit for this proficiency.

Those students who are interested in applying for advanced placement credit should write the Admissions Office at the college for more detailed information.

STUDENT EVALUATION

At College of the Mainland, behaviorally specified learning objectives are written for all courses taught. These objectives are divided into three groups: "C" Objectives (Minimum competencies required to receive credit); "B" Objectives; and "A" Objectives. In order for a student to receive any of the above grades he must demonstrate his competencies as required by the student document which he receives at the beginning of the course.

Progress reports are issued to students at the end of the six-week period. Semester grade reports are mailed to the student at his home soon after the end of each semester.

System of Grading

Grade	Significance	Grade Points
A	Superior Achievement of Course Objectives	4 per sem. hr.
B	Outstanding Achievement of Course Objectives	3 per sem. hr.
C	Achievement of Minimum Course Objectives	2 per sem. hr.
I	Incomplete Achievement of Minimum Course Objectives at end of Semester	0
WI	Withdrawal without Achievement of Minimum Course Objectives	0
W	Withdrawal for any reason, including difficulty in achieving Minimum Course Objectives, within first nine weeks	0
WP	Withdrawal with Achievement of Course Objectives to date, including those students whose progress is satisfactory but who have to withdraw for reasons of illness or other personal problems	0

The Grades of W and WP

Students who find it necessary to withdraw from a course for any reason, including difficulty in achieving minimum course objectives, within the first nine weeks will receive a "W." Students who withdraw after the ninth week of the semester and, in the judgment of the professors, are on schedule in the achievement of course objectives as of the date of withdrawal, receive the mark of "WP."

Students receiving a W or a WP must re-enroll in the course if credit is desired, although these grades are not considered in computing grade point average.

The Grade of WI

Students who withdraw, or are withdrawn by their professor, after the ninth week of a semester and are behind schedule in the achievement of minimum course objectives, receive the grade of "WI."

Students receiving the grade of "WI" must re-enroll in the course and complete all minimum objectives in order to receive credit. The grade of "WI" is counted as hours attempted and "O" grade points when computing grade point average.

The Grade of I

A student who, at the close of a semester, is unable to complete the minimum objectives and, in the judgment of the professor, could complete the objectives with an extension of time, may negotiate a contract with the professor, allowing additional time to complete the objectives of the course. In this event, the student is given an "I" which is changed to a "C" when he completes his contract. Should the student fail to satisfactorily complete the contract, the "I" is changed to "WI."

A student may contract for a quality grade of "A" or "B." In the event such a student does not satisfactorily complete the contract he shall receive the grade for the objectives completed.

Students receiving an "I" at the end of the semester in a course that is a prerequisite to another can enroll in the next course only with the permission of the instructor and after consultation with the counselors and all concerned.

Subsequent grades received by the student re-enrolling in courses should be based upon the level and quality of achievement in the repeated course.

The assigning of grades shall be on the basis of the evaluation of the student's performance of work, which has been designed to achieve the behaviorally specified objectives of the course. The student has the obligation to insist that examinations for grades be designed in accordance with the behavioral objectives which have been communicated in writing in advance.

SUSPENSION AND PROBATION POLICY

A student who fails to achieve a grade point average of 1.5 at the close of a semester will be placed on scholastic probation. For purposes of scholastic probation, the grade point average will be computed only after a student has attempted a minimum of twelve (12) semester hours. Neither the grade of "W" nor the grade of "WP" will be considered as hours attempted. A student will be removed from scholastic probation if, after completing twelve (12) additional hours, he has achieved a grade point average of 1.5. If a student fails to achieve a grade point average of 1.5 in the next twelve (12) hours after being placed on probation, he will be suspended and will be readmitted only upon the approval of the Admissions Committee.

RESIDENT CLASSIFICATION

For tuition purposes, students enrolling in College of the Mainland will be classified as follows:

Residents—Residents of College of the Mainland Junior College District.

Non-residents of District—Residents of the State of Texas but not residents of College of the Mainland Junior College District.

Non-residents of Texas—Texas law defines a non-resident student of Texas to be a student of less than twenty-one years of age who lives away from his family and whose family has not resided in Texas twelve months preceding the date of registration, or a student who is twenty-one years of age or over who resides out of state or who has not been a resident of the state twelve months subsequent to his twenty-first birthday or for the twelve months immediately preceding the date of registration.

SCHEDULE OF CHARGES*

Tuition Rates

Regular Session
(per semester)

Semester Hours	Resident of District	Non-Resident of District	Non-Resident of State
3 or less	$15.00	$18.00	$ 52.00
4	20.00	24.00	70.00
5	25.00	30.00	88.00
6	30.00	36.00	106.00
7	35.00	42.00	124.00
8	40.00	48.00	142.00
9	45.00	54.00	160.00
10 or more	50.00	60.00	200.00

SUMMER SESSION
(per 6-week term)

Per 3-hour credit course (or less)	Resident of District	Non-Resident of District	Non-Resident of State
1 WO/Lab	$12.50	$18.00	$29.00
1 W/Lab	17.00	22.50	33.00
2 WO/Lab	25.00	36.00	58.00
2 W/Lab	34.00	45.00	66.00

ADULT EDUCATION

Non-credit Course ..... $5.00 per course

An additional charge may be assessed for expendables used by the class.

Fees

Science laboratory fee (per course) $2.00
Activity fee (will be charged each full-time student. Part-time students may purchase a student activity card) 7.50
Late Registration fee (payable after 3rd class day) 5.00

All tuition and fees must be paid in full at the time of registration. A student having received a scholarship is required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration.

*Subject to change by the State Legislature or by action of the Board of Trustees of the College of the Mainland Junior College District.

REGULATIONS CONCERNING CHECKS

1. A charge of $1.00 will be made for checks presented in payment of a student's obligation to the College in the event that such checks are returned for any reason.
2. No check presented in payment of fees, deposits, or tuition, or for the purchase of books or equipment, will be accepted for a sum larger than the total amount due the College in the transaction.
3. No post-dated checks presented in payment of fees, deposits or tuition, or for the purchase of books or equipment, will be accepted by the College.
4. Students whose checks are returned for any reason will have seven (7) days after notification by the College to make good the amount of the check or their registration in the College may be cancelled and all records will be withheld until the check is made good.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from the College must secure a withdrawal slip from the Admissions Office and follow the general procedure for withdrawal.

Withdrawal is not considered official unless this procedure has been followed. Should the student be unable to present himself at the Admissions Office, he should promptly advise the College in writing and state his reasons for his decision to withdraw.

REFUNDING OF FEES AND CHARGES

Withdrawals

Refunds of tuition and fees will be made on the following basis, at the convenience of the College. In order to be eligible for routine refund, withdrawal must be completed before late registration ends. Late registrants are not eligible for routine refunds. (See paragraph 3 below for special cases).

1. 70% if withdrawal takes place before classes begin.
2. 50% if withdrawal takes place during the first week of classes.
3. 50% of tuition and fees will be refunded upon request to students who withdraw from College of the Mainland

within 30 days from the beginning of classes (15 days for summer terms), provided one or more of the following conditions is met and a notorized statement or doctor's certification, as appropriate, accompanies the request for withdrawal and refund.

a. The student is a minor or is a dependent young adult who lives with his parents or guardian and is forced to withdraw because his parents or guardian moves to a new location beyond commuting distance from College of the Mainland.

b. The student is a military person who is required by the government to move to a new location beyond commuting distance from College of the Mainland.

c. The student has suffered serious physical or mental disability which demobilizes him and prevents his attendance.

d. The student is forced to withdraw because of disaster in the family.

e. The student's spouse moves to a new location beyond commuting distance from College of the Mainland.

DROPS

50% of tuition and fees, where applicable, will be refunded during the first week of classes. No refunds will be paid unless the student follows official procedures for dropping a course or courses.

If the drop occurs as the result of administrative decision, all fees and charges associated with the course dropped shall be refunded.

BOOKSTORE REFUNDS

Refunds of book purchases will be made on the following basis:

1. 100% of the customer's purchase price if the book is new, unmarked, and is returned before the end of the first two weeks of classes.

2. 50% of the customer's purchase price will be refunded for all books sold back to the bookstore after the first two weeks of classes and prior to the end of the semester.

3. Used books may be sold back to the bookstore at a maximum of 50% of the customer's purchase price, without regard to date of purchase if the book is in saleable condition and will be used in a course offered by the College the following semester. Used book refunds or buy-back prices will never exceed 50% of the customer's purchase price but may be less based on the Bookstore Manager's assessment of the value of the book.

The bookstore reserves the right to request original purchase receipts before accepting any books for resale.

STUDENT WORK WEEK

As a general rule, a student enrolled for a full course load is expected to devote at least as much time per week to his college work as a person who is gainfully employed full-time devotes to his work. Students who plan to work more than fifteen hours per week should reduce their course load accordingly.

CLASSIFICATION OF STUDENTS

Part-time	A student carrying fewer than 12 semester hours of work.
Full-time	A student carrying 12 or more semester hours of work.
Freshman	A student with fewer than 24 semester hours of college credits.
Sophomore	A student who has earned 24 semester hours of college credits or more.
Special	A student enrolled in credit courses who is not working toward a degree or diploma.

V. STUDENT SERVICES AND ACTIVITIES

THE STUDENT

The Board of Trustees and the Administration of the College of the Mainland believe deeply in, and commit themselves to, the democratic process as a way of life. Therefore, the Board of Trustees and the College Staff commit themselves to the following:

1. The student is an adult person, or is capable of becoming sufficiently responsible immediately, for the purpose of continuing in attendance.

2. The student shall have the status of junior colleague in the College and shall participate in all appropriate ways in the government of the College.

3. The student shall be dealt with by the College Staff as a person meriting the fullest respect at all times.

4. The student merits the ablest and most dedicated professional leadership that can be made available to him.

5. Upon entering, the student shall receive thorough training in the duties and responsibilities of scholarship at College of the Mainland.

6. The work of the student shall be planned and evaluated meticulously and imaginatively. The student shall be involved at all appropriate points in the planning and evaluation processes.

7. The student deserves the most useful modern learning materials, equipment, and facilities that can be made available to him.

8. The student shall be granted the fullest appropriate measures of responsibility for his own education within a framework of careful planning and evaluation of his work.

9. The student shall be given every reasonable opportunity to continue as a member of the College community until he has achieved his purpose.

10. The student shall have the prerogative and the obligation as a scholar to exercise in a responsible way the following rights:

a. The right to study any controversial issue which has social (i.e., political, moral, economic, religious) significance in our civilization today and concerning which, at his level of scholarly maturity, he should begin to deliberately form his own views and opinions and draw his own conclusions.

b. The right to have free access to all relevant information, including materials which circulate freely in the professions and institutions in the larger community.

c. The right to study under competent leadership in an atmosphere free from indoctrination.

d. The right to form and express his views on controversial issues in a civilized and scholarly manner with the full support of the College and of the Board of Trustees.

LEARNING RESOURCES CENTER

The College of the Mainland Learning Resources Center houses a wide variety of services available to students and non-student members of the community. A person need not be a student at the College to take advantage of many of the services available.

Library Services

The library of the College of the Mainland is comprised of approximately 20,000 books. There are currently about 300 periodical subscriptions, as well as a growing collection of pamphlets, microfiche and microfilm.

Conveniences available for use in the library include a copying machine and a microfilm-microfiche reader-printer.

The library is open from 7:30 a.m. to 8:30 p.m., Monday through Thursdays, and from 7:30 a.m. to 5:00 p.m. on Fridays, during the times when classes are in session.

Students must present their ID cards when borrowing books, and citizens of the community may use the library by presenting a public library card or some other appropriate form of identification.

Upon withdrawal from the College, all students must be cleared by the library before credits and transcripts are released.

Citizens of the community are reminded that the College library is a public library and the return of books is essential to its continued operation.

Non-Print Media Services

The Non-Print Media Resources of the College provides a wide range of services to the instructor and student in meeting the demands of teaching and learning.

The College has a good selection of audio-visual equipment and materials. Equipment consists of numerous types of projectors, cameras, record players, recorders, and visual production machinery.

Anyone needing audio-visual equipment and materials should come to the check-out counter on the ground floor of the Learning Resources Center during the operational hours of the College.

Independent Study Lab

An independent study lab is located on the second floor of the Learning Resources Center. A wide variety of programmed materials is available for student and community use. Those interested in the use of the lab must register with the lab coordinator prior to checking out any materials. One need not be a student at the College to use this facility.

Other Services

A reading lab, writing lab and a variety of other services are available to students in the Learning Resources Center. Because of limited space, students have priority in the use of these facilities.

END-OF-SEMESTER ACTIVITIES

The last week of each semester is reserved for completion of course work, review, and evaluation. Therefore, student extracurricular and other activities which tend to interfere with these purposes are suspended during this period.

Exceptions must be arranged with the Dean of Student Personnel Services.

GULF COAST COMPREHENSIVE INTERCOLLEGIATE CONFERENCE

The College of the Mainland and four other junior colleges in the Gulf Coast area of Texas have formed a Compre-

hensive Intercollegiate Conference. The conference is divided into six major divisions: Athletics and Physical Education; Technical-Vocational; Social Science; Mathematics, Science and Engineering; Communications; and Fine Arts.

The conference is designed to promote and encourage amateur intercollegiate relationships, competitions, festivals, and other forms of student intercollegiate interactions.

Included in the conference are intercollegiate sports involving basketball, track, baseball, tennis, golf, and volleyball. A variety of other physical education activities are planned to assure maximum participation.

ATHLETICS

College of the Mainland is a member of the Gulf Coast Intercollegiate Conference and the National Junior College Athletic Association. The intercollegiate athletic program includes basketball, track, tennis, and golf. Intercollegiate competition in basketball and track began during the 1968-69 academic year, and competition in tennis, golf, and baseball is anticipated for the near future.

The athletic program, as well as all other phases of the College curriculum, reflects the over-all philosophy of the institution. Since the College was specifically organized to increase post-high school educational opportunities in the Galveston County area, the recruiting of student athletes is restricted to students from prescribed counties in the immediate service area. In keeping with the philosophy of College of the Mainland that scholarships be granted on the basis of need, effective with the 1971-72 academic year, the College will offer no scholarships for the purpose of recruiting persons to come to College of the Mainland to participate in extracurricular activities. The athletic program is sponsored for the enrichment of student life, and all students are urged to participate.

INTRAMURALS AND EXTRAMURALS

For non-varsity students, College of the Mainland offers an extensive schedule of intramural activities. Student organizations are encouraged to field teams in various competitive activities with other clubs. The nature and scope of the intramurals program is now and will continue to be determined by student interests. In addition to intramural activities, informal extramural sports competition will be arranged with

other colleges. Such extramural activities will be organized as time and size of staff permits. Both men and women students are encouraged to participate actively in intramurals and extramurals.

FINANCIAL AID

College of the Mainland is dedicated to the belief that the educational opportunities of students should not be controlled by their financial resources. Financial aid is offered to students who need assistance in meeting college expenses. The financial assistance may consist of grants, loans, scholarships, or part-time employment. These may be offered to students singularly or in various combinations depending on the degree of need. Persons wishing to make application for financial aid should contact the Financial Aids Office well in advance of registration.

STANDING ANNUAL SCHOLARSHIPS

AAUW AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, TEXAS CITY BRANCH, SCHOLARSHIP contributed by the Texas City Branch of the AAUW. Restricted to a female student from within the College District. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. — $100.00

AFL/CIO OF GALVESTON COUNTY SCHOLARSHIP—Two annual scholarships of $100 each contributed by the Galveston County Branch of AFL/CIO. Restricted to residents of the College District who are taking technical/vocational subjects toward a certificate, diploma, or the A.A.S. degree. Recipients selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. — $200.00

B&PW—BUSINESS AND PROFESSIONAL WOMEN'S SCHOLARSHIP—Contributed by the Texas City B&PW Evening Club. Restricted to a female from within the College District. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. — $100.00

BETA SIGMA PHI SCHOLARSHIP — Contributed by the Texas City Beta Sigma Phi. Restricted to a single female high school senior or a College — $100.00

of the Mainland freshman carrying at least 12 semester hours. Recipient to be selected by the donor. Applications must be submitted by April 1 of the year in which the scholarship is to be awarded. Apply to the Texas City Beta Sigma Phi or to the Financial Aids Office at College of the Mainland.

CHRISTENSEN-BYNUM MEMORIAL SCHOLARSHIP—Contributed by Jack and June McConnell of Texas City as a memorial to their mothers. Restricted to full-time student. Recipient selected by donor. Apply to College of the Mainland Financial Aids Office. $100.00

GAF CORPORATION SCHOLARSHIPS—Four annual scholarships of $125 each contributed by the GAF Corporation, Texas City Plant. Unrestricted. Recipients selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $500.00

THE E. E. HAMMACK SCHOLARSHIP—Contributed by Mr. and Mrs. E. E. Hammack of Texas City. Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

ROY HUNTER EQUIPMENT COMPANY SCHOLARSHIP — Contributed by Mr. Roy Hunter, owner of the Roy Hunter Equipment Company in Texas City. Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

IAM & AW — INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS SCHOLARSHIP — Restricted to residents of the State of Texas. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

LULAC—LEAGUE OF UNITED LATIN AMERICAN CITIZENS COUNCIL 255 SCHOLARSHIP. Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

NSA — THE NATIONAL SECRETARIES ASSOCIATION SCHOLARSHIP—Supported by the Galveston County Chapter. Restricted to a full-time student majoring in the secretarial sciences. Recipient selected by the NSA Galveston County Chapter, P. O. Box 1311. Applications should be made before May 1 of the year in which the scholarship is desired. Apply to NSA or College of the Mainland Financial Aids Office. $150.00

TEXAS CITY CIVIC CLUB SCHOLARSHIP—Annual scholarship contributed by the Texas City Civic Club for the purpose of assisting youth advancement. Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

UNION CARBIDE CORPORATION SCHOLARSHIPS—Two annual scholarships of $250 each contributed by Union Carbide Corporation, Texas City Plant. Unrestricted. Recipients selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $500.00

WHATABURGER OF TEXAS CITY SCHOLARSHIP—Contributed by Robert Zuendt, owner. Unrestricted. Recipient to be selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office. $100.00

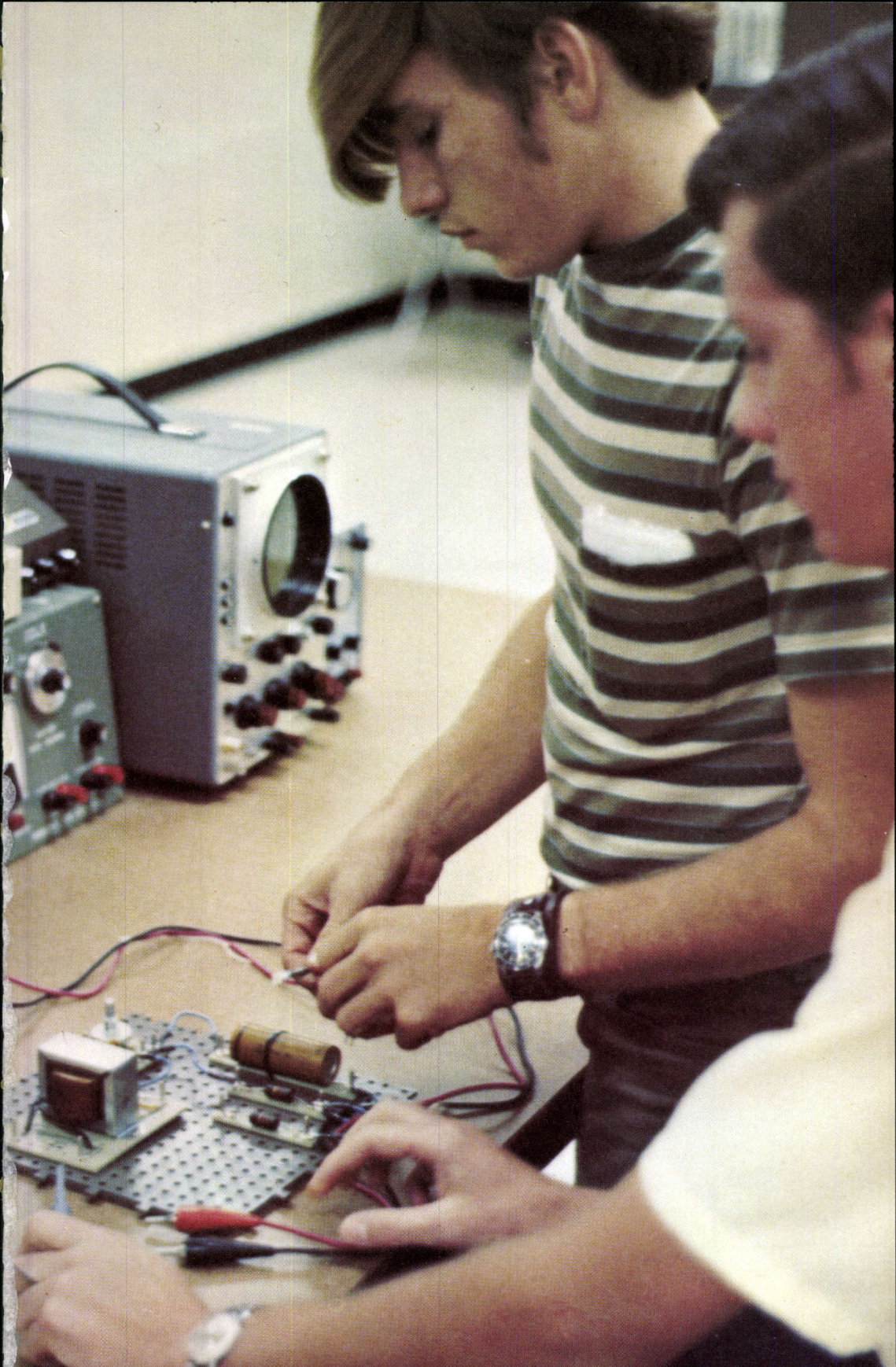
STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations and activities are conducted under the auspices of the Student Government. Numerous organizations and activities provide students with many opportunities to participate in the college life. Students are encouraged to initiate new organizations and activities when there is an interest. More detailed information concerning organizations and activities can be obtained from the Student Handbook.

COUNSELING SERVICES

Counseling services at College of the Mainland are designed to provide a comprehensive program of student assistance. The organization of these services has grown out of the recognition that human choices should be enlightened and that the student may need professional assistance to solve various situational dilemmas and make decisions in his academic life.

They are designed to help the student through academic advising, adjustment counseling for personal, vocational, and social problems, and conducting testing and measurement functions.



VI. PROGRAMS

College of the Mainland awards two degrees: the degree **Associate in Arts** (A.A.) upon completion of a two-year program designed for transfer to a senior institution, and the degree **Associate in Applied Science** (A.A.S.) upon completion of a two-year program of study in a technical field designed to prepare the student to enter occupational activity upon graduation.

The **diploma** is granted upon completion of a one-year program of occupational study.

The **certificate** is granted upon completion of non-credit short courses and special programs.

Degrees and diplomas are conferred at the end of the Spring semester and at the end of the Summer Session. Certificates are awarded at appropriate times during the year.

GENERAL GRADUATION REQUIREMENTS

The following graduation requirements are common to all degrees and diplomas:

1. Satisfy all entrance requirements.
2. Make application for graduation to the Registrar no later than April 1 for Spring graduation or July 1 for Summer graduation.
3. Have a grade-point average of 2.0 or better for all work attempted.
4. Clear all obligations to the College.
5. Participate in graduation exercises unless excused by the Dean of Instruction.

The following are additional graduation requirements for the degree:

ASSOCIATE IN ARTS (A.A.)

1. Completion of a degree program of at least 62 hours including the following:
   a. Six to nine semester hours of English, as required by particular degree program.
   b. At least eighteen semester hours of sophomore level courses.

c. Six semester hours of natural science.

d. Two to four semester hours of physical education, including one semester of P. E. 111, "Health and Physical Fitness Activities" and from one to three semesters of other activity courses (P. E. 112). For students with physical or medical limitations, P. E. 110 (individual adaptation) may be substituted.

e. Six semester hours of American history and six semester hours of National and State government.

2. The last fifteen hours of credit toward the degree must be taken at College of the Mainland. Exception will be considered upon written petition to the Dean of Instruction.

The student who plans to transfer to a senior college or university from College of the Mainland should give careful consideration to several important items. He will have little difficulty in completing his transfer satisfactorily if he follows these steps:

1. Decide early which senior college to attend.
2. Obtain a current copy of the catalog of that college and study its entrance requirements and its suggested freshman and sophomore level courses in the student's major field.
3. Obtain a College of the Mainland curriculum guide sheet in the student's major field.
4. Confer with a faculty advisor at College of the Mainland about his transfer plans.
5. Confer with an admissions officer at the senior institution for any further information.
6. Check carefully at least a semester before transfer to be sure that all necessary requirements are being met.

Counselors, faculty advisers and the Director of Academic Programs can provide the specific courses a student should take if he plans to pursue a bachelor's degree with one of the following majors:

Accounting
Anthropology
Architecture
Art
Biology
Business Administration
Business Education
Business Technology
Chemistry
Civil Technology

Dentistry
Drafting
Drama
Economics
Electrical Technology
Elementary Education
Engineering
English
Finance
Foreign Language
Geography
Geology
Government
History
Management
Marketing
Mathematics
Mechanical Technology
Medicine
Nursing
Optometry
Pharmacy
Philosophy
Physical Education
Physics
Psychology
Sociology
Speech

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

1. Completion of one of the degree programs listed.
2. The last fifteen semester hours of credit toward the degree must be taken at College of the Mainland. Exception will be considered upon written petition to the Dean of Instruction.

The two-year technical programs at College of the Mainland are designed to prepare graduates for entrance in the occupations and to develop within the individual a degree of competence that will enable him to effectively communicate and cooperate in an everchanging society. Thus, the student will study in such general educational areas as the humanities, social studies, science and mathematics in addition to the specialized courses designed to develop occupational skills. The student who satisfactorily completes one of the stated programs and the general graduation requirements will receive the degree Associate in Applied Science.

Admission requirements to the technical programs are the same as those for college transfer programs.

ACCOUNTING

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or		Equivalent	3
B Math	131	Business Mathematics	3
or		Approved Equivalent	3
DP	131	Introductory Data Processing	3
IB	131	Introduction to Business	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

B Com	231	Business Communications	3
Acct	131	Office Accounting	3
0 Mach	131	Office Machines	3
Math	133	College Algebra	3
or		Approved Equivalent	3
DP	134	Computer Programming I	3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

Acct	241	Principles of Accounting	4
Govt	231	American National & State	3
Eco	231	Principles of Economics	3
Mgt	231	Principles of Management	3
*Elective			3
or			
**Coop	241	Seminar & Work Experience	4
			16 or 17

Second Semester

Acct	242	Principles of Accounting	4
B Law	231	Business Law	3
Ins	231	Principles of Insurance	3
Mkt	231	Principles of Marketing	3
*Elective			3
or			
**Coop	242	Seminar & Work Experience	4
			16 or 17

*Electives must relate to the student's career objective and are subject to the approval of the Division of Business Chairman.

**Cooperative Work Experience and Seminar includes supervised work experience in the accounting area each week with a related two-hour weekly seminar.

AUTOMOTIVE TECHNOLOGY*

FRESHMAN YEAR

First Semester

Auto	161	Automotive Engines	6
Auto	163	Automotive Electrical	6
Eng	131	Composition & Rhetoric	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

Auto	162	Automotive Engines	6
Auto	164	Automotive Fuel System	6
TM	131	Technical Math	3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

Auto	165	Automotive Air Conditioning	6
Auto	167	Automotive Transmission	6
W	131	Oxy-acetylene Welding and Cutting	3
			15

Second Semester

Auto	166	Automotive Chassis	6
Auto	168	Automotive Front End	6
W	141	Plate Welding I	4
			16

*More detailed information is available in the Technical-Vocational Bulletin.

DATA PROCESSING

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Math	137	Finite Mathematics	3
Typ	131	Beginning Typing	3
or		Equivalent	
DP	131	Introductory Data Processing	3
IB	131	Introduction to Business	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

B Com	231	Business Communications	3
Math	138	Analysis	3
B Psy	231	Business Psychology	3
DP	132	Unit Record Accounting	3
DP	134	Computer Programming I	3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

Acct	241	Principles of Accounting	4
DP 231 or	235	Computer Programming II or III	3
Eco	231	Principles of Economics	3
Govt	231	American National & State	3
*Elective			3
or			
**Coop	241	Seminar & Work Experience	4
			16 or 17

Second Semester

Acct	242	Principles of Accounting	4
DP	232	Computer Systems	3
DP	233	Data Processing Applications	3
B Law	231	Business Law	3
Govt	232	American National & State	3
**Coop	242	Seminar & Work Experience	4
			16 or 17

*Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Data Processing.

**Cooperative Work Experience and Seminar includes supervised work experience in the data processing area each week with a related two-hour weekly seminar.

Drafting and Design Technology

FRESHMAN YEAR

First Semester

Dft	131	Engineering Drafting	3
Eng	131	Composition & Rhetoric	3
TM	131	Technical Math	3
Mech	131	Manufacturing Materials & Processes	3
Dft	121	Industrial Freehand Sketching	2
PE	111	Health & Physical Fitness Activities	1
			15

Second Semester

Dft	132	Descriptive Geometry	3
Dft	134	Machine Drawing	3
TM	132	Technical Math	3
Dft	136	Architectural Drawing I	3
Elective			3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

Dft	233	Architectural Drawing II	3
Dft	237	Map Drafting	3
Govt	231	American National & State	3
Dft	231	Electrical Drafting	3
Phys	143	College Physics	4
			16

Second Semester

Dft	232	Pipe Drafting	3
Dft	234	Structural Drafting	3
Govt	232	American National & State	3
Dft	236	Technical Illustration	3
Dft	238	Plans and Specifications	3
			15

Electronic Technology

FRESHMAN YEAR

First Semester

El	141	Electrical Electronics	4
TM	131	Technical Math	3
Dft	131	Engineering Drafting	3
Eng	131	Composition & Rhetoric	3
TM	111	Slide Rule	1
PE	111	Health & Physical Fitness Activities	1
			15

Second Semester

El	142	Electrical Electronics	4
El	144	Vacuum Tubes & Transistors	4
DP	134	Computer Programming I	3
TM	132	Technical Math	3
PE	112	Physical Activities	1
			15

SOPHOMORE YEAR

First Semester

El	243	Semiconductor and Circuit Analysis	4
Phys	143	College Physics	4
Ind Inst	231	Industrial Instrumentation	3
El	245	Pulse & Digital Switching Circuits	4
TM	231	Technical Math	3
			18

Second Semester

Eng	236	Technical Writing	3
El	242	Digital Logic Design	4
El	230	Electronic Systems	3
El	248	Advanced Electrical Circuits	4
TM	232	Technical Math	3
			17

GENERAL BUSINESS

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Spe	131	Fundamentals of Speech	3
IB	131	Introduction to Business	3
B Math	131	Business Mathematics	3
or		Approved Equivalent	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

B Psy	231	Business Psychology	3
or			
Psy	231	Psychology	3
Acct	131	Office Accounting	3
or			
Fin	131	Personal Finance	3
O Mach	131	Office Machines	3
PE	112	Physical Activities	1
*Electives			6
			16

*Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Business.

SOPHOMORE YEAR

First Semester

Eco	231	Principles of Economics	3
B Law	231	Business Law	3
B Com	231	Business Communications	3
Mgt	231	Principles of Management	3
and			
*Elective			3
or			
*Elective			3
and			
**Coop	241	Seminar & Work Experience	4
			15 or 16

Second Semester

Eco	232	Principles of Economics	3
Ins	231	Principles of Insurance	3
Govt	231	American National & State	3
Mkt	231	Principles of Marketing	3
and			
*Elective			3
or			
*Elective			3
and			
**Coop	242	Seminar & Work Experience	4
			15 or 16

*Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Business.

**Cooperative Work Experience and Seminar includes supervised work experience in the business occupations area each week with a related two-hour weekly seminar.

Law Enforcement

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Chem	141	General Inorganic Chemistry	4
Hist	135	U. S. History	3
PSC	131	Introduction to Criminal Justice	3
PSC	135	Criminal Law	3
PE	111	Health & Physical Fitness Activities	1
			17

Second Semester

Eng	132	Composition & Reading	3
Chem	142	General Inorganic Chemistry	4
Hist	136	U. S. History	3
PSC	134	Criminal Investigation	3
PSC	136		3
PE	112	Physical Activities	1
			17

SOPHOMORE YEAR

First Semester

Eng	231	English Literature	3
or			
Eng	233	World Literature	3
Govt	231	American National & State	3
Soc	131	Introductory Sociology	3
or			
Psy	231	Psychology	3
PSC	239	Police Organization & Administration	3
PSC	241	Forensic Sciences I	4
or			
PSC	234	Police Photography	3
or			
PSC	236	Identification Technology	3
PE	112	Physical Activities	1
			16 or 17

Second Semester

Eng	232	English Literature	3
or			
Eng	234	World Literature	3
Govt	232	American National & State	3
Soc	132	Social Problems	3
or			
Psy	237	Social Psychology	3
PSC	233	Police Operations	3
PSC	242	Forensic Sciences II	4
or			
PSC	238	Police-Community Relations	3
or			
PSC	237	Narcotics Investigation	3
PE	112	Physical Activities	1
			16 or 17

LEGAL SECRETARY

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
St	131	Beginning Shorthand	3
or			
St	132	Intermediate Shorthand	3
B Math	131	Business Mathematics	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

OP	132	Office Procedures	3
*Typ	132	Intermediate Typewriting	3
St	132	Intermediate Shorthand	3
or			
Trans	231	Transcriptions	3
O Mach	131	Office Machines	3
Acct	131	Office Accounting	3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

B Com	231	Business Communications	3
*Trans	231	Transcriptions	3
Govt	231	American National & State	3
Eco	231	Principles of Economics	3
**Elective			3
or			
***Coop	241	Seminar & Work Experience	4
			15 or 16

Second Semester

B Law	231	Business Law	3
Sec Adm	232	Secretarial Administration	3
Govt	232	American National & State	3
Ins	231	Principles of Insurance	3
**Elective			3
or			
***Coop	242	Seminar & Work Experience	4
			15 or 16

*If a student has earned credit in listed course, credit in Office Procedures 133 is required.

**Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Business.

***Cooperative Work Experience and Seminar includes supervised work experience in the legal secretarial area each week with a related two-hour weekly seminar.

MEDICAL SECRETARY

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
St	131	Beginning Shorthand	3
or			
St	132	Intermediate Shorthand	3
B Math	131	Business Mathematics	3
IB	131	Introduction to Business	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

OP	132	Office Procedures	3
*Typ	132	Intermediate Typewriting	3
St	132	Intermediate Shorthand	3
or			
Trans	231	Transcriptions	3
Acct	131	Office Accounting	3
O Mach	112	Office Machines	1
O Mach	131	Office Machines	3
PE	112	Physical Activities	1
			17

SOPHOMORE YEAR

First Semester

Bio	141	General Biology	4
*Trans	231	Transcriptions	3
B Com	231	Business Communications	3
B Law	231	Business Law	3
Elective			3
or			
***Coop	241	Seminar & Work Experience	4
			16 or 17

Second Semester

Bio	142	General Biology	4
Sec Adm	232	Secretarial Administration	3
Ins	231	Principles of Insurance	3
Govt	231	American National & State	3
**Elective			3
or			
***Coop	242	Seminar & Work Experience	4
			16 or 17

*If the student has earned credit in listed course, credit in Office Procedures 133 is required.
**Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Business.
***Cooperative Work Experience and Seminar includes supervised work experience in the medical secretarial area with a related two-hour weekly seminar.

MID-MANAGEMENT**

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Mgt	131	Introduction to Management	3
B Math	131	Business Mathematics	3
Spe	131	Fundamentals of Speech	3
or			
Spe	132	Public Speaking	3
Typ	131	Beginning Typewriting	3
or		Equivalent	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

B Com	231	Business Communications	3
DP	131	Introductory Data Processing	3
Acct	131	Office Accounting	3
Mgt	132	Psychology of Management	3
PE	112	Physical Activities	1
*Coop	241	Seminar & Work Experience	4
			17

SOPHOMORE YEAR

First Semester

B Law	231	Business Law	3
Eco	231	Principles of Economics	3
Mgt	231	Principles of Management	3
Mkt	231	Principles of Marketing	3
*Coop	242	Seminar & Work Experience	4
			16

Second Semester

Govt	231	American National & State	3
Eco	232	Principles of Economics	3
Mgt	232	Personnel Management	3
Mkt	232	Principles of Salesmanship	3
or			
Mgt	233	Industrial Management	3
*Coop	243	Seminar & Work Experience	4
			16

*Cooperative Work Experience and Seminar includes supervised work experience in the mid-management area each week with a related two-hour weekly seminar.
**More detailed information is available in the Technical-Vocational Bulletin.

TECHNICAL SECRETARY

FRESHMAN YEAR

First Semester

Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
St	131	Beginning Shorthand	3
or			
St	132	Intermediate Shorthand	3
IB	131	Introduction to Business	3
B Math	131	Business Mathematics	3
PE	111	Health & Physical Fitness Activities	1
			16

Second Semester

OP	132	Office Procedures	3
*Typ	132	Intermediate Typewriting	3
St	132	Intermediate Shorthand	3
or			
Trans	231	Transcriptions	3
O Mach	131	Office Machines	3
Acct	131	Office Accounting	3
PE	112	Physical Activities	1
			16

SOPHOMORE YEAR

First Semester

B Com	231	Business Communications	3
*Trans	231	Transcriptions	3
DP	131	Introductory Data Processing	3
B Law	231	Business Law	3
**Elective			3
or			
***Coop	241	Seminar & Work Experience	4
			15 or 16

Second Semester

TM	131	Technical Mathematics	3
Sec Adm	232	Secretarial Administration	3
DP	134	Computer Programming I	3
Govt	231	American National & State	3
**Elective			3
or			
***Coop	242	Seminar & Work Experience	4
			15 or 16

*If the student has earned credit in listed course, credit in Office Procedures 133 is required.

**Electives must relate to the student's career objective and are subject to the approval of the Chairman of the Division of Business.

***Cooperative Work Experience and Seminar includes supervised work experience in the technical secretarial area with a related-two-hour weekly seminar.

WELDING TECHNOLOGY*

FRESHMAN YEAR

First Semester

W	141	Plate Welding I	4
Eng	131	Composition & Rhetoric	3
TM	131	Technical Math	3
W	131	Oxy-acetylene Welding & Cutting	3
Dft	131	Engineering Drafting	3
PE	111	Health & Physical Fitness Activities	1
			17

Second Semester

W	141	Plate Welding II	4
W	144	Design, Layout, Fabrication I	4
W	136	Gas Shielded Arc Welding I	3
TM	132	Technical Math	3
PE	112	Physical Activities	1
			15

SOPHOMORE YEAR

First Semester

W	243	Pipe Welding I	4
W	237	Gas Shielded Arc Welding II	3
Eng	236	Technical Writing	3
Govt	231	American, National & State	3
Mech	131	Manufacturing Materials & Processes	3
			16

Second Semester

W	244	Pipe Welding II	4
W	246	Design, Layout & Fabrication II	4
Govt	232	American, National & State	3
Dft	121	Industrial Freehand Sketching	2
W	238	Weld Specifications & Testing	3
			16

*More detailed information is available in the Technical-Vocational Bulletin.

DIPLOMA

The diploma is granted upon completion of a one-year program of occupational study. The student may choose any one of the following six programs.

GENERAL OFFICE CLERICAL

First Semester

Com	133	Written Communications	3
or			
Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
B Math	131	Business Mathematics	3
IB	131	Introduction to Business	3
Spe	131	Fundamentals of Speech	3
or			
C Rel	132	Community Relations	3
			15

Second Semester

Com	134	Reading Improvement	3
or			
Com	137	Reading Improvement	3
Typ	132	Intermediate Typewriting	3
Acct	131	Office Accounting	3
or			
Fin	131	Personal Finance	3
O Mach	111	Office Machines	1
O Mach	131	Office Machines	3
OP	132	Office Procedures	3
			16

GENERAL DATA PROCESSING

First Semester

Com	133	Written Communications	3
or			
Eng	131	Composition & Rhetoric	3
B Math	131	Business Mathematics	3
DP	131	Introductory Data Processing	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
O Mach	131	Office Machines	3
			15

Second Semester

Com	134	Reading Improvement	3
OP	132	Office Procedures	3
DP	132	Unit Record Accounting	3
Typ	132	Intermediate Typewriting	3
Acct	131	Office Accounting	3
O Mach	112	Office Machines	1
			16

GENERAL SECRETARIAL

First Semester

Eng	131	Composition & Rhetoric	3
Typ	131	Beginning Typewriting	3
or			
Typ	132	Intermediate Typewriting	3
St	131	Beginning Shorthand	3
or			
St	132	Intermediate Shorthand	3
IB	131	Introduction to Business	3
B Math	131	Business Mathematics	3
			15

Second Semester

B Com	231	Business Communications	3
Typ	132	Intermediate Typewriting	3
St	132	Intermediate Shorthand	3
or			
Trans	231	Transcriptions	3
OP	132	Office Procedures	3
O Mach	131	Office Machines	3
or			
Acct	131	Office Accounting	3
			15

LAW ENFORCEMENT

First Semester

Psy	231	Psychology	3
Eng	131	Composition & Rhetoric	3
PSC	135	Criminal Law	3
PSC	136	Criminal Evidence	3
PSC	134	Criminal Investigation	3
or			
PSC	233	Police Operations	3
			15

Second Semester

Psy	237	Social Psychology	3
Soc	132	Social Problems	3
PSC	239	Police Organization & Administration	3
PSC	238	Police-Community Relations	3
PSC	236	Identification Technology	3
or			
PSC	234	Police Photography	3
			15

OFFSET PRINTING

First Semester

G A	141	Fundamentals of Offset	4
G A	143	Cold Type Composition	4
G A	145	Fundamentals of Layout and Design	4
Typ	131	Beginning Typewriting	3
or			
Elective			3
			15

Second Semester

G A	142	Offset Camera Darkroom	4
G A	144	Finishing & Binding	4
G A	146	Offset Press Operation	4
Eng	131	Composition & Rhetoric	3
			15

WELDING TECHNOLOGY

First Semester

W	141	Plate Welding I	4
TM	131	Technical Math	3
Eng	131	Composition & Rhetoric	3
W	131	Oxy-acetylene Welding and Cutting	3
Dft	131	Engineering Drafting	3
			16

Second Semester

W	142	Plate Welding II	4
W	136	Gas Shielded Arc Welding I	3
W	144	Design, Layout, Fabrication I	4
Mech	131	Manufacturing Materials & Processes	3
			14

DIVISION OF ADULT EDUCATION AND COMMUNITY SERVICES

"All men by nature desire to know," wrote Aristotle. The adult education program at College of the Mainland is designed to respect this reality. College of the Mainland aspires to develop a comprehensive adult education program. The College is committed to a program that will meet the general educational, vocational, and self-fulfillment needs of the population in its area. Whatever interests free citizens in a free society is subject matter for adult education. The major categories of service envisioned are:

1. General Adult Education
2. Literacy and high school completion preparation
3. Occupational up-grading for persons employed
4. Pre-employment preparation
5. Seminars, short courses, workshops, etc.
6. Community Services, such as community choir, community symphony, outstanding lecture series, etc.

While many of the adult education courses will be taught by regular members of the College faculty, some will be taught by competent part-time teachers. Ordinarily a course may be offered when a minimum of ten people enroll for the course.

It is College of the Mainland's policy that adult education services be provided on a free or near-free basis so that the entire community may participate. The maximum tuition for a non-credit course is five dollars ($5.00). In some instances (literacy courses) there is no charge.

It is our purpose to make adult education courses as convenient as possible to residents of the district. As a result courses are offered throughout the district in Bacliff, Dickinson, La Marque, Santa Fe, and Texas City.

Specific announcements of course offerings and registration dates and places are made periodically through the local news media and by other suitable means.

Course offerings include but are not limited to the following:

Literacy Development and High School Completion Preparation

Adult Basic Education
General Education Development

Business Related Courses (Includes occupational upgrading and job preparation)

Air Conditioning and Refrigeration
Real Estate Principles
Real Estate Appraisal
Investments (Stocks and Bonds)
Income Tax
Technical Writing
Business Machines
Bookkeeping
Typewriting
Shorthand

General Adult Courses (Cultural and personal enrichment)

Rapid Reading
Poetry Appreciation
Gardening
Clothing
Interior Decorating
Floral Design
Conversational Spanish
Art

Seminars, Workshops, etc.

Planning for Growth (Small Businessmen)
Police Instructors School
Law Enforcement Seminars
Adult Basic Education Instructors Workshop

GENERAL EDUCATIONAL DEVELOPMENT TESTS

College of the Mainland has been designated as a G.E.D. Test Center. Persons who successfully complete this battery of tests may be eligible for the Certificate of Equivalency for High School Achievement. Interested individuals should contact the Counseling Office.

VII. DESCRIPTION OF COURSES

DIVISION OF BUSINESS EDUCATION

Accounting 131. Office Accounting (3-0). Credit 3.
Introduction to recording of business transactions; use of journals and ledgers, trial balance and worksheet; accounting statements, payroll records and payroll taxes; statement analysis and year-end procedures.

Accounting 241. Principles of Accounting (3-3). Credit 4.
Foundation for advanced accounting study. The analysis and interpretation of business transactions, balance sheet, income statement; proprietorship accounts, valuation accounts, accrued and deferred items; control accounts and subsidiary ledgers; worksheets, adjusting, closing, and reversing entries. Prerequisite: Sophomore standing or approval of Chairman, Division of Business.

Accounting 242. Principles of Accounting (3-3). Credit 4.
Accounting systems and statement analysis; special journals and ledgers; partnership accounting; distribution of earnings; corporation accounting; stocks and bonds; dividends; branch accounting; year-end procedures. Prerequisite: Accounting 241 or the equivalent.

Business Communications 231. Business Communications (3-0). Credit 3.
Study of processes and media utilized in effective oral and written communication. Emphasis on the principles of functional communication; correct, forceful language usage; and sound practices leading to effective communication. Prerequisite: English 131 and Typewriting 131 or 132 or the equivalent.

Business Law 231. Business Law (3-0). Credit 3.
Introduction to principles of business law; emphasis on contracts, sales, The Uniform Commercial Code, negotiable instruments, agency, bailments, and property. Prerequisite: Sophomore standing or approval of the Chairman, Division of Business.

Business Mathematics 131. Business Mathematics (3-0). Credit 3.
Primary emphasis on mathematical computation required in business; an intensive study of arithmetic, interest, percentage, discounts, wage payments, securities.

Business Psychology 231. Business Psychology (3-0). Credit 3.
Study of psychological principles as applied to human relations in business and industry. Emphasis on group dynamics, working environment, motivation, and supervision.

Community Relations 132. Community Relations (3-0). Credit 3.
The study of the community and our place in it including business relations, personal relations, personnel relations, and community involvement.

Cooperative Training 241. Seminar and Work Experience (2-20). Credit 4.
A comprehensive treatment of business-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical, or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Approval of Chairman, Division of Business.

Cooperative Training 242. Seminar and Work Experience (2-20). Credit 4.

A comprehensive treatment of business-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical, or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Training 241 and approval of Chairman, Division of Business.

Cooperative Training 243. Seminar and Work Experience (2-20). Credit 4.

A comprehensive treatment of business-related activities encountered in the student's area of specialization: i.e., accountancy, data processing, management, or legal, medical, or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Training 242 and approval of Chairman, Division of Business.

Economics 231. Principles of Economics (3-0). Credit 3.

The analysis of economic foundations, covering the national income, employment, economic growth, and a close study of the public sector and its functions and taxes. Prerequisite: Sophomore standing.

Economics 232. Principles of Economics (3-0). Credit 3.

A study of the markets, the price system, the allocation of resources, the distribution of income, and analysis of the international economic relations. Includes a survey of economic change and comparative economic systems. Prerequisite: Economics 231.

Finance 131. Personal Finance (3-0). Credit 3.

Study of financial problems encountered in managing a family unit. Includes financial planning, insurance, budgeting, use of credit, home ownership, savings, investment, and tax problems.

Insurance 231. Principles of Insurance (3-0). Credit 3.

A survey of basic insurance principles pertaining to life, health, business and social insurance involving aspects of contracts, coverage, rates and consumer needs.

Introduction to Business 131. Introduction to Business (3-0). Credit 3.

Provides a general introduction to the field of business; modern business organization, principles, practices, and procedures; placing emphasis on career opportunities in business, marketing, management, law, accounting, and international business relations.

Management 131. Introduction to Management. (3-0). Credit 3.

Designed to develop insight into the nature of mid-management and objectives of business enterprise through a study of its various functions and types of organization.

Management 132. Psychology of Management. (3-0). Credit 3.

Study of psychological factors involved in management with emphasis on distributive and facilitating functions in business enterprises.

Management 231. Principles of Management (3-0). Credit 3.

Introduction to basic management philosophy and decision-making processes; study of principles involved in the functions of planning, organizing, supervising and controlling. Prerequisite: 9 semester hours of business administration including Introduction to Business.

Management 232. Personnel Management (3-0). Credit 3.

Principles and practices of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: Management 231.

Management 233. Industrial Management (3-0). Credit 3.
A study of industrial organization, line and staff functions, control techniques, labor-management relations, policy and procedures, effective supervision, and industrial planning. Prerequisite: Management 231.

Marketing 231. Principles of Marketing (3-0). Credit 3.
The social and economic aspects of distribution as found in business organization. Structures, functions, institutional problems. Basic practices and procedures, market resources, selection of merchandise, pricing, promotion, and credit management. Prerequisite: Introduction to Business and sophomore standing.

Marketing 232. Principles of Salesmanship (3-0). Credit 3.
Fundamentals of sales management including in-store and direct sales, techniques and procedures, salesman's relationship to firm, and his relationship to the product and prospect. Prerequisite: Marketing 231.

Office Machines 112. Machine Posting (1-0). Credit 1.
Machine posting of general ledger, accounts receivable ledger, and payroll ledger. Prerequisite: Accounting 131 or with the approval of Chairman, Division of Business.

Office Machines 131. Office Machines (3-0). Credit 3.
Information about office machines and training in their operation. Emphasis placed on skillful operation of calculating and adding machines.

Office Procedures 132. Office Procedures (3-0). Credit 3.
Study of modern office practices; business etiquette; handling of office mail; records management; preparation of business reports; operation of duplicating and copying equipment; operation of dictating and transcribing machines; keypunch; and office design. Prerequisite: Typing 131. Corequisite: Typing 132 or the equivalent.

Office Procedures 133. Analysis of Office Problems (3-0). Credit 3.
Intensive study of job-analysis data to letter writing; business and technical reports; rough drafts; tables; business forms; statistical reports; graphs; machine transcription; and specialized terminology and typewriting procedures (technical, medical, and legal). Prerequisite: Typewriting 132 and Office Procedures 132 or the equivalent.

Secretarial Administration 232. Executive Secretaryship (3-2). Credit 3.
Secretarial problems and projects involving application of skill techniques and human relations to administrative secretarial responsibilities, such as travel, meetings, office layout, correspondence, information research; specialized terminology and dictation (medical, legal, technical); business ethics; and supervisory aspects of the office. Prerequisite: Transcription 231 or the equivalent.

Shorthand 131. Principles of Shorthand (3-3). Credit 3.
Principles of Gregg Shorthand; presentation of theory; development of related knowledge and pretranscription skills. Prerequisite: No previous instruction in shorthand and preceded or accompanied by Typing 131 or the equivalent.

Shorthand 132. Intermediate Shorthand (3-3). Credit 3.
Application of principles of Gregg Shorthand on advanced level; comprehensive knowledge of the system; further development of related knowledges; emphases on transcription skills. Prerequisite: Completion of one year of high school shorthand and typewriting or Shorthand 131 and Typewriting 131 with a minimum grade of C or the equivalent.

Transcription 231. Transcription (3-2). Credit 3.
Speed building in shorthand, typewriting, and transcription; advanced phrase and vocabulary building; English; timed transcriptions with emphasis on mailable transcripts. Prerequisite: Shorthand 132, Typewriting 132 or the equivalent.

Typewriting 131. Beginning Typewriting (3-3). Credit 3.
Application of and instruction in the basic facility in typewriting; basic keyboard knowledge and skill; technique in basic machine operations; and skill in centering, tabulating, typewriting reports, typewriting business letters and composition. Prerequisite: None. Corequisite: Typewriting 101, if student has had no prior instruction.

Typewriting 101. Keyboarding. Credit 0.
Intensive 3-week study of the basic facility, knowledge and skill of the typewriting keyboard including introduction to all letters, numbers and symbols of the typewriter. Must be taken concurrently with Typewriting 131, if student has had no prior instruction.

Typewriting 132. Intermediate Typewriting (3-0). Credit 3.
Development of skills, knowledges, and techniques applicable to production typewriting; problem solving; advanced corrective drills; tabulating problems; report typing; composition; and letter writing. Prerequisite: Typewriting 131 or one year of high school typewriting or the equivalent.

DIVISION OF HUMANITIES

Art 131. Basic Design I (3-4). Credit 3.
Projects involving the creative application of the formal elements and principles of design.

Art 132. Basic Design II (2-4). Credit 3.
Continued studies in the application of the principles of design, with an introduction to three dimensional design. Prerequisite: Art 131.

Art 133. Basic Drawing I (2-4). Credit 3.
Studio projects in materials and techniques of drawing, with emphasis on creative application and understanding of historical as well as contemporary approaches to drawing.

Art 134. Basic Drawing II (2-4). Credit 3.
Continued studies in drawing, with emphasis on the human figure, anatomy, movement, and gesture. Prerequisite: Art 133.

Art 135. Introduction to the Visual Arts (3-0). Credit 3.
A study, through lecture, slides, and demonstrations, of the formal elements, the art media, and the principles of design, with emphasis on major monuments of world art.

Art 136. History of Art (3-0). Credit 3.
Studies in the history of western art from earliest times to the end of the middle ages. Prerequisite: Art 135, or consent of instructor.

Art 231. Advanced Design (2-4). Credit 3.
Studio projects involving the organization and manipulation of form in space. Prerequisite: Art 132.

Art 232. Graphic Design (2-4). Credit 3.
Introduction to advertising design and illustration, with emphasis on lettering and typography, production processes, and commercial art techniques. Prerequisite: Art 132.

Art 233. Advanced Drawing (2-4). Credit 3.
Continued studies in drawing media and techniques, with emphasis on the human figure, landscape, still life, and abstraction. Prerequisite: Art 134.

Art 234. Advanced Drawing (2-4). Credit 3.
Continued studies in drawing and composition. Prerequisite: Art 233.

Art 235. History of Art (3-0). Credit 3.
Studies in the development of western art from the end of the middle ages to the present day. Prerequisite: Art 136, or consent of instructor.

Art 237. Painting (2-4). Credit 3.
Introduction to painting with oils and acrylics. Studies in still life, figure, and landscape painting. Prerequisite: Art 132, Art 134.

Art 238. Painting (2-4). Credit 3.
Continued studies in still life, figure, and landscape painting. Prerequisite: Art 237.

Communications 133. Written Communications (3-0). Credit 3.
Special attention to basic mechanics and rhetorical systems. Formerly English 133.

Communications 134. Reading Improvement (3-0). Credit 3.
Improvement of reading skills; reading with comprehension and flexibility; study and business reading. Formerly English 134.

Communications 136. Written Communications (3-0). Credit 3.
Special attention to basic mechanics and rhetorical system. Students may enter the writing program through either this course or Communications 133.

Communications 137. Reading Improvement (3-0). Credit 3.
Improvement of reading skills; reading with comprehension and flexibility; study and business reading. Students may enter the reading program through either this course or Communications 134.

Drama 131. Introduction to Theatre (3-0). Credit 3.
General survey of the major fields of theatre art. Attention to types and styles of plays, basic stagecraft techniques of acting, directing, and producing plays.

English 131. Composition and Rhetoric in Communication (3-0). Credit 3.
Learning skill in communication—listening, talking, discussing, reading and writing; the emphasis is on organization, precision, and convention.

English 132. Composition and Reading (3-0). Credit 3.
An introduction to critical reading of literary forms; recognizing and using organization and logic in compositions; writing the research paper, training in techniques of research. Required of all freshmen. Prerequisite: English 131.

English 135. The Bible as Literature (3-0). Credit 3.
A non-sectarian study of the prose and poetry in the Old and New Testaments, designed to enable the student to relate his Biblical allusions to his literature and history.

English 231. English Literature (3-0). Credit 3.
Survey of English Literature: Anglo-Saxon, Medieval, Renaissance, and Neo-classical. Formerly English 232. Prerequisite: English 132.

English 232. English Literature (3-0). Credit 3.
Survey of English Literature: Romantics, Victorians and Moderns. Formerly English 231. Prerequisite: English 132.

English 233. World Literature (3-0). Credit 3.
Survey masterpieces of world literature: classical to early Renaissance. Prerequisite: English 132.

English 234. World Literature (3-0). Credit 3.
Survey of masterpieces of world literature. Renaissance to present. Prerequisite: English 132.

English 236. Technical Writing (3-0). Credit 3.
The writing of technical reports, proposals, progress papers and interoffice memoranda. Prerequisite: Nine hours of English or permission of instructor.

French 141. Beginning French (3-2). Credit 4.
Includes basic grammar and pronunciation drill, simple reading, conversation.

French 142. Beginning French (3-2). Credit 4.
Continuation of elementary grammar. Pronunciation and conversation drill, reading. Stress on conversational phrases. Prerequisite: French 141.

French 231. Intermediate French (3-0). Credit 3.
Grammar review, composition, reading French masterpieces. Conversation about reading. Prerequisite: French 142 or two years French in accredited high school.

French 232. Intermediate French (3-0). Credit 3.
Continues drill in syntax for reading, composition; conversation. Prerequisite: French 231.

German 141. Beginning German (3-2). Credit 4.
Study of German grammar, vocabulary, simple readings, conversation.

German 142. Beginning German (3-2). Credit 4.
Continuation of German 141. Elementary German readings introduced. Prerequisite: German 141.

German 231. Intermediate German (3-0). Credit 3.
Consists chiefly of translation of easier German readings, review of grammar and conversation. Prerequisite: German 142.

German 232. Intermediate German (3-0). Credit 3.
Emphasis on scientific German: simpler selections from medicine, geology, biology, chemistry translated and discussed. Prerequisite: German 231.

Humanities 231. Man in a Dynamic World (3-0). Credit 3.
History of the development of western thought in the modern world; man's universal desire to comprehend larger relationships through various modes of self-expression.

Journalism 111. Journalism Laboratory (1-0). Credit 1.
Practical application of journalism principles in production of newspapers and selected college publications.

Journalism 112. Journalism Laboratory (1-0). Credit 1.
Continuation of Journalism 111.

Journalism 131. Evolution of the Mass Media in America (3-0). Credit 3.
Historical survey of journalism, emphasizing styles of news writing from American beginning to present. Study of leads, newspaper and feature stories, headlines, editing, newspaper terminology.

Journalism 231. News Gathering and Reporting (3-4). Credit 3.
Includes study of news story form, theories of newspaper work and various types of stories; assignments in writing, including straight news and features. Criticism. Prerequisite: Sophomore standing.

Journalism 232. News Gathering and Reporting (3-4). Credit 3.
Special emphasis on reporting public affairs and other specialized writing. Individual writing skills developed. Instruction on libel and ethics. Photo-journalism included. Prerequisite: Sophomore standing.

Music 111. Stage Band (2-0). Credit 1.
This course is designed for students desiring experience and instruction in the techniques of modern big band jazz. Open to all qualified students. The basic instrumentation used in this group is 4 rhythm, 5 saxes, 4 trumpets, and 4 trombones. Additional instruments or changes in instrumentation must be approved by the instructor. Course may be repeated for credit up to four hours.

Music 112. Mixed Chorus (2-0). Credit 1.
The chorus performs a wide variety of music and presents several public programs each year. Course may be repeated for credit for a total of four hours.

Music 131. Fundamentals of Music (3-0). Credit 3.
An elementary course in the fundamentals of music; notation, scales, intervals, keys, primary chords, or basic rhythmic patterns. Emphasis on the skills necessary for teaching elementary singing, listening, and creating rhythmic responses. Simple rhythm and melody instruments, as well as the piano.

Music 133. Music Appreciation (3-0). Credit 3.
A course designed for the general student with no previous experience or training in music. The course explores the meaning and forms of music, classical, jazz and folk music. The emphasis is on intelligent listening.

Philosophy 231. Introduction to Philosophy (3-0). Credit 3.
An examination of some of the main issues in western philosophy with an emphasis on exploring the contemporary conflicts involved in the open versus the closed cultures. Open to all students.

Philosophy 232. Introduction to Ethics (3-0). Credit 3.
A critical introduction to the theories and principles used in appraising human behavior. Prerequisite: Philosophy 231 and sophomore standing.

Philosophy 233. Philosophy of Religion (3-0). Credit 3.
A study of man's religious concepts and experiences. Prerequisite: Philosophy 231.

Spanish 141. Beginning Spanish (3-2). Credit 4.
Introduction to Spanish designed for the student with no previous training; standard elementary grammar accompanied by written exercises; extensive oral exercises in language laboratory; conversation is stressed.

Spanish 142. Beginning Spanish (3-2). Credit 4.
A continuation of Spanish 141; extensive written and oral exercises; grammar review; conversation is stressed. Prerequisite: Spanish 141.

Spanish 231. First Year Intermediate Spanish (3-0). Credit 3.
Intensive review of grammar; emphasis is placed on conversation, correct pronunciation, and correct writing; recognition ability; comprehension, and self-expression are stressed; readings from Spanish-American authors are studied. Prerequisite: Either Spanish 141-142 or two years of Spanish in an accredited high school.

Spanish 232. First Year Intermediate Spanish (3-0). Credit 3.
Grammar, composition, and conversation are emphasized; readings from Spanish-American authors are continued; extensive written and oral work, translation and original; aimed at fixing correct grammatical usage and ease of self-expression. Prerequisite: Spanish 231 or its equivalent.

Spanish 331. Second Year Intermediate Spanish (3-0). Credit 3.
Extensive reading in Spanish and Spanish-American literature; grammar is reviewed through composition exercises; records and tapes are employed to attain greater fluency in Spanish conversation. Prerequisite: Spanish 232 or its equivalent.

Spanish 332. Second Year Intermediate Spanish (3-0). Credit 3.
Readings from Spanish and Spanish-American authors are continued; exercises in critical analysis of Spanish literature; principal points of grammar are reviewed; fluent conversation is stressed. Prerequisite: Spanish 331 or its equivalent.

Speech 131. Fundamentals of Speech (3-0). Credit 3.
Survey of the fundamentals of speech, open to all students. Emphasis on basic principles of communication in speaking and listening. Opportunities provided for developing knowledge of theory and techniques.

Speech 132. Public Speaking (3-0). Credit 3.
A course dealing with the planning, organization and delivery of different types of speeches.

Speech 231. Business and Professional Speech (3-0). Credit 3.
Designed to aid business or professional persons in career speaking situations. Emphasis on organization, structure, and delivery. Includes individual speaking, group dynamics and parliamentary procedure.

DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Biology 141. General Biology (3-3). Credit 4.
A general survey of the plant and animal kingdoms with emphasis on fundamental principles of constitution and metabolism of living material, classification, and development.

Biology 142. General Biology (3-3). Credit 4.
A systematic study of the morphology and physiology of vertebrates with emphasis on the human body. Prerequisite: Biology 141.

Biology 241. Bacteriology (3-3). Credit 4.
A study of micro-organisms with emphasis on bacteria in soil, water, milk, sewage; rickettsiae and viruses in relation to disease. Recommended for biology majors, pre-medical, pre-dental, and medical technology students. Prerequisite: Biology 142.

Biology 242. Invertebrate Zoology (3-3). Credit 4.
The study of a series of invertebrate types, beginning with protozoa. The evolution, natural history and general structural features of each group is discussed. Prerequisite: Biology 142.

Biology 243. Comparative Vertebrate Anatomy (3-3). Credit 4.
A comparative study of the anatomy of representative vertebrates. The biological principles applying to vertebrate anatomy and to its ontogeny and phylogeny. The course is required of pre-medical students. Prerequisite: Biology 142.

Biology 244. Marine Biology (3-3). Credit 4.
Collection, identification, life history and ecology of marine organisms. No prerequisite.

Chemistry 141. General Inorganic Chemistry (3-4). Credit 4.
A general survey of inorganic chemistry. The fundamental laws, valence, balancing equations, solving problems, the theory of ionization, equilibrium, reversible reactions, and the electron-proton structure of the atom will be emphasized in this course.

Chemistry 142. General Inorganic Chemistry (3-4). Credit 4.
A continuation of Chemistry 141. Deals with oxidation and reduction reactions by the transfer of electrons, the periodic table, the study of metals, and the industrial applications of the more important chemical processes. Prerequisite: Chemistry 141.

Chemistry 241. Organic Chemistry (3-4). Credit 4.
Classification, nomenclature, properties, preparations, and uses of monofunctional organic compounds, both aliphatic and aromatic. Reaction mechanisms are studied utilizing molecular orbital theory. Recommended for students preparing for chemical, biological or medically related fields. Prerequisite: Chemistry 142.

Chemistry 242. Organic Chemistry (3-4). Credit 4.
Continuation of Chemistry 241, with special emphasis on aromatic and heterocyclic compounds. Included, an introduction to infrared and nuclear magnetic resonance spectroscopy with emphasis on spectra interpretation. Prerequisite: Chemistry 241.

Engineering 131. Introduction to Computer Science (3-0). Credit 3.
An introductory course in computer programming. History of computers; organization and components; FORTRAN language and algorithmic processes.

Geology 141. Physical Geology (3-2). Credit 4.
Earth materials, structure, land forms, mineral resources, and the processes which have formed them.

Geology 142. Historical Geology (3-2). Credit 4.
History of the earth and its life. Prerequisite: Geology 141.

Mathematics 130. Fundamentals of Mathematics (3-0). Credit 3.
Whole numbers, common and decimal fractions, percentage, and measurement.

Mathematics 131. Fundamentals of Mathematics (3-0). Credit 3.
A continuation of Mathematics 130.

Mathematics 132. Contemporary Mathematics (3-2). Credit 3.
Sets, relations, functions, equations, inequalities, the real number system, bases, and finite number systems. Prerequisite: Mathematics 131 or equivalent.

Mathematics 133. College Algebra (3-0). Credit 3.
Numbers, polynomials, solution sets of equations, inequalities, systems, functions and relations, theory of equations, exponential and logarythmic functions. Prerequisite: Algebra II or equivalent.

Mathematics 134. Trigonometry (3-0). Credit 3.
Trigonometric functions and their applications, identities, equations, complex numbers. Prerequisite: Mathematics 133.

Mathematics 135. Analytic Geometry (3-0). Credit 3.
The straight line, conic sections, transformations of coordinates, polar coordinates, parametric equations, vectors and matrices. Prerequisite: Mathematics 134 or equivalent.

Mathematics 136. Introduction to Probability and Statistics (3-0). Credit 3.
Measures of central tendency and dispersion, binomial and normal distributions, hypothesis tests, regression and correlation with applications in the management, social, or biological sciences. Prerequisite: Mathematics 132 or equivalent.

Mathematics 137. Finite Mathematics (3-0). Credit 3.
Logic, sets, partitioning, probability, inequalities, linear programming, matrices, and determinants, with applications in the management, social, or biological sciences. Prerequisite: Algebra II or the equivalent.

Mathematics 138. Analysis (3-0). Credit 3.
Relations, functions, coordinate systems, sequences, limits, summation, mathematical induction, series, differentiation and integration of elementary functions, with applications in the management, social or biological sciences. Prerequisite: Mathematics 137.

Mathematics 231. Calculus I (3-0). Credit 3.
Functions, limits, the derivative and applications, the integral. Prerequisite: Mathematics 135 or equivalent.

Mathematics 232. Calculus II (3-0). Credit 3.
Hyperbolic functions, integration techniques, polar coordinates, vectors. Prerequisite: Mathematics 231.

Mathematics 233. Calculus III (3-0). Credit 3.
Partial derivatives, multiple integrals, infinite series. Prerequisite: Mathematics 232.

Mathematics 234. Differential Equations (3-0). Credit 3.
Analytical solution of ordinary differential equations with applications. Prerequisite: Mathematics 233 or equivalent.

Mathematics 237. Linear Algebra (3-0). Credit 3.
Vectors, finite dimensional vector spaces, linear transformations, matrices, determinants. Prerequisite: Mathematics 138 or the equivalent.

Oceanography 211. Introduction to Ocean Studies (1-0). Credit 1.
Selected topics in oceanography to provide lay student with broad conception of nature of world ocean, including evaluation of its potential contributions to solution of problems presently confronting mankind. A relatively non-technical course open to all students.

Physics 141. General Physics (3-3). Credit 4.
An elementary course in fundamental concepts of mechanics, heat, and light, with emphasis on the scientific method. For elementary education and non-science students. Prerequisite: 1 year high school algebra.

Physics 142. General Physics (3-3). Credit 4.
A continuation of Physics 141 including the fundamental concepts of electricity, magnetism, and topics from contemporary physics. Prerequisite: Physics 141.

Physics 143. College Physics (3-3). Credit 4.
A non-calculus approach to the principles of mechanics and heat. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, pre-pharamacy, and pre-optometry students. Prerequisite: Math 133 or equivalent.

Physics 144. College Physics (3-3). Credit 4.
A continuation of Physics 143 covering sound, electricity, magnetism, and light. Prerequisite: Physics 143.

Physics 241. Mechanics and Heat (3-3). Credit 4.
A calculus approach to the study of statics and dynamics of particles and rigid bodies, fluid dynamics, and thermodynamics. For physics majors and pre-engineering students. Prerequisite: high school physics or equivalent. Corequisite: Mathematics 231.

Physics 242. Electricity, Magnetism, and Light (3-3). Credit 4.
A continuation of Physics 241. Electrostatics, electric and magnetic fields, DC and AC circuits, eletromagnetic waves, interference, diffraction, polarization, and topics from modern physics. Prerequisite: Physics 241. Corequisite: Mathematics 232.

DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION

P.E. 110 Individual Adaptation Activities (0-3). Credit 1.
Physical and/or recreational activities adapted specifically for students with physical or medical disabilities. May be repeated for credit up to four semesters, but specific activities must be different or at an advanced level.

P.E. 111 (Men), (Women). Health and Physical Fitness Activities. (0-3). Credit 1.
Instruction and participation in a variety of health and physical fitness activities, including: A fitness evaluation, fundamental health rules, home exercise programs, weight training, Exer-geni training, posture corrective exercises, relaxation techniques, mechanics of daily living, weight control, and guidance in selecting future activities. Prerequisite to P.E. 112 for degree students.

P.E. 112. Physical Education Activities (Co-ed and Sex-limited) (0-3). Credit 1.
Instruction and participation in a variety of physical and recreational activities primarily of a carry-over nature. Two activities per semester—nine weeks each. May be repeated for credit up to three hours. Specific activities may not be repeated except at an advanced level and provided minimum competency is demonstrated either by pre-test or course completion in six different activities, including water survival. Prerequisite: P.E. 111.

P.E. 113. Physical Education for Elementary School Teachers—Basic Skills (0-3). Credit 1.
A general orientation to physical education in the elementary school with specific instruction and participation in fundamental movements, basic skills, games, stunts, and self-testing activities adaptable to elementary school physical education program.

P.E. 114. Physical Education for Elementary School Teachers—Rhythms (0-3). Credit 1.
A general orientation to physical education in the elementary school with specific instruction and participation in fundamental movements, basic dance steps, movement exploration, and creative rhythms adaptable to elementary school physical education programs.

P.E. 133. Introduction to Physical Education (3-0). Credit 3.
An orientation course for students majoring or minoring in physical education, including the nature, scope, philosophy, and history of physical education; its relationship to education and other areas; its scientific foundations, professional duties and requirements; and an over-all view of the profession.

Health Education 131. Personal and Community Health (3-0). Credit 3.
A fundamental course in the application of modern knowledge to the development of understandings, attitudes, and practices essential to healthful living and a study of community health problems.

DIVISION OF SOCIAL SCIENCES

Anthropology 231. Introduction to Anthropology (3-0). Credit 3.
Principles of physical and cultural anthropology, analysis of the cultures of prehistoric and existing preliterate people, impact of modern western culture on preliterate societies.

Geography 131. World Geography (3-0). Credit 3.
An introduction to world geography in which consideration is given to social, economic, and political movements as they are produced by location, climate, and natural resources. A basic course for teachers.

Geography 132. Geography of North America (3-0). Credit 3.
A study of the United States, Canada, and Alaska with stress on physical and cultural features.

Government 231. American National and State Government (3-0). Credit 3.
A study of the origin and development of our federal system of government; analysis of federal and state constitutions with special attention to the Texas Constitution; federal-state and interstate relations; and special emphasis on problems of citizenship in a modern democratic society. Prerequisite: Sophomore standing.

Government 232. American National and State Governments (3-0). Credit 3.
A study of the functions and services of the government of the United States, the states in general, and Texas in particular. Prerequisite: Sophomore standing.

History 131. Texas History (3-0). Credit 3.
A study of the history of Texas from early explorations to the present day.

History 133. Western Civilization (3-0). Credit 3.
The development of western civilization from ancient times to the Age of Revolution.

History 134. Western Civilization (3-0). Credit 3.
The development of western civilization from the Age of Revolution to the present day.

History 135. United States History (3-0). Credit 3.
The development of American characteristics and nationality from the early European exploration to the preservation of the Union in 1865.

History 136. United States History (3-0). Credit 3.
A study of the United States from the Civil War to the present time.

History 137. History of Latin America (3-0). Credit 3.
A study of Spanish and Portuguese colonial history from the period of discovery to independence. Prerequisite: History 135, History 136, or permission of instructor.

History 138. History of Latin America (3-0). Credit 3.
A study of the history of the Latin American Republics from independence to the present. Prerequisite: History 135, History 136, or permission of instructor.

Psychology 131. Introduction to Human Behavior (3-0). Credit 3.
Study of the major characteristics of human behavior, with special emphasis on abilities, motivation, adjustment, mental life, and social behavior.

Psychology 132. Introduction to Human Behavior (3-0). Credit 3.
A study of the applications of psychological knowledge and methods in the fields of business, industry, education, medicine, law enforcement, social work and government work.

Psychology 231. Psychology (3-0). Credit 3.
An introduction to the field of psychology, dealing with such topics as the scientific method in psychology, a survey of the different fields in psychology, heredity and environment, intelligence, emotions, motivation, the nervous system, and the learning process.

Psychology 233. Child Growth and Development (3-0). Credit 3.
A study of the physical, mental, and emotional factors influencing growth and development of the child. Emphasis placed on basic principles of growth and development. Particular attention to the first twelve years of life with a meticulous examination of the prenatal period, infancy, early and middle childhood. Course includes an introduction to adolescence. Required course for nursing students; excellent elective for education, speech therapy, and liberal arts majors.

Psychology 237. Social Psychology (3-0). Credit 3.
A study of the origin and development of personal behavior in interpersonal situations. Prerequisite: Psychology 231 or Sociology 131.

Sociology 131. Introductory Sociology (3-0). Credit 3.
An introduction to the study of sociology dealing with group behavior, relationships of man, stressing the interaction of heredity, geographical environment, the group, and culture upon man's personality and upon his social life.

Sociology 132. Social Problems (3-0). Credit 3.
An analysis and study of contemporary social problems, their likely causes, how they affect us, and what can be done about them. Prerequisite: Sociology 131 or consent of the instructor.

Sociology 231. Criminology (3-0). Credit 3.
A study of crime as a form of deviant behavior; its ramifications, variations, explanations, and measures of prevention, control, and treatment; case studies of criminals and their milieu.

Sociology 233. Marriage and Family Life (3-0). Credit 3.
A cultural and practical approach to the problems of courtship, marriage and parenthood with emphasis on problems of adjustment in a changing society.

DIVISION OF LAW ENFORCEMENT EDUCATION

PSC 131. Introduction to Criminal Justice (3-0). Credit 3.
A study of the history of law enforcement; principles of law enforcement in a democratic society; criminal justice agencies-local, state and federal police agencies, courts, corrections, probation and parole; and a survey of career opportunities.

PSC 134. Criminal Investigation (3-0). Credit 3.
A course in the theory of investigative processes: conduct at the crime scene; the search for, preservation, and collection of physical evidence; the use of the science laboratory, the investigation of specific crimes, including juvenile offenses; and interrogation techniques. Prerequisite: PSC 131.

PSC 135. Criminal Law (3-0). Credit 3.
Elements of criminal law with definitions and general penalties; laws of arrest, search and seizure; rights and duties of officers and citizens.

PSC 136. Criminal Evidence (3-0). Credit 3.
Origin, development and philosophy of rules of evidence; tests of admissibility; weight and value of types of evidence. Prerequisite: PSC 135.

PSC 233. Police Operations (3-0). Credit 3.
A study of police problems and responsibilities, including the distribution and supervision of forces; operating procedures; communications and records; highway safety and traffic control; police operations in disasters and disturbances and the relationship between the police and the public. Prerequisite: PSC 131. Formerly PSC 133.

PSC 234. Police Photography (2-3). Credit 3.
A course in the equipment, materials and methods used in police photography; legal aspects; courtroom presentation; comprehensive practical work in all darkroom techniques. Prerequisite: PSC 134, PSC 136.

PSC 236. Identification Technology (2-3). Credit 3.
Crime scene procedures; collection and preservation of fingerprints; theory and practice in the study of fingerprint classification; crime scene sketching and photography; description of persons; modus operandi in its application to individual significances. Prerequisite: PSC 134, PSC 136.

PSC 237. Narcotics Investigation (3-0). Credit 3.
Identification of narcotics and dangerous drugs subject to abuse; origin, distribution and control; special investigative techniques; recognition of drug users; injection marks; use of informants; establishing probable cause; search and seizure; report writing; laws dealing with narcotics and dangerous drugs. Prerequisite: PSC 134, PSC 136 and permission of the instructor.

PSC 238. Police-Community Relations (3-0). Credit 3.
The interrelationship of the law enforcement agencies of the community is covered. A study of crisis situations and the identification of positive community action progress is included. Prerequisite: Permission of instructor.

PSC 239. Police Organization and Administration (3-0). Credit 3.
A study of the principles of organization and administration of law enforcement recruitment, selection, training, discipline, and promotions; the functional divisions of the modern police department; and the future professionalism of the police services. Formerly PSC 132.

PSC 241. Forensic Science I (3-3). Credit 4.
Collection and preservation of physical evidence; scientific methods in the analysis, comparison and identification of physical evidence and its presentation in court; foot prints, tire tracks, tool marks, hair, fibers, blood, and trace evidence. Prerequisite: Chem. 142, PSC 134, PSC 136 and permission of the instructor.

PSC 242. Forensic Science II (3-3). Credit 4.
Introduction to the use of ultraviolet spectrophotometry and gas chromatography; analysis of poisons, narcotics, solvents used in arson cases, seminal stains; preparation and presentation of evidence in court. Prerequisite: PSC 241.

DIVISION OF INDUSTRIAL EDUCATION

Auto 161. Automotive Engines (2-8). Credit 6.
A theory and laboratory course introducing the operation of the internal combustion engine. Covers engine operation, cooling, design of parts, and lubrication. Shop safety, use of basic hand tools and automotive service and trade information will also be included. Corequisite: Auto 163.

Auto 162. Automotive Engines (2-8). Credit 6.
A continuation of Auto 161—covers service and repair, shop organization and engine machine work. Corequisite: Auto 164.

Auto 163. Automotive Electrical (2-8). Credit 6.
This course includes the study of the functions, construction and operation of the components that make up the ignition system. The course will give the student a working knowledge of distributors, condensers, spark plugs, and other parts of the system. Corequisite: Auto 161.

Auto 164. Automotive Fuel System (2-8). Credit 6.
Detailed instruction is given on the carburetor, fuel pump and intake manifold. Corequisite: Auto 162.

Auto 165. Automotive Air Conditioning (2-8). Credit 6.
A study of special tools and equipment for service on air conditioners, diagnosis and repair of automotive air conditioners, and air conditioning transmissions and drive lines. Corequisite: Auto 167.

Auto 166. Automotive Chassis (2-8). Credit 6.
A study of chassis shop safety, suspension and spring system, lubrication, and braking system. The course will cover the construction and reconditioning of automotive brakes, cylinders, and drums. Corequisite: Auto 168.

Auto 167. Automotive Transmission and Power Trains (2-8). Credit 6.
This is a theory and laboratory course in automotive transmission and power trains which considers the design, construction, and operation of various types of transmissions and power trains. Corequisite: Auto 165.

Auto 168. Automotive Front End (2-8). Credit 6.
This course will cover a complete study of front end suspension, steering system, and alignment. Corequisite: Auto 166.

Computer Science 131. Algorithmic Processes (3-0). Credit 3.
Introduction to computers, algorithms and computation with applications. Prerequisite: Math 137 or equivalent.

Data Processing 111. Keypunch Operation (2-3). Credit 1.
An eight-week study of and introduction to the operation of the 029 IBM keypunch through the study-practice method. Special topics include the development of program cards, organization of data, and applications of the keypunch in office procedures. Prerequisite: A typing speed of at least 40 words per minute.

Data Processing 131. Introductory Data Processing (3-0). Credit 3.
Basic principles of data processing. Topics include study of number systems, computer peripherals, flowcharting, computer storage, input-output media. Fundamental historical influences to the field of data processing are also introduced.

Data Processing 132. Unit Record Accounting (2-2). Credit 3.
Survey of unit record equipment with operation of keypunch and peripheral equipment. Prerequisite: D.P. 131.

Data Processing 134. Computer Programming I (2-3). Credit 3.
Detailed study of the FORTRAN IV programming language. Additional topics include reviews of flowcharting and number systems, fundamental and intermediate programming techniques, bits, codes, and computing equipment, program documentation, and function, subroutine and subprogram programs. Emphasis on the development of programming skills is implemented through the variety of problems to be solved on the computer. Prerequisite: D.P. 131 or consent of the instructor.

Data Processing 231. Computer Programming II (2-3). Credit 3.
Report Program Generator (RPG). Emphasis on computer solution of basic problems from the general business and management science areas. Prerequisite: D.P. 134.

Data Processing 232. Computer Systems (3-2). Credit 3.
Design and development of computer oriented business systems and applications; critical path scheduling; inventory management and other management sciences; monitor operation, character manipulation and the subroutine library. Emphasis is on the flowcharting, documentation, and programming of business and managerial science applications. Prerequisite: D.P. 231.

Data Processing 233. Data Processing Applications (3-2). Credit 3.
Designed to acquaint student with actual business data processing applications. Charting the pattern of work flow from original document to final report by acquiring applicable skills in flow charting, forms, design for accounting and business systems, methods of coding and condensing information, and punch card design. Prerequisite: D.P. 134. and D.P. 231.

Data Processing 235. Computer Programming III (3-2). Credit 3.
Common Business Oriented Language (Cobol). Emphasis on Computer solution of business applications using Cobol programming techniques. Prerequisite: DP 134.

Drafting 121. Industrial Freehand Sketching (1-3). Credit 2.
Basic techniques of freehand drawing in line and tone; delineation of form, textures and materials, sketching, shades and shadows, perspectives, and industrial applications of freehand drawing.

Drafting 131. Engineering Drafting (2-4). Credit 3.
An introductory course in drafting which includes a study of drawing principles and practices for print reading and describing objects in graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering free hand, orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practice of dimensioning. The principles of isometric, oblique, and perspective are introduced.

Drafting 132. Descriptive Geometry (2-4). Credit 3.
A study of the graphical analysis of space problems dealing with practical design elements involving points, lines, planes, connectors, and a combination of these. Included are problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution and visualization shall be stressed in every problem. Prerequisite: Drafting 131 or equivalent.

Drafting 134 Machine Drawing (2-4). Credit 3.
A study of gears, cams, and complete assembly drawings of small machines. Theory and practice includes a study of design characteristics. Prerequisite: Drafting 131.

Drafting 136. Architectural Drawing I (2-4). Credit 3.
A course in basic architectural planning and design in wood, steel and masonry construction. Further development of techniques in lettering, dimensioning, free hand sketches and instrument drawing. Development of foundation, floor and roof plans, wall, window, door sections and other details for small buildings. Prerequisite: Drafting 131.

Drafting 231. Electrical Drafting (2-4). Credit 3.
A study of principles of layout and preparation of finished electrical manufacturing and construction drawings, stressing modern representation used for pictorial drawings, wiring, connection, and schematic diagrams, block diagrams, and architectural drawings. Stress is placed on accepted practices and symbols used in engineering offices. Prerequisite: Drafting 131.

Drafting 232. Pipe Drafting (2-3). Credit 3.
A study of pipe and fittings, designs, symbols, and specifications, sizing process lines and process symbols. Drafting of flow diagrams, vessels, heat exchangers, pumps, instruments, compressors and mechanical equipment. Prerequisite: Drafting 131.

Drafting 233. Architectural Drawing II (2-4). Credit 3.
A continuation of Architectural Drawing I with emphasis on the development of commercial building plans and working drawings. Prerequisite: Drafting 136.

Drafting 236. Technical Illustration (2-4). Credit 3.
A study of the materials and skills necessary to produce technical illustrations. Skills would include shading, rendering, airbrush work, and other technical illustration procedures. Prerequisite: Drafting 131.

Drafting 237. Map Drafting (2-4). Credit 3.
Plotting surveyor's notes, traverses, plot plans and plats, plan and profile drawing, contours. Prerequisite: Drafting 131.

Drafting 238. Plans and Specifications (2-4). Credit 3.
Reading, interpretation, and revision of working drawings, specifications, and contract documents. Prerequisite: Drafting 131.

EL 141. Electrial Electronics Circuits I (3-3). Credit 4.
A basic course in electronics theory for technical study. An intensive study of electron flow, Ohm's Law, Kirchoff's Laws, resistance, capacitance and inductance. Corequisite: TM 131.

EL 142. Electrical Electronics Circuits II (3-3). Credit 4.
A basic study in alternating current theory and application. Covers frequency, transformers, polyphase systems, reactance, impedance, filters, Kirchoff's Laws, Thevenin's Theorem, Norton's Theorem, and Superposition Theorem. Prerequisite: EL 142 and TM 131. Corequisite: TM 132.

EL 144. Vacuum Tubes and Transistors (3-3). Credit 4.
A study of the theory of operation and application of vacuum tubes, transistors, integrated circuits, and other devices. This course is preparatory for later studies in amplifiers, oscillators, digital circuits, etc. Prerequisite: EL 141 and TM 131.

EL 230. Electronic Systems (2-4). Credit 3.
A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits previously studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM and Single sideband transmitters and receivers, multiplexing, TV transmitters and receivers and pulse modulated systems will be considered. Prerequisite: EL 243.

EL 242. Digital Logic Design (3-3). Credit 4.
An exploration into the methodology of counting and computing. Various computer techniques will be investigated including: non-sinusoidal wave forms, binary and decade counters, readout devices, logic circuits, storage devices, A/D and D/A converters. Number systems, Boolean algebra and core memories are studied as well as computer hardware. Prerequisite: EL 245.

EL 243. Semi-Conductor Circuit Analysis (3-3). Credit 4.
Discrete and integrated circuit linear amplifiers from low to high frequency applications, basic pulse circuits, and power supplies. Prerequisite: EL 144.

EL 245. Pulse and Digital Switching Circuits (3-3). Credit 4.
An advanced study of solid state switching circuitry as used in industry. Prerequisite: EL 144. Corequisite: TM 231.

Electronic 248. Advanced Electronic Circuits (3-3). Credit 4.
Design of switching circuits, multivibrator, counters, amplifiers and basic logic circuits using special purpose semiconductor devices (FET'S, UJT, Tunnel Diodes, SCR'S and integrated circuit modules). Prerequisite: EL 243.

GA 141. Fundamentals of Offset Printing (3-3). Credit 4.
An introduction of Offset Printing and study of basic machines and printing techniques.

GA 142. Offset Camera and Darkroom Procedures (3-3). Credit 4.
Fundamentals of the photolithographic camera, chemicals, films, and darkroom techniques.

GA 143. Cold Type Composition (3-3). Credit 4.
Study of type faces and styles, cold type, composing methods and machines, single charts, graphs, and designs. Prerequisite: Basic typewriting skills or Typewriting 131 concurrently.

GA 145. Fundamentals of Layout and Design (3-3). Credit 4.
A continuation of GA 143 using cold type in the preparation of layout and design of materials used in offset printing, such as brochures, catalogs, bulletins, etc.

GA 146. Offset Press Operation (3-3). Credit 4.
A basic study of Offset Presses and operation, safety, chemical, and differences in offset principles. Prerequisite: GA 141.

GA 148. Finishing and Binding (3-3). Credit 4.
A study of finishing, binding operations including skill development in the operation of binding equipment. Corequisite: GA 146.

GA 241. Advanced Offset Press Operation (3-3). Credit 4.
Printing from photographically prepared plates, in two or more colors. Problems caused and remedies will be studied. Prerequisite: GA 146.

GA 244. Advanced Offset Camera (3-3). Credit 4.
Continuation of GA 142, includes study of halftones, screens, screen tints, duotones, and plate and negative preparation. Prerequisite: GA 142.

GA 245. Supervisory Practice of Offset Department (3-3). Credit 4.
A thorough study in supervision, including personnel, responsibilities, problem solving, estimating and pricing, selection and purchasing of equipment, report writing and safety methods. Prerequisite: GA 141 through GA 245.

Ind. Inst. 231. Industrial Instrumentation (2-4). Credit 3.
Broad introduction to use of industrial electro-mechanical and electronic circuits and equipment. Analysis of sensing devices for detecting changes in pressure, temperature, humidity, sound, light, electricity, the associated circuitry, and indicating and recording devices. Prerequisite: EL 243.

Mechanics 131. Manufacturing Materials and Processes (3-0). Credit 3.
A study of non-metals, ferrous and non-ferrous materials, their application and fabrication. The use of automatic and continuous processes in material fabrication and their applications to the manufacture of automatic machines will be covered in theory and materials testing.

Radio 141. Basic Radio Electronics (3-3). Credit 4.
Basic course in electronic theory for Radio and Television students that covers Ohm's Law, schematics, meters, passive and active circuit elements. Corequisites: TM 131 and Radio 143 for day students.

Radio 142. Radio Communications (3-3). Credit 4.
Covers transmitters and antennas. This course prepares student for Second Class Radio Operators License. Prerequisite: Radio 143.

Radio 143. Basic Radio Receivers (3-3). Credit 4.
Prepares the student for radio servicing and TV courses to follow. Corequisite: TM 131 and Radio 141.

TM 111. Technical Math (2-0). Credit 1.
Slide rule fundamentals, scale descriptions, multiplication and division, square root and squares, cube roots and cubes, logarithms, and the log scales, engineering applications.

TM 131. Technical Mathematics (3-0). Credit 3.
A basic study of the use of mathematical techniques as a professional tool. Includes sliderule, functions and graphs, and equations of particular interest to technology.

TM 132. Technical Mathematics (3-0). Credit 3.
Applications of analytical trigonometry, trigonometric functions, logarithms and geometry to industry.

TM 231. Technical Mathematics (3-0). Credit 3.
Theory and application of differential calculus to industry and technology. Prerequisite: TM 131.

TM 232. Technical Mathematics (3-0). Credit 3.
Applications and theory of integral calculus for the technician. Prerequisite: TM 231.

W 131. Oxy-acetylene Welding and Cutting (2-4). Credit 3.
Theory and practice in techniques of oxy-acetylene welding and cutting. Layout and preparation of commonly used joints. Servicing and regulation of oxy-acetylene equipment.

W 136. Gas Shielded Arc Welding I (2-4). Credit 3.
Theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Laboratory experiences in gas shielded arc welding. Corequisite: W 142.

W 141. Plate Welding I (3-4). Credit 4.
Metal cutting with oxygen and acetylene equipment. Theory of plate welding. Plate welding in three positions: flat, vertical up, and horizontal.

W 142. Plate Welding II (3-4). Credit 4.
Advanced theory of plate welding. Plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. Root and Face Bend tests for qualifications of plate welders. Prerequisite: W 141.

W 144. Design, Layout, and Fabrication I (3-4). Credit 4.
Introduction to design and construction of various types of layouts according to specifications. Related welding experiences involved in structure fabrication. Prerequisite: W 141.

W 237. Gas Shielded Arc Welding II (2-4). Credit 3.
Advanced theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Advanced laboratory experiences in gas shielded arc welding. Corequisite: W 244.

W 238. Weld Specifications and Testing (2-4). Credit 3.
Theory and practice in testing of welds made by oxy-acetylene, electric arc and shielded gas welding. Emphasis on the making and testing of welds to various specifications.

W 243. Pipe Welding I (3-4). Credit 4.
Theory of pipe welding. Cutting and beveling pipe with oxygen and acetylene equipment. Pipe welding in two positions: Rolling and horizontal. Prerequisite: W 142.

W 244. Pipe Welding II (3-4). Credit 4.
Advanced theory of pipe welding. Pipe welding in four positions: Rolling, horizontal, downhill, and overhead. Code test under Section IX, A. W. S. Prerequisite: W 243.

W 246. Design, Layout, and Fabrication II (3-4). Credit 4.
Advanced design and construction of various types of layouts according to specifications. Related welding experiences involved in structure fabrication. Prerequisite: W 144.

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