COLLEGE OF THE MAINLAND CATALOG

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History

College of the Mainland
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College of the Mainland

8001 Palmer Highway
Texas City, Texas 77590
(713) 938-1211
Toll-free number for
Dickinson-Clear Lake Area:
Admissions Office — 337-1631

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

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
League for Nursing
Board of Nurse Examiners

Member of
American Association of Junior and Community Colleges
Southern Association of Junior Colleges
Texas Association of Junior Colleges

College of the Mainland is an equal opportunity/ affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, and Executive Order 11246 as issued and amended.

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A Message from the President

Welcome to College of the Mainland on behalf of all of us who are here to help you achieve your goals.

As a comprehensive community college, our institution is committed to serving the post-secondary educational needs of all segments of the community. To that end, we continue to pledge our wholehearted dedication.

We trust your stay with us will be a personally satisfying one. Looking beyond your immediate course of study, we hope you will consider College of the Mainland a community resource to be used and reused to fulfill your life-long educational and cultural needs.

Sincerely,

Fred A. Taylor

Fred A. Taylor
President

College Calendar 1976-1977

Fall Semester 1976

August 2	Applications filed by this date have priority for August 24 registration
August 16	New Faculty Reports
August 20	Applications filed after this date will be processed for Late Registration
August 20	Applications for Financial Aid filed by this date have priority
August 23	Faculty Reports
August 24	Registration — Fall 1976 Session
August 25-27	Professional Development Days
August 30	Late Registration — Fall 1976 Session
August 31	Professional Development Day
September 1	Fall 1976 Classes Commence, 8:00 a.m.
September 1	Schedule Changes, College's Error
September 2, 3	Schedule Changes — Student Initiated
September 6	Labor Day — Classes dismissed, College Closed
October 9	ACT National Exam Date*
October 29	Student Progress Reports Due in Records Office
November 17-19, 22-24	Early Registration for Spring 1977 Classes
November 20	ACT National Exam Date*
November 25-26	Thanksgiving Holidays — Classes Dismissed, College Closed
November 29-30	Early Registration for Spring 1977 Classes
December 3	Grade of "W" will be given for all courses dropped on or before this date
December 17	End of Fall Semester Classes, 10:00 p.m.
December 20	Grades Due in Records Office
December 23-27	Christmas Holidays — College Closed
December 31	New Year's Holiday — College Closed

Spring Semester 1977

January 3	Applications filed by this date have priority for January 12 Registration
January 5	Faculty Returns from Christmas Recess
January 5-7, 10-11	Professional Development Days
January 7	Applications for Financial Aid filed by this date have priority
January 12-13	Registration — Spring 1977 Semester
January 13	Graduation Applications Due
January 17	Spring 1977 Classes Commence, 8:00 a.m.
January 17	Schedule Corrections — College's Error
January 18	Schedule Changes — Student Initiated
February 5	ACT National Exam Date*
March 11	Student Progress Reports Due in Records Office
March 28	Registration — Pre-Summer Session
March 31	Pre-Summer 1977 Classes Commence
March 31	Graduation Application for Spring Graduates Not Enrolled Spring Semester
April 2	ACT National Exam Date*
April 4-12	Classes Recessed; Spring Break for Students and Faculty
April 7-8	College Closed — Spring Holiday
April 11-12	Professional Development Days for Faculty
April 13	Classes Resume 8:00 a.m.
April 20-22, 25-29	Early Registration for Summer I, II, & Fall 1977 Sessions
April 22	Grade of "W" will be given for all courses dropped on or before this date for Pre-Summer Session
April 26	Grade of "W" for spring semester will be given for all courses dropped on or before this date
May 11	End of Pre-Summer Classes
May 17	End of Spring Semester Classes, 10:00 p.m.
May 17	Spring Commencement
May 18	Grades Due in Records Office

Summer 1977

Summer Session I

May 30	Registration — Summer I
May 31	Summer I Classes Commence
May 31	Schedule Corrections and Changes
June 18	ACT National Exam Date*
June 22	Grade of "W" will be given for all courses dropped on or before this date
July 4	Independence Day — College Closed, Classes Dismissed
July 5	End of Summer I Session Classes, 10:00 p.m.
July 6	Grades Due in Records Office

Summer Session II

July 6	Registration — Summer II Session
July 7	Summer II Classes Commence
July 7	Schedule Corrections and Changes
July 25-29	Early Registration for Fall 1977 Classes
July 29	Grade of "W" will be given for all courses dropped on or before this date
August 12	End of Summer II Classes 10:00 p.m.
August 15	Grades Due in Records Office
August 15	New Faculty reports
August 22	Faculty reports
August 23	Registration — Fall 1977 Classes

Some classes remain open for continuous enrollment for nearly the entire semester. If you miss registration but want to enroll, contact the Admissions Office.

*The ACT will be offered on a walk-in basis Monday and Wednesday at 8:30 a.m., 1:00 p.m., and 5:00 p.m., or on a demand basis by advance appointment. Contact the Testing Center. The Testing Center should also be consulted for information regarding National Test registration deadlines, requirements, and other pertinent data.

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 when deemed necessary.

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The College

Philosophy and Goals
History
Board of Trustees
Buildings, Facilities and Services
Faculty
Accreditation
Campus Maps
Glossary of Terms

Philosophy and Goals

College of the Mainland is an educational institution with a deep commitment to the growth of the individual and, in the broader sense, the well-being of the community it serves. It firmly believes that each is dependant on the other.

As an open-door, comprehensive community college, College of the Mainland is today a vital force in meeting the post-secondary educational and cultural needs of the area. Its impact is not limited to the five communities which comprise the College District, (Dickinson, Hitchcock, La Marque, Santa Fe, Texas City), but extends to Friendswood, the NASA area and beyond.

A look at the available programs and services reveals the extent to which the college has translated its philosophy into action. Included in the broad spectrum of offerings are:

- a wide range of courses, transferable to senior colleges and universities for the student seeking the first two years of a bachelor's degree
- one- and two-year programs of credit courses in technical-vocational fields for students wishing to go directly into business or industry
- a large variety of credit and non-credit courses for employed persons to upgrade their knowledge of their fields, or to train them for a move into new fields
- a continually expanding program of adult education courses and services for the person wishing to enrich his life
- an active, service-oriented Senior Citizens Program for residents over 55 years
- Adult Basic Education programs for adults who see themselves as under-educated
- counseling services
- a Testing Center to evaluate individual aptitude and progress
- a year-round schedule of concerts, plays, lectures, dance ensembles, and art exhibits for the personal enjoyment of the entire community

Glossary of Terms

Advisement — Any service provided by an advisor which assists a student in the pursuit of his/her educational objectives.

Advisor — A faculty member who provides a student the advisement necessary for the formulation and pursuit of his plan of studies.

Class Schedule — The list of courses and sections offered in a given term, together with the days, hours, and places of meeting and names of instructors.

Corequisite — A course in which one is required to be enrolled concurrently with enrollment in a specific course (cf. prerequisite).

Course — A module or unit of academic work in a particular subject, normally of one term's duration.

Course Load — The number of semester hours the student schedules in a given period.

Curriculum — A set or sequences of courses related to a particular area of knowledge or to a particular objective.

Degree Program — Refers to those prescribed courses and other responsibilities necessary to satisfy degree requirements.

Drop — Official withdrawal from one or more of the courses registered for, usually initiated by the student but may be done by faculty or other college personnel. (see Withdrawal)

Early Registration — The opportunity for former and/or current students to register well in advance of a semester.

Laboratory — A course involving supervised experimentation or practice related to academic work in a particular subject; laboratories generally involve the use of equipment and materials and are usually corequisites of the parent course.

Major — Student's field of primary concentration of study.

Non-Credit Course — A course for which no credit is given (see pg. 112).

Permanent Record — A cumulative and sequential account of a student's academic work (completed and/or attempted) including the grades, academic standing, honors bestowed, and degree(s) conferred.

Prerequisite — A course to be completed successfully or a condition to be met before one is eligible to enroll in a specific course (cf. corequisite).

Registration — Enrollment at the beginning of a semester or summer session, including selection of classes and payment of tuition and fees.

Semester — An enrollment period of sixteen to eighteen weeks duration, the inclusive dates of which are shown in the College calendar.

Semester Credit Hours — Units of measurement of college work. One semester hour is normally equivalent to one hour of classwork, or from two to six hours of laboratory work per week for a semester.

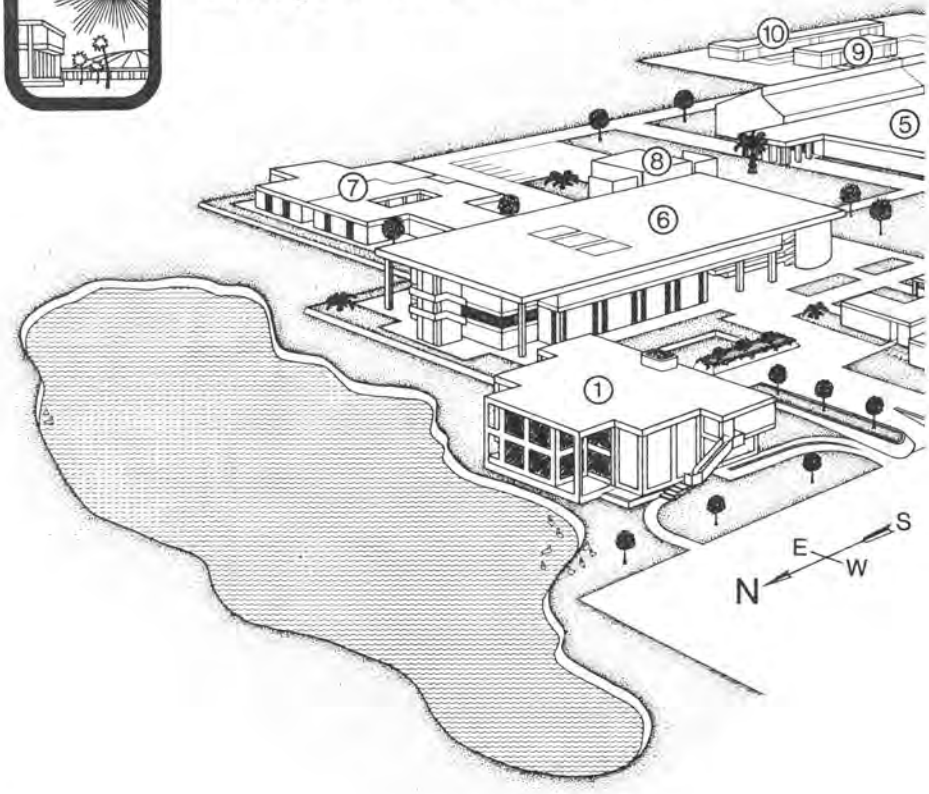
Student Number — A permanent identification number (Social Security Number) assigned to a student when he first enrolls.

Summer Session — A twelve week period divided into two six-week terms, with each term equivalent to a semester in class hours and credit granted.

Transcript — A copy of a student's permanent academic record.

Withdrawal — Official withdrawal from all courses during a semester (see Drop).

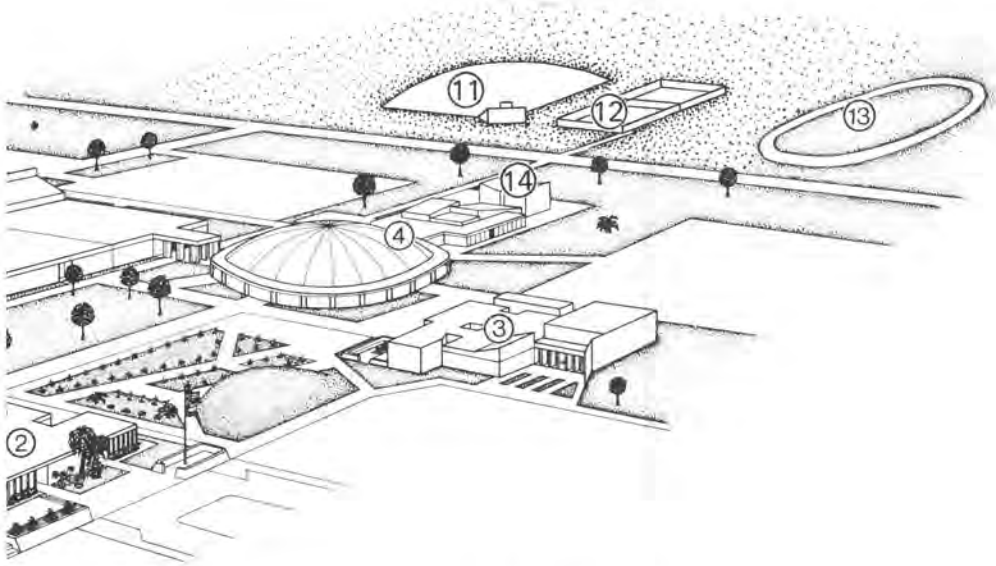
College of the Mainland



Buildings, Facilities and Resources

The seven boldly-contemporary buildings which comprise College of the Mainland's campus are:

- an Administration Building housing the Admissions Office, Office of the President, Testing Center, offices of administrative personnel, plus classrooms.
- College Center, overlooking a man-made lake, housing a lounge area, snack bar, meeting and recreational facilities and bookstore.
- Fine Arts building, featuring an arena theatre; art gallery; ceramics, art and music studios.
- Learning Resources Center, a three-story building of classrooms, a striking library, non-print media department and auditorium.



1. College Center
2. Administration Building
3. Fine Arts Complex
4. Physical Education Complex
5. Technical-Vocational Building
6. Learning Resources Center
7. Math-Science Building
8. Central Utilities
9. Maintenance Building
10. Firing Range
11. Baseball Diamond
12. Tennis Courts
13. Track
14. Handball/Racquetball Courts

- Math and Science Building featuring modern laboratories, classrooms, plus a spacious greenhouse
- Physical Education facility featuring a gymnasium complex for indoor activities which contains a swimming pool, fitness room with Universal Gym stations, handball/racquetball courts, classrooms, dance studio, whirlpools, sauna and locker rooms; outdoor facilities which include six tennis courts, a baseball field and track.
- Technical/Vocational Building offering offices, classrooms and the most completely equipped shops or laboratories to teach Electronics, Welding, Automotive Technology, Data Processing and Graphic Arts/Printing.

Learning Resources Center

The College of the Mainland Learning Resources Center houses a broad range of materials and equipment which are available to students and other community citizens. A person need not be a student at the College to take advantage of the many resources. All users are required to present a current College identification card when borrowing books or non-print materials.

The hours of operation are posted in the LRC foyer or one may call 938-1211, extension 201 to inquire.

Grades and transcripts shall not be released until Learning Resources materials and equipment are returned and fines are paid.

Library Services

The Library at College of the Mainland is in the business of information exchange, transferring that most important commodity from its source of creation to the user. Each day pieces of that long-playing record of man are acquired, cataloged, and made ready for all seekers of truth. While no one of us can "grok" it all (35,000 books, 350 magazine subscriptions, uncounted numbers of pamphlets, clippings, and government documents) individual pieces are there to satisfy most everyone's informational and recreational reading needs.

The College has committed itself to providing opportunities for individualized learning, such as those that the resources in the Library affords. Members of the Library staff are part of those resources and consider their prime function to be helping clients locate what they need, want, or just wish to think about.

Non-Print Media Services

The Non-Print Media Resources of the College provide support 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 cameras, projectors, phonographs, tape recorders, and other media production machinery. Materials range from cassette tape recordings to 16mm motion pictures.

Anyone needing Non-Print services should come to the circulation counter on the ground floor of the Learning Resources Center. Each user is responsible for the cost of repairing/replacing any equipment/materials which are not returned or damaged as a result of abuse.

Educational Development Services

Educational Development Services provides resources, both mone-

tary and consultative, for the development of instruction and staff skills.

Instructional Development

The Instructional Development Program assists the instructor in identifying learning problems and in developing strategies to solve those problems. There are currently over fifteen projects underway in most of the College's divisions. These projects are recommended by a committee of faculty members.

Staff Development

All professionals have a need to stay up-to-date. This service provides an answer to that need. Training sessions are held during ten Professional Development Days and at other times throughout the year. Session topics are identified by the staff, and they may choose training on an individual basis. Staff development sessions are related to Instructional Development projects.

Faculty

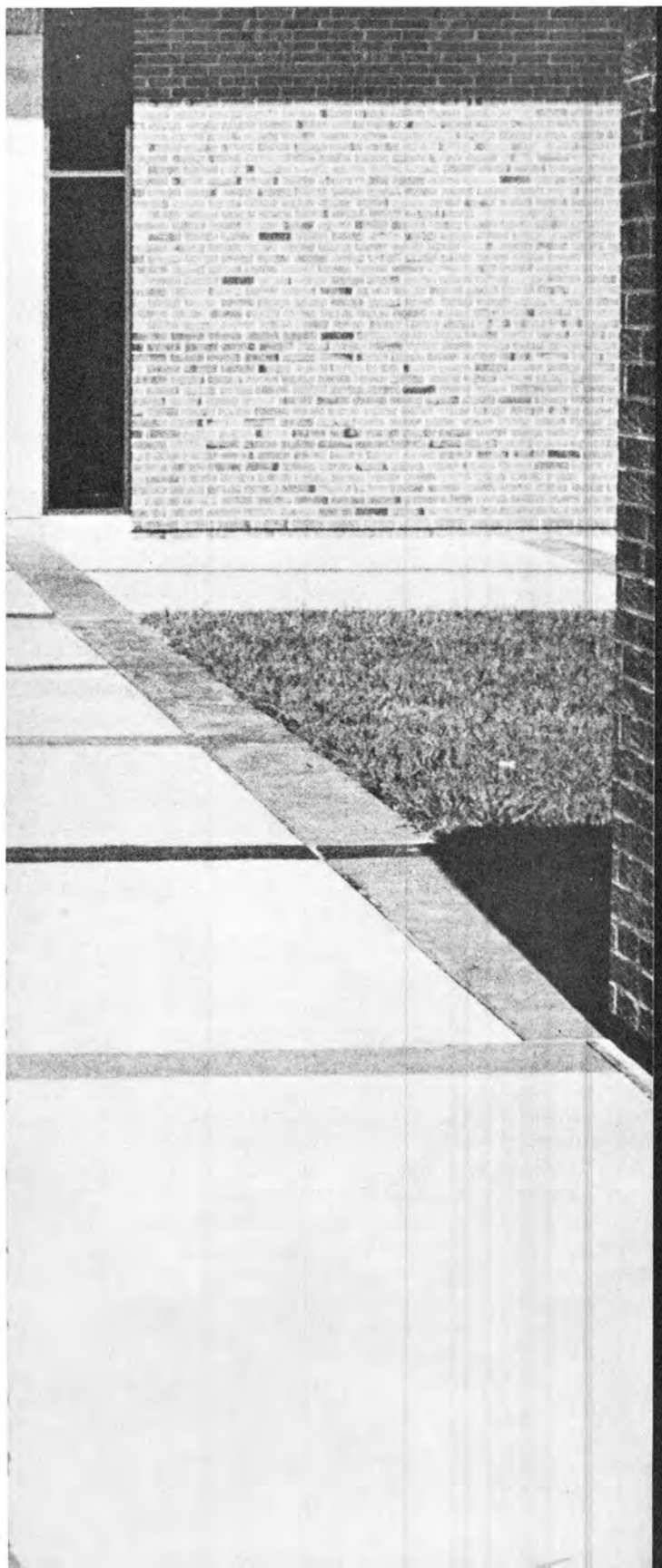
College of the Mainland's teaching staff is not only highly-qualified academically, but also has an added dimension: a sensitivity to people's needs and aspirations.

All instructors in Academic Programs have Master's Degrees, with 43 per cent having attained at least one year of advanced study beyond the M.A. Degree. Six instructors either have their Ph.D. Degree or are nearing completion of their doctoral requirements. The degrees have been earned from institutions all over the country — from as far afield as Nova Scotia and as near as Rice University.

Since joining College of the Mainland, six staff members have been listed in OUTSTANDING EDUCATORS OF AMERICA, 10 have received grants for advanced study and 11 have served as consultants to publishers, colleges, schools and governmental agencies.

Accreditation

College of the Mainland received its accreditation from the Southern Association of Colleges and Schools in December of 1969 and reaffirmation of accreditation in December 1973. In its report, the Evaluation Committee commended College of the Mainland for "providing the kind of open environment which enhances human relationships among all segments of the community". The Committee also noted "the genuine concern for the student evidenced by trustees, administrators, faculty and staff".



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General Regulations

Admissions Information
Credit by Examination
Transfer of Credit
Tuition & Fees
Enrollment Information
Grading System
Identification Card
Student Records
Scholastic Honors and Special Awards
Bookstore Information

General Regulations

Admissions Information

Admission to the College

College of the Mainland has an Open Door Admissions Policy and a student may be admitted by any one of the following methods:

1. Graduation from an accredited secondary school.
2. Transfer from another college.
   Eligibility for admission by transfer will be determined by the same policy that applies to re-entering students at College of the Mainland.
3. Individual approval for veterans, military personnel, or non-high school graduates whose high school class has been graduated and who, in the judgement of college officials, are prepared to undertake post-secondary college work.
4. Examination.
   Eligibility for admission by examination will be established by passing scores on the General Education Development Examination as prescribed by the State of Texas.
5. Special Admission.
   a. Concurrent Enrollment:
      Any student enrolled in high school may concurrently enroll at College of the Mainland under the following conditions:
      (1) A student must agree that credit for courses taken at College of the Mainland may be earned only after the student has been graduated from high school.
      (2) A student may take courses concurrently providing he satisfies entry requirements for the college courses. For example, a student enrolled in a high school chemistry course may take a college chemistry course at the same time by providing adequate proof of his ability to handle the more advanced course. This may be accomplished by any one of the following means: (a) furnishing a transcript of high school work with the appropriate grades; (b) presenting the appropriate test scores, or (c) by approval of the course instructor or the Chairman of the Division in which the course is offered.
      (3) The student must agree that his midsemester progress must be on schedule or he may be withdrawn from any

or all College of the Mainland courses.

(4) The student must meet all College of the Mainland admission requirements.

(5) The student's load and recommended courses will be covered by agreement between the high school and College of the Mainland.

(6) The student and his public school official must complete the form provided for Concurrent Enrollment.

b. Summer Transient Enrollment:
A college transfer student who wishes to attend College of the Mainland during the summer session only may be admitted as a summer transient student by filing an *Application for Admission and Certification of Transient Status* with the Admissions Office. Transcripts and test scores will be waived.

A summer transient student will not be permitted to register during a regular semester unless he changes his status to that of a regular student. He may do this by filing a *Change of Status* request with the Admissions Office and completing all admission requirements for regular students by the published deadline for the semester he wishes to attend.

c. College Transfer on Suspension Enrollment:
Students suspended for academic reasons from other colleges will be considered for admission on the same basis as students on referral at College of the Mainland for academic reasons. Suspended students may apply to the Subcommittee on Special Admissions for admission and when, in the judgement of the Committee the student would benefit from such admission, the Committee may admit the student for course work prescribed by the Committee.

6. Grounds for Denial of Admission

a. Current Destructive Behavioral Patterns:
If, upon the basis of an examination of the applicant's personal history and a thorough pre-admissions interview, it is found that it is probable that the quality of the applicant's current behavioral patterns is such that his attendance would be substantially disruptive to the College program, the College may deny him admission or may admit him, under certain circumstances, on a provisional basis.

b. Serious Communicable Disease:
Persons found to have serious communicable diseases shall not be admitted.

Admission Requirements

For unconditional admission, 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 catalog calendar:
RESPONSIBILITY RESTS UPON THE STUDENT APPLICANT FOR INSURING THAT ALL NECESSARY MATERIALS HAVE BEEN SUBMITTED FOR ADMISSION.

1. An application for Admission.
2. An official transcript of high school credits.
3. An official transcript from each college previously attended.
4. Scores from ACT or APP (see Educational Diagnosis requirements below).
5. Immunization record as required by state law (see below).

Detailed information and instructions concerning advisement/registration and appraisal/testing, if required (see p. 20), will accompany the College's letter of response to application for admission.

Required Immunization

The following immunizations are required by Texas State Law of all students enrolled in an institution of higher education:

Polio — For persons under 19 years of age, at least 3 doses of oral vaccine provided one or more doses have been received since the fourth birthday.

Diphtheria/Tetanus — Minimum of 3 doses with last dose within 10 years. Booster dose only after initial series (TD adult type).

Acceptable Documents of Immunization — A new, standard Certificate of Immunization form is available; however, compatible documents will always be acceptable.

Immunization records must have the signature or rubber stamp validation of a physician or public health clinic.

Exclusions from Compliance — Exclusions from compliance are allowable on an individualized basis for medical contraindications and religious conflicts. Students falling into these categories must submit signed affidavits as specified in the law.

Any question concerning immunization should be addressed to the Admissions Office of the College.

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

Admission to the college does not assure admission to the Associate Degree in Nursing Program. Applicants wishing to be admitted to this program should also apply for admission to that program with the Nursing Division. (see Technical-Vocational Programs, Division of Nursing).

International Students

Students from other countries attending College of the Mainland are termed "International" students, according to the following definition: "a person who is a citizen of a country other than the United States who has a visa for educational purposes with an intent to return to his home upon completion of his educational program."

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service requirements. Because no scholarships or grants are available to international students, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country. The international student tuition is $14.00 per semester hour with a minimum tuition of $200 for the regular term and $100 for the summer session (subject to change without notice).

Before any action can be taken on their applications, international students who wish to become degree-seeking students at College of the Mainland must complete and file the following with the Admissions Office prior to the beginning of the semester or summer session in which they are intending to begin their studies:

1. A completed application form.
2. Health form (physicians examination).
3. Official transcripts for at least the last four years of secondary school study and any university — level or other post-secondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions.
4. An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum converted score of 500 or above. Extenuating circumstances will be reviewed by the Special Admissions Committee which will determine conditions of admissibility, if warranted.
5. Affidavit of Support.
6. Educational Background letter from foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States).

Educational Diagnosis Requirements

In order to furnish students, advisors, and faculty educational diagnosis information, all first-time entering students who have completed fewer than twenty-four (24) semester hours college credit must present ACT (and in some cases, COM APP) scores. There are no "passing scores" as such; rather, score results are used to help the student and advisor to select appropriate courses and as indices of areas where additional preparation may be advised.

Procedure:

1. Student submits official ACT scores to the Admission Office, either by request to the American College Testing Company or the College Testing Center; depending on score results, some students will be required to present COM APP score results.

   OR

1. Upon request, temporary waivers may be arranged for those

who apply so late as to preclude their furnishing the score results prior to regular registration and fee payment periods. This waiver will permit registration and fee payment pending submission of the required scores only;

2. Failure to meet the conditions agreed to within the waiver may result in forfeiture of one's enrollment.
3. Appeal of these requirements may be addressed to the Dean, Student and College Services.

Credit by Examination

Students who demonstrate by examination results that they have mastered the competency, or knowledge of certain courses at College of the Mainland may be granted credit. Students who have not been enrolled in any academic institution for five (5) or more years may take the College Level Examination Program's General Examinations as an option to the ACT. These General Examinations provide a second option for securing up to twenty-three (23) hours of credit in college level courses. Those students who are interested in applying for credit by examination should inquire at the Testing Center for more detailed information.

Transfer of Credit to College of the Mainland

It is the student's responsibility to arrange for transcripts from former institutions to be received by the Office of Admissions prior to being admitted. Transcripts are considered official only when they are received through the mail or in a sealed envelope and are signed by the Registrar and bear the seal of the school from which they are issued.

General Regulations Governing Transfer of College Credit

1. The College from which credit is to be transferred must be accredited by one of the six regional accrediting associations.
2. Courses with a letter grade of "C" or better transfer with the corresponding number of semester hours.
3. Courses which are not applicable to programs at College of the Mainland may not transfer or fulfill degree requirements.
4. When a course has been repeated for credit, the last grade and hours will determine the acceptance of the course.
5. The grades earned at other institutions are not transferred nor are the grades included in computing the cumulative CPA at College of the Mainland.

Schedule of Charges***

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

Residents — Residents of College of the Mainland Junior College District and the State of Texas.

Non-resident 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 to Texas to be a student of less than 18 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 18 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 18th birthday or for the twelve months immediately preceding the date of registration.

Alien Students — Non-Citizens who cannot be classified as Resident of Texas or the United States. Any question concerning residency should be referred to the Office of Admissions.

	In District			Out of District		
Cr. Hr.	Tuition	Fees*	Total	Tuition	Fees**	Total
1	$25.00	$ .50	$25.50	$25.00	$10.50	$35.50
2	25.00	1.00	26.00	25.00	11.00	36.00
3	25.00	1.50	26.50	25.00	11.50	36.50
4	25.00	2.00	27.00	25.00	12.00	37.00
5	25.00	2.50	27.50	25.00	12.50	37.50
6	25.00	3.00	28.00	25.00	13.00	38.00
7	28.00	3.50	31.50	28.00	13.50	41.50
8	32.00	4.00	36.00	32.00	14.00	46.00
9	36.00	4.50	40.50	36.00	14.50	50.50
10	40.00	5.00	45.00	40.00	15.00	55.00
11	44.00	5.50	49.50	44.00	15.50	59.50
12	48.00	6.00	54.00	48.00	16.00	64.00
13	52.00	6.50	58.50	52.00	16.50	68.50
14	56.00	7.00	63.00	56.00	17.00	73.00
15	60.00	7.50	67.50	60.00	17.50	77.50
16	64.00	7.50	71.50	64.00	17.50	81.50
17	68.00	7.50	75.50	68.00	17.50	85.50
18	72.00	7.50	79.50	72.00	17.50	89.50
19	76.00	7.50	83.50	76.00	17.50	93.50
20	80.00	7.50	87.50	80.00	17.50	97.50

	Out of State			Out of Country		
Cr. Hr.	Tuition	Fees*	Total	Tuition	Fees*	Total
1	$17.00	$ .50	$17.50	$200.00	$ .50	$200.50
2	34.00	1.00	35.00	200.00	1.00	201.00
3	51.00	1.50	52.50	200.00	1.50	201.50
4	68.00	2.00	70.00	200.00	2.00	202.00
5	85.00	2.50	87.50	200.00	2.50	202.50
6	102.00	3.00	105.00	200.00	3.00	203.00
7	119.00	3.50	122.50	200.00	3.50	203.50
8	136.00	4.00	140.00	200.00	4.00	204.00
9	153.00	4.50	157.50	200.00	4.50	204.50
10	170.00	5.00	175.00	200.00	5.00	205.00
11	187.00	5.50	192.50	200.00	5.50	205.50
12	200.00	6.00	206.00	200.00	6.00	206.00
13	200.00	6.50	206.50	200.00	6.50	206.50
14	200.00	7.00	207.50	200.00	7.00	207.00
15	200.00	7.50	207.50	210.00	7.50	217.50
16	200.00	7.50	207.50	224.00	7.50	231.50
17	200.00	7.50	207.50	238.00	7.50	245.50
18	200.00	7.50	207.50	252.00	7.50	259.50
19	200.00	7.50	207.50	266.00	7.50	273.50
20	200.00	7.50	207.50	280.00	7.50	287.50

*Student Service Fee is 50 cents per credit hour up to a maximum of 15 hours.
**Student Service Fee plus $10.00 out-of-district fee.
***Subject to change by the State Legislature or by action of the Board of Trustees of the College of the Mainland Junior College District. Current tuition charges for credit programs were established or reaffirmed in Texas House Bill 43 and Senate Bill 1036 at the 62nd Legislature, 1971.

Special Fees

Bowling Fee — Physical Education 112 ..... $24.00
Identification Card Fee — Required for all students each year.
Fee to be paid at first registration for the student in each school year.
(Replacement cards — $2.00 charge) 2.00
Science Laboratory Fee (per science lab course) 2.00
Music Fee for applied individual music courses (per semester hour). Music 117, 118, 121, 122, 123, 124, 125, 127, 211, 212, 213, and 215 ..... $20.00

Special Tuition Schedule

Nursing Program Students: Tuition and fees for Associate Degree Nursing Program students will be computed on the same basis as tuition and fees for other students EXCEPT that the minimum tuition charge will be $20 for any semester and the maximum tuition charge will be $50.00 per semester for residents of Texas; Non-Residents of Texas will pay the appropriate tuition prescribed for their residency classification.

ALL TUITION AND FEES MUST BE PAID IN FULL AT THE TIME OF REGISTRATION.

Non-Credit Courses Tuition and Fees

The tuition charge for non-credit courses varies according to such factors as length of the course, number of class meetings, etc. As always, the college attempts to keep the cost as low as possible. For details regarding tuition charges for specific courses, consult the latest non-credit schedule. All Adult Basic Education and General Education Development preparation courses are offered without charge.

Regulations Concerning Checks

1. A charge of $2.00 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. Checks returned unpaid for any reason must be promptly redeemed or registration in the College may be forfeited all records withheld and legal action taken.

Refunding of Fees and Charges

Withdrawals and Drops

Refunds of tuition and fees will be made on the following basis, at the

convenience of the College.

1. 100% if withdrawal takes place before classes begin.
2. 50% if withdrawal takes place during the first week of classes.
3. 20% if withdrawal takes place during the second week of classes.

Courses not following the regular semester schedule will be prorated based on the length of the course.

4. 100% 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 notarized 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.
5. Non-credit Refunds shall be issued on the same basis as credit refunds except that the time limitation specified in item "3" above shall be construed to be one-fourth the length of the course.

Note: If the withdrawal or drop occurs as a result of Class Cancellation, Advisor Error, or certain other administrative decisions, the student shall receive a refund of all fees and charges associated with the course. In cases of exceptional circumstances the student may appeal to the Director of Admissions/Registrar.

Enrollment Information

Student Course Load

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.

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-week term. Only under exceptional circumstances will a student be permitted to register for more than the standard load. The adviser is authorized to approve such overloads.

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 30 semester hours of college credits
Sophomore	A student who has earned 30 semester hours of college credits or more
Special	A student enrolled in credit courses who is not working toward a degree or diploma

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.

Schedule Changes

The student is expected to carefully plan his schedule in advance in consultation with his adviser. When it is necessary to add and/or drop

courses after completion of registration, such course changes must be processed through the Records Office on the dates indicated by the college calendar. This process should be completed on the appropriate form and have the appropriate signatures.

Change of Name or Address

A student who, after registration, changes his home or local address or a female student who marries after enrollment at College of the Mainland is expected to notify the Registrar of this change immediately. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefore.

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.

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 and College Services.

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 judgement 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 initiate steps to drop the student by notifying the Records Office.

The Records Office 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 Records Office.

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 plan with the instructor after they have registered for a course.

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 mid-semester of each session. Semester Grade Reports are mailed to the student at his home soon after the end of each semester.

Final Grades in each course are reported for each student according to the following system.

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	NA
WI	Withdrawal without Achievement of Minimum Course Objectives	–0–

W	Withdrawal for any reason on or before the date as specified in the College Calendar for each session	NA
WP	Withdrawal with Achievement of Course Objectives to date, including those students whose progress is satisfactory but who have to withdraw for reason of illness or other personal problems	NA

NA=Not Applicable

Grade points earned for each course are determined by multiplying the number of points, according to the schedule above, by the number of semester hours credit attached to the course. One's grade point average (GPA) is computed by dividing the sum of all grade points earned by the sum of the hours attempted. It should be noted that the grades of "I", "W", and "WP" are not considered as hours attempted in computing one's GPA.

The Grades of W and WP

Students who find it necessary to withdraw from a course on or before the date specified in the College Catalog Calendar for each session for any reason, will receive a "W". Students who withdraw after this date and, in the judgement 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 reenroll 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 the professor, after the date specified in the College Catalog Calendar for each session 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 "0" 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 judgement 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 his advisor and all concerned.

Subsequent grades received by the student's re-enrolling in courses will be based upon the level and quality of achievement in the repeated course. The assignment of grades will 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.

Transcript

One transcript will be supplied free of charge. Each additional transcript will cost $1.00.

Graduation

Applications for graduation should be filed in the Records Office by the specified date in the catalog.

Scholastic Referral

College of the Mainland recognizes the need to identify individual students who have not completed minimum objectives in their course work so that assistance and support may be offered to them.

First Incidence

Each student receiving credit (A,B,C,CR) for less then one-half of the hours for which enrolled and being reported will be on scholastic referral. Each student on scholastic referral will have a written, specific and personal plan developed by his adviser. If appropriate, the plan will identify alternatives available to assist the student to overcome barriers to his success. Both the student and his adviser will be responsible for implementation of the plan.

Second Incidence

A student who does not receive credit for at least one-half the hours for which enrolled and being reported the following semester (or two summer terms) must appear before the Committee on Special Admissions prior to further enrollment in the College. It is the responsibility of this committee to determine the student's future status with College of the Mainland.

Identification Card Policy

College of the Mainland shall prepare a personal identification card for every person who registers for a course or activity. Students will be required to present the current identification card for checking out College materials or equipment, for participating in College Center activities and upon demand by any College official. The fee for the identification card shall be $2.00 each school year except in the case of courses or programs that are offered without charge to all the students who are enrolled.

Access to Student Records

Public Law 93-380, better known as the Buckley Amendment, provides for certain protection of the rights and privacy of parents and students. College of the Mainland will abide by the provisions of this act by making available to students official records and files included in his/her cumulative record folder as provided by the law. The college will not release personally identifiable records or files of students without the permission of appropriate persons except as provided in the law. Further information concerning this matter may be addressed to the Director of Admissions/Registrar.

Scholastic Honors and Special Awards

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.

H. K. "Griz" Eckert Award

In recognition of the outstanding leadership and unselfish efforts of

H. K. "Griz" Eckert which contributed greatly to the successful establishment of College of the Mainland, an annual award will be presented by the Citizens Advisory Council to the student or college employee who has best promoted and exemplified the College motto "Humanhood through Brotherhood."

The recipient of the award will be chosen by a committee consisting of a faculty member, a member of the administrative staff, a student and a member of the advisory council.

Bookstore Refunds and Used Book Purchases

College of the Mainland provides a bookstore in the College Center to allow a student to purchase books and materials as conveniently and economically as possible. The manager of the Bookstore is a staff member of the College and is dedicated to serving students in the best manner possible. The Bookstore maintains textbook lists, which were submitted by the instructors of each course offered at College of the Mainland. Therefore, you need only to inform them of the name and number of the course and they will help you select the appropriate book and/or books.

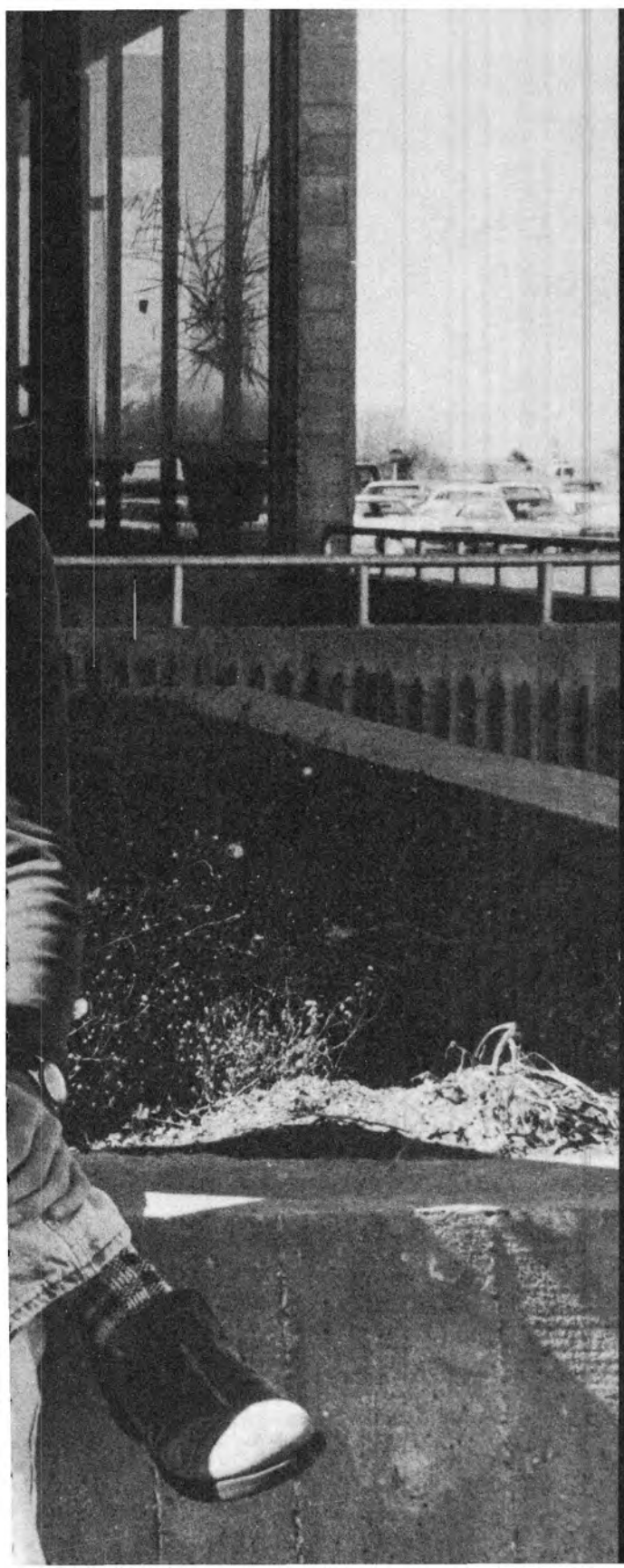
Refunds

100% of the customer's purchase price will be paid if the book is new, unmarked, and is returned before the end of the first two weeks of classes. The sales ticket and evidence of withdrawal from class is required.

Used Book Purchases

50% of the customer's purchase price will be paid for books bought back by the Bookstore during the buy-back period, if the book is in good condition and will be used the next semester. The buy-back period shall be the period of the one week before through one week following the "end of semester" as stated in the college catalog.

Used books which will not be used by the College may occasionally be re-purchased for re-sale to a used book supplier. In this event the buy-back price will be established as appropriate for each title re-purchased.



3

Student Services and Activities

Students' Rights and Responsibilities
Veterans' Information
Financial Aid
Scholarships
Counseling Services
Intercollegiate Conference
Student Life
Career Education

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.

Information for Veterans

College of the Mainland maintains a Veterans Affairs Office to assist veterans in choosing their educational goals and to assist them in planning the appropriate programs to achieve them.

A special Veterans' Representative is available to help veterans process the paperwork necessary to receive educational assistance payment checks.

The office is also helpful in referring veterans to the proper civic and governmental agencies which are equipped to serve the veterans' needs.

Eligibility (What Veterans are Eligible?)

In order to be eligible for educational benefits, a veteran must have at least 181 days continuous active duty service, any part of which occurred after January 31, 1955. A veteran with less than 181 days service may be eligible if he or she was released because of a service-connected disability.

Eligibility ceases at the end of 10 years from the date of the veteran's release from active duty, except that veterans released between January 31, 1955 and June 1, 1966, have until May 31, 1976 to use benefits.

Each eligible person with more than 18 months active duty is entitled to receive 36 months of full-time educational benefits, or the equivalent in part-time benefits. An additional extension of up to 9 months (to be used solely for the purpose of pursuing an undergraduate college degree) may be granted if the veteran has exhausted the original 36 months of entitlement. Persons with less than 18 months active duty are entitled to 1½ months of full-time benefits (or the part-time equivalent) for each month of active duty served.

Programs Approved for VA Benefits

All degree programs described in the catalog of College of the Mainland have been approved for VA benefits. This approval includes all academic university parallel majors and technical/vocational degree programs.

In addition, students who have not finished high school and who do not possess a valid G.E.D. certificate may be approved for veterans benefits while enrolled in G.E.D. preparation classes.

The Texas GI Bill (Hazelwood Act)

For those Texas veterans whose federal VA benefits for education and training have either expired or been used up, state law provides that such a student may enroll in any state-supported college or university without having to pay tuition. To qualify, the veteran must have entered active duty from Texas. The DD 214 discharge document must be furnished as proof of a Texas home-of-record. All arrangements for Hazelwood tuition waiver must be made with the Veterans' Affairs Office prior to registration. No provision for refund of tuition after registration exists.

Tutorial Assistance

This is a significant new program for veterans who are pursuing a course of education above high school level on at least a half-time basis and who need tutorial help. The student should approach his instructor for tutorial assistance early enough to benefit from tutorial assistance. The Veterans' Affairs Office will make necessary arrangements with the veteran, the instructor and the student.

Veteran Work-Study

As federal funding permits, veteran work-study openings may exist. These positions involve a contract for work for the college. The work cycle, which is devised by the college, will involve activities to reach and recruit other veterans in this geographic area. Any veteran student interested in this program should contact the Veterans' Affairs Office.

Pursuit of Educational Program

Veterans Administration regulations require that veteran students select an educational objective and make reasonable progress in pursuing their program. Veteran students who fail to make reasonable progress may not be certified to the Veterans Administration for assistance payments even if school policy allows continued enrollment.

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, $100.00, 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.

AFL/CIO OF GALVESTON COUNTY SCHOLARSHIP, $200.00, 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 Aid Office.

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

BETA SIGMA PHI SCHOLARSHIP, $200.00, Contributed by the Texas City Beta Sigma Phi. Restricted to a single female high school senior or a College 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.

DICKINSON ROTARY CLUB SCHOLARSHIP, $250.00, Contributed by the Dickinson Rotary Club to a deserving student of the Dickinson School District. Apply to the Dickinson Rotary Club.

ELKS MAINLAND LODGE #2141, $175.00, Unrestricted. Recipient

selected by theCollege Scholarship Committee. Apply to College of the Mainland Financial Aid Office.

GAF CORPORATION SCHOLARSHIPS, $500.00, 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.

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

LULAC, $100.00, 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.

MAINLAND BAR ASSOCIATION MEMORIAL SCHOLARSHIP, $150.00, Unrestricted. Contributed by the Mainland Bar Association of Galveston County in memory of deceased members. Recipient to be selected by the College Scholarship Committee.

MAINLAND CHAMBER OF COMMERCE #2, $100.00, Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office.

NSA—THE NATIONAL SECRETARIES ASSOCIATION SCHOLARSHIP, $150.00, 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. Application 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.

P.E.O. SISTERHOOD, CHAPTER E. B. OF HOUSTON, $100.00, Unrestricted. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office.

TEXAS CITY CIVIC CLUB SCHOLARSHIP, $100.00, 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.

TEXAS CITY GARDEN CLUB SCHOLARSHIP, Contributed by the Texas City Garden Club to a College of the Mainland student graduating with an Associate of Arts Degree and majoring in Hor-

ticulture, Floriculture, Conservation or a related field. Recipients selected by the College Scholarship Committee.

TEXAS CITY ROTARY CLUB, $300,00, Contributed by the Texas City Rotary Club to a College of the Mainland student graduating with an Associate of Arts Degree and transferring to a four year institution. Recipients selected by the College Scholarship Committee.

TEXAS NURSES ASSOCIATION, DISTRICT #29, $100.00, Restricted to a student enrolled in the Associate Degree Nursing Program. Recipient selected by the College Scholarship Committee. Apply to College of the Mainland Financial Aids Office.

UNION CARBIDE CORPORATION SCHOLARSHIPS, $500.00, 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.

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.

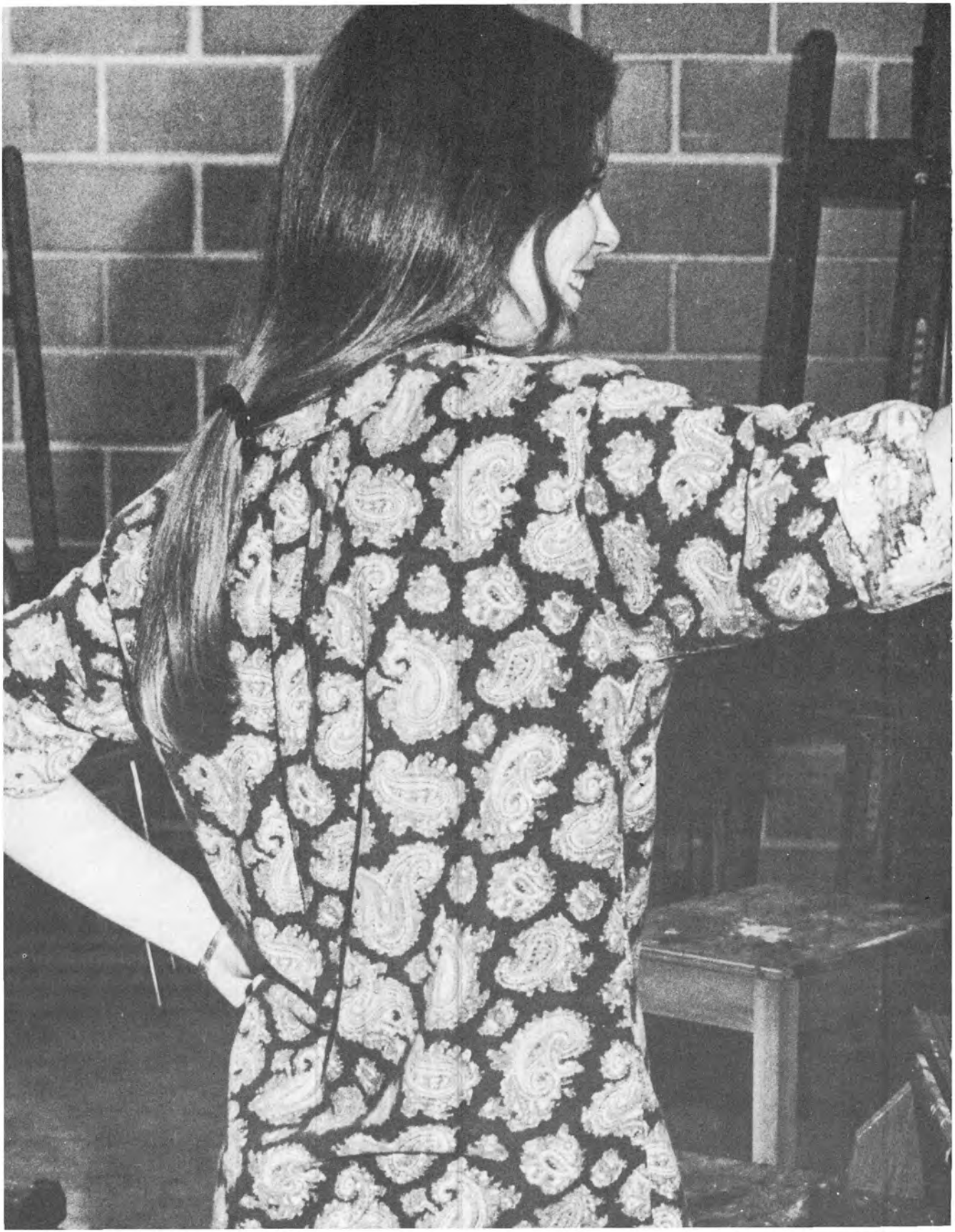
Gulf Coast Junior College Intercollegiate Conference

College of the Mainland, along with other area junior/community colleges of Brazosport, Alvin, Galveston, Lee, Wharton and North Harris County have founded the Gulf Coast Junior College Intercollegiate Conference. The conference is divided into six major divisions: Physical Education and Athletics; Technical-Vocational; Social Science; Mathematics; Science and Engineering; Communications; and Fine Arts. Within these divisions, activities in the form of festivals, sport days and competitions are designed to promote intercollegiate relationships and reactions.

Student Life

The Division of Student Life is dedicated to the belief that people are desirous of participating in continuous learning activities if those activities are planned and organized. Therefore, the Student Life personnel are responsible for the development of activities which support this theory and which:

1) Help students identify their own personal goals and develop means of achieving them;
2) Help students develop a sense of self-worth, self-confidence, and a capacity to have an impact on events;
3) Encourage students to develop a consciousness for the rights of others and to improve their interpersonal competencies and interests;
4) Assist students in becoming aware of their personal values and to apply systematic decision-making processes resulting in goals which are consistent with these values;
5) Assist students to develop interests and skills which prepare them for meaningful and productive activity, at work or leisure, whether paid or volunteer, as employee or employer, in private business or in the public sector, or in the family.



The work of the Division is carried out through courses, seminars, forums, organizations, committees, field trips, social activities, concerts, recreational events, and personal guidance.

Student Center Programs Council 101

This Council is responsible for providing student input in determining many of the leisure, avocational activities which are scheduled throughout the year.

Student Association 101

The Student Association is administered by six elected officers who represent the student body in matters relevant to instruction, administration, student services, and institutional development and planning. All interested students will be given an opportunity to participate in the activities of the Association.

Career Education

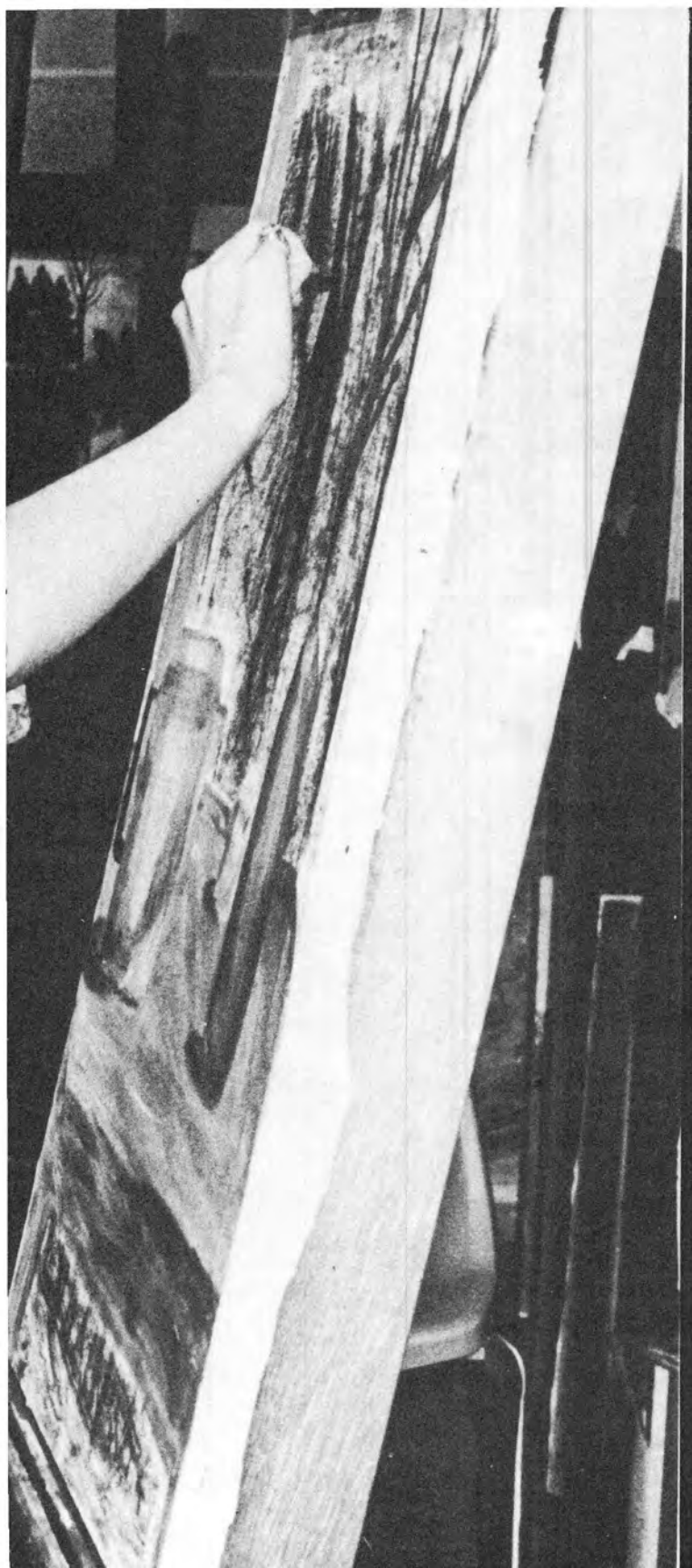
The goal of Career Education is to enable all persons to make informed choices as they develop their career — facilitation of the processes of living. The essential ingredients of this comprehensive program include:

Career Resource Center: This facility will provide personnel trained to assist students in utilizing essential career information materials along with games, kits, tests, films, filmstrips and other vehicles which are used to help in the career selection process.

Career Development: A variety of planned activities which provide the student with the opportunity to learn about self and environment; to develop skills and competencies necessary to make good decisions; and to directly cope and deal with conflicts and problems associated with their career deciding and planning.

Career Guidance: The purpose of this activity is to assist students synthesize the data and abilities achieved through other program activities. By so doing, it is intended that personal goals and objectives will be decided and a plan of action will be developed to attain those goals through C.O.M. courses, transfer to other educational institutions, experimental learning activities, etc.

These objectives of the program are fulfilled by various activities, i.e., seminars, credit courses, forums, print and non-print materials and individual guidance services.



4

Academic Programs

Associate in Arts Degree Program
Division of Health, Physical Education, Recreation and Athletics
Division of Humanities
Division of Natural Sciences and Mathematics
Division of Social Sciences

Cooperative Education

Counseling and Human Development Studies

Academic Programs

Academic Programs

Bachelor's degrees awarded by most universities require 124 semester hours, which is approximately four years of study. The Associate in Arts degree certifies completion of the first two years of study, 62 semester hours. Most universities will accept as much as 66 semester hours in transfer from another university or college. They will also accept less than 62 semester hours, but research shows that students who complete two full years at a junior college are more likely to graduate than those who transfer earlier.

Most Texas college and university baccalaureate degrees require:

2 courses in United States History (COM History 135, 136)

2 courses in Political Science (COM Pol. Sci. 235, 236)

2-4 courses in Natural Science

2-4 courses in English

2-4 courses in Physical Education

The Associate in Arts Degree (A.A.)

College of the Mainland offers the Associate in Arts degree to those who:

1. Satisfy all entrance requirements.
2. Complete a degree program of at least 62 hours transferable to a university including the following:
   a. Six semester hours of United States History (History 135 and 136) and six semester hours of American National and State Government (Political Science 235 and 236)
   b. Six semester hours of natural science.
   c. Six semester hours of English
   d. Two one-semester hour courses in Physical Education including P.E. 111
   e. At least eighteen semester hours of sophomore level courses
   f. Either 31 hours or the last fifteen hours of credit toward the degree must be taken at College of the Mainland.

3. Maintain a grade-point average of 2.0 or better for all work attempted.
4. Make application for graduation through the Office of Admissions and Records no later than April 1 for Spring graduation.
5. Clear all obligations to the College.
6. Degrees are conferred at the end of the spring semester. Participation in graduation exercises is required. Graduation in absentia must be arranged with the Director of Admissions.

   Exceptions to specific course requirements listed in Item 2 must be approved by the Associate Dean for Academic Programs.

Transfer Planning

The student who attends College of the Mainland for one or two years and transfers to a university will have no difficulty in completing transfer of credits if these steps are followed:

1. Select a major field of study and a university which offers a bachelor's degree in that field.
2. Write the *Admissions Office* of the university for a current copy of their catalog. Study the freshman and sophomore courses suggested.
3. Your faculty advisor or a counselor at College of the Mainland courses corresponding to those you would take at the university.
4. Complete the courses with a grade-point average of at least 2.0 (a "C" average).
5. Early in your last semester at College of the Mainland, apply for admission to the university and ask the College of Mainland Admissions Office to send the university a transcript of your credits.

Associate in Arts Programs
Freshman Year

Selecting a major from at least 100 possibilities and choosing one of 20 different baccalaureates offered by over 60 colleges and universities in Texas may be an overwhelming task for a new student. These three decisions ultimately determine the courses a student should take. Fortunately, nearly all universities require the same Freshman year for each major. The following curricula suggest a safe first year of study toward an Associate in Arts degree which will transfer.

Accounting, Business Administration, Economics, Finance, Management, Marketing

English 131, 132	6
History 135, 136	6
Physical Education	2
Biology or Physics 141, 142	8
Mathematics 137, 138	6
Electives	6
	34

Biology, Dentistry, Medicine

English 131, 132	6
History 135, 136	6
Physical Education	2
Biology 141, 142	8
Chemistry 141, 142	8
Mathematics 135, 231	6
	36

Art, Advertising Art, Art Education

English 131, 132	6
History 135, 136	6
Physical Education	2
Art 131, 132	6
Art 133, 134 or 136, 235	6
Foreign Language 141, 142	8
	34

Journalism, Radio, TV, and Film

English 131, 132	6
History 135, 136	6
Physical Education	2
Biology or Physics 141, 142	8
Journalism 111, 112, 132, 236	8
Foreign Language 141, 142 or Elective and Journalism 113, 133	8
	38

Chemistry, Engineering, Mathematics, Physics

English 131, 132	6
History 135, 136	6
Physical Education	2
Chemistry 141, 142	8
Chemistry 141, 142	8
Mathematics 135, 231	6
Physics 241	4
Engineering 131	3
	35

Music, Music Education

English 131, 132	6
History 135, 136	6
Physical Education	2
Music 125, 126, 127, 128, 137, 138	14
Music 111 or 112	2
Music: Applied major (individual lessons)	4
Music: Applied minor	2
	36

Optometry, Pharmacy

English 131, 132 6
History 135, 136 6
Physical Education 2
Biology 141, 142 8
Chemistry 141, 142 8
Mathematics 133, 134 6
— 36

Elementary Education, Special Education

English 131, 132 6
History 135, 136 6
Physical Education 2
Physics or Biology 141, 142 8
Mathematics 132 3
Music 131 3
Psychology 231 3
Speech 131 3
— 34

English, Drama, Speech

English 131, 132 6
History 135, 136 6
Physical Education 2
Foreign Language 141, 142 8
Biology or Physics 141, 142 8
Psychology 231 3
Speech 131 3
— 36

Civil, Electronics, or Mechanical Technology

English 131, 132 6
History 135, 136 6
Physical Education 2
Drafting 131 3
Mechanics 131 3
Technical Math 131, 132 6
Chemistry 141, 142 .....
or
Physics 143, 144 8
— 34

Health and Physical Education

English 131, 132 6
History 135, 136 6
Physical Education 111, 112, 133 5
Biology 143, 144 8
Psychology 231 3
Electives 6
— 34

History, Law, Psychology, Political Science, Sociology

English 131, 132 6
History 135, 136 6
Physical Education 2
Biology or Physics 141, 142 8
Psychology 231 3
Sociology 131 3
Foreign Language or Electives 8
— 36

Nursing

English 131, 132 6
History 135, 136 6
Physical Education 2
Biology 143, 144 8
Psychology 231, 233 6
Mathematics 136 3
Sociology 131 3
— 34

Law Enforcement

English 131, 132 6
History 135, 136 6
Physical Education 2
Natural Science 8
Law Enforcement 131, 134, 135, 136 12
— 34

Sophomore Year

English 231, 232 6
Political Science 235, 236 6
Other 18
— 30

Other courses for the sophomore year are not suggested because they depend heavily upon the choice of major, degree, and university. Counselors and faculty advisors can supply specific courses for the following major fields of study: Accounting, Anthropology, Art, Biology, Business Administration, Chemistry, Dentistry, Drafting; Drama, Economics, Elementary Education, Engineering, English, Finance, Geography, History, Journalism, Law, Law Enforcement, Management, Marketing, Mathematics, Medicine, Music, Nursing, Optometry, Pharmacy, Physical Education, Physics, Political Science, Psychology, Sociology, Spanish, Speech, Technology.

Division of
Health, Physical Education, Recreation and Athletics

This division has the unique responsibility and opportunity of providing programs which encompass both credit and non-credit classes, as well as, recreational programs and intercollegiate athletics.

Credit Courses

As a part of the academic program the division offers a variety of activity classes for college credit. All classes are co-educational and some are available through Credit By Examination.

PHYSICAL EDUCATION 111
Foundations of Fitness and Health (0-3). Credit 1.
Centered around the aerobics concept; deals with basic knowledge of physical fitness. Involves both classroom discussions and activity sessions. Available through Credit By Examination.

PHYSICAL EDUCATION 112
Physical Education Activities (0-3). Credit 1.
Instruction and participation in a variety of specially selected physical education and recreational activities. Past activities have included bowling, canoeing and roller skating.

PHYSICAL EDUCATION 115
Swimming I (0-3). Credit 1.
Strictly for the non-swimmer; instruction in the basic swimming strokes and skills for safety in and around the water. Red Cross certification as Beginner or Advanced Beginner is offered. Available through Credit By Examination.

PHYSICAL EDUCATION 116
Golf (0-3). Credit 1.
For the beginning student; instruction and practice in the fundamentals of grip, stance and various swings; also involves the rules, terminology and etiquette associated with the game. This class will last only half of the semester but will meet six hours each week.

PHYSICAL EDUCATION 117
Tennis I (0-3). Credit 1.
Basic instruction and practice in the grip, footwork, forehand and backhand drive, service and volley; familiarization with rules, terminology, scoring and etiquette. Basic strategy will be introduced through participation in singles and doubles tournaments in class. Available through Credit By Examination.

PHYSICAL EDUCATION 118
Coed Team Sports (0-3). Credit 1.
Instruction and practice in selected teams sports; skill development and knowledge of rules and strategy in each activity.

PHYSICAL EDUCATION 210
Racquetball, Badminton, Archery (0-3). Credit 1.
The skills and rules of each activity; designed for the student seeking an introduction to these sports.

PHYSICAL EDUCATION 211
Advanced Fitness Activities and Concepts (0-3). Credit 1.
A continuation of P.E. 111; topics and activities related to physical fitness. Students establish and achieve goals of improvement in their physical condition. Prerequisite: P.E. 111.

PHYSICAL EDUCATION 212
Gymnastics (0-3). Credit 1.
Instruction and practice in a variety of gymnastic activities and apparatus such as the balance beam, even and uneven parallel bars, side horse, horizontal bar, still rings and vaulting horse.

PHYSICAL EDUCATION 215
Swimming II (0-3). Credit 1.
Improvement of skills, introduction of new skills and strokes, elementary rescue techniques. Red Cross certification as Intermediate, Swimmer, Advanced Swimmer, and Advanced Life Saving is offered. Prerequisite: Red Cross certification as Advanced Beginner or ability to swim a minimum of 25 yards any style.

PHYSICAL EDUCATION 216
Swimming III (0-3). Credit 1.
Developing advanced skills and techniques; swimming as a fitness activity. Senior Life Saving students will develop competency in handling emergency situations, rescue bathers in trouble. Water Safety Instructor students will work toward becoming competent swimming teachers. Prerequisite: Red Cross certification as Advanced Swimmer.

PHYSICAL EDUCATION 217
Tennis II (0-3). Credit 1.
Instruction and practice in the refinement of the basic skills plus additional work on more advanced shots and strategy.

PHYSICAL EDUCATION 218
Archery and Badminton (0-3). Credit 1.
Basic instruction and practice in the skills, strategies and rules of each activity with emphasis on development of a reasonable skill level. One-half of the semester will be devoted to each sport.

PHYSICAL EDUCATION 219
Racquetball (0-3) Credit 1.
Instruction and practice in the skills, rules and strategies of racquetball.

Intercollegiate Athletics

During the 1975-76 school year the College sponsored intercollegiate teams in basketball, baseball and volleyball. The extent of the program for 1976-77 is still being planned. The opportunity to participate on any of the teams is available to all eligible credit students.

Non-Credit Courses

These classes are all open to everyone in the community. The variety of classes is extensive and the length and cost varies from class to class. The primary intent is to provide the opportunity to learn a new activity or further develop a previously established skill or interest. The following is a listing of classes offered. Other classes are added as they are needed:

Fitness for Men and Women
Tennis I & II
Canoeing I & II
Judo
Racquetball
Sailing
Yoga
Gymnastics I & II
Ballroom Dance I & II
Contemporary Dance
Basketball Officiating
Boating Skills
Horseback Riding
Swimming I & II

Recreational Competition

A variety of recreational activities are offered by the division and are available to anyone of post-high school age, regardless of whether or not they are enrolled as credit students. Although competition is involved, the major emphasis is placed on encouraging individuals just to participate. Planned activities will include league and/or tournament play in basketball, volleyball, softball and racquetball. A continuous effort will be made to determine the needs and interests of the community and additional activities will be added as they are deemed appropriate.

General Recreational Activities

At certain scheduled times the various facilities are made available for general recreational purposes. Registration in this program entitles individuals to use the gymnasium, swimming pool, weight room, handball/racquetball courts, track, tennis courts, whirlpool and sauna. Although intended primarily for adults, there are provisions for children to accompany their parents and make it a family recreation time.

Division of Humanities

Believing that appreciation and understanding of the arts is vital to a full and satisfying life, the Humanities Division operates an Art Gallery in the Fine Arts Center during the Fall and Spring semesters. The gallery is open Monday through Friday and by special appointment, with exhibitions changing every month.

To accomplish the stated purpose of serving as a teaching gallery for students, faculty, staff, and the community at large, a wide variety of works in the fine arts is exhibited. To insure the high quality of the learning experience, only the work of professional and semi-professional artists is considered, with the exception of student art shows. Students are encouraged to learn exhibition procedures by assisting with all phases of the gallery program.

ART 131
Basic Design I (2-4). 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 (3-3). Credit 3.
A study, through text, lecture, demonstrations, and discussion, of the formal elements, the art media, and the principles of design, with emphasis on major monuments of world art. Also, activities dealing with tools, materials, and techniques of 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 138
Ceramics (2-4). Credit 3.
An introduction to ceramics processes through the study of basic materials and techniques. Hand building, bisque forms, glazing and firing procedures, and use of the potter's wheel are included in this course. Designed for all students interested in ceramics, this course has no prerequisites and is transferable as an art elective only.

ART 139
Introduction to Painting (0-0). Credit 3.
A study of the media and techniques of painting. This course is open to all students who wish to learn painting: there is no prerequisite, and the course is transferable as an art elective only. Students may not enroll concurrently in either Art 237 or Art 238.

ART 231
Handicrafts (3-3). Credit 3.
Carving, leather-craft, textile painting dyeing, enamel and metal work. For recreation workers, prospective teachers.

ART 232
Sculpture (3-3). Credit 3.
Experience in sculpture of stone, metal, clay, wood, and plaster. Emphasis on three dimensional form in space. Prerequisite: Nine hours of art.

ART 233
Advanced Drawing (0-9). 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 (0-9). 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 236
Advertising Design I (3-3). Credit 3.
An introduction to the relationships between form, color and graphic media used in commercial art.

ART 237
Painting (0-9). 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 (0-9). Credit 3.
Continued studies in still life, figure, and landscape painting. Prerequisite: Art 237.

ART 239
Advertising Design II (3-3). Credit 3.
Layout media skills; media and techniques of commercial illustration. Prerequisite: Art 236.

DRAMA 131
Introduction to Theatre (3-3). 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.

DRAMA 132
Stagecraft (3-3). Credit 3.
Basic Technique of scene design, costume and make-up, and general stagecraft. Designed for all students interested in the theatre.

DRAMA 231
Acting (3-3). Credit 3.
Laboratory course in theatre with emphasis on techniques of acting. Students will participate in a production. May be repeated for credit once.

ENGLISH 131
Composition and Rhetoric in communication (3-0). Credit 3.
Learning skills in communication-listening, talking, discussing, reading and writing; the emphais is on organization, precision, and convention. Credit by examination available.

ENGLISH 132
Composition and Reading (3-0). Credit 3.
An introduction to major literary genres; the short story, drama, poetry, novel. Includes creative and expository writing. Prerequisite: English 131.

ENGLISH 231
Literature of the English Speaking People (3-0). Credit 3.
Selected works from the literature of England; medieval period to the present day. Independent study activities included. Prerequisite: English 132. Credit by examination available.

ENGLISH 232
Literature of the English Speaking People (3-0). Credit 3.
The study of American Literature, including traditional material, but the emphasis is upon the literature of the American Indian, the Afro-American, and the Mexican-American. Independent study activities included. Prerequisite: English 132. Credit by examination available.

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 (3-3). Credit 4.
Includes basic grammar and pronunciation drill, simple reading, conversation. Credit by examination available.

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

FRENCH 231
Intermediate French (3-2). 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 (3-2). Credit 3.
Continues drill in syntax for reading composition, conversation. Prerequisite: French 231.

GERMAN 141
Beginning German (3-3). Credit 4.
Study of German vocabulary, simple readings, conversation. Credit by examination available.

GERMAN 142
Beginning German (3-3). Credit 4.
Continuation of German 141. Elementary German readings introduced. Prerequisite: German 141. Credit by examination available.

GERMAN 231
Intermediate German (3-2). Credit 3.
Consists chiefly of translation of easier German readings, review of grammar and conversation. Prerequisite: German 142.

GERMAN 232
Intermediate German (3-2). 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.
Profiles of three civilizations are viewed through their art, music, customs, religion, literature: China, Greece, Japan. Students themselves have opportunities to work in the fine arts.

JOURNALISM 111
Journalism Laboratory (0-3). Credit 1.
First year participation on the MAINLAND COMET, the college newspaper. Corequisite is Journalism 132. A student may enroll in the laboratory only, with the instructor's consent.

JOURNALISM 112
Journalism Laboratory (0-3). Credit 1.
Continuation of Journalism 111. Corequisite is Journalism 236.

JOURNALISM 113
Journalism Laboratory (0-3). Credit 1.
Corequisite is Journalism 133 or 233. A student may enroll in only the laboratory with the instructor's consent.

JOURNALISM 131
Introduction to Mass Communications (3-3). Credit 3.
Survey of mass media, including newspapers, radio, television, movies, magazines, books. Growth of the media and its role in the social and political development of the United States. Newspaper Laboratory not required, but strongly recommended.

JOURNALISM 132
Beginning News Reporting (3-0). Credit 3.
An introduction to the study of news stories. Basic instruction in news story forms and assignments in writing for the college newspaper is required. Concurrent registration for a newspaper laboratory Journalism 111 is required.

JOURNALISM 133
Audio-Visual Production (3-0). Credit 3.
Nature of audio-visual media; techniques of gathering information organizing and producing effective A-V presentations; fundamental skills in

photography, sound recording and projectors. Students must register concurrently in Journalism 113.

JOURNALISM 211
Journalism Laboratory (0-3). Credit 1.
Second year participation on the MAINLAND COMET, the college newspaper. Corequisite: Journalism 231. A student may enroll in the laboratory only, with the consent of instructor.

JOURNALISM 212
Journalism Laboratory (0-3). Credit 1.
Continuation of Journalism 211. Corequisite: Journalism 232.

JOURNALISM 231
News Gathering and Writing I (3-0). Credit 3.
A detailed study of the news story, including the interview, news lead, features, and specialized writing. Assignments in writing for college newspaper are required. Concurrent registration for a newspaper laboratory Journalism 211, is required.

JOURNALISM 232
News Gathering and Writing II (3-0). Credit 3.
A continuation of Journalism 231 with emphasis on editorials, feature stories, photo-journalism, editing, layout and advertising. Students are given practical experience as staff members of the college newspaper. Concurrent enrollment in Journalism 212 is required.

JOURNALISM 233
Introduction to RTV-Film (3-0). Credit 3.
Advanced A-V production techniques and skills. Nature of radio, TV and film media; analysis of RTV-Film materials for policy, contents, effects, and production techniques. Students must register concurrently in Journalism 113. Prerequisite: Journalism 133.

JOURNALISM 235
Public information and Advertising (2-3). Credit 3.
Principles of public information and advertising; their role in mass media, market and public relations; production of various types of information materials; visits of work situations. Prerequisite or corequisite: Journalism 132 and 133.

JOURNALISM 236
Copy Editing (3-0). Credit 3.
Copy reading, checking facts, improving style, headline writing; selection and display of different stories in readership, readability, and content analysis. Prerequisite or corequisite: Journalism 132. Student must register concurrently in Journalism 112.

MUSIC 113
Class Voice (0-3). Credit 1.
Class instruction in the fundamentals of correct breathing, tone production and diction.

MUSIC 114
Class Voice (0-3). Credit 1.
Continuation of Music 113. Prerequisite: Music 113 or permission of instructor.

MUSIC 115
Class Piano (0-3). Credit 1.
Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSIC 116
Class Piano (0-3). Credit 1.
A continuation of Music 115.

MUSIC 125
Sight Singing and Ear Training I (2-1). Credit 2.
Sight singing and ear training study that parallels study in Music Theory I. To be taken concurrently with Music 127.

MUSIC 126
Sight Singing and Ear Training II (2-1). Credit 2.
Sight singing and ear training study that parallels study in Music Theory II. To be taken concurrently with Music 128. Prerequisite: Music 125.

MUSIC 127
Music Theory I (2-1). Credit 2.
Study of the fundamentals of traditional harmony including written and keyboard harmony. Required for music majors. Formerly Music 135.

MUSIC 128
Music Theory II (2-1). Credit 2.
Continuation of Music 127 including harmonic progressions and melody harmonizations requiring all diatonic

friads and the dominant seventh chords. Prerequisite: Music 127.

MUSIC 131
Fundamentals of Music (3-2). Credit 3.
An elementary course in the fundamentals of music; notation, scales, intervals, keys, primary chords, and basic rhythmic patterns. Emphasis on the skills necessary for teaching elementary classroom music. Students learn to play simple rhythmic and melodic instruments.

MUSIC 133
Introduction to the World of Music (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.

MUSIC 137
Music Literature (3-2). Credit 3.
A survey of the principal forms, periods of style, and composers of music presented in lectures and laboratory listening periods. Required for majors and minors.

MUSIC 138
Music Literature (3-2). Credit 3.
Continuation of Music 137.

MUSIC 235
Music Theory III (3-3). Credit 3.
Continuation of Music Theory II including part-writing of figured bass exercises utilizing all diatonic seventh chords and modulation. Sight-Signing, Ear Training and keyboard skills will be developed. Prerequisites: Music 126 and 128.

MUSIC 236
Music Theory IV (3-3). Credit 3.
Continuation of Music Theory III including composition of styles other than chorale in two and three part song forms. Prerequisite: Music 235.

Ensembles

MUSIC 110
Mainland Chorale (0-3). Credit 1.
Membership in this chorale is open to all students. The course is designed to provide the student with a variety of larger choral works. Course may be repeated for credit up to four hours.

MUSIC 111
Stage Band (0-4). 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
COM Singers (0.45). 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 210
Opera Workshop (0-3). Credit 1.
Practical experience in producing portions of or complete operas including music, acting and staging.

Applied

MUSIC 211, 212
Individual Piano (1-0). Credit 1, each course.
One-half instruction per week. Minimum of five hours practice each week. Prerequisite: Music 116 or instructor's approval.

MUSIC 123, 124, 223, 224
Individual Piano (1-1). Credit 2, each course.
For piano majors. One hour weekly individual instruction. Minimum practice 10 hours a week. Approval of instructor required.

MUSIC 117, 118, 217, 218
Individual Voice (1-0). Credit 1, each course.
One-half hours instruction per week. Five hours a week is minimum practice. Prerequisite is Music 114 or approval of instructor.

MUSIC 121, 122, 211, 222
Individual Voice (1-1). Credit 2, each course.
One hour instruction per week with a minimum of ten hours practice. For voice majors. Approval of instructor required.

MUSIC 213, 214, 311, 312
Individual Brass Instrument (1-0). Credit 1, each course.
One-half hour instruction per week. Five hours is minimum practice. Approval of instructor required.

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 Ehtics (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 experience. Prerequisite: Philosophy 231.

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

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

SPANISH 231
First Year Intermediate Spanish (3-2). 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 studies. Prerequisite: Either Spanish 141-142 or two years of Spanish in an accredited high school.

SPANISH 232
First Year Intermediate Spanish (3-2). 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.

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. Prerequisite: Speech 131.

SPEECH 231
Business ad 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.

SPEECH 232
Voice and Phonetics (3-0). Credit 3.
An introduction to a study of the voice mechanism and phonetics. Emphasis is placed on developing good effective speech habits through individual voice analysis, tape recordings, guided practice and vocal exercises in pronunciation. Prerequisite: Speech 131.

Division of Natural Science & Mathematics

BIOLOGY 141
General Biology (3-3). Credit 4.
A survey of structures and functions common to living forms in general. Includes principles of cell biology, genetics, development, and a systematic study of the morphology and physiology of vertebrates with emphasis on the human body. Credit by examination available.

BIOLOGY 142
General Biology (3-3). Credit 4.
A general survey of the plant and animal kingdoms. Includes principles of classification, plant anatomy and physiology, ecology, and evolution. Credit by examination available.

BIOLOGY 143
Human Anatomy and Physiology (3-3). Credit 4.
Structure and function related to skeletal, muscular, nervous and cardiovascular systems. Laboratory includes experiments in vertebrate physiology and dissection of mammal.

BIOLOGY 144
Human Anatomy and Physiology (3-3). Credit 4.
A continuation of Biology 143.

BIOLOGY 145
Microbiology (3-3). Credit 4.
A comparative study of the structure and function of the microbial cell. Bacteria are used to provide training in the development of experimental methodology. Prerequisite: Biology 144.

BIOLOGY 233
Ecology (3-3). Credit 3.
A study of basic ecological principles and techniques with emphasis on biotic interrelationships within aquatic and terrestrial communities and man's influences on the environment. Prerequisite: Biology 141 and 142 or permission of Instructor.

BIOLOGY 241
Bacteriology (3-3). Credit 4.
A study of micro-organisms and emphasis on bacteria in soil, water, milk, sewage, rickettisiae and viruses in relation to disease. Recommended for biology majors, pre-medical, pre-dental, and medical technology students. Prerequisite: Biology 141 and Biology 142. Credit by examination available.

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 141 and Biology 142.

CHEMISTRY 141
General Inorganic Chemistry (3-3). Credit 4.
Fundamental principles of inorganic chemistry, problems, and laboratory experiences. For physical and life science students. Credit by examination available. Prerequisite: Math 132 or math appraisal.

CHEMISTRY 142
General Inorganic Chemistry (3-3). Credit 4.
Continuation of Chemistry 141. Ionic equilibria, thermodynamics, qualitative analyses, and an introduction to organic chemistry. Credit by examination available. Prerequisite: Chemistry 141.

CHEMISTRY 145
Introductory Chemistry (3-3). Credit 4.
An introduction to chemical nature of matter; emphasis on applications of chemical principles and techniques in areas other than physical sciences. For non-science majors. Prerequisite: Math 131 or math appraisal.

CHEMISTRY 241
Organic Chemistry (3-4). Credit 4.
Study of the chemistry of carbon: classification, nomenclature, properties, applications, and laboratory preparations of monofunctional organic

compounds. Prerequisite: Chemistry 142

CHEMISTRY 242
Organic Chemistry (3-4). Credit 4.
Continuation of Chemistry 241. Emphasis on aromatic and heterocyclic compounds with attention given to classes of compounds fundamental to life processes. 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.

ENGINEERING 231
Mechanics I (3-0). Credit 3.
Composition and resolution of forces, free-body diagrams, analysis of forces acting on structures and machines, friction, centroids, and moments of inertia. Prerequisite: Physics 241; Math 232 or registration therein.

ENGINEERING 232
Mechanics II (3-0). Credit 3.
Dynamics of rigid bodies. Force-mass-acceleration, work-energy, impulse-momentum, and an introduction to mechanical vibrations. Prerequisite: Engr 231; Math 233 or registration therein.

MATHEMATICS 130
Fundamentals of Mathematics (3-1.5). Credit 3.
Whole numbers, common and decimal fraction, percentage, and measurement. Prerequisite: Math appraisal.

MATHEMATICS 131
Fundamentals of Mathematics (3-1.5). Credit 3.
A continuation of Mathematics 130. Prerequisite: Math appraisal.

MATHEMATICS 132.
Contemporary Mathematics (3-1.5). Credit 3.
Sets, relations, functions, equations, inequalities; the real number system, bases, and finite number systems. Prerequisite: Mathematics 131 or math appraisal.

MATHEMATICS 133
College Algebra (3-1). Credit 3.
Numbers, polynomials, solution sets of equations, inequalities, systems functions and relations, theory of equations, exponential and logarithmic functions. Prerequisite: Math 132 or math appraisal. Credit by examination available.

MATHEMATICS 134
Trigonometry (3-0). Credit 3.
Trigonometric functions and their applications, identities, equations, complex numbers. Prerequisite: Mathematics 133 or the equivalent. Credit by examination available.

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, elementary probability theory, random variables, binomial and normal distributions, problems of estimation, hypotheses tests, with applications in the management, social, and biological sciences. Prerequisite: Mathematics 132 or math appraisal.

MATHEMATICS 137
Finite Mathematics (3-0). Credit 3.
Linear equations, systems of equations and inequalities, linear programming, probability, network problems and operations research, with applications in the management, social and biological sciences. Prerequisite: Mathematics 132 or math appraisal.

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 and biological sciences. Prerequisite: Mathematics 133.

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

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 231 or the equivalent.

PHYSICS 140
Astronomy (3-3). Credit 4.
An introductory account of the earth, moon, planets, sun, stars, and galaxies. Theories of their origins. A laboratory consisting primarily of night-time viewing.

PHYSICS 141
General Physics (3-3). Credit 4.
An elementary course in fundamental concepts of mechanics, heat, and light, with emphasis on the scientific approach to solving problems. For elementary education and non-science students. No prerequisite.

PHYSICS 142
General Physics (3-3). Credit 4.
An elementary course in fundamental concepts of electricity, magnetism, and atomic physics, with emphasis on the scientific approach to solving problems. For elementary education and non-science students. No prerequisites.

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

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

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. Credit by examination available.

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

PHYSICS 243
Modern Physics (3-3). Credit 4.
An elementary course in fundamental concepts of relativity, quantum, atomic, molecular, nuclear, and solid state physics with emphasis on the scientific approach to solving problems. Prerequisite: Physics 141/2 or 143/4 or 241/2. Credit by examination available.

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.

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. Credit by examination available.

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

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. Credit by examination available.

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

HISTORY 233
History of England (3-0). Credit 3.
Basic survey of English social origins and preindustrial development, evolution of governmental forms, contributions to Old and New World civilizations before 1700. Prerequisite: Sophomore standing or consent of instructor.

HISTORY 234
History of England (3-0). Credit 3.
Basic survey of English social and economic transformation since the Stuart monarch, through the industrial revolution to modern times, evolution of governmental forms and development of mass participation, contributions to world civilization since 1700. Prerequisite: Sophomore standing or consent of instructor.

HISTORY 236
Introduction to Eastern Civilization (3-0). Credit 3.
Interdisciplinary background on India, China and Japan including the development of the religious and ethical systems that characterize much of the Eastern way of life.

HISTORY 237
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 238
Survey of Afro-American History (3-0). Credit 3.
The historical, economic, social, and cultural development of Afro-American people with particular emphasis upon their contribution to American society. Prerequisite: History 135 or 136, or the consent of the instructor.

HISTORY 239
History of Latin American (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.

POLITICAL SCIENCE 235
American National and State Government (3-0). Credit 3.
A systemic and functional study with emphasis on the political system as a theoretical construct, the political culture, the politics of executive, legislative, administrative, and judicial policy making, public opinion and voting behavior, political parties and interest groups. Special attention is devoted to the Texas Constitution. Formerly Gov. 231. Credit by examination available.

POLITICAL SCIENCE 236
American National and State Government (3-0). Credit 3.
A general study of American, State and Local (Texas in particular) political systems, with emphasis on political concepts, structures, processes, and functions as given meaning in cultural and other environmental settings. Formerly Gov. 232.

POLITICAL SCIENCE 237
International Relations (3-0). Credit 3.
The theory and practice of international relations with particular attention to the forces and processes contributing to conflict and cooperation among nations. Prerequisite: Political Science 235 or 236 or equivalent.

POLITICAL SCIENCE 238
Introduction to Public Administration (3-0). Credit 3.
Basic principles of administrative organization and personnel relations with emphasis on structure, direction and control of governmental departments and agencies. Prerequisite: Political Science 235 or 236 or instructor's approval.

PSYCHOLOGY 230
Psychology of Adjustment (3-0). Credit 3.
Principles and theories of psychology applied to everyday life; personality development and dynamics; interpersonal relationships and normal adjustment to stress.

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. Credit by examination available.

PSYCHOLOGY 233
Child Growth and Development (3-0). Credit 3.
A study of the physical, mental, and emotional factors influencing 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. Prerequisite: Psy 231 or consent of instructor.

PSYCHOLOGY 236
Psychology of Personality (3-0). Credit 3.
A comparative study of psychologically oriented factors and theories explaining and describing personality. Prerequisite: Psychology 231 or equivalent.

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.

PSYCHOLOGY 238
Statistical Methods in Behavioral Sciences (3-0). Credit 3.
Statistical inference, normal distribution, measures of central tendency and variation; correlation and regression, hypothesis testing, experimental control and procedure with applications in psychology and social sciences. Prequisite: Math 131 or instructor's approval.

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. Credit by examination available.

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 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.

Cooperative Education

Cooperative Education is a college-wide individualized plan of applied learning that enables students to define and achieve personal, intellectual and career objectives while engaged in institutionally supervised internships. These internships in appropriate career fields of government, social service, business and industry are considered an integral part of the student's educational preparation.

Goals

To enable the student to gain a broader awareness of life and career goals through career assignments in business, government, social service or community-based projects.

To enable the student to apply theoretical education in realistic and related non-classroom situations.

To provide the student seeking a new career or job enrichment the opportunity for upward mobility into positions requiring increased skill, knowledge and responsibility.

To enable the student to accumulate experience of a Career Related or Exploratory nature through direct interaction with society.

The student who has decided to pursue a career and desires to enter the Cooperative Education Program may choose from one of the following study and work calendars.

Study and Work Calendars

(Plan A — Alternating)

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

Study and Work Calendar

(Plan B — Alternating)

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

Study and Work Calendar

(Plan C — Concurrent)

Year in College	Semester of the Year	Study and Work Assignment by Semester
First Year	Fall	Study
	Spring	Study
	Summer	Study/Work
Second Year	Fall	Study/Work
	Spring	Study/Work

The Cooperative Education Program does not guarantee paid employment opportunities — however, a close working relationship with your coordinator in defining career interests and qualifications will greatly enhance the possibilities of paid field experiences. Career Development through Cooperative Education is achieved in three ways:

1. Career Related Co-op — the placement of a student in a position which is directly related to an expressed career interest.
2. Career Enrichment Co-op — the enrichment of a student's present position toward a job or career change by incorporating additional educational experience into his/her current employment situation.
3. Exploratory Co-op — the development of an internship or community project having community-based sponsorship that utilizes student course work and interest within the off-campus environment.

The qualified student may enroll in one of the following Cooperative Education courses:

Division of Business

Co-op 241, Co-op 242, and Co-op 243 are prescribed courses for the Division of Business. Prerequisite: Approval of Chairperson, Division of Business.

COOPERATIVE EDUCATION 241
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization: i.e., accountancy, banking, data processing, management, marketing, real estate, 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 Chairperson, Division of Business.

COOPERATIVE EDUCATION 242
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization; i.e., accountancy, banking, data processing, management, marketing, real estate, or legal, medical or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Education 241 and approval of Chairperson, Division of Business.

COOPERATIVE EDUCATION 243
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization; i.e., accountancy, banking, data processing, management, marketing, real estate, or legal, medical, or technical secretaryship. Under the supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Education 242 and approval of Chairperson, Division of Business.

Technical-Vocational Programs

Co-op 244, Co-op 245 and Co-op 246 are prescribed courses for Division of Industrial Education and Division of Law Enforcement Education. Prerequisite: Approval of Director, Cooperative Education.

COOPERATIVE EDUCATION 244
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of academic and career interests. Under supervision of the College, the student is required to integrate coursework with its off-campus applications. Prerequisite: Approval of Director, Cooperative Education.

COOPERATIVE EDUCATION 245
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of academic and career interests. Under supervision of the College, the student is required to integrate coursework with its off-campus applications. Prerequisite: Approval of Director, Cooperative Education

COOPERATIVE EDUCATION 246
Seminar and Work Experience (1.5-20)
Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of academic and

career interests. Under supervision of the College, the student is required to integrate coursework with its off-campus applications. Prerequisite: Approval of Director, Cooperative Education.

Academic Programs

Co-op 247, Co-op 248 and Co-op 249 are prescribed courses for students within the following Divisions: Division of Health, P.E. and Recreation, Division of Humanities, Division of Natural Sciences and Mathematics, Division of Social Sciences. Prerequisite: Approval of Director, Cooperative Education.

COOPERATIVE EDUCATION 247
Seminar and Field Experience (1.5-20)
Credit 4
A comprehensive treatment of internship related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. Prerequisite: Approval, Director, Cooperative Education.

COOPERATIVE EDUCATION 248
Seminar and Field Experience (1.5-20)
Credit 4.
A comprehensive treatment of internship related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. Prerequisite: Approval, Director of Cooperative Education.

COOPERATIVE EDUCATION 249
Seminar and Field Experience (1.5-20)
Credit 4.
A comprehensive treatment of internship related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the concept of career development through an examination of career change and advancement, leadership and management styles, problem solving, and relationship of participation in professional, civic and social organizations to career advancement. Prerequisite: Approval of Director, Cooperative Education.

Counseling and Human Development Studies

The Division of Counseling and Human Development Studies is dedicated to the idea that human potential is always greater than what is actualized in life. The purpose of the division is to help students to develop their individual potential to a greater degree, both in the pursuit of academic and career goals and in living lives as complete human beings. The work of the division is carried out through the counseling services and the courses in Communications and Human Development. The efforts to offer opportunity for student growth are unified by the concept that students' ability to live their chosen life plan requires certain personal and academic skills. These skills should aid future life planning and personal growth.

COMMUNICATIONS 113
Writing Improvement (1-0). Credit 1
Basic instruction and practice in one aspect of writing. Individual need determines the choice of aspect. Examples include spelling, description, grammar, and punctuation.

COMMUNICATIONS 114
Reading Improvement (1-0). Credit 1
A self-paced and individualized course for the student who wants to improve only one reading or study skill. The student will select one skill to master from the following: general vocabulary, technical vocabulary, rate, spelling, study skills, periodical readings, or comprehension. The student will meet with the instructor for 16 contact hours, enrollment at periodic intervals throughout the semester available.

COMMUNICATIONS 123
Writing Improvement (2-0). Credit 2
Basic instruction and practice in two different aspects of writing. Individual student need will determine choice of aspects. Examples include organization, applied grammar and punctuation, vocabulary development.

COMMUNICATIONS 124
Reading Improvement (2-0). Credit 2
A self-paced and individualized course for the student who wants to improve only two reading or study skills or an intensive study of only one reading skill. The student will make his selection or selections from the following: general vocabulary, technical vocabulary, rate, spelling, study skills, periodical readings, or comprehension. The student will be required to meet with the instructor for 32 contact hours. Enrollment at periodic intervals throughout the semester available.

COMMUNICATIONS 133
Writing Improvement (3-0). Credit 3
Organization, vocabulary, basic mechanics, rhetorical systems. Individual variations. The goal is the ability to do edited writing of the quality required in careers and in college courses.

COMMUNICATIONS 134
Reading Improvement (3-0). Credit 3
Diagnosis of reading capabilities; instruction in basic reading skills to improve comprehension, develop vocabulary, and develop good study habits. Open to all students. Continuous enrollment available.

COMMUNICATIONS 136
Writing Improvement (3-0). Credit 3
Continuation of Writing Improvement 133. Individual variations permit substitution of Communications 136 or 139 for Communications 133.

COMMUNICATIONS 137
Reading Improvement (3-0). Credit 3
Improvement of reading skills needed

for general reading vocabulary development; reading with comprehension and flexibility; study and business reading. Students may enter the program through this course or Communications 134 or instructor approval.

COMMUNICATIONS 138
Reading Improvement (3-0). Credit 3.
Improvement of reading and study skills needed for college work; vocabulary development; reading with comprehension and flexibility; study and business reading. Students may enter the reading program through either this course or Communications 137 or instructor permission.

COMMUNICATIONS 139
Writing Improvement (3-0). Credit 3.
Continuation of Writing Improvement 133 and 136. Individual variations permit the substitution of Communications 139 for Communications 133 or 136.

HUMAN DEVELOPMENT 110
Skills Improvement (1-0). Credit 1.
A multi-dimensional approach to aid the college student in developing those skills which will lead to a greater probability of success in his college life and/or career. The course is built around training in skills to increase college academic performance with support provided by diagnostic testing, individual appraisal, motivational counseling and career guidance.

HUMAN DEVELOPMENT 131
Introduction to Human Behavior (3-0). Credit 3.
An applied study of basic aspects of human behavior and interpersonal interaction. Particular attention is given to the cognitive study of everyday situations. Students are assisted in applying course material to their life situations. Prerequisite: Consent of member of the division.

HUMAN DEVELOPMENT 132
Human Potentials Seminar (3-0). Credit 3.
A seminar course, the intent of which is to acquire better self-understanding. The process takes place through group interactions and communication as the members work toward their own individualized objectives.

HUMAN DEVELOPMENT 239
Advanced Human Potentials Seminar (3-0). Credit 3.
A seminar course designed for the student who has gone through the basic course (HD-132). Expansion and maintenance of a positive self image, conflict control and life style planning are stressed.

ORIENTATION 110 (1-0). Credit 1.
Orientation to Vocational Clusters*
An introduction to and exploration of nature of jobs and job tasks, opportunities, qualifications, training, employment outlook, earning power, advancement, work environment, and resources unique to each major vocational cluster.

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*Course activities include those designed to help students to develop career decision-making skills, i.e., learn about self, one's environment and potential careers for the future.

5

Technical Vocational Programs

Associate in Applied Science Degree Program
Division of Business
Division of Industrial Education
Division of Law Enforcement Education
Division of Nursing

Technical-Vocational Programs

Division of Business

To meet the needs of students in a personalized and innovative manner, the Division of Business offers a broad range of business career opportunities—accounting, banking, business administration, clerical, computer science, data processing, management, marketing, real estate, legal secretarial, medical secretarial, and technical secretarial. Two-year programs lead to the AAS and the AA degrees and one-year programs to diplomas. Cooperative Education, wherein students blend theory and practice by working on paid assignments in their area of professional interest, is an important option. Noncredit courses are offered to enable participants to obtain entry-level occupational skills or to upgrade themselves in their present occupations. Information about courses available through credit by examination or advanced placement may be obtained from the Division chairperson.

BUSINESS ADMINISTRATION PROGRAM

(Associate in Arts Degree)

Freshman Year

First Semester

Subject	Hours
English 131	3
Introduction to Business 131	3
Political Science 235	3
History 135	3
Biology 141, Chemistry 141 *or* Physics 143	4
	16

Second Semester

Subject	Hours
English 132	3
Computer Science 131 *or* Math 136	3
Political Science 236	3
History 136	3
Biology 142, Chemistry 142 *or* Physics 144	4
	16

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Computer Science 232 *or* 233	3	Math 138	3
Speech 131	3	Psychology 231 *or* Sociology 131	3
Accounting 241	4	Accounting 242	4
Economics 231	3	Economics 232	3
Math 137	3	**Business Law 231	3
Physical Education 111	1	Physical Education *or* *elective	1
	17		17

Other Associate in Arts (AA) degree plans are possible. See *Academic Programs.*
*Electives and equivalents must relate to the student's career objective and are subject to the approval of the Chairperson, Division of Business.
**Or suitable substitute.

ACCOUNTING PROGRAM

(Associate in Applied Science Degree)

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	Typewriting 131 *or* equivalent	3
Introduction to Business 131	3	Accounting 241 *or* Accounting 242	4
Business Math and Calculating Machines 141	4	Office Machines 112	1
Accounting 131 *or* Accounting 241	3 or 4	Math 136 or 137 or *approved equivalent	3
Computer Science 131	3	Computer Science 136 *or* 232 *or* 233	3
Physical Education 111	1	Physical Education or *elective	1
	17 or 18	Business Communications 231	3
			18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Economics 231 or 232	3	Computer Science 235	3
Accounting 242 *or* Accounting 236	4 or 3	Business Law 231	3
Marketing 231	3	Insurance 231 *or* Bus. Psy. 231	3
Management 231	3	Accounting 236 *or* *elective	3
*Elective	3	*Elective	3
or		*or*	
**Co-op 241	4	**Co-op 242	4
	15-17		15 or 16

*Electives and equivalents must relate to the student's career objective and are subject to the approval of the Chairperson, Division of Business.
**Cooperative Work Experience and Seminar includes supervised work experience in the accounting area each week with a related 1.5-hour weekly seminar.

COMPUTER DATA PROCESSING PROGRAM***

(Associate in Applied Science Degree)

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	Business Communications 231	3
Math 136	3	Math 137	3
Typewriting 131 *or* *equivalent	3	Business Psychology 231	3
Computer Science 131	3	Computer Science 132	3
Introduction to Business 131	3	Computer Science 136	3
Physical Education 111	1	Physical Education	1
	16		16

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Accounting 241	4	Accounting 242	4
Computer Science 233	3	Computer Science 235	3
Economics 231	3	Business Law 231	3
Political Science 235 *or* 236	3	Computer Science 232	3
*Elective	3	Computer Science 237	3
or		*or*	
**Co-op 241	4	**Co-op 242	4
	16 or 17		16 or 17

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

**Cooperative Work Experience and Seminar includes supervised work experience in the data processing area each week with a related 1.5-hour weekly seminar.

***An additional option in the Computer Data Processing Program emphasizes scientific and industrial applications. For information concerning this option, contact the Chairman, Division of Industrial Education.

MANAGEMENT PROGRAMS

Banking

(Associate in Applied Science Degree)

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
†English 131	3	Business Law 231	3
Management 131 *or* IB 131	3	††Accounting 241	4
†Banking 131	3	†††Management 231	3
Business Math & Calculating Machines 141	4	Banking 231	3
Computer Science 131	3	Business Communications 231	3
Physical Education 111 or **elective	1		16
	17		

Sophomore Year

First Semester

Subject	Hours
Accounting 242	4
†Economics 231	3
Banking 232	3
Management 232	3
*Cooperative Education 241 *or*	
**Elective	4
	17

Second Semester

Subject	Hours
Marketing 231	3
†Economics 232	3
Banking 233 *or* Banking Elective	3
††Banking 234	3
*Cooperative Education 242 *or*	
**Elective	4
	16

*Cooperative Work Experience and Seminar includes supervised work experience in the management (banking) area each week with a related 1.5-hour weekly seminar.

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

†American Institute of Banking (A.I.B.) Basic Certificate required course. Must also earn three credits in A.I.B. content area V.

††A.I.B. Standard Certificate required course. Must also earn three credits each from A.I.B. content areas II, III, IV and six credits from A.I.B. content area V.

†††A.I.B. Advanced Certificate required course. Must also earn three credits from A.I.B. content areas I and III, twelve credits from A.I.B. area II and nine credits from A.I.B. area V.

American Institute of Banking (A.I.B.) certificate requirements and content areas are listed in the A.I.B. catalogue.

Management

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
English 131	3
Management 131	3
Business Math and Calculating Machines 141	4
Speech 131 *or* 132	3
Computer Science 131	3
Physical Education 111	1
Career Planning 115	1
	18

Second Semester

Subject	Hours
Business Communications 231	3
Math 136	3
Business Law 231	3
Management 132 *or* Business Psychology 231	3
Physical Education *or* **elective	1
*Co-op 241	4
	17

Sophomore Year

First Semester

Subject	Hours
**Accounting 131 *or* Accounting 241	3 or 4
Economics 231	3
Management 231	3
Marketing 231	3
*Co-op 242	4
	16 or 17

Second Semester

Subject	Hours
**Accounting 241 *or* Accounting 242	4
Economics 232	3
Management 232	3
Management 234	3
*Co-op 243	4
	17

*Cooperative Work Experience and Seminar includes supervised work experience in the management (management) area each week with a related 1.5-hour weekly seminar.

**Electives and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

Marketing

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
English 131	3
Management 131	3
Business Math and Calculating Machines 141	4
Speech 131 or 132	3
Computer Science 131	3
Physical Education 111	1
Career Planning 115	1
	18

Second Semester

Subject	Hours
Business Communications 231	3
Math 136	3
Business Law 231	3
Management 132 *or* Business Psychology 231	3
Physical Education *or* **elective	1
*Co-op 241	4
	17

Sophomore Year

First Semester

Subject	Hours
**Accounting 131 *or* Accounting 241	3 or 4
Economics 231	3
Management 231	3
Marketing 231	3
*Co-op 242	4
	16 or 17

Second Semester

Subject	Hours
**Accounting 241 *or* Accounting 242	4
Marketing 232	3
Marketing 233	3
Economics 232	3
*Co-op 243	4
	17

*Cooperative Work Experience and Seminar includes supervised work experience in the management (marketing) area each week with a related 1.5-hour weekly seminar.

**Electives and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

Real Estate

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
English 131	3
Real Estate 131	3
Business Math and Calculating Machines 141	4
Typewriting 131 *or* **equivalent	3
Physical Education 111	1
Speech 131	3
Career Planning 115	1
	18

Second Semester

Subject	Hours
Business Communications 231	3
Real Estate 232	3
Accounting 131 *or* Accounting 241	3 or 4
Management 132 *or* Business Psychology 231	3
Physical Education *or* **elective	1
*Co-op 241	4
	17 or 18

Sophomore Year

First Semester

Subject	Hours
Real Estate 231	3
Insurance 231	3
Management 231	3
Marketing 231	3
*Co-op 242	4
	16

Second Semester

Subject	Hours
Marketing 232	3
Economics 232 *or* 231	3
Real Estate 132	3
Sociology 131 *or* Political Science 235 *or* 236	3
*Co-op 243	4
	16

*Cooperative Work Experience and Seminar includes supervised work experience in the management (real estate) area each week with a related 1.5-hour weekly seminar.

**Electives and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

SECRETARIAL PROGRAMS

Legal Secretary

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
English 131	3
Typewriting 131 *or* 132	3
Shorthand 131 *or* 132	3
Introduction to Business 131	3
Business Math & Calculating Machines 141	4
Physical Edcuation 111	1
Career Planning 114	1
	18

Second Semester

Subject	Hours
Office Procedures 142	4
*Typewriting 132	3
Shorthand 132 *or* Secretarial Administration 241	3 or 4
Office Machines 112	1
Accounting 241	3 or 4
Physical Education *or* ****elective	1
	15-17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Business Communications 231	3	Business Law 231	3
*Secretarial Administration 241	4	Secretarial Administration 242	4
Law Enforcement 131	3	***Real Estate 132	3
Political Science 235 *or* 236 *or* Economics 231 *or* 232	3	Business Psychology 231 *or* Psychology 231	3
**Co-op 241	4	**Co-op 242	4
	17		17

*If a student has earned credit in listed course, credit in Insurance 231 is required. If a student has earned credit in Insurance 231, an elective relating to the student's career objective is required and must be approved by the Chairperson, Division of Business.

**Cooperative Work Experience and Seminar includes supervised work experience in the legal secretarial area with a related 1.5-hour weekly seminar. Career-related electives may be substituted for Co-op with the approval of the Chairperson, Division of Business.

***Real Estate 131, Principles of Real Estate, prerequisite to Real Estate 132, Real Estate Law.

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

Medical Secretary

(Associate in Applied Science Degree)

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	Office Procedures 142	4
Typewriting 131 *or* 132	3	*Typewriting 132	3
Shorthand 131 *or* 132	3	*Shorthand 132 *or* Secretarial Administration 241	3 or 4
Business Math & Calculating Machines 141	4	Accounting 131 *or* Accounting 241	3 or 4
Introduction to Business 131	3	Nursing 131	3
Career Planning 114	1	Physical Education *or* *** elective	1
Physical Education 111	1		
	18		17-19

Sophomore Year

First Semester	
Subject	Hours
Biology 143	4
Sociology 131 *or* Business Psychology 231 *or* Psychology 231	3
Business Communications 231	3
*Secretarial Administration 241	4
**Co-op 241	4
	18

Second Semester	
Subject	Hours
Secretarial Administration 242	4
Business Law 231	3
Office Machines 112	1
Political Science 235 *or* 236 *or* Economics 231 *or* 232	3
**Co-op 242	4
	15

*If a student has earned credit in listed course, credit in Insurance 231 is required. If a student has earned credit in Insurance 231, an elective relating to the student's career objective is required and must be approved by the Chairperson, Division of Business.

**Cooperative Work Experience and Seminar includes supervised work experience in the medical secretarial area with a related 1.5 hour weekly seminar. Career related electives may be substituted with the approval of the Chairperson, Division of Business.

***Elective and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

Technical Secretary

(Associate in Applied Science Degree)

Freshman Year

First Semester	
Subject	Hours
English 131	3
Typewriting 131 *or* 132	3
Shorthand 131 *or* 132	3
Introduction to Business 131	3
Business Math & Calculating Machines 141	4
Physical Education 111	1
Career Planning 114	1
	18

Second Semester	
Subject	Hours
Office Procedures 142	4
*Typewriting 132	3
Shorthand 132 *or* Secretarial Administration 241	3 or 4
Office Machines 112	1
Accounting 131 *or* Accounting 241	3 or 4
Physical Education *or* ***elective	1
	15-17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Business Communications 231	3	English 236	3
*Secretarial Administration 241	4	Secretarial Administration 242	4
Computer Science 131	3	Business Law 231	3
Business Psychology 231	3	Political Science 235 *or* 236 *or* Economics 231 *or* 232	3
**Co-op 241	4	**Co-op 242	4
	17		17

*If the student has earned credit in listed course, credit in Chemistry 145 or Physics 141 or 142 or Marketing 231 required.

**Cooperative Work Experience and Seminar includes supervised work experience in the technical secretarial area with a related 1.5-hour weekly seminar. Career related electives may be substituted with the approval of the Chairperson, Division of Business.

***Electives and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

GENERAL DATA PROCESSING

(Diploma Program)

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Communications 133 *or* 134 *or* English 131	3	Computer Science 136	3
Business Math & Calculating Machines 141	4	Office Procedures 142	4
Computer Science 131	3	Computer Science 132	3
Typewriting 131 *or* 132	3	Typewriting 132 *or* *elective	3
Finance 131	3	Accounting 131	3
		Office Machines 112	1
	16		17

*Electives and equivalents must relate to the student's career objectives and are subject to the approval of the Chairperson, Division of Business.

GENERAL OFFICE CLERICAL PROGRAM

(Diploma Program)

First Semester

Subject	Hours
English 131	3
Typewriting 131 *or* 132	3
Business Math and Calculating Machines 141	4
Introduction to Business 131	3
Finance 131	3
Career Planning 114	1
	17

Second Semester

Subject	Hours
Insurance 231	3
*Typewriting 132	3
Accounting 131	3
Business Psychology 231	3
Office Procedures 142	4
Office Machines 112	1
	17

*If student has earned credit in Typewriting 132 an elective related to the student's career objectives is required and must be approved by the Chairperson, Division of Business.

GENERAL SECRETARIAL PROGRAM

(Diploma Program)

First Semester

Subject	Hours
English 131	3
Typewriting 131 *or* 132	3
Shorthand 131 *or* 132	3
Introduction to Business 131	3
Business Math and Calculating Machines 141	4
Career Planning 114	1
	17

Second Semester

Subject	Hours
Business Communications 231	3
*Typewriting 132	3
*Shorthand 132	3
Office Procedures 142	4
Accounting 131	3
Office Machines 112	1
	17

*If student has earned credit in this course, an elective related to the student's career objectives is required and must be approved by the Chairperson, Division of Business.

Division of Business

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 236

Cost Accounting (3-0). Credit 3.
A study of manufacturing budgeting and control systems, including a detailed study of manufacturing costs accounts and financial statements, job-order costing, process costing, master budget, variance analysis, capital budgeting, and quantitative techniques. Prerequisite: Accounting 242.

ACCOUNTING 241
Principles of Accounting. (4-0). Credit 4.
A study of accounting as an informational system with an emphasis on the underlying concepts. Topics include fundamental relationships; the accounting cycle including adjusting entries and worksheets; EDP Systems; fixed assets and corporate equity; and funds flow. Prerequisite: Sophomore standing or approval of the Chairperson, Division of Business.

ACCOUNTING 242
Principles of Accounting. (4-0). Credit 4.
A study of managerial planning and control with a dual emphasis on the quantitative and behavioral aspects of decision making. Subject areas include funds flow, cash flow; cost-volume-profit analysis; budgeting; capital budgeting; job order costing; process costing; and variance analysis. Prerequisite: Accounting 241 or equivalent.

BANKING 131
Principles of Bank Operations (3-0). Credit 3.
Descriptive orientation of bank functions and operations.

BANKING 132
Savings and Time Deposit Banking (3-0). Credit 3.
Historical development and current operational coverage of the savings process as an integral link in financial flows. Prequisite: Banking 131.

BANKING 231
Federal Regulation of Banking (3-0). Credit 3.
A comprehensive treatment of federal banking operations. Prerequisite: Banking 131.

BANKING 232
Installment Credit (3-0). Credit 3.
Concise presentation of each phase of bank installment credit operations. Prerequisite: Banking 131.

BANKING 233
Analyzing Financial Statements (3-0). Credit 3.
Thorough study of the characteristics and analysis of financial statements. Prerequisites: Banking 131 and Accounting 241.

BANKING 234
Money and Banking (3-0). Credit 3.
Thorough study of modern money theory with practical applications to banking and individual banks. Prerequisites: Banking 131 and Economics 231.

BANKING 235
Bank Investments (3-0). Credit 3.
Analysis of the nature and needs of banks for primary reserves and loanable funds. Prerequisite: Banking 131.

BANKING 236
Credit Administration (3-0). Credit 3.
Discussion of factors influencing and determining loan policy. Prerequisite: Banking 131.

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 equivalent.

BUSINESS LAW 231
Business Law (3-0). Credit 3.
Introduction to the legal environment. Subject areas include Uniform Commercial Code, tort, contract, consumer credit, sales, negotiable instruments, partnerships, personal property, bailments, and real property. Prerequisite: Sophomore standing or approval of Chairperson, Division of Business.

BUSINESS MATHEMATICS 131
Business Mathematics (3-1.5). Credit 3.
Primary emphasis on mathematical computations required in these business topics: percentage, simple and compound interest, present value, depreciation, inventory valuation, discounts, pricing, income statements and balance sheets, ratios, statistics, graphs, and banking records.

BUSINESS MATHEMATICS AND CALCULATING MACHINES 141
Business Math and Calculating Machines (3-1.5). Credit 4.
Primary emphasis on application of business computations to machine use. Information about office machines and training in their operation. Problems deal with: interest, present value, depreciation, inventory valuation, discounts, pricing, income statements and balance sheets, ratios, statistics, graphs, and banking records.

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.

CAREER PLANNING 114
Orientation to Secretarial/Clerical Careers (3-0). Credit 1.
An introduction to and exploration of nature of jobs and job tasks, opportunities, qualifications, training, employment outlook, earning power, advancement, work environment, resources and terminology unique to the clerical or general, legal, medical, or technical secretarial fields. Counseling and self-analysis leading to setting of personal and professional goals.

CAREER PLANNING 115
Orientation to Mid-Management Careers (3-0). Credit 1.
An introduction to and exploration of the nature of job tasks, opportunities, qualifications, training, employment outlook, earning power, advancement, work environment, resources, and terminology unique to the management, marketing, and real estate fields. Counseling and self-analysis leading to setting of personal and professional goals.

COMPUTER SCIENCE 111
Keypunch Operation (2-3). Credit 1.
Formerly Data Processing 111. A seven-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.

COMPUTER SCIENCE 131
Introductory Computer Science (3-0). Credit 3.
Formerly Data Processing 131. Basic principles of computer science. Topics include historical influences in computer science, number systems, input-output media, flowcharting, and programming.

COMPUTER SCIENCE 132
Computer and Peripheral Equipment Operations (1-2). Credit 3.
Formerly Data Processing 132. Designed to acquaint the student with the operation of a digital computer and other peripheral equipment used with computers. Prerequisite: Computer Science 131.

COMPUTER SCIENCE 136
RPG Programming (1.5-3). Credit 3.
Formerly Data Processing 136; formerly Data Processing 231. Report Program Generator (RPG). Emphasis on computer solution of basic problems from the general business and management science areas. Prerequisite: Computer Science 131 or equivalent.

COMPUTER SCIENCE 141
Algorithmic Processes (3-3). Credit 4.
Introduction to computers, algorithms and computation with applications. Prerequisite: Math 137 or equivalent.

COMPUTER SCIENCE 232
COBOL Programming (1.5-3). Credit 3.
Formerly Data Processing 235. Common Business Oriented Language (COBOL). Emphasis on computer solution of business applications using COBOL programming techniques. Prerequisite: Computer Science 131 or equivalent.

COMPUTER SCIENCE 233
FORTRAN Programming (1.5-3). Credit 3.
Formerly Data Processing 237; formerly Data Processing 134. Detailed

study of the FORTRAN IV programming language. Emphasis is placed on solving problems in the scientific area. Prerequisite: Computer Science 131 or equivalent.

COMPUTER SCIENCE 235
Computer Systems (3-0). Credit 3.
Formerly Data Processing 232. A study of the application of systems techniques to the solution of business data-processing problems. Prerequisite: Compuer Science 232 or Computer Science 233 or approval of Chairperson, Division of Business.

COMPUTER SCIENCE 237
Computer Science Applications (3-1.5). Credit 3.
Formerly Data Processing 233. Designed to acquaint the student with business applications using the computer. Prerequisite: Computer Science 232 and Computer Science 233 or approval of Chairperson, Division of Business.

COOPERATIVE EDUCATION 241
Seminar and Work Experience (1.5-20). Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization; i.e., accountancy, banking, computer science, management, marketing, real estate, 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 Chairperson, Division of Business.

COOPERATIVE EDUCATION 242
Seminar and Work Experience (1.5-20). Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization; i.e., accountancy, banking, computer science, management, marketing, real estate, or legal, medical or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Education 241 and approval of Chairperson, Division of Business.

COOPERATIVE EDUCATION 243
Seminar and Work Experience (1.5-20). Credit 4.
A comprehensive treatment of career-related activities encountered in the student's area of specialization; i.e., accountancy, banking, computer science, management, marketing, real estate, or legal, medical or technical secretaryship. Under supervision of the College and the employer, the student is required to work for wages. Prerequisite: Cooperative Education 242 and approval of Chairperson, 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 or approval of Chairperson, Division of Business.

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 international economic relations. Includes a survey of economic change and comparative economic systems. Prerequisite: Sophomore standing or approval of Chairperson, Division of Business.

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.
A planned approach to the introductory study of business — its impact on and its responsibility to society, utilizing individual study and group interactivities. Topics include economics, management, marketing, finance, production, government regulations, and social responsibilities of business.

MANAGEMENT 131
Introduction to Management (3-0). Credit 3.
A planned approach to the introductory study of management utilizing individual study and small group interactivities. Topics include business and the economic environments; management of human, material, financial, information and control resources; marketing management; and management within a legal, governmental and social framework.

MANAGEMENT 132
Psychology of Management (3-0). Credit 3.
Study of psychological concepts involved in management with emphasis on the facilitating functions in a business enterprise.

MANAGEMENT 231
Principles of Management (3-0). Credit 3.
A study of modern management philosophy and decision-making processes utlizing the case study method. An insight into the management functions of planning, organizing, directing and controlling. Prerequisite: 9 semester hours of business administration including Introduction to Business 131 or Management 131.

MANAGEMENT 232
Human Resource Management (3-0). Credit 3.
A study of the broad functions which management must perform in order to maintain effective and enriched employees; emphasis on the management functions, structures, and principles which are significant in personnel interactions and management. Prerequisite: Management 231.

MANAGEMENT 234
Logistics Management (3-0). Credit 3.
An overview of the logistic management process exploring the decisions involved in transportation, production scheduling, inventory planning and material handling. Prerequisite: Management 231.

MARKETING 231
Principles of Marketing (3-0). Credit 3.
The economic and ecological impact of marketing in the business organization using the case study method. An inquiry into the marketing strategies and the interfacing of management policies. Prerequisite: Introduction to Business 131 or Management 131.

MARKETING 232
Principles of Salesmanship and Sales Management (3-0). Credit 3.
An exploration of the techniques used in sales and sales management. Focusing on sales procedures, organization, operations, planning, and analysis. Prerequisite: Marketing 231.

MARKETING 233
Retail Management (3-0). Credit 3.
An overview of retailing management emphasizing the concepts and techniques underlying the planning and control of the merchandising process. Prerequisite: Marketing 231.

OFFICE MACHINES 112
Machine Posting (3-1.5). Credit 1.
Machine posting of general ledger, accounts receivable ledger, and payroll ledger. Corequisite: Accounting 131 or approval of Chairperson, Division of Business.

OFFICE MACHINES 131
Office Machines (3-1.5). Credit 3.
Information about office machines and training in their operation. Emphasis placed on skillful operation of calculating and adding machines.

OFFICE MACHINES 141
Office Machines and Machine Posting (3-1.5). Credit 4.
Information about office machines and training in their operation. Machine posting of general ledger, accounts receivable ledger, and payroll ledger. Emphasis placed on skillful operation of calculating, add-

ing, and posting machines. Corequisite: Accounting 131 or approval of Chairperson, Division of Business.

OFFICE PROCEDURES 142
Office Procedures (3-1.5). Credit 4.
Study of modern office practices; use of movable carriage, proportionate spacing, decimal-tab, and special element typewriters; operation of dictating and transcribing machines; business telephone and office etiquette; processing of office mail; records management; preparation of business reports; operation of duplicating and copying equipment; keypunch; office design. Prerequisite: Typing 131. Corequisite: Typing 132 or the equivalent.

REAL ESTATE 131
Principles of Real Estate (3-0). Credit 3.
A study of fundamental principles and practices of real estate. Emphasis will be upon the professional ethics and activities of real estate brokers, property rights, property ownership, financing, and control and transfer of real properties.

REAL ESTATE 132
Real Estate Law (3-0). Credit 3.
An exploration of real estate law emphasizing the complex aspects of ownership, use and transferability of real property as encountered by brokers and those who deal with real estate. Topics include contracts, title, deeds, leases, liens, covenants, restrictions, easements, estates, and landlord-tenant relationships. Prerequisite: Real Estate 131.

REAL ESTATE 231
Real Estate Appraisal (3-0). Credit 3.
Theories, functions and purposes of appraisal techniques with emphasis on the application and interpretation of appraisal information. Prerequisite: Real Estate 131.

REAL ESTATE 232
Real Estate Finance (3-0). Credit 3.
Title business, closing procedures and policies in financing real estate sales, securing funds, and analyzing the legal aspects of mortgages and related instruments. Prerequisite: Real Estate 131.

SECRETARIAL ADMINISTRATION 241
Specialized Office Service (3-3). Credit 4.
Intensive study of job-analysis data; letter writing; business and technical reports; rough drafts; tables; business forms; statistical reports; graphs; machine transcription and word processing with specialized legal, medical and technical terminology; records management; general shorthand dictation and transcription. Formerly Office Procedures 133. Prerequisite: Typewriting 132, Office Procedures 142, and Shorthand 132 or the equivalent; or approval of Chairperson, Division of Business.

SECRETARIAL ADMINISTRATION 242
Executive Secretaryship (3-3). Credit 4.
Secretarial problems and projects involving application of skill techniques and human relations to administrative secretarial responsibilities, such as travel, meetings, equipment selection, correspondence, information research; work organization and office layout; effective supervision and training techniques; specialized (legal, medical, technical) terminology and dictation. Replaces Secretarial Administration 232. Prerequisite: Secretarial Administration 241 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 credit 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; emphasis on transcription skills. Prerequisite: Completion of one year of high school shorthand and typewriting or Shorthand 131 and Typewriting 131 or the equivalent.

TYPEWRITING 131
Beginning Typewriting (3-1.5). 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.

TYPEWRITING 132
Intermediate Typewriting (3-1.5). Credit 3.
Development of skills, knowledge, 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 Industrial Education

The Division of Industrial Education provides a variety of one-year and two-year programs in Air Conditioning/Refrigeration, Automotive, Drafting/Design, Electronics, Graphic Arts, and Welding for those students who wish to enter employment in industry upon graduation. The Division also provides a number of courses designed for students transfering to institutions offering four-year Technical Programs.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
Air Conditioning 131	3
Air Conditioning 133	3
Air Conditioning 135	3
English 131	3
Technical Math 131	3
Physical Education 112	1
	16

Second Semester

Subject	Hours
Air Conditioning 132	3
Air Conditioning 134	3
Air Conditioning 136	3
Air Conditioning 138	3
Welding 131	3
Physical Education Elective	1
	16

Sophomore Year

First Semester

Subject	Hours
Air Conditioning 231	3
Air Conditioning 233	3
Air Conditioning 265	6
Mechanics 131	3
Drafting 131	3
	18

Second Semester

Subject	Hours
Air Conditioning 232	3
Air Conditioning 234	3
Air Conditioning 266	6
Elective	3
or	
Co-op 244	4
	15 or 16

AUTOMOTIVE TECHNOLOGY

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
Automotive 161	6
Automotive 163	6
English 131	3
Physical Education Elective	1
	16

Second Semester

Subject	Hours
Automotive 162	6
Automotive 164	6
Technical Math 131	3
Physical Education Elective	1
	16

Sophomore Year

First Semester

Subject	Hours
Automotive 165	6
Automotive 167	6
Welding 131	3
	15

Second Semester

Subject	Hours
Automotive 166	6
Automotive 168	6
Welding 141	4
	16

DRAFTING AND DESIGN TECHNOLOGY

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
Drafting 131	3
English 131	3
Technical Math 131	3
Mechanics 131	3
Physical Education Elective	1
	13

Second Semester

Subject	Hours
Drafting 132	3
Drafting 134	3
Technical Math 132	3
Drafting 136	3
Elective	3
or	
Co-op 244	4
Physical Education Elective	1
	16 or 17

Sophomore Year

First Semester

Subject	Hours
Drafting 233	3
Drafting 237	3
Political Science 235	3
Drafting 231	2
Physics 143	4
	16

Second Semester

Subjects	Hours
Drafting 232	3
Drafting 234	3
Political Science 236	3
Drafting 236	3
Drafting 238	3
	15

ELECTRONIC TECHNOLOGY

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
Electronics 141	4
Technical Math 131	3
Drafting 131	3
English 131	3
Technical Math 111	1
Physical Education 112	1
	15

Second Semester

Subject	Hours
Electronics 142	4
Electronics 144	4
Technical Math 132	3
Electronics 245	4
Physical Education 112	1
	16

Sophomore Year

First Semester

Subject	Hours
Electronics 243	4
Physics 143	4
Industrial Instrumentation 231	3
Electronics 242	4
Computer Science 233	3
	18

Second Semester

Subject	Hours
English 236	3
Electronics 230	3
Electronics 248	4
Technical Math 234	3
Industrial Instrumentation 232	3
	16

WELDING TECHNOLOGY

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
Welding 131	3
Welding 141	4
Drafting 131	3
English 131	3
Technical Math 131	3
Physical Education Elective	1
	17

Second Semester

Subject	Hours
Welding 136	3
Welding 142	4
Welding 238	3
Technical Math 132	3
Physical Education Elective	1
	14

Sophomore Year

First Semester

Subject	Hours
Welding 144	4
Welding 243	4
English 236	3
Political Science 235	3
Mechanics 131	3
	17

Second Semester

Subject	Hours
Welding 237	3
Welding 244	4
Welding 246	4
Political Science 236	3
Elective	3
or	
Co-op 244	4
	17 or 18

OFFSET PRINTING

(Diploma Program)

First Semester

Subject	Hours
Graphic Arts 141	4
Graphic Arts 143	4
Graphic Arts 145	4
Typing 131	3
or	
Elective	3
or	
Co-op 244	4
	15 or 16

Second Semester

Subject	Hours
Graphic Arts 142	4
Graphic Arts 144	4
Graphic Arts 146	4
English 131	3

WELDING TECHNOLOGY

(Diploma Program)

First Semester

Subject	Hours
Welding 131	3
Welding 141	4
Drafting 131	3
English 131	3
Technical Math 131	3
	16

Second Semester

Subject	Hours
Welding 136	3
Welding 142	4
Welding 144	4
Mechanics 131	3
	14

Division of Industrial Education

AIR 131
Air Conditioning Fundamentals (3-0). Credit 3.
Heat and fluid flow, psychoromatrics of air conditioning, heat load calculations, and fluid distribution systems.

AIR 132
Air Conditioning Fundamentals (3-0). Credit 3.
A continuation of Air 131 with calculations involved in moving air, air quantities, heating loads, cooling loads, and distribution systems. Prerequisite: Air Conditioning 131 or approval of Chairman, Division of Industrial Education.

AIR 133
Air Conditioning Electrical Circuits (3-0). Credit 3.
Introduction to electrical machinery. Electrical motor and control principles as applied to air conditioning and refrigeration. Corequisite: Air 131 or approval of Chairman, Division of Industrial Education.

AIR 134
Refrigeration Theory (3-0). Credit 3.
Theory of refrigeration cycle, system design, and component selection.

AIR 135
Air Conditioning Systems Servicing I (2-4). Credit 3.
Theory and practice in the maintenance of residential cooling and heating systems. Corequisite: Air 133 or approval of Chairman, Division of Industrial Education.

AIR 136
Refrigeration Systems Servicing I (2-4). Credit 3.
Theory and practice in the maintenance of residential refrigeration systems. Corequisite: Air 134 or approval of Chairman, Division of Industrial Education.

AIR 138
Air Conditioning Controls (2-4). Credit 3.
Theory and practice in application of

controls in electrical, electronic, pneumatic, and hydraulic systems. Prerequisite: Air 131, Air 133.

AIR 231
Dynamics of Air Conditioning (2-4). Credit 3.
Special applications of control directly related to refrigeration and air conditioning systems. Prerequisite: Air 138 or approval of Chairman, Division of Industrial Education.

AIR 232
Advanced Air Conditioning (2-4). Credit 3.
Advanced psychrometry, air handling, piping design, and component selection of central systems. Prerequisite: Air 231 or approval of Chairman, Division of Industrial Education.

AIR 233
Air Conditioning Analysis (2-4). Credit 3.
Component selection of heating, cooling and integrated systems for residential and small commercial applications. Corequisite: Air 231 or approval of Chairman, Division of Industrial Education.

AIR 234
Air Conditioning Design (2-4). Credit 3.
Theory and practice in the preparation of plans and specifications for heating and cooling systems of large residential and commercial buildings. Corequisite: Air 232 or approval of Chairman, Division of Industrial Education.

AIR 265
Air Conditioning Systems Servicing II (2-8). Credit 6.
Theory and practice in the maintenance of large residential and commercial heating and cooling systems. Prerequisite: Air 135 or approval of Chairman, Division of Industrial Education.

AIR 266
Refrigeration Systems Servicing II (2-8). Credit 6.
Theory and practice in the maintenance of commercial refrigeration systems. Prerequisite: Air 136 or approval of Chairman, 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.

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

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.

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

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.

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.

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.

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

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 principals 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 (2-4) 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 drawing. Prerequisite: Drafting 136.

DRAFTING 234
Structural Drafting (2-4). Credit 3.
A study of A.I.S.C. specifications and standards, structural theory and data, designing and detailing structural members and connections. Design and development of details and specifications for light industrial structures to include structural steel, pipe and reinforced concrete rods. Prerequisite: Drafting 131.

DRAFTING 236
Technical Illustration (2-4). Credit 3.
A study of the materials and skills necessary to produce technical illustration. 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
Pipe Drafting II (2-4). Credit 3.
A continuation of Pipe Drafting I with emphasis on Design Methods and Materials as used in the Refining or Petrochemical Industry. Prerequisite: Drafting 131, and Drafting 232.

ELECTRONICS 141
Electrical 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.

ELECTRONICS 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 141 and TM 131. Corequisite: TM 132.

ELECTRONICS 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.

ELECTRONICS 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.

ELECTRONICS 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.

ELECTRONICS 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.

ELECTRONICS 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.

ELECTRONICS 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.

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

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

GRAPHIC ARTS 143
Cold Type Composition (3-3). Credit 4.
Study of type faces and styles, cold type, composing methods and machines, single charts, graphs, and

design. Prerequisite: Basic Typewriting skills or Typewriting 131 concurrently.

GRAPHIC ARTS 144
Offset Press Platemaking (3-3). Credit 4.
Theory and practice in the technique of offset platemaking using metal and non-metal plates and processes. Prerequisite: GA 141 or approval of the Chairman, Division of Industrial Education.

GRAPHIC ARTS 145
Fundamentals of Layout and Design (3-3). Credit 4.
The use of cold type in the preparation of layout and design of materials used in offset printing, such as brochures, catalogs, bulletins, etc.

GRAPHIC ARTS 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.

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

GRAPHIC ARTS 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.

GRAPHIC ARTS 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 244.

INDUSTRIAL INSTRUMENTATION 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: EI 243.

INDUSTRIAL INSTRUMENTATION 232
Industrial Instrumentation (1-2) Credit 3.
A broad introduction to electronic industrial instrumentation. Analysis of sensing devices for detecting changes in flows, pressures, temperatures and associated circuitry. Controller applications and the effects of their internal functions on process control. Analyzer application to process control, and interfacing with computers. Prerequisite: EI 144, EI 245 and Ind. Inst. 231.

MECHANICS 131
Manufacturing Materials and Processes (3-0). Credit 3.
A study of non-metals, ferrous and non-ferrous materials, their application and 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.

TECHNICAL MATHEMATICS 111
Technical Mathematics (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.

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

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

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

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

TECHNICAL MATHEMATICS 234
Technical Mathematics (3-0). Credit 3.
A study of differential and integral calculus emphasizing electronic applications. Prerequisite: TM 132.

WELDING 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.

WELDING 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. Prerequisite: W 141 or approval of Chairman, Division of Industrial Education.

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

WELDING 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 qualification of plate welders. Prerequisite or corequisite W 141.

WELDING 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 or approval of Chairman, Division of Industrial Education.

WELDING 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 or approval of Chairman, Division of Industrial Education.

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

WELDING 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 or approval of Chairman, Division of Industrial Education.

WELDING 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 or approval of Chairman, Division of Industrial Education.

WELDING 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 piping fabrication. Prerequisite: W 243 or approval of Chairman, Division of Industrial Education.

Division of
Law Enforcement Education

The Division offers a planned sequence of classroom instruction and laboratory experiences designed to prepare a student to function either as (1) a generalist in any law enforcement agency or (2) an evidence technician operating in a crime laboratory or mobile unit concerned with the photography, collection, preservation, transportation and preparation of physical evidence. The two year Associate Degree program is designed to serve either as a terminal program or for transfer to a senior institution.

LAW ENFORCEMENT

(Associate in Applied Science Degree)

Freshman Year

First Semester

Subject	Hours
English 131 Composition & Rhetoric in Communication	3
Biology 141 General Biology	4
or Phys. 141 General Physics	
or Chem. 141 General Inorganic Chemistry	
History 135 United States History	3
LE 131 Introduction to Criminal Justice	3
LE 135 Legal Aspects of Law Enforcement	3
PE 111 Foundations of Fitness & Health	1
	17

Second Semester

Subject	Hours
English 132 Composition & Reading	3
Biology 142 General Biology	4
or Phys. 142 General Physics	
or Chem. 142 General Inorganic Chemistry	
History 136 United States History	3
LE 134 Criminal Investigation	3
LE 136 Criminal Procedure & Evidence	3
PE 112 Physical Education Activities	1
	17

Sophomore Year

First Semester

Subject	Hours
Pol. Sci. 235 American National & State Government	3
Sociology 131 Introductory Sociology	3
or Psy. 231 Psychology	
LE 232 Police Role in Crime & Delinquency	3
LE 238 Police-Community Relations	3
LE 239 Police Organization & Administration	3
	15

Second Semester

Subject	Hours
Pol. Sci. 236 American National & State Government	3
Sociology 132 Social Problems	3
or Psy. 237 Social Psychology	
LE 233 Patrol Administration	3
or LE 331 Traffic Law	
or LE 332 Traffice Planning & Administration	
LE 234 Forensic Photography	3
LE 235 Evidence Technology	
or LE 236 Identification Technology	
LE 237 Narcotics Investigation	3
or LE 333 Juvenile Procedures	
or LE 334 Probation & Parole	
or LE 335 Penology (Jail Operation & Management)	
	15

GENERAL LAW ENFORCEMENT PROGRAM

(Certificate Program)

Subject	Hours
English 131	3
Sociology 132	3
Psychology 231	3
Law Enforcement 131	3
Law Enforcement 134	3
Law Enforcement 135	3
Law Enforcement 136	3
Law Enforcement 233	3
Law Enforcement 238	3
Law Enforcement 239	3
	30

EVIDENCE TECHNICIAN PROGRAM

(Certificate Program)

Subject	Hours
English 131	3
Math 132	3
Chemistry 145	4
Law Enforcement 134	3
Law Enforcement 135	3
Law Enforcement 136	3
Law Enforcement 234	3
Law Enforcement 235	3
Law Enforcement 236	3
Law Enforcement 237	3
	31

LE 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.

LE 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; interrogation techniques.

LE 135.
Legal Aspects of Law Enforcement (3-0). Credit 3.
Elements of criminal law with definitions and general penalties; law of arrest, search and seizure; rights and duties of officers and citizens.

LE 136.
Criminal Procedure and Evidence (3-0). Credit 3.
Origin, development and philosophy of rules of evidence; test of admissibility; weight and value of types of evidence.

LE 232.
Police Role in Crime and Delinquency (3-0). Credit 3.
Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as its relates to juveniles.

LE 233.
Patrol Administration (3-0). Credit 3.
Police responsibilities; personnel recruitment and selection; patrol operations; narcotics and vice; maintaining order; traffic enforcement; juvenile procedures; demonstrations; picketing and riots. Emphasis on new concepts in contemporary society.

LE 234.
Forensic 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.

LE 235.
Evidence Technology (2-3). Credit 3.
The use of the compound, stereoscopic and forensic microscopes; comparison of handwriting, toolmarks, biological evidence and miscellaneous materials; ballistics; the investigation of death; preparation of evidence for courtroom testimony. Prerequisite: LE 234 or permission of the instructor.

LE 236.
Identification Technology (2-3). Credit 3.
Crime scene procedures; collection and preservation of evidence; 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: Permission of the instructor.

LE 237.
Narcotics Investigation (3-0). Credit 3.
Identification of narcotics and dangerous drugs subject to abuse; origin, distribution and control; special investigation 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: Permission of the instructor.

LE 238.
Police-Community Relations (3-0). Credit 3.
Interrelationships between law enforcement and the community; racial and community tensions; positive community relations programs; group techniques and role-playing will be utilized.

LE 239.
Police Organization and Administration (3-0). Credit 3.
Principles and procedures in the organization and administration of law enforcement agencies; includes new concepts such as contract law enforcement, regional crime squads and lateral entry.

LE 331.
Traffic Law (3-0). Credit 3.
A survey of local and state traffic laws, and techniques of enforcement. History, development, and economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.

LE 332.
Traffic Planning and Administration (3-0). Credit 3.
History, development, economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.

LE 333.
Juvenile Procedures (3-0). Credit 3.
The nature and extent of delinquency, theories, prevention and evaluation, control, and treatment programs and procedures.

LE 334.
Probation and Parole (3-0). Credit 3.
The development, organization, operation and result of systems of probation and parole as substitutions for incarnation, methods of selection, and prediction scales.

LE 335.
Penology (Jail Operation and Management) (3-0). Credit 3.
The philosophy and objective of jail operation. Also the study of the Administrator's role in setting objectives, planning, decision making, and controlling of the jail.

Division of Nursing

ADMISSION REQUIREMENTS

The Associate Degree Nursing Program begins in June; application by April 15 is recommended. All students who wish to be admitted to the Associate Degree Nursing Program must contact the Admissions Office in person, or by letter, and, in addition:

1. To be admitted to the program an applicant must complete the requirements for enrollment at College of the Mainland. Admission to College of the Mainland does not guarantee or imply admission to the Associate Degree Nursing Program. Applicants residing within the college district have priority for admission in the nursing program.
2. An applicant must have a composite ACT score of 15, or if an applicant does not achieve a composite score of 15 on the ACT test, then he or she will be readvised through counseling and possibly recommended for developmental courses based on interpretation of test results.
3. Transfer students with 24 or more transferable credit hours will be exempt from the ACT requirement.
4. Before final acceptance, an applicant must be in good physical and mental health. Each applicant will have a thorough physical examination and submit the report on a special health record form to be provided by the Division of Nursing. The health record form must be completed by a licensed physician.
5. Final admission to the Associate Degree Nursing Program is determined by the Nursing Program Admissions Committee.

PROGRESSION REQUIREMENTS

1. After a student has enrolled, the required nursing courses must be completed in the proper sequence of permission from the Division Chairperson must be obtained.
2. A student will be allowed to progress to the next course only if the minimum objectives have been met in the previous course or on recommendation of the faculty.
3. Class attendance for nursing students will follow the same rules as listed in the college catalog under "attendance".
4. The Clinical (hospital) instructor who works with the students in the affiliating hospital area continually evaluates them. A student may be terminated from the program if his performance is rated completely unsatisfactory.
5. The Division of Nursing will not accept for credit, required

courses in the Nursing, Natural, and Social Sciences taken more than five years prior to the time application is received for admission. This requirement may be waived by the Division Chairperson based on the student's previous life and/or educational experience.

GRADUATION REQUIREMENTS

To be eligible for an Associate in Applied Science Degree (Nursing) students must have completed the prescribed course of study of 71 semester hours with an overall grade point average of 2.0 or better and have spent two calendar years in school. Upon completion of the requirements for the Associate in Applied Science Degree (Nursing) students are eligible to write the State Board Examination to become an R.N.

NURSING

(Associate in Applied Science Degree)

Freshman Year

Summer Session I

English 131	3
Sociology 131	3
	6

Summer Session II

English 132	3
Chemistry 145	4
	7

Fall Semester

Nursing 181	8
Biology 143	4
Psychology 231	3
Physical Education 111	1
	16

Spring Semester

Nursing 161	6
Biology 144	4
Psychology 233	3
Physical Education 112	1
	14

Sophomore Year

Summer

Nursing 261	6

Fall Semester

Nursing 262	6
Biology 145	3
	9

Spring Semester

Nursing 281	8
Nursing 212	1
Elective	3
	12

NURSING 181

Fundamentals of Nursing (4-12). Credit 8.

Fundamentals of Nursing is the basic course upon which all other courses build and expand. It is designed to provide an understanding of the role of the technical nurse in the health field. The problem solving process, selected nursing skills, and principles underlying basic human needs of various age groups are introduced. Principles of pharmacology, diet therapy, ethics, legal aspects, and nursing history are introduced and integrated throughout the curriculum. Prerequisite: Admission to Associate Degree Nursing Program.

NURSING 161
Physical and Mental Health and Illness (3-12). Credit 6.
The content of this course is focused on the application of knowledge, skills and interpersonal relationships related to comprehensive nursing care of patients of all age groups with physical and mental problems. Prerequisites: Bio 143, Chem 145, Nu 181.

NURSING 261
Physical and Mental Health and Illness (3-12). Credit 6.
A continuation of Physical and Mental Health and Illness I with emphasis on behavioral disruptions. Prerequisites: Bio 143, Chem 145, Nu 181, Nu 162.

NURSING 262
Physical and Mental Health and jillness (3-12). Credit 6.
An indepth study of nursing care in more complex health problems. Concepts of team nursing will be emphasized. Guided learning experiences will be directed toward increasing he student's knowledge of community health problems. Prerequisites: Bio 143, Bio 144, Chem 145, Nu 181, Nu 162, Nu 261.

NURSING 281
Maternal and Child Health (4-12) Credit 8.
A study of maternal and child care based on the reproductive and developmental cycles of the mother and infants. The normal and abnormal phases of pregnancy are presented. Emphasis is placed on family-centered care and on health teaching. A study of growth and development of the child from infancy through adolescence is used as a basis for recognition of the deviations from normal.

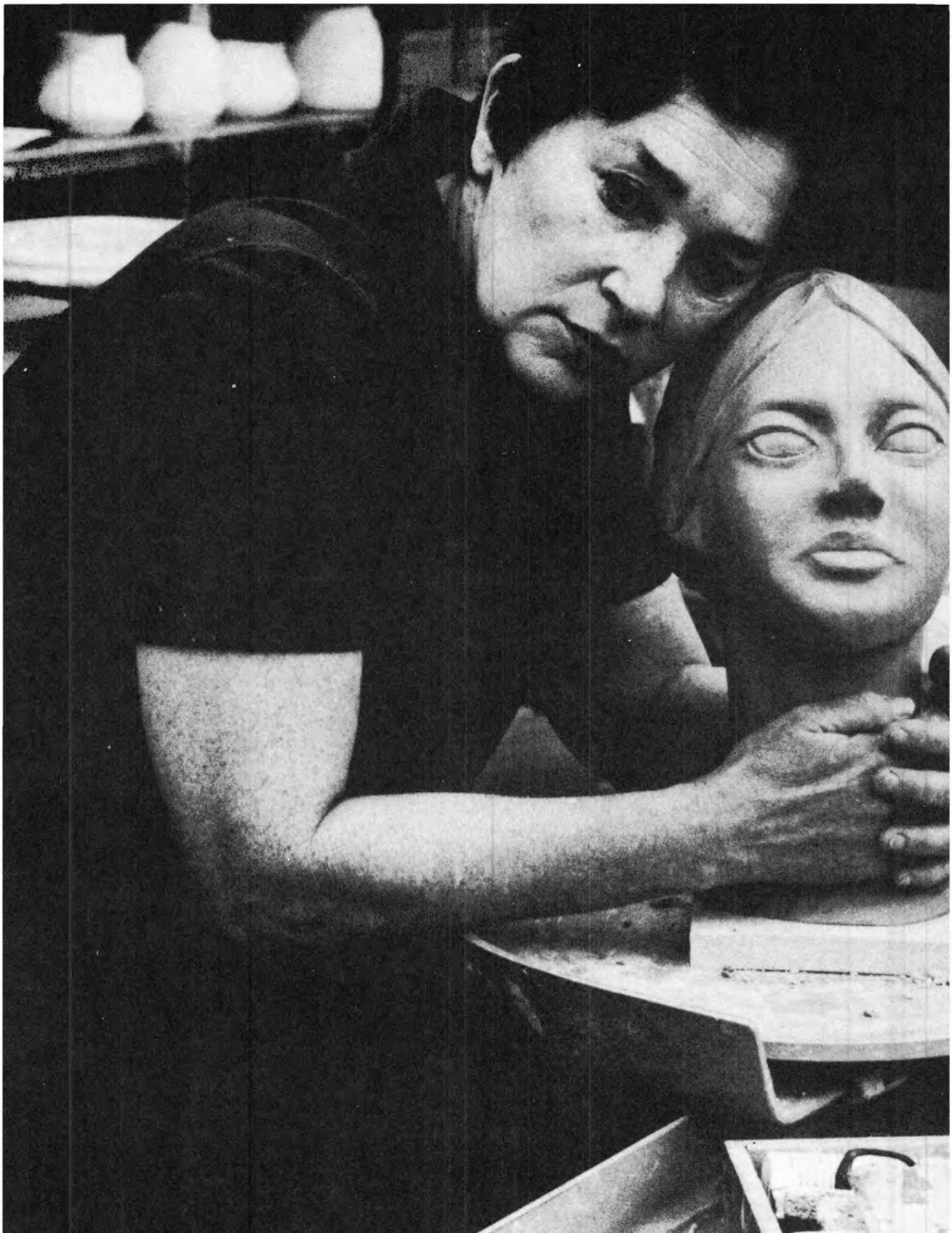
NURSING 212
Professional Development (1-0). Credit 1.
This course encompasses trends in nursing with emphasis on ethical, historical, legal, professional and social aspects of nursing. Responsibility of the individual for the standards of the profession and various professional opportunities available to associate degree graduates will be discussed. Prerequisite: Nu 181, Nu 161, Nu 261, or consent of the instructor.

NURSING 131
Medical Terminology (3-0). Credit 3.
This course introduces the student to medical terminology. Particular emphasis will be placed on the basic structure of medical words. Word roots, prefixes, and suffixes provide the key to understanding the terminology.

NURSING 132
Pharmacology (3-3-0). Credit 3.
Course is designed for the student to acquire a working knowledge and an understanding of the nurse's responsibility in the administration of drugs based upon an understanding of anatomy and physiology; relation of drug actions and effects to body structure and function both physiological and pathological; development of an appropriate vocabulary and an awareness of authoritative sources of information about drugs. Emphasis will be placed on inter-relationships of the use of d rugs as specific or adjunctive therapy in the treatment and prevention of disease. Prerequisite: R.N., LVN or consent of the instructor.

NURSING 133
Nutrition (3-3-0). Credit 3.
Fundamental principles of human nutrition; physiological and chemical bases for nutrient needs for all ages, and factors to consider in meeting these needs for individuals and groups. Prerequisite: None.

NURSING 231
Management of Nursing Care (3-3-0). Credit 3.
A course designed to assist the graduate nurse to assume the responsibilities of the leadership role in team nursing and charge positions. Principles of management as they apply to the nursing situation will be the basis of the course. Topics such as patient assignments, personnel relations, time scheduling, and personnel evaluation will be discussed. Prerequisite: R.N., L.V.N., or consent of the instructor.



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Special Programs

Individualized Studies Degree

Special Programs
Individualized Studies Degree

Introduction to a Bold, New Concept in Higher Education

In an increasingly career and degree-oriented society, there is a critical need for a program dedicated to the personal growth and development of the individual. College of the Mainland now offers such a program.

THE INDIVIDUALIZED STUDIES DEGREE is a creatively open-ended program that focuses on EDUCATION FOR INDIVIDUAL DEVELOPMENT. The curriculum is drawn from areas sometime referred to as liberal studies, general studies and adult continuing education. The overall goal for each individual is the personal nurturing of such qualities as flexibility, adaptability, creativity, openness to experience, responsibility and value development.

The student will be the primary architect of his INDIVIDUALIZED program, with the assistance of a staff advisor and approval of the Committee on Individualized Studies. There are no required courses per se in the Program. Each student may draw on the widest spetrum of educational resources available at College of the Mainland, or in the community-at-large. Some of these resources include:

- Associate degree level courses
- Technical-Vocational courses
- Continuing Education courses
- Remedial and/or development courses*
- Courses via newspaper, radio, educational television, correspondence, independent study, seminars, workshops, credit by examination.
- Cooperative Education agreements with business
- Other types of flexible arrangements in higher education curriculums

In other words, the program offers limitless boundaries and resources for the individual who, for a wide variety of reasons, has never found a place in the traditional framework of higher education.

*For those so called "high risk" students whose erratic high school records, economic plight, or unimpressive standardized test scores and race/cultural/class distinctions place them at a disadvantage in relation to the vast majority of college students.

What are the Degree Requirements?

The Individualized Studies Degree is offered to the students who:

Accumulate a total of 62 Individualized Study Units** as follows:

(a) 15 ISUs acquired prior to entering the program and submitted as an entrance requirement

(b) 47 ISUs earned in a degree program to be planned by the student with the assistance of a faculty advisor and the approval of the Committee on Individualized Studies

(c) 2 of the above 47 ISUs to be earned for the preparation and final evaluation of The Individualized Studies Degree Program.

Complete at least 47 ISUs toward the degree with the courses earned at College of the Mainland

Earn at least nine ISUs in the following meaningful areas:

- Communication Skills
- Personal growth, assessment and goal-setting
- Major dimensions of society and its historical development
- Community Involvement
- Leisure time recreation and esthetics

Present orally the Individualized Degree Plan to the Committee for final evaluation. The three-hour presentation will serve to clarify and give personal meaning to all the accumulated experiences of the student.

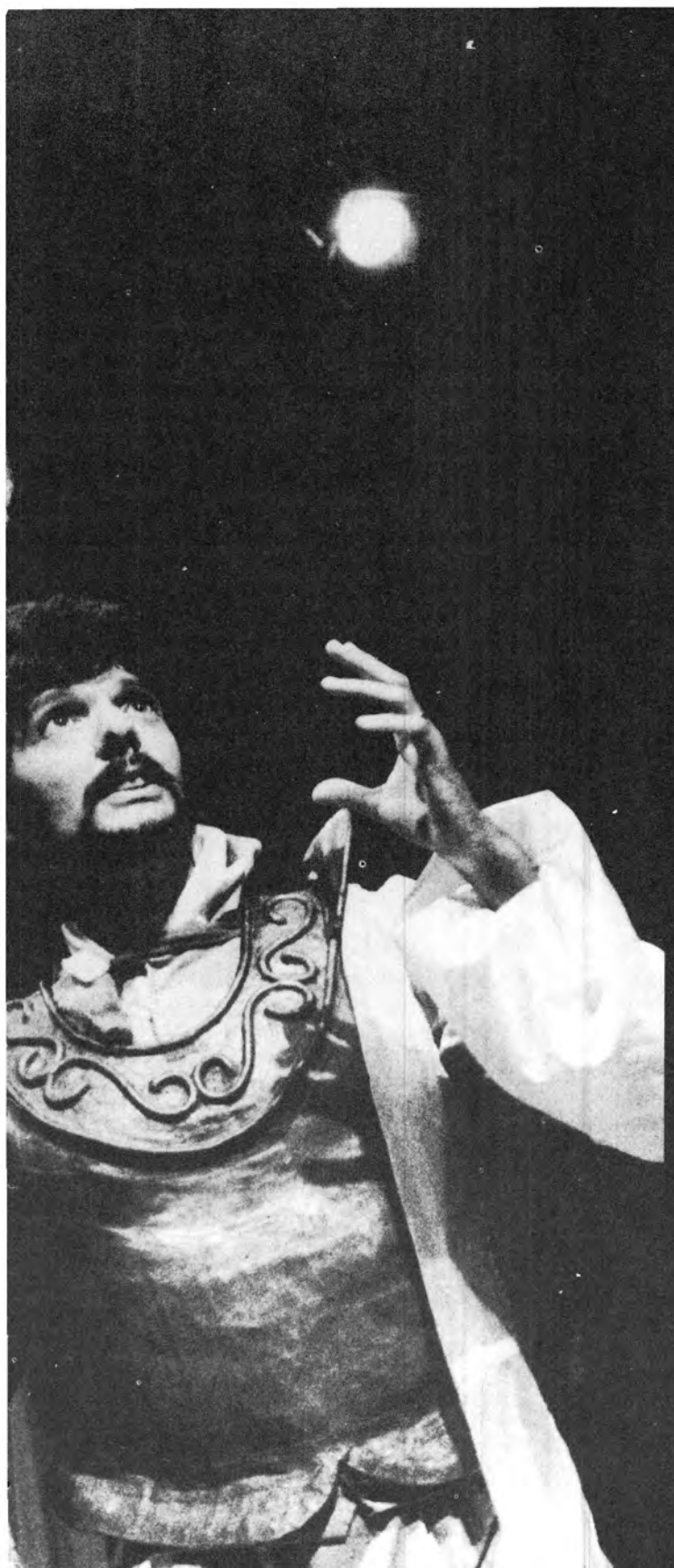
Make application for graduation through the Office of Admissions and Records no later than April 1 for Spring graduation

Clear all obligations to the college

**What are Individualized Study Units? Each Individualized Study Unit (ISU) is one (1) college semester hour of credit or one-and-a-half (1.5) Continuing Education Units (CEU).

A Continuing Education Unit is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

For information, call 938-1211, Ext. 264.



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Continuing Education and Community Services

Adult Basic Education
General Adult Education and Community Services
Mainland Community Theatre
Speakers' Bureau
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Continuing Education and Community Services

College of the Mainland's Continuing Education Program has come a long way since its inception in 1967. Not only has the enrollment increased dramatically from 700 to 25,000 participants, but the program has evolved from a college-sponsored activity to a cooperative effort between College of the Mainland and the communities of Dickinson, Friendswood, Hitchcock, Santa Fe and Texas City.

The participating communities contribute the use of their schools, city parks, and recreational facilities, and churches while College of the Mainland provides facilities, staff and materials. The net result is a process which offers a wide range of courses and activities at a nominal cost to the residents.

Texas A&M University's Center for Community Education has contributed its expertise and experience in the organizational phase of the Cooperative.

Recently, College of the Mainland received official recognition as a Community Education Cooperating Center — one of 50 in the United States and the only community college in the nation to achieve this status.

Adult Basic Education

Findings of a recently published study conducted by the U.S. Office of Education have indicated that more than 23 million Americans — one of every five adults — cannot read, write, or compute well enough to function effectively in today's world.

Adult Basic Education (ABE) is the process of delivering functional skills and literacy skills ranging from beginning reading and extending through high school equivalency.

General Educational Development is the process of acquiring those skills otherwise acquired in a public school setting and culminating in high school graduation. The difference is that instead of a high school diploma certifying acquired skills, an equivalency certificate, issued by the Texas Education Agency is granted. The process may have already taken place and a series of GED tests can be taken which will earn a high school equivalency certificate. Many people go through this process without knowing it. Performing a job, watching T.V., shopping for groceries, reading the comics, these are but a few of the ways education is acquired outside of a formal school setting. If the

process is not complete, academic work is prescribed which can complete the process.

Diagnostic procedures determine if a person is ready for the GED examination, GED classes, or more basic adult education.

The Adult Basic Education classes provide opportunities for adults who missed out on early educational experiences for any reason. Many adults have acquired literacy skills and gone on to enter GED classes and eventually earn high school equivalency certificates.

Any adult over sixteen years of age as of September of the current school year and officially withdrawn from public school before high school graduation is eligible for enrollment.

Classes are held in the mornings, afternoons, and evenings. A schedule of specific classes published by the school's Adult and Continuing Education Division should be consulted for exact times and places.

To earn high school equivalency certificates which are recognized by business, industry, and educational institutions, one must pass the series of tests called General Educational Development. This test battery consists of five separate tests that cover the main areas of high school study. These tests are:

1. Correctness and Effectiveness of Expression

   This test contains questions about grammar, spelling, sentence structure and punctuation.

2. Interpretation of Reading Materials in Social Studies

   This test contains several reading selections in the field of government and history, with questions based on these selections.

3. Interpretations of Reading Materials in the Natural Sciences

   This test contains several reading selections in the field of general science (biology, chemistry, and physics) and questions about these selections.

4. Interpretations of Literary Materials

   This test contains several selections from the field of literature and questions about these selections.

5. General Mathematical Ability

   This test contains questions about mathematics (ratios, fractions, percentages, ability to understand graphs) and some questions about geometry, elementary algebra.

In order to be eligible to take the GED test, a person must be at least

seventeen years old and out of school for a year or be eighteen years old and withdrawn from school. One must be a resident of the College District to be eligible to take the test at no charge, but any other Texas resident may take it for $5.00.

Many of the certificate recipients have taken the GED tests with no preparation other than past educational experiences combined with their everyday life experiences. Others have enrolled in Adult Basic Education classes and have improved their scholastic skills to the point that they have also passed the GED tests and received the certificate of high school equivalency.

College of the Mainland's staff believes that no two people have the same educational needs and that these needs can be met in ways that are convenient to the individual. The person who needs a high school equivalency diploma will receive counseling by a staff member in order to determine which of the above two methods are more appropriate. Many people are counseled directly into the GED test while others are advised to participate in the ABE program as described below.

English As a Second Language — Classes for individuals who have difficulty communicating in English are available as an integral part of the ABE program. The Continuing Education schedule should be consulted for details.

Citizenship — Citizenship classes for those interested in acquiring U.S. citizenship are available upon request and classes are arranged whenever a sufficient number of students express the desire for the course. For further information, please call 938-1211, extension 293.

General Adult Education and Community Services

It is the function of this branch of the College to provide a wide variety of experiences which promote individual, cultural, social, intellectual, avocational, and recreational development.

Opportunities include but are not limited to the following: recreational, avocational, personal enrichment courses.

Conversational Russian	Fitness Activities
Conversational Spanish	Interior Decorating
Creative Writing	Painting
Dance	Piano
Defensive Driving	Photography
Education for Childbirth	Pottery
Effective Listening	Recreation (swimming, basketball, handball, etc.)

Mainland Community Theatre

College of the Mainland's Theatre Program is in its third year on the solid foundation of its first two years of learning and growing.

During this period, the Mainland Community Theatre has not only attracted an increasing number of play-goers, but also an impressive group of "play-makers", who have made the Arena Theatre come alive with their collective talents.

The Mainland Community Theatre owes its fledgling success to both groups. It is hoped that this commitment will continue not only through the ambitious 1976-77 season, but in the years ahead when Mainland Community Theatre will become synonymous with the very best in live entertainment.

For further information regarding season tickets, group discounts, theatre parties, or becoming involved in future productions, please contact Bob Handy, Director of Community Services, 938-1211, Ext. 225.

Special Seminars

College of the Mainland believes that education must be a life long pursuit in order to keep pace with accelerating social, cultural, and technical changes. People must learn how to learn, learn how to relate to other humans, and learn how to choose. In order to aid citizens in this quest a wide range of seminars and workshops are offered to meet a wide range of community interest groups.

College of the Mainland Speakers Bureau

In order to assist community organizations and groups who desire speakers for their meetings and programs, College of the Mainland has organized a Speakers Bureau. The Speakers Bureau consists of members of the COM staff who have expressed a willingness to speak about topics of their particular expertise of interest and about College of the Mainland's programs. All speakers are available to community groups without charge. Those interested in obtaining a speaker should write College of the Mainland, Continuing Education and Community Services Division, 8001 Palmer Highway, Texas City, Texas 77590.

Community Use of College Facilities

College of the Mainland urges community groups, organizations, and institutions to use its facilities for meetings and programs. For information and reservations call 938-1211, extension 296.

Campus Tour

A guided tour of the College of the Mainland campus can be provided for groups. The multibuilding complex serves as an esthetic statement of the community's educational commitment as well as a practical learning environment for the community. The tour will provide insights into the college's program as well as an opportunity to see the facilities. In addition to campus tours, College of the Mainland welcomes community groups to use the campus for meetings, workshops, etc. To arrange a tour of the campus or to reserve a meeting place call 938-1211, ext. 296.

College of the Mainland Senior Adults Program

In July, 1974 the Governor's Committee on Aging funded, through the Houston-Galveston Area Council (H-GAC), the College of the Mainland Grant to continue and further develop its Comprehensive Senior Adults Program. Persons who are 55 years of age or above living within the COM service area are eligible to participate in this program.

Activities Days

This predominantly social activity, open to seniors 55 and above, is held the second Saturday of each month in the College Center from 10:00 a.m. to 4:00 p.m. Activities include games of all varieties, swimming, sing alongs, fishing in Lake Eckert (no *live* bait allowed), entertainment, lectures, demonstrations. Activities fee is 50c and each person provides their own lunch. Drinks are furnished.

ID Cards

A College of the Mainland Senior Adults Identification Card entitles the bearer to free or reduced fees for College Community Services programs and will serve as identification for those who wish to register for tuition-free Senior Adults courses, use of physical fitness and swimming facilities, use of library services, participation in special projects, or for regular non-credit continuing education courses at one-half the regular tuition fee. Cards will be valid from September 1, 1976 to August 31, 1977.

Counseling Service

Through a contract agreement with Family Service of Galveston, Inc. College of the Mainland offers free professional counseling to Senior Adults 55 years of age and above. Confidential interviews may be obtained by calling 938-1211, extension 242 for an appointment.

Retired Senior Volunteer Program (RSVP)

The Retired Senior Volunteer Program maintains an office in the College Administration Building. Senior Adults who wish to volunteer their services and skills should come to the Continuing Education suite (first suite of offices to left of left-side entrance) or call 938-1211, extension 242, or 762-8636.

Newsletter

An important project of the College of the Mainland Senior Adults Program is COM Line, a monthly newsletter concerning senior adult interests and activities both locally and elsewhere. Persons, agencies, organizations, interested in receiving the newsletter may do so by calling 938-1211, extension 432.

Activities

In addition to the above activities, many courses are offered such as:

Arts and Crafts	Painting
Automotive Tuneup	Pottery
Flower Arranging	Fitness
Gardening	Sewing
Learning Wheels (mini-bus trips)	Survival Spanish
	Woodshop

New Plans

New courses, activities, and projects are constantly being planned. For further information or to offer constructive suggestions write or call: Mrs. Sadie Jones Poole, Coordinator, College of the Mainland, Comprehensive Senior Adults Program, 8001 Palmer Highway, Texas City, Texas 77590. Phone 938-1211, extension 432.

The Continuing Education Unit

Participants in Continuing Education and Community Services programs sponsored by the Division of Continuing Education and Community Services are now awarded "Continuing Education Units." One unit is awarded for each ten hours of instruction with decimal units given for less than ten hours. These units are accumulated on a permanent transcript for each individual. Participants may obtain a transcript of their participation upon request from the Records Office. Copies will be forwarded to designated groups, associations, or employers when requested by participants.

Non-Credit Vocational Offerings

Certificate Programs

The intent of the Non-Credit Vocational Continuing Education Division is to make available an alternative recourse for those in the community not desiring a degree-oriented college program. The purpose of this alternative program is to provide intensive, short-term instruction that equips the individual with entry level skills or knowledges necessary for a chosen vocation. Additional courses are also offered and designed to refresh or up-date previously obtained or existing skills.

Since the goal of College of the Mainland is to serve the community to the fullest extent possible, suggestions from within the community on special needs are encouraged. Upon receiving these suggestions, this Division will endeavor to provide the facilities and instruction to satisfy these needs. Areas of instruction currently offered through the Non-Credit Vocational Division are Business (including Secretarial, Business Administration, Real Estate, Accounting, Investments, and Business Law); Industrial Education (consisting of Welding, Automotive, Electronics, and Air Conditioning and Refrigeration); Nursing; Law Enforcement; and Apprenticeship Classes (usually not open to the General Public).

A sampling of Non-Credit Vocational Offerings is as follows:

Business, Non-Credit

BOOKKEEPING, ADVANCED
A 14-week course in advanced bookkeeping procedures for service and sales oriented organizations. Those enrolling should have some experience and/or course work in bookkeeping.

BOOKKEEPING, BASIC
A 14-week course providing a thorough understanding of the total bookkeeping cycle, service and service-trading enterprises, special journals, ledgers, adjustments, work sheets, and statements.

CPS REVIEW I

Economics of Management — Six Weeks
This section consists of three major subject areas: applied economics, management, and business organization. In this section, emphasis is placed on the understanding of the basic concepts underlying the American business operation.

Environmental Relationships — Four Weeks
The secretary's unique role requires daily contact with peers, subordinates, and supervisors in the organizational setting. Consequently, a knowledge of the principles of communication, motivation, leadership, and an understanding of the informal organization is required.

Business and Public Policy — Six Weeks
In this area, the course will present the principles of business law as they operate (and not merely as definitions) in the secretary's work-a-day world and the content and implications of the operation of governmental controls on business. Understanding of the historical setting in which these controls developed is emphasized in preference to names and dates.

CPS REVIEW II (No prerequisite is required for this course)

Financial Analysis and the Mathematics of Business — Seven Weeks

This section readies the student for the accounting examination which attempts to measure: (1) knowledge of the elements of the bookkeeping cycle, (2) ability to analyze financial statements, (3) ability to perform those arithmetical operations associated with record-keeping, computing interest and discounts, (4) summarizing and interpreting financial data, and (5) ability to apply basic statistics to business situations.

Office Procedures — Four Weeks

This part is to cover in content the subject matter which is unique to the secretary's job. It covers both the traditional and newer duties created by electronic data processing, newer communications media, and advances in office management.

Communications and Decision Making — Four Weeks

This part is designed to prepare the student for the CPS performance test which is presented as an in-basket exercise, designed to test skills which a top-level secretary should possess. This part, which usually contains approximately 10 jobs to be performed includes a test of your ability to take dictation (80-100 words per minute), type, spell, use numbers, capitalize, punctuate and make decisions concerning grammar and diction. Taking dictation, composing, editing, typing from rough drafts, abstracting, and judging acceptability of work are among the jobs commonly included in this part.

COST ACCOUNTING SEMINAR

A 6-week course which covers the theory and use of manufacturing accounts, planning and controlling business operations.

INCOME TAX SEMINAR

A 14-week course designed to increase tax skills of those persons who have had some previous training in tax return preparation. Topics will include consideration to personal taxes and business taxes.

INTERMEDIATE ACCOUNTING

An in-depth study of financial statements and the constituent asset, liability and equity categories. Students enrolling should have one year of bookkeeping or equivalent. This course presents an excellent opportunity for further study in Accounting for those students having limited experience with financial data systems.

MANAGEMENT FINANCE

A course covering financing a business' operations and how financing relates to decisions concerning research and development, production, marketing and advertising. Students enrolling need not have had any previous finance courses. Some limited knowledge of bookkeeping sould be helpful but not essential.

MANAGEMENT SEMINAR

A 12-week seminar designed primarily for first line supervisors and middle management personnel. Topics are concepts of sound management, planning for results, organizing, directing, coordinating, controlling and communicating results achieved.

OFFICE FILING SYSTEMS

A 6-week course in the basic principles of filing, maintaining and controlling stored records. Application of recommended filing practices is provided in alphabetic and subject filing.

REAL ESTATE APPRAISAL

A 12-week course that covers the advanced phases of real estate appraisal — analysis of residential and business income properties.

REAL ESTATE FINANCE

A 12-week course that offers a general review of problems of real estate finance — the FHA, sources for mortgage funds for all-type loans, legal instruments, and conventional loan procedures.

REAL ESTATE PRINCIPLES

A 12-week course that embraces the more elementary phases of real estate practice — a course that is the basic training step in preparation for the more advanced courses in the real estate profession.

SHORTHAND, BASIC
A 14-week course of study in Gregg shorthand theory, learning of brief forms, and development of reading, dictation, and transcription skills.

SHORTHAND, REFRESHER
A 14-week course in developing skills and techniques essential to sustained shorthand writing; emphasis placed on speed building and transcription.

SMALL BUSINESS ADMINISTRATION I
A 14-week course which will cover financing, planning and controlling small business operations. The course will be designed to accommodate all types of small business firms either service or sales oriented entities.

SMALL BUSINESS ADMINISTRATION II
A 14-week course covering the operational aspects of the business including short-term financing, inventory control, marketing and product promotion, and governmental requirements. Primarily this course is designed to aid individuals in controlling the on going operations of a business.

TYPEWRITING, BASIC
A 12-week introductory course in the use and care of an electric typewriter; instruction will include simple tabulations, manuscripts and business letters.

TYPEWRITING, REFRESHER
A 12-week course stressing business practices and office problems in advanced letters and manuscripts, tabulation, rough drafts, business forms, and English usuage; attainment of commercially valuable rate and quality production.

Nursing, Non-Credit

MEDICAL TERMINOLOGY
A 12-week course introducing the student to medical terminology and particular emphasis on basic structure of medical words. Word roots, prefixes and suffixes provide the key to understanding and terminology.

MEDICAL ADMINISTRATION
A 10-week course designed to implement HEW regulation 279.12 (a) (8) (vi) of 1974 by instructing non-licensed personnel in Health Occupations to knowledgeably and administer medication in intermediate care facilities.

Tech Voc, Non-Credit

AIR CONDITIONING, BASIC PRINCIPLES
A 10-week course providing the theory and laboratory practice in the care and maintenance of air conditioning equipment. Experience is gained in various types of air conditioning equipment.

AUTOMOTIVE AIR CONDITIONING
This 8-week course will include basic inspection and servicing of auto air conditioning equipment. This will include installation and reading of manifold gauges, basic trouble shooting, service procedures, unit installation and repairs. New UIR and accumulator systems will be covered. This course is for the mechanic who wishes to broaden his capabilities.

AUTO TUNE-UP
To refresh and supplement the auto technician's skills in the areas of the pollution abatement equipment that will enable him to trouble-shoot, diagnose malfunctions, and properly tune a current production line engine equipped with the various emission control systems.

COLOR TELEVISION REPAIR
The third course in a series of three designed to follow Advanced Radio and Television Repair and will provide the theory and laboratory practice in the care and maintenance of color television receivers. Prerequisite: Elements of TV Servicing.

ELEMENTS OF TV SERVICING
A 12-week course in black and white television servicing. Emphasis is placed on repair/maintenance with necessary theory being given for comprehension of the subject matter. Prerequisite: Elements of Radio Servicing.

WELDING, ADVANCED
A 10-week course in the theory and laboratory practice in Tungsten Inert Gas welding (Heliarc) including Metallic Inert Gas welding (MIG) and welding of alloy metals. Prerequisite: Basic welding or plate welding experience.

WELDING BASIC
A 10-week course in arc welding providing theory and laboratory practice in sheet, plate metal, and pipe welding.

Symposiums, Seminars and Workshops

Business, industry and governmental agencies are invited to utilize the facilities and expertise of the faculty to plan and conduct symposiums, seminars and workshops designed to update employee's skills and knowledge. The College's Division of Non-Credit Technical Vocational programs possesses a full array of audio-visual facilities, versatile meeting spaces, and the instructional support systems needed to tailor a program to a group's learning needs.

8

Administration, Faculty and Staff

Full-Time Personnel
Part-Time Personnel

Full-Time Personnel

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Jo Blass
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Ph.D., Tulane University

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Duplication Clerk, Administrative Services

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