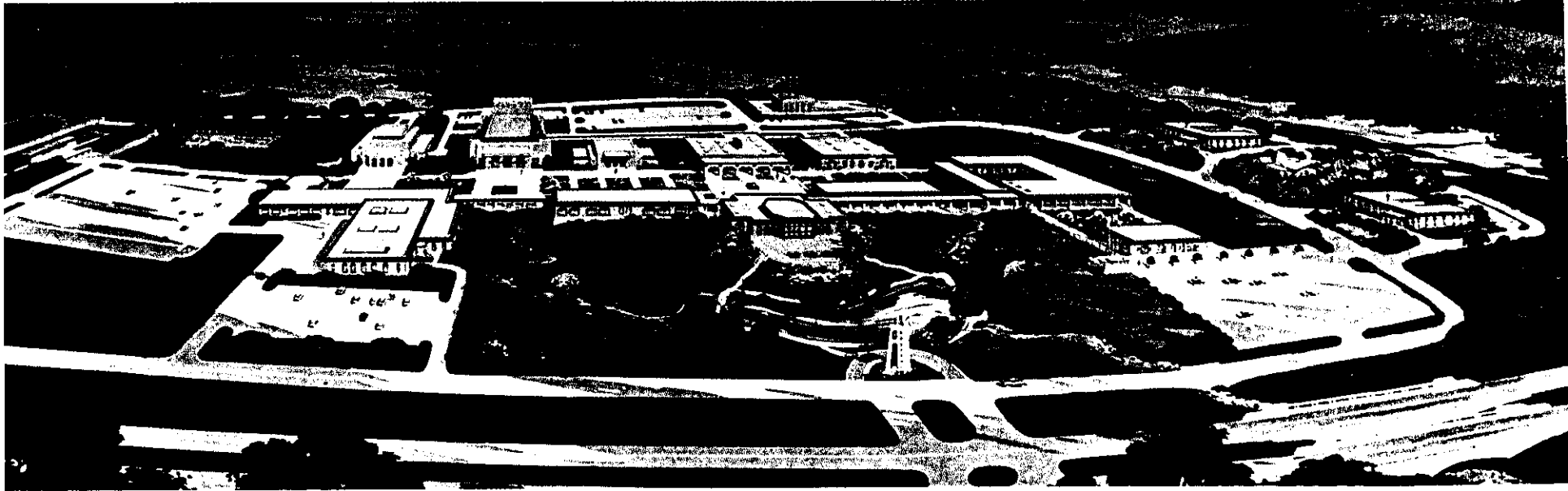


Central Texas College



1967 - 1968 CATALOGUE



Central Texas College

Located in the heart of the beautiful hill and lake country of Central Texas.

Campus Master Plan



ENTRANCE TO THE LARGEST ARMOR POST IN THE FREE WORLD

Central Texas College is located on the main entrance to the post, serving the educational needs of personnel and their families.

Central Texas College

First General Catalogue
(second edition)

1967-1968

Classes Begin
Fall 1967

Member of

AMERICAN ASSOCIATION OF JUNIOR COLLEGES
TEXAS ASSOCIATION OF JUNIOR COLLEGES
TEXAS ASSOCIATION OF PUBLIC JUNIOR COLLEGES
TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS
AND ADMISSIONS OFFICERS

Approved by

... COORDINATING BOARD ...
TEXAS COLLEGE AND UNIVERSITY SYSTEM
TEXAS EDUCATION AGENCY

Central Texas College



**“Whoever increases knowledge
multiplies the uses to which
he is able to turn the gift
of his Creator.”**

—John Quincy Adams

A MESSAGE FROM THE PRESIDENT



Dr. LUIS M. MORTON, JR.
President
Central Texas College

Those who diligently seek an education will find the faculty and administration of Central Texas College honored to serve them. The standard of quality education along with human understanding and justice as it is known in a free society will prevail at Central Texas College. This, and much more, is pledged to you.

It is an irrefutable assumption that in a democratic society, the intrinsic worth of the individual is paramount and second in consideration only to God. It follows inevitably then, that to become an effective member of society, everyone must engage in the free exchange of ideas as well as develop the discipline that comes from vigorous exercise of the mind. Only by combining these and other de-

sirable forces can the new generations of leadership furnish the spark of democratic involvement that is implicit in preserving freedom and strength in our land.

A democratic society is not unlike a thoroughbred which requires a skilled horseman to master its stride. Central Texas College will soon become the respected training and testing grounds for all who wish to enjoy the happiness that comes with struggle and discipline. Surely success will follow as inevitably as the laws of nature are precise for all who come prepared to work and to be helped.

It is with these hopes and aspirations for you that I welcome every student to join in a great educational endeavor to further human understanding.

Those who come first must show their worth and lay the solid foundations of respect and hard labor for those who will follow. Whatever mark or trace the founding students of Central Texas College leave on the campus must surely be significant for they will lay not only the cornerstones, but also the paths wherein future generations will walk.

Therefore, it is with great happiness and pride that I welcome the founding students of Central Texas College. May the future hold the very best it has to offer you and your loved ones.

Those are my personal wishes for you.

Respectfully,

LUIS M. MORTON, JR.
President



Central Texas College is located adjacent to and serves the personnel of Killeen Base.

BOARD OF TRUSTEES**WILLIAM S. BIGHAM**Killeen
President**BIRT F. WILKERSON**Nolanville
Vice-President**MRS. LINUS D. FREDERICK**Copperas Cove
Secretary**W. A. ROACH, D.V.M.**Killeen
Treasurer**J. A. DAROSSETT**

Copperas Cove

GUINN C. FERGUS

Killeen

MARVIN MICKAN

Copperas Cove

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LL.B., St. Mary's University
M.L., The University of Houston
Ph.D., The University of Texas
Post Doctoral Studies: Michigan State University,
University of Michigan, University of Colorado**KENNETH P. WALKER**DeanB.A., The University of Texas
M.A., East Texas State College
Doctoral Study: The University of Texas**PHILLIP R. SWARTZ**Director of Fiscal AffairsB.B.A., West Texas State University
M.B.A., West Texas State University
Post Graduate Studies, The University of Kentucky

ADMINISTRATIVE STAFF

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Director of Student Affairs

EDWARD G. FARRAND, MAJ. GEN., USA (RET.)
Director of Records and Development

HAROLD E. NOLTE
Director of The Evening College

LEONARD K. JONAS
Director of Engineering Arts and Technology

SHERIDAN D. CAVITT, JR.
Assistant Director of Student Affairs

MRS. JOHN R. LANE
Secretary and Assistant to the President

SECRETARIAL STAFF

MRS. KENNETH P. VANDER PLOEG
Secretary to the Dean of the College

MRS. FOWLER F. TERRY
Secretary and Assistant to the Director of Fiscal Affairs

MRS. J. D. EVANS, JR.
Secretary to the Director of Records and Development

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1967

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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1968

JANUARY

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DECEMBER

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CALENDAR OF EVENTS

1967-1968

FALL SEMESTER

1967

March 20 to August 18	Pre-registration for Fall Semester
September 1-8	Faculty In-Service Meetings and Preparation of Facilities
September 11	Student Orientation (all students attend)
September 12-13	Registration
September 14	Instruction Begins
November 11	Veteran's Day
November 23	Thanksgiving Holidays Begin
November 27	Instruction Resumes
December 20	Christmas Holidays Begin
January 2	Instruction Resumes
January 23	Fall Semester Ends

SPRING SEMESTER

1968

January 26	Registration
January 29	Instruction Begins
April 1-5	Spring Recess
April 8	Instruction Resumes
May 30	Spring Semester Ends

SUMMER 1968

First Six Weeks

June 3	Registration
June 4	Instruction Begins
July 4	Legal Holiday
July 15	End of Term

Second Six Weeks

July 17	Registration
July 18	Instruction Begins
August 29	End of Term

GENERAL INFORMATION

FACTS ABOUT THE COLLEGE

LOCATION OF CAMPUS

Central Texas College is a public two-year institution. It is located on U. S. Highway 190 between Killeen, Texas, and Copperas Cove, Texas. The 100-acre campus is completely surrounded by Fort Hood and is adjacent to Killeen Base, a Defense Atomic Support Agency, and Robert Gray Army Airfield. Fort Hood is the largest armor installation in the Free World. The population in a ten-mile radius of Killeen is estimated to be 125,000. The campus is within minutes of streams and lakes in what is considered to be an outstanding recreational area.

HISTORICAL BACKGROUND

The Central Texas College district was created in July, 1965, and is composed of the Killeen Independent School District, the Copperas Cove Independent School District, and the Nolanville Common School District. The bond issue to construct and equip the plant followed in October, 1965. In January, 1966, the Board of Trustees employed the President of the College and offices were opened in Killeen. The first several months were spent establishing the legal, financial, and academic framework for the College. Final plans and specifications for some of the buildings were completed in June and July of 1966; and the architect was given instructions to begin construction of a Library Building, a Science Building, an Academic Classroom Building, a Technology Building, a Physical Education Building, an Administration Building, a Student Center, and a Maintenance Technology Building. Future plans include construction of dormitories as well as other facilities. All plant facilities will be air-conditioned.

EDUCATIONAL PHILOSOPHY

Central Texas College is dedicated to the philosophy that in a democracy, the well-being of the individual as well as the whole of society depends upon the sound moral and educational development of its people. Since education is an individual, evolutionary, and never ending process, the College curricula will necessarily be both flexible and extensive.

Seriousness of purpose, dedication to discipline, and the desire to learn enduring values will all be recognized as outstanding assets and earn the student the right to be helped without limit. This would be the desire and privilege of every employee of Central Texas College and would insure

the pursuit of high standards of achievement for student and faculty alike.

In order to insure the fullest service possible to the civilians of the surrounding area and to the personnel of the large military installations adjacent to the campus, Central Texas College will offer extensive and flexible curricula in the academic, technological, vocational, and adult education fields. The educational program will be geared to meet the needs of full-time as well as part-time civilian and military students. The College doors will remain open from early morning until late at night.

EDUCATIONAL OBJECTIVES

1. **University Transfer Education**—The College will provide the first two years of college work for those students planning to achieve a Baccalaureate or higher degree.
2. **General Education**—The College will provide general education courses which will develop competence, skills, and attitudes essential to effective performance as an individual, as a citizen, and as a productive member of society. Within this academic framework are studies in communication and languages, social sciences and humanities, mathematics, physical and social development, as well as a program of co-curricular activities.
3. **Occupational Arts**—The College will provide courses which qualify students in vocational and/or technical fields, and equip them for occupational competency.
4. **Area Service**—The College will provide life-long education for adults, opportunities for cultural enhancement, special interest courses, lectures, and meetings designed to satisfy the special needs of business, of the military, and of area groups.
5. **Personal Guidance**—The College will provide guidance services which will enable the student to select with proper perspective the educational program that is compatible with his abilities, aptitudes, and ambitions.

EXTENSION COURSES

Those persons needing junior, senior, or graduate courses for teacher certification as well as other purposes, may find these opportunities available at Central Texas College if there is sufficient student need. In collaboration with the University of Texas Extension Teaching and Field Service Bureau, and other institutions, Central Texas College will arrange for the offering of classes on its campus in order to serve the educational needs of the students in this area.

TRANSFER OF CREDITS

The entire academic program of Central Texas College has been developed with great care to the end that all courses, if taken in proper order and grade of "C" or better is made, will transfer to senior colleges. Special care has been taken by securing advice from the Coordinating Board, Texas College and University System, and meticulous attention has been given to academic transfer details. Central Texas College has gone so far as to secure written transfer commitments from the leading institutions of higher learning of the State of Texas to include the University of Texas, Texas A & M University, The University of Houston, Baylor University, Texas Technological College, Texas Christian University, Southern Methodist University, East Texas State University, and others. In the case of Rice University, permission has been received for their admissions counselor to interview our students individually to correlate transfer of courses. Many letters from other state colleges are also on file.

In summary, Central Texas College credits will transfer in keeping with the the policy for new institutions adopted by the American Association of Collegiate Registrars and Admissions Officers.

Very special precautions will be taken to see that each student is enrolled for the proper course. Academic counselors will keep a file on each student to the end that transfer difficulties be eliminated. Although the ultimate responsibility rests with each student to decide upon the institution to which he wishes to transfer, and to see that he takes the proper course(s), Central Texas College considers it also has an obligation to assist each student in the area of academic guidance.

ADMISSION REQUIREMENTS

Students who hold diplomas from accredited secondary schools may enter Central Texas College upon the presentation of certified credentials. Students transferring from another college will be accepted if they are eligible to return to the transferring institution. Veterans and military personnel, as well as students of mature years who have not had the opportunity to complete a high school course, but who, by reason of special attainments are prepared to undertake post high school work, may be admitted to certain areas of study, if in the judgment of College officials, such training will be of value to the student.

G. E. D. TEST

The General Educational Development Test will be administered in the Office of Student Affairs for persons over 21 years

of age who are not high school graduates and who desire this certificate as an equivalent to the high school diploma.

WHAT TO DO BEFORE REGISTRATION

To insure that all requirements have been met for admission and permission to register you should:

1. Ask the Registrar of the last school you attended to send a transcript of your school record to the Director of Records at Central Texas College. Do this at least two weeks before you come to register.
2. Arrange to take either the ACT or the SAT (CEEB) college guidance examination and request that your scores be mailed to Central Texas College.
3. Obtain an application for admission, complete it, and return it to the Director of Records.
4. Make an appointment with the Director of Student Affairs for an interview to obtain a copy of registration materials and secure assistance in planning your course program.
5. Pre-register at the College on the days established in the schedule bulletins.

Completion of the above items will facilitate your enrollment on registration day. Students who fail to complete the above in advance may be given permission to register by the Director of Records, and will be on probationary status until all requirements have been met.

ADVANCED STANDING CREDITS

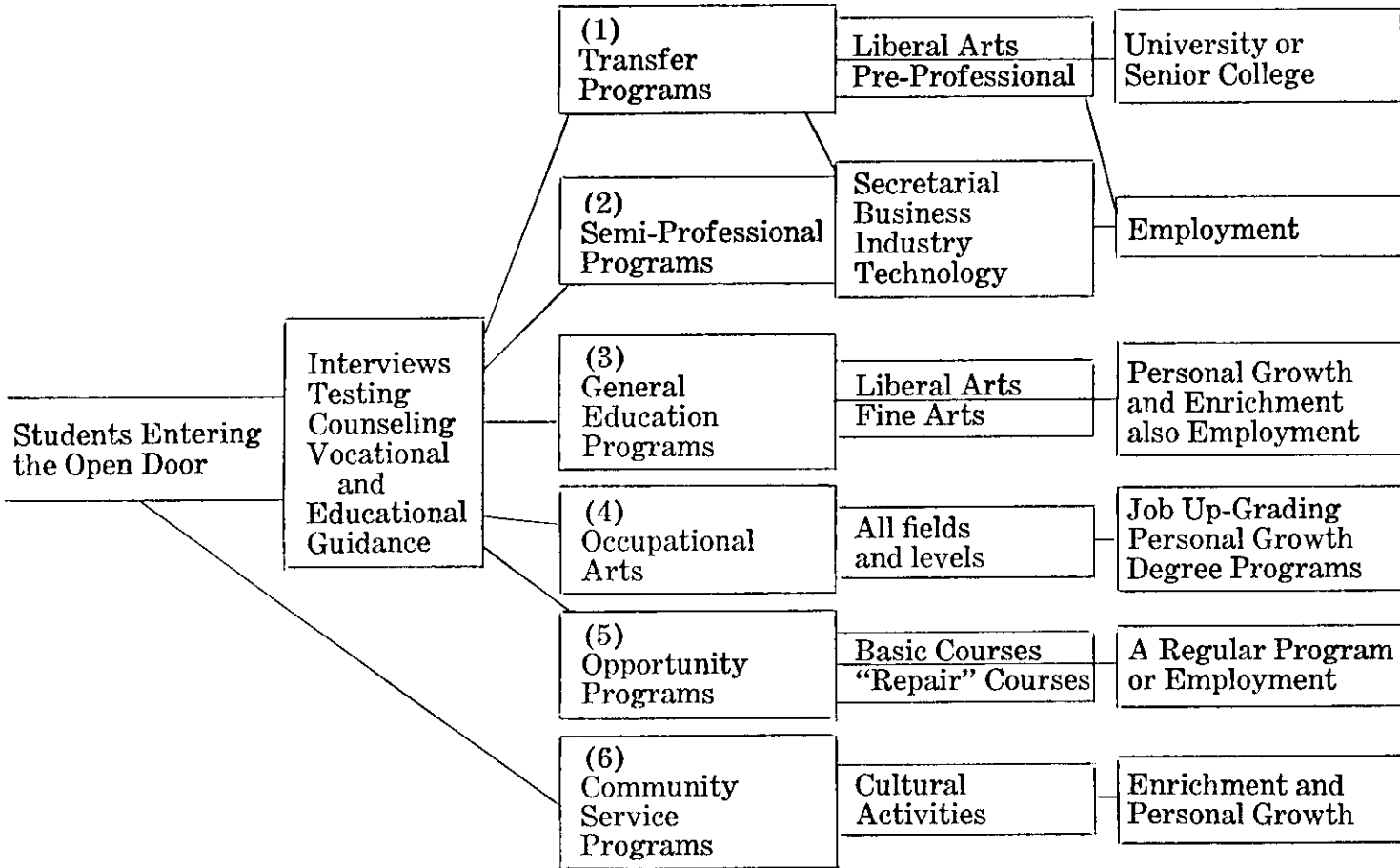
Students who believe they are eligible for advanced placement or advanced standing may take advanced standing examinations at the College testing center in the Office of the Director of Student Affairs.

To obtain credit by an examination, the student must pass the examination with a grade of either "A" or "B." He will then receive semester-hours credit for the appropriate course(s), and his examination grade will become his course grade. These credits and grades will count toward fulfillment of Central Texas College degree requirements.

WHY YOU SHOULD ATTEND CENTRAL TEXAS COLLEGE

1. Central Texas College makes possible a less abrupt and less difficult transition from high school to university. With direct personal contact between teacher and student, the adjustment to college life and study is made easier and more pleasant.
2. Because most students may live at home and travel only a few miles to college, the cost of attending Central Texas College is much less than the cost would be for living away from home while attending college, even if a student should receive a \$1,000.00 scholarship from a larger college.
3. Dedicated teachers assisted by teacher's aides will enable students to receive maximum individual attention. Thus, the teacher may detect and help the student correct difficulties that might lead to failure and withdrawal from college.
4. Students who have subject or grade deficiencies for transfer to senior institutions are given an opportunity to correct such deficiencies, thus enabling them to go on to the completion of a university education which would otherwise be denied.
5. Adults who have not graduated from high school may be admitted on individual approval in order to gain enrichment from college study.
6. A major advantage at Central Texas College is that students will gain valuable experience through participation in student activities which will give them self-reliance, leadership abilities, and ability to get along well with others. These qualities are most important for good citizenship and a successful life after completing college.
7. Regardless of ultimate goals, students at Central Texas College should be better persons for having mingled in classes and social activities with people who have lived and traveled internationally.
8. The students, faculty and administration of Central Texas College are dedicated to quality education, sound aspirations, proper social development, and the general betterment of individuals and the world in which we live.
9. Central Texas College is a completely new and modern college with a distinctive character and personality. The campus is designed for maximum function and beauty. Students will find the scenery to be relaxing as well as highly conducive to study and learning.

**FLOW CHART SHOWING GOALS WHICH MAY BE
CHOSEN BY STUDENTS AT CENTRAL TEXAS COLLEGE**



RECOMMENDED HIGH SCHOOL PROGRAM*

Subjects	Freshman	Soph.	Junior	Senior
ENGLISH	English	English	English	English
SOCIAL STUDIES		Elective	U. S. History	Civics
MATHEMATICS	Algebra	Geometry	Advanced Algebra for science majors; recommended for others	Advanced Mathematics for science majors
FOREIGN LANGUAGE	Foreign Language	Continue the same language	(a) Continue the same language or (b) Begin another language	(a) Recommend cont. same language or (b) Continue the second language
PHYSICAL EDUCATION	P.E.	P.E.	P.E.	P.E.
ELECTIVES	Recommended for all precollege students: typing, art, music, and additional courses in science and social science.			

*This is a recommended program (not specifically required) as variations will exist in the requirements for graduation from different high schools.

Students expecting to specialize in foreign language, music, drama, or science in college should begin those subjects in high school. Students looking forward to a college major in the sciences, mathematics, medicine, business administration, law, music or pharmacy should include in their high school curriculum at least two years of algebra, one year of plane geometry and in most cases, one or more years of biology, chemistry and physics. Students who plan to major in engineering should take solid geometry or trigonometry and analytical geometry in addition to the above listed math courses.

GRADUATION REQUIREMENTS

DEGREES CONFERRED

Central Texas College will confer the degree of Associate in Arts, the degree of Associate in Science, and the degree of Associate in Applied Science.

Associate in Arts

- I. Complete a minimum total of 61 semester hours which must include:
 1. Twelve semester hours of English.

2. Six semester hours of American History.
3. Six semester hours of American Government.
4. Two years of foreign language or one year of foreign language and one year of science.
5. Four semesters of Physical Education.
6. Psychology 111.
7. A minimum of eighteen semester hours of sophomore courses, twelve semester hours of which must be completed at Central Texas College.
8. Have a minimum grade-point average of 1.0 ("C" average).
9. Meet all other college requirements.

Associate in Science

- I. Complete a minimum total of 66 semester hours which must include:
 1. Twelve semester hours of English.
 2. Six semester hours of American History.
 3. Six semester hours of American Government.
 4. Two years of science.
 5. One year of mathematics.
 6. Four semester hours of Physical Education.
 7. Psychology 111.
 8. A minimum of fifteen semester hours of sophomore courses, twelve semester hours of which must be completed at Central Texas College.
 9. Have a minimum grade-point average of 1.0 ("C" average).
10. Meet all other college requirements.

Associate in Applied Science

The Associate in Applied Science Degree will be awarded to students who meet curricula requirements for two-year technology programs.

Certificate of Completion

A Certificate of Completion will be awarded to students who fulfill the curricula requirements of the vocational programs, and to students who complete some technology courses but do not complete the two-year curricular requirements for the degree.

LIBRARY

The Library which Central Texas College will present to its students will be one of the outstanding junior college libraries in the nation. Over 20,000 books will be housed in the college library, and an additional 60,000 volumes are available from the Fort Hood and Killeen Base libraries (both adjacent to

the campus). The building has been scientifically planned and the volumes carefully selected. It will also have excellent audio-visual resources and other advanced facilities to assist the student in reading and research. The central location of the Library and the great emphasis upon its contents clearly establishes the strong desire of Central Texas College to have a superior academic program.

HEALTH CERTIFICATE

Recognizing the fact that good health and health practices contribute greatly to academic success, every student entering Central Texas College must provide a statement of his or her health status on a form supplied by the college.

COUNSELING (Career Guidance)

Many students find it useful to discuss academic, vocational and personal problems with a college counselor. Exploration of aptitudes and interests are encouraged as a means to intelligent planning for a future career. College personnel are interested in the well-being of each student and always stand ready to assist with problems when possible.

ENTRANCE EXAMINATIONS

Central Texas College will accept either the American College Testing Program (ACT) or College Entrance Exam Board (SAT). One of the above tests will be required of all beginning freshmen. ACT is preferred.

TUITION AND FEES

Semester Credit Hours	In-District	Out-of-District	Out-of-State
1	\$20.00	\$20.00	\$ 65.00
2	\$20.00	\$24.00	\$ 66.00
3	\$20.00	\$27.00	\$ 67.00
4	\$26.00	\$36.00	\$ 86.00
5	\$32.00	\$42.00	\$107.00
6	\$38.00	\$48.00	\$128.00
7	\$44.00	\$54.00	\$149.00
8	\$50.00	\$60.00	\$170.00
9	\$56.00	\$66.00	\$191.00
10	\$62.00	\$72.00	\$212.00
11	\$63.00	\$73.00	\$215.00
12	\$64.00	\$74.00	\$220.00
13	\$65.00	\$75.00	\$225.00
14	\$66.00	\$76.00	\$230.00
15 or more	\$67.00	\$77.00	\$235.00

Tuition in Courses Requiring Individual Instruction: This tuition will be required in addition to the regular tuition for those students enrolled for the following courses requiring individual instruction.

Music	1 semester hour credit	\$25.00
	2 semester hours credit	\$45.00
	3 semester hours credit	\$60.00
Welding	3 semester hours credit	\$25.00

CAREER PILOT PROGRAM

1st Semester		2nd Semester	
Plan A Cessna 150			
CP—111 \$88.00	CP—130 \$258.00
Plan B Cherokee or Cessna 172			
CP—111 \$103.00	CP—130 \$318.00
Plan C			
\$258.00			
3rd Semester		4th Semester	
Plan A & B		Plan A & B	
CP—234 \$373.00	CP—235 \$285.00

FEES:

Yearbook (Once each year) \$6.00

This fee is required of all students enrolled in more than nine semester credit hours.

Other Fees (Per Semester):

Laboratory Fee \$5.00

Physical Education Fee \$5.00

Other Fees \$5.00

General Property Deposit \$7.50 (Refundable when student withdraws from Central Texas College.) This deposit is required of every student enrolled for more than nine semester hours.

REFUND OF TUITION

Refunds of tuition and fees are made subject to the following regulations. All persons who enroll are expected to be aware of these regulations.

1. A refund of 50% will be made until the end of the first week of classes, i.e., until the College offices close on the fifth class day.
2. A refund of 20% during the second week of classes.
3. No refund will be made after the end of the tenth class day.
4. A request for refund must be completed in the office of the Director of Student Affairs. A check for the authorized amount will be mailed to the address shown on the request form.

FINANCIAL AID PROGRAMS

The College will maintain a Student Placement Office to help students secure part-time employment. Loan funds as well as scholarships will be available. Central Texas College will participate in the National Defense Student Loan Program. The College will also participate in a Federal Work-Study Program whereby a student may work part-time on campus to help finance his college studies. In addition, eligible students may participate in the Texas Opportunity Plan Loan Program, the Federal Guaranteed Loan Program, and Educational Opportunity Grants.

G. I. BILL

Central Texas College will be an approved college for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966.

MILITARY EDUCATIONAL BENEFITS

Many military personnel not eligible to participate under the Veterans Readjustment Benefits Act of 1966 may wish to attend Central Texas College under the Tuition Assistance Program which pays for 75% of tuition. (Department of Defense Appropriations Act of 1966, P. L. 89-213.)

WAR ORPHANS AND KOREAN VETERANS

Central Texas College will be an approved college for those who qualify under these classifications.

VOCATIONAL REHABILITATION

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

EVENING COLLEGE

Regular academic, as well as technical, vocational, and adult education courses, will be offered Monday through Thursday evenings from 6:00 PM to 10:30 PM.

SUMMER SESSION

Two six-weeks terms will be offered during the summer. Classes will meet daily, Monday through Friday. The normal student load is six semester hours for each six-weeks term.

MILITARY CREDIT

Central Texas College will recognize and grant credit to military personnel for educational training completed in the Armed Forces. Credit is granted in accordance with the recommendations of the American Council on Education. Work completed through the United States Armed Forces Institute is also accepted. Requests for military service credit will be evaluated after a student has completed three semester hours of successful work at Central Texas College. However, not more than fifteen semester hours total credit will be allowed for any combination of credits from the educational experiences listed above.

VISITORS IN A CLASS

Permission to visit a class may be granted by the Dean of the College or Director of the Evening College. Such permission carries with it permission to listen and observe, but not to enter into class discussions or laboratory work.

CLASS MEMBERSHIP

The only way to become an official member of a class at Central Texas College is by following the established procedure for registering and paying of tuition and fees. No person is an official student until all charges have been paid in full. Installment payment of tuition and fees is not permitted.

RESIDENCY STATUS

Residency status of students is to be determined as follows:

1. The term "residence" as used in State Law means "domicile"; the term "resided in" means "domiciled in"; provided, the Governing Board of each institution required under this law to charge a non-resident registration fee is hereby authorized and directed to follow such rules, regulations, and interpretations as are issued by the Commission on Higher Education for the effective and uniform administration of the non-resident tuition provisions of this law. For the purposes of this law, the status of a student as a "resident" or "non-resident" student, is to be determined as follows:

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

b. Individuals twenty-one (21) years of age or over who have come from without the State and who are gainfully employed within the State for a period of twelve (12) months prior to registering in an educational institution shall be classified as "resident students" as long as they continue to maintain such legal residence in the State.

c. Individuals twenty-one (21) years of age or over who have come from without the State and who register in an educational institution prior to having resided in the State for a period of twelve (12) months shall be classified as "non-resident students," and such "non-resident student" classification shall be presumed to be correct as long as the residence of such individual in the State is primarily for the purpose of attendance at educational institutions; provided, however, that a "non-resident" student may be reclassified as a "resident student" upon representation of conclusive evidence that he has in fact been a legal resident of Texas for at least twelve (12) months immediately preceding such reclassification. Any such individual so reclassified as a "resident student" shall be entitled to pay the tuition fee for a resident of Texas at any subsequent registration for as long as he continues to maintain his legal residence in Texas.

d. Individuals of twenty-one (21) years of age or less whose families have not resided in Texas for the twelve (12) months immediately preceding that date of registration, shall be classified as "non-resident students" regardless of whether such individuals have become the legal wards of residents of Texas or have been adopted by residents of Texas while such individuals are attending educational institutions in Texas or within a year prior to such an attendance or under circumstances indicating that such guardianship or adoption was for the purpose of obtaining status as a "resident student."

2. All aliens shall be classified as "non-resident students"; provided, however, that an alien who is living in this country under a visa permitting permanent residence or who has filed a Declaration of Intention to become a citizen with the proper federal immigration authorities shall have the same privilege of qualifying for resident status for fee purposes under this Law as has a citizen of the United States.

3. The Governing Boards of the several state-supported institutions of higher learning are hereby authorized to assess and collect from each non-resident student failing to comply with the rules and regulations of the Governing Boards concerning non-resident fees, a penalty not to exceed Ten Dollars (\$10) a semester.

4. Officers, enlisted men and women, selectees or draftees of the Army, Army Reserve, National Guard, Air Force, Air

Force Reserve, Navy, Navy Reserve, or Marine Corps of the United States, who are stationed in Texas by assignment to duty within the borders of this State, shall be permitted to register themselves, their husband or wife as the case may be, and their children, in State institutions of higher learning by paying the regular tuition fees and other fees or charges provided for regular residents of the State of Texas, without regard to the length of time such officers, enlisted men or women, selectees or draftees have been stationed on active duty within the State.

STUDENT ACTIVITIES

Since Central Texas College is a new college which will enroll its first class of students in September 1967, no student clubs have been formed. The students, faculty, and administration will organize a student government and whatever student clubs are deemed appropriate during the first year of operation. Additional organizations may be added from time to time. All student organizations require approval of the Dean of the College.

ATHLETIC PROGRAM

Appropriate athletic programs will be organized after the College begins operation. Programs of inter-collegiate competition will require approval of the College President and the Board of Trustees.

STUDENT CENTER

Central Texas College will have a beautiful student center to provide food service, recreation and lounging areas, social activities, meeting rooms, *et cetera*.

STUDENT CONDUCT

Through enrollment at Central Texas College, the student signifies that he recognizes and accepts the authority of the College in regulating his conduct, and he agrees to abide by all regulations and rules established by the College.

The student does not give up any of his rights by enrolling in the College. He will be treated fairly and with due process in all matters involving disciplinary action.

Violation of federal laws, state laws, or city ordinances renders the student subject to disciplinary action by the College. The drinking of alcoholic beverages, participation in gambling, immoral conduct, and dishonesty render the student subject to disciplinary action.

All students are required to show proper respect for College personnel and classmates, and to observe usual standards of conduct acceptable in polite society.

Membership in secret organizations of any kind is prohibited. Hazing in any form, physical or mental, is prohibited. Any students who publish, aid in publishing, circulate or aid in circulating anonymous materials endanger their enrollment in the College.

CAMPUS DRESS

Students will be required to dress appropriately everywhere on the campus at all times. Students in special areas (for example, physical education and laboratories) may require particular clothing for suitability and safety; but, in general, appropriate dress for women is considered to be suits, dresses or skirts of appropriate length, and sweaters or blouses; for men, full-length trousers, shirts, and sweaters or jackets. Proper shoes and socks or stockings are included in appropriate dress. Personal hygiene and grooming must conform to standards of cleanliness and neatness acceptable in polite society. Beards and uncommonly long hair are not permitted.

A positive requirement for appropriate dress and grooming is based on the philosophy that these factors have a direct bearing on the attitudes and behavior of students; and, thereby, on their educational performance.

STUDENT DISCIPLINE

The teaching obligations and other educational duties and responsibilities of the faculty and administration of Central Texas College require that they shall have the authority to establish and maintain standards of ethical, moral and personal conduct for all students enrolled in the College. All students are expected to conduct themselves in accordance with the generally accepted standards of good behavior and good taste. It should be clearly understood by all students who are permitted to enroll that the College Administration has the authority to take proper disciplinary action against students who conduct themselves contrary to the standards above mentioned or in a manner contrary to the rules and regulations of the College. The disciplinary action may take the form of being warned, censored, placed on disciplinary probation, required to withdraw from a course or courses, suspended, or expelled from the College.

Disciplinary action is not primarily a punishment for violation of regulations, but is an action taken on the basis of the judgment of college officials as to whether a particular

student, at a particular time, has proper attitudes and conduct which enable him to profit from the educational process.

The philosophy of discipline at Central Texas College is therefore positive rather than negative. The rational is not that of punitive action for violation of law, but rather is that of taking proper disciplinary measures on the basis of a determination of a particular student's amenability to the educational process at a given time.

SCHOLASTIC DISHONESTY

All students of Central Texas College are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

1. Plagiarism—the taking of passages from writings of others without giving proper credit to the source.
2. Collusion—working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating—giving or receiving information on an examination.

Students found guilty of scholastic dishonesty are subject to appropriate disciplinary action as defined previously in this catalogue, and in addition, are subject to having credit for courses cancelled. Such cancellation may be removed only by repeating the course(s).

ABSENCES AND TARDINESS

Students are required to attend classes regularly. Excusable absences are those resulting from personal illness, emergencies arising within the family, official school-sponsored trips (approved by the Dean), and military duties or orders requiring brief absences.

More than three unexcused absences from a class in one semester may result in the student being dropped from the class with a grade of "F."

Students are expected to be in classes on time. Three unexcused tardies will count as one class absence.

The following specific rules apply to absences:

1. Each instructor shall keep a record of class attendance, and shall determine when a student's absence is excused.
2. Students who are dropped from class rolls after three unexcused absences may not be readmitted to class except by special approval from the Dean of the College.

3. The Dean will not grant excuses for absences. The student may be readmitted to class by the Dean, but his absence(s) will remain unexcused.

ATTENDANCE RECORDS

It is the duty of the instructor to keep a record of absences, to report promptly to the Dean of the College or Director of the Evening College, whichever the case may be, when a student has incurred excessive absences (3 successive or 6 total), and to record absences on grade sheets or grade cards submitted to the office of student records at the end of each semester.

ATTENDANCE RULES FOR STUDENTS ON PROBATION

A student on scholastic probation must attend classes regularly. He will be required to sign a probation agreement in the Dean's office, and to adhere to the rules therein.

EXAMINATIONS

Semester examinations are given at the end of each semester or summer term in all subjects which have been taught. The last five class days of each semester immediately preceding the date examinations begin will be known as "dead week." During this period, no college-sponsored social activities are permitted since students should be preparing for examinations.

All students are required to take examinations when scheduled unless excused by the Dean because of personal illness or some emergency approved by the Dean. Otherwise, the student receives a grade of "F" for the course. The Dean of the College should be notified immediately when a student finds it impossible to take his examination as scheduled, so that arrangements for a postponed examination may be requested. If postponed examinations are approved, the student must take them as soon as he has recovered from his illness or his emergency has ended. In any case, the examination must be completed prior to the close of the semester immediately following the one in which the examination should have been taken.

GRADE REPORTS

Mid-Semester Grades—At the close of the first six weeks of the semester, grade reports will be mailed to the parents of all students whose progress for that period has been unsatisfactory. No reports will be mailed for students who are making satisfactory progress. Satisfactory is defined as

having a "C" average or better on all work for the six-weeks period.

Semester Reports—At the close of each semester or summer term, grade reports are mailed to the parents of all students. Self-supporting students under 21 years of age and not residing legally with their parents, and students 21 years of age or older may request that their grades be mailed to themselves. Requests from students under 21 years of age require approval of the Dean.

WITHDRAWAL FROM COLLEGE

In order to be officially withdrawn from the college a student must obtain and complete a withdrawal form and have it signed as indicated thereon. The student's transcript will show WP or WF depending upon whether the student is passing or failing in his courses at the time of withdrawal. Withdrawals require approval of the Dean of the College.

An unofficial withdrawal results when a student is absent from classes an excessive number of times without good reason and without notifying the Dean of the College of the cause of absence. In such cases, the student is dropped from all classes, constituting withdrawal from the college, and a grade of "F" is recorded for all courses in which he was enrolled.

SUMMONS TO ADMINISTRATIVE OFFICES

Any student receiving a summons from an administrative office must respond promptly as requested. A summons may take the form of a call from class, a notice on the official bulletin boards, or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

PARKING REGULATIONS

All campus parking and traffic regulations are printed in the Student Information Book. Each student is responsible for understanding and complying with these regulations.

CHANGE OF ADDRESS

If a change occurs in a student's permanent mailing address or in his residence address while attending college, he is required to give prompt notification to the office of the Dean and the office of student records.

The student is responsible for all communications mailed to him at the latest address he has given to the College. Having moved from a previous address does not relieve the student of responsibility for requests made to him through correspondence.

HOUSING

The College will not have dormitories during the first year of operation. However, every effort will be made to assist students in securing suitable housing and food arrangements. Cost will vary with the type of accommodations and the proximity to the College. Inquiries from students desiring assistance should be made to the Director of Student Affairs in advance of registration dates.

COURSE PLANNING

Proper planning of courses is a very important matter for each student in order to assure that his individual objectives may be achieved. Each student at Central Texas College will have appropriate guidance in his educational planning, and every effort will be made to help the student achieve his goal. Final responsibility for a proper and successful educational venture rests with the student.

ACADEMIC LOAD

Standard Load: The actual number of semester hours taken by a full-time student will vary with the number of one (1) hour courses and laboratory courses taken. While the standard load is considered to be fifteen (15) semester hours, the actual hours for five (5) solid courses plus physical education might be seventeen (17) or eighteen (18) semester hours. The normal load for completing degree requirements in two school years is five (5) solid courses per semester, plus the required and/or elective one-hour courses which are taken in addition.

Maximum Load: Students are not permitted to take more than five (5) courses of three (3) or more semester hours value each during a semester. Additional one-hour courses may be taken in certain approved subject areas, but the total hours per semester may not exceed nineteen (19).

If a student is in his last semester prior to graduation and must have extra hours to fulfill graduation requirements, he may take the extra hours if approval is received from the Dean of the College.

Minimum Load: Since part-time as well as full-time students are welcome at Central Texas College, no minimum number of hours is required. Students who do not work and who are seeking a college degree are encouraged to take the maximum number of hours per semester. Students who plan to work part-time and students who may have difficulty with college level courses are encouraged to consult the academic counselor for advice on the number of hours that should be taken.

GRADE POINTS

The following values will be used in computing grade point averages:

- A = 3 grade points per semester hour
- B = 2 grade points per semester hour
- C = 1 grade point per semester hour
- D = No grade points

ADDING AND/OR DROPPING COURSES

After official registration has been completed, a day student may add or drop courses only after receiving approval of the Director of Student Affairs. The Director of the Evening College will approve course changes for evening College students. A deadline date will be announced each semester, and no classes may be added after that date. Any classes dropped after the deadline will appear on the student's transcript with the appropriate designation of "W," "WP," or "WF."

A course may be added or dropped officially by completing appropriate forms and securing approval. A course is not dropped merely by not attending class. Students who fail to complete proper forms for dropping a class, and who absent themselves from class, may be dropped from the rolls upon recommendation of the instructor and approval of the appropriate administrator.

SCHOLASTIC STANDARDS

Each student is expected to know his academic status at all times. To be in good standing, a student is required to maintain at least an overall average of "C." Those who fall below the "C" average will be placed on academic probation and will be required to have monthly conferences with the academic counselor. The purpose of such conferences will be to determine the cause of unsatisfactory work, to advise the student on ways to improve grades, to offer any assistance which college personnel might render, or to warn the student of pending disciplinary action, as the circumstances might require.

SCHOLASTIC PROBATION

Whenever a student performs below the minimum required for good standing, he will be placed on scholastic probation for the following semester. If his performance improves to the required standards, he will be removed from probationary status.

If a student fails to meet the scholastic standards during the probationary period, he will be suspended from the College for a period of one semester. Upon readmission, the student will again be placed on scholastic probation for the semester. Failure to meet the required standards after being read-

mitted will result in the student being expelled from the College for two regular semesters, or, if the Dean of the College deems it justifiable, the student may be denied re-admission to the College.

CLASSIFICATION OF STUDENTS

Freshman—A student with 24 semester hours or less recorded on his permanent record will be classified as a freshman.

Sophomore—A student with 25 semester hours or more recorded on his permanent record will be classified as a sophomore.

Maximum Hours for Transfer—As a general rule, senior colleges will accept a maximum of sixty-six (66) semester hours of transfer credit from junior colleges. A student should not take more than this amount unless he secures written permission from his senior college choice.

TRANSFER OF COURSES TO OTHER COLLEGES

Central Texas College has taken great care in the development of its curriculum in order to assure maximum transferability of all academic courses. Letters of commitment regarding transfer of credit have been secured from other colleges and universities in the state.

If a student chooses his courses in conformity with the degree requirements of his senior college choice, and if he earns a grade of "C" or better, he will have no difficulty in transferring his work hour for hour with the same grade earned.

Since the types of courses required for the same major may vary with different colleges, it is important that each student have a degree planning conference with the academic counselor prior to registering for classes.

TRANSCRIPTS

A Permanent Record showing the academic record of each student will be maintained by the College. A transcript will be supplied to the Registrar at the college or university which the student expects to attend after transferring from Central Texas College. This first transcript is provided at no cost. An appropriate fee will be charged for all subsequent transcripts requested. No transcripts will be released for students who have delinquent records of any kind at Central Texas College.

CLASS HOURS

College classes will be in progress five days per week. Classes meeting on Monday, Wednesday, and Friday will be

one hour in length. Classes meeting Tuesday and Thursday will meet for one and one-half hours. Courses with laboratories will require additional time.

TEXTBOOKS

Students may purchase their textbooks and supplies from the College bookstore. Books may be resold to the bookstore at the end of a semester at a discounted price provided they are in good condition and have not been discontinued.

GRADES AND POINT AVERAGES

Grading at Central Texas College will be as follows:

Numerical Value	Grade
94-100	A = Superior (3 points per semester hour)
85- 93	B = Above Average (2 points per semester hour)
70- 84	C = Average (1 point per semester hour)
60- 69	*D = Below Average (0 points per semester hour)
0- 59	F = Failure (0 points per semester hour)
	I = Incomplete
	WP = Withdrawn Passing
	WF = Withdrawn Failing
	NC = Non-Credit

HONOR ROLL

Each semester, those students whose scholastic achievement is notable will be given public recognition by publication of the "Dean's Honor Roll." The Honor Roll will include the names of all students who have earned a grade-point average of 2.7 in 12 or more semester hours for the preceding semester and who have no grades lower than "B." Students who carry a minimum of 15 semester hours, and who meet this scholastic requirement are also eligible for membership in Phi Theta Kappa, the National Junior College Scholarship Society.

ENRICHED STUDIES PROGRAM

Central Texas College recognizes that a certain percentage of the student body is capable of mastering and profiting from enriched educational experiences. Therefore, special opportunities will be provided in various subject fields for those students who are identified as the intellectually gifted, the creative and talented, and the more able students. Selective

*Students who receive a "D" grade are advised not to enroll in the next course for which this course was a prerequisite.

enrollment in the areas of English Composition and Literature, as well as American History, Mathematics, and Government will be available.

COURSE NUMBERS

All course numbers will contain three digits. If the first digit is a "1" it indicates a freshman level course. If the first digit is a "2" it indicates a sophomore level course. The second digit indicates the semester hour value of the course. The third digit indicates the order in which the course is to be taken. (Example: English 131 is a freshman course with three semester hours credit and should be passed with a satisfactory grade before taking English 132.)

The numbers in parentheses found to the right of a course title indicate the number of lecture and laboratory hours per week. For example, Biology 141 would show (3-2) indicating three lecture meetings and two hours of laboratory per week.

SUGGESTED CURRICULA

The curricula presented alphabetically on the following pages have been designed for students who wish to transfer to a senior college or university. The College counselors are available to assist the student in choosing from these suggested curricula, or in working out special arrangements to meet particular educational plans. Courses listed in the catalogue will be selected in appropriate sequence for offering on the schedule of classes from semester to semester. (DESPITE ALL OF THE ACADEMIC COUNSELING AVAILABLE, IT WILL STILL REMAIN THE RESPONSIBILITY OF EACH STUDENT TO DETERMINE HIS MAJOR AREA OF STUDY, THE SENIOR COLLEGE OR UNIVERSITY TO WHICH HE WISHES TO TRANSFER, AND THE REQUIRED COURSES AND THEIR PREREQUISITES.)

The "Programs of Study" as well as the "Course Descriptions" will be divided into the following areas of academic discipline, namely: Business Administration, Communications, Fine Arts, Foreign Languages, Health and Physical Education, Math and Engineering, Sciences, and Social Sciences.

PROGRAMS OF STUDY

Under each academic discipline, the Suggested Curricula will be followed by the Course Descriptions.

BUSINESS ADMINISTRATION

Suggested Curriculum for Business Administration Major*

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
Math or Elective	3	Math or Elective	3
Science 141	4	Science 142	4
History 131	3	History 132	3
Introduction to Business 131	3	Business Organization 132	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		17
	18		

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Accounting 241	4	Accounting 242	4
Psychology 231	3	Speech 233	3
Economics 231	3	Economics 232	3
Physical Education 211	1	Physical Education 212	1
	17		17

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

ACCOUNTING

241. Principles of Accounting. (PA) (3-3). Credit 4.

Analysis and recording of business transactions; use of journal and ledger; accounting statements; payroll records and payroll taxes; introduction to partnership accounting; special journals and ledgers; vouchers system. (030101)

242. Principles of Accounting. (PA) (3-3). Credit 4.

Continuation of Accounting 241. Internal control; partnership and corporation accounting; accounting for manufacturing concerns; analysis and interpretation of statements. Prerequisite: Accounting 241. (030101)

*B.B.A. major may substitute one year of accounting for the one year of science or languages to meet associate degree requirements. Senior college degree requirements vary considerably. Students should check the specific catalogue for exact requirements.

231. Intermediate Accounting. (2-3). Credit 3.

Working papers and preparation of statements; correction of books and statements; special phases of corporation accounting; cash and receivables; inventories, investments. Prerequisite: Accounting 242. (Adult Program). (030102)

232. Intermediate Accounting. (2-3). Credit 3.

Investments; tangible and intangible fixed assets; liabilities; reserves; statement analysis; business combinations, reorganizations; price-level impact on financial statements. (030102)

233. Elementary Cost Accounting. (3-0). Credit 3.

Cost accounting principles relating to material, labor, and manufacturing expenses; cost accounting practices and procedures; process cost accounting. Prerequisite: Accounting 242. (030108)

234. Auditing. (3-0). Credit 3.

Auditing procedures used by internal auditors and independent public accountants; preparation of working papers. (030107)

235. Income Tax. (3-0). Credit 3.

Income tax legislation; present income tax law and regulations; treasury decisions, court decisions, and departmental rulings; income tax problems and returns. (030105)

236. Insurance. (3-0). Credit 3.

Introduction to theory and practice of insurance, including life, fire, automobile, and personal and business risk. Prerequisite: Sophomore classification. (030305)

237. Life Insurance. (3-0). Credit 3.

Principles of life insurance; business and personal use in insurance; classification and analysis of policies; reserves and policy values; organization and administration of life insurance companies. (030306)

BUSINESS LAW***231. Business Law. (3-0). Credit 3.**

Nature and scope of law; court system; law of contracts; principal and agent; business organizations, including partnerships and corporations; Texas community property laws. Prerequisite: Sophomore classification. (030304)

232. Business Law. (3-0). Credit 3.

Additional studies in law of business, dealing with bailments, carriers, mortgages, suretyships, negotiable instruments, banks and banking, wills and estates, sales, bankruptcy. Prerequisite: Business Law 231. (030304)

*Sophomore classification at Texas A&M; Junior classification at The University of Texas.

BUSINESS AND ECONOMICS

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

Provides over-all picture of business operation; includes analysis of specialized fields within business organization; identifies role of business in modern society. (030301)

132. Business Organization. (3-0). Credit 3.

Authority, delegation, responsibility; functional analysis of organization and management; organization for production, distribution, and finance. Prerequisite: I. B. 131 or approval of instructor. (030402)

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

Elementary principles of economics; the economic problem, measurement and determination of national income, money and banking, and theory of price. Prerequisite: Sophomore classification. (180301)

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

Analysis of economic aggregates, theory of production and of the firm, international economic relations and labor problems. Prerequisite: Eco. 231. (180301)

237. Real Estate Fundamentals. (3-0). Credit 3.

Basic factors and agencies in modern real estate development; historic, economic, legal, and social aspects of real estate; appraisal financing, and agency management. (030309)

BUSINESS MATHEMATICS

131b. Business Mathematics. (3-0) Credit 3.

Application of arithmetic processes to particular business problems. Percentages; discounts; prices; profit and loss; commissions, interest. (140605)

132b. Mathematics of Finance. (3-0). Credit 3.

Simple and compound interest, annuities, amortization, sinking funds, depreciation, life insurance. (140604)

OFFICE OCCUPATIONS

SECRETARIAL SCIENCE

(9-Months Course)

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Business English 131 (BE) . . .	3	Letter Writing 132 (LW)	3
Shorthand (BS or IS)	3	Shorthand (IS or AS)	3
Typing (ET or IT)	3	Typing (IT or AT)	3
Office Machines 131 (OM) . . .	3	Speech 233 (Business and	
Secretarial Practice 131 (SP) .	3	Professional)	3
Psychology 111	1	FDV 111, 112, 113	3
Physical Education 111	1	Physical Education 112	1
<hr/>		<hr/>	
17		16	

Advanced work may be taken in the Secretarial Sciences as well as punch card, sorter, reproducing punch, collator, and alphabetical accounting machine and other more advanced electronic data processing systems.

BOOKKEEPING

(9-Months Course)

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Bookkeeping 131 (BK)	3	Bookkeeping 132 (BK)	3
Business English 131 (BE)	3	Report Writing 133 (RW)	3
Business Mathematics 131b	3	Mathematics of Finance 132b	3
Office Machines 131 (OM)	3	Electronic Data Processing 132	3
Electronic Data Processing 131	3	Introduction to Business 131	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	17		16

Advanced work may be taken in a variety of accounting and electronic data processing systems.

OFFICE OCCUPATIONS COURSE DESCRIPTIONS

131. Bookkeeping. (BK) (2-2). Credit 3.

Elementary principles of bookkeeping; journalization; posting, statements; special journals; subsidiary ledgers. (030201)

132. Bookkeeping. (BK) (2-2). Credit 3.

Analysis and recording of business transactions; use of journal and ledger; trial balance and work sheet; adjusting and closing entries; accounting statements; payroll records and payroll taxes; introduction to partnership accounting; special journals and ledgers; business papers and business procedures relating to accounting; voucher system. (030201)

131. Secretarial Practices. (SP) (1-3). Credit 3.

Office conduct; special aids to efficiency in office routine; letter structure and other style problems; filing and finding academic and business reports; communication and transportation problems. (030506)

131b. Business English. (BE) (3-0). Credit 3.

Fundamentals of grammar, punctuation and sentence structure as employed in written business communications. Work study; sentence analysis; punctuation; paragraphing; planning. (030509)

132. Letter Writing. (LW) (3-0). Credit 3.

A course designed to teach effective business writing and to give practice in composing all types of business letters, in-

cluding the letter of application as a practical personal help. (030510)

133. Report Writing. (RW) (3-0). Credit 3.

The writing of technical reports and business letters. (070401)

131. Elementary Typewriting. (ET) (3-2). Credit 3.

A beginning course in touch typewriting for the mastery of machine parts and the keyboard. Special emphasis on speed development, including an introduction to letter writing. (030504)

132. Intermediate Typewriting. (IT) (3-2). Credit 3.

A continuation of Typewriting 131. Composition and typing of business letters, tabulation, typing of manuscripts. (030504)

231. Advanced Typewriting. (AT) (3-2). Credit 3.

This course includes advanced work in such specialized production as tabulation, inter-office correspondence, manuscripts, telegrams, stencil cutting and mimeograph operation, legal forms and additional work on the arrangement of business letters. (030507)

131. Beginning Shorthand. (BS) (3-3). Credit 3.

Introduction to Gregg simplified shorthand. Reading; writing; theory principles; brief forms. (030502)

132. Intermediate Shorthand. (IS). (3-3). Credit 3.

Continuation of 131. (030502)

231. Advanced Shorthand. (AS). (3-3). Credit 3.

Improvement of ability to take dictation and transcribe mailable copy. Theory principles; brief form derivatives; vocabulary development; speed building; mailable transcription; office style dictation. (030503)

111. Filing. (F). (1-1). Credit 1.

Procedures of filing and finding operations employed in business offices. Standard filing systems. (030506)

112. Duplication Machines. (DM). (1-1). Credit 1.

Training in the operation of liquid duplicators in addition to a certificate course in mimeograph operation. Required for secretarial and business education majors. (030602)

113. Voice-Writing. (VW). (1-1). Credit 1.

Development of typing skills from belts and records on the electric typewriter through mastering the operation of voice-writing and transcribing equipment. (030506)

131. Office Machines. (OM) (3-2). Credit 3.

Technique familiarization in the operation of the most commonly used office machines. Computations; calculations; speed drills; percentages; discounts and net values; chain discounts; business forms. (030601)

ELECTRONIC DATA PROCESSING

131. Electronic Data Processing. (EDP) (3-2). Credit 3.

Principles of operation and use of equipment related to a digital computer such as card punch, verifier, interpreter, sorter, collator, accounting machines, and document originating machines. (030603)

132. Electronic Data Processing. (EDP) (2-3). Credit 3.

Punched card methods; card design and coding; practice in wiring panel boards for the operation of punch, verifier, sorter, and tabulating machines; operation of equipment for input, output and auxiliary storage. (030607)

133. Data Processing Techniques. (DPT) (2-3). Credit 3.

Production, reproduction, editing, filing and routine arithmetic treatment of data with computer-detached equipment, similar techniques with digital computer equipped routines for accepting and processing data techniques for problem statements and flow-charting. Prerequisite: EDP 132. (030607)

134. Introduction to Computer Programming. (ICP) (3-2). Credit 3.

Designed to familiarize the student with the components of computers and to develop basic abilities needed in programming for business and scientific applications. Includes problem definition, flow charting, block diagramming and other basic computer techniques. (030604)

COMMUNICATIONS

(English, Forensics, Journalism)

Suggested Curriculum for English Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
Mathematics 131	3	Mathematics 132	3
Foreign Language 141*	4	Foreign Language 142	4
Science 141*	4	Science 142	4
History 131	3	History 132	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	19		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Foreign Language 231	3	Foreign Language 232	3
Science 241	4	Science 242	4
Government 231	3	Government 232	3
History 133	3	History 134	3
	16		16

*Check particular foreign language and science required by senior institution where student wishes to transfer.

ENGLISH COURSE DESCRIPTIONS

111, 112. Speed Reading. (2-1). Credit 2.

A laboratory course designed to remedy a student's reading disability and to increase his reading speed and comprehension. In addition to the two one-hour courses per week, two thirty-minute practice periods are required. English 112 is a continuation of English 111. (170102)

130. English for Foreign Students. (3-0). Credit 3.

Speaking and writing for students whose native language is not English. Students entering course are expected to have studied English and to be able to communicate in English. (070201)

131. Composition and Rhetoric. (3-0). Credit 3.

Composition of short papers, with emphasis on sentence structure, paragraph development, and paper organization. Analysis of expository prose. (070102)

132. Composition and Rhetoric. (3-0). Credit 3.

Continuation of English 131. More complex methods of paper development; investigative papers. Readings in prose. Prerequisite: English 131 or advanced standing. (070102)

133. Report Writing. (3-0). Credit 3.

The writing of technical reports and business letters. (070401)

231. English Literature. (3-0). Credit 3.

This course is a survey of English Literature beginning with the Romantic Period and including masterpieces of Victorian and contemporary writers. The study includes selections of poetry, prose, and drama. Prerequisites: English 131-132. (070305)

232. American Literature. (3-0). Credit 3.

This course is a survey of the best American prose and poetry, beginning with Washington Irving and continuing through the present writers. Prerequisites: English 131-132. (070304)

233, 234. Western World Literature. (3-0). Credit 6.

A study of masterpieces of Western World Literature from Homer through the first World War. Prerequisite: English 131, 132, or the equivalent. (070313)

235. Introduction to Literature. (3-0). Credit 3.

Readings in following types: plays, stories, novels, and poems, chiefly modern, papers on readings. Prerequisite: English 132. (070302)

***236. Shakespeare. (3-0). Credit 3.**

Study of major plays of Shakespeare, with lectures on his art, his language, and his cultural environment. Prerequisite: English 132. (070306)

Suggested Curriculum for Forensics Majors**Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Foreign Language 141	4	Foreign Language 142	4
Speech 131	3	Speech 132	3
Theatre 131	3	Speech 133	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	<hr/>		<hr/>
	18		17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Foreign Language 231	3	Foreign Language 232	3
Speech 231	3	Speech 232	3
Elective	3	Elective	3
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	16		16

Speech Education Major**Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Speech 131	3	Speech 132	3
Science 141	4	Science 142	4
Foreign Language	4	Foreign Language	4
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	<hr/>		<hr/>
	19		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Education 231	3	Psychology 231	3
Speech 231	3	Speech 232	3
Elective	3	Elective	3
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	16		16

*Students who plan to transfer to Texas A&M University should take English 236 instead of English 232.

FORENSIC COURSE DESCRIPTIONS

111, 112,

113, 114. Speech Laboratory. (0-2). Credit 4.

A laboratory for rehearsal and execution of department projects, and demonstrations of related speech activities by faculty, visitors, and students. (040308)

131. Fundamentals of Effective Speech. (3-0). Credit 3.

Instruction in the theory of the voice, articulation, pronunciation, bodily activity, language, and the elements of speech preparation. Practice in the presentation of speeches and printed material with emphasis on the use of fundamentals of speech production. A study of speech construction, including the use of outlining and supporting materials. Practice is given in outlining, preparing, and presenting special types of speeches with emphasis on extemporaneous speaking. (040302)

132. Voice and Diction. (3-0). Credit 3.

To develop and establish a good voice habit through a study of the principles and practice of the techniques involved in excellence of voice and diction. Drill work and materials for practice are selected to suit individual needs. (040303)

133. Debate. (3-0). Credit 3.

The study of the principles of argumentation and debate. Practice in preparing written and spoken arguments are afforded in this course. (040310)

231. Interpretive Reading. (3-0). Credit 3.

Intensive study and practice in the analysis and oral interpretation of the short story, ballad, narrative poem, lyric, sonnet, essay and the drama. Prerequisite: Speech 131. (040311)

232. Persuasive Speaking. (3-0). Credit 3.

The techniques of persuasion and audience analysis. A study of speech as a motivating force in human conduct. Organization and practice in speaking; reading and discussion of current speeches. Recommended to students interested in sales and advertising. (040309)

233. Business and Professional Speaking. (3-0). Credit 3.

Designed to aid the prospective business or professional person in preparing various types of speaking assignments such as he might encounter in his career. It is planned for agriculture, business, and home economics majors, and for other students seeking one course in public speaking. Emphasis is upon structure and techniques of presentation. (040307)

234. Parliamentary Procedure. (3-0). Credit 3.

Parliamentary procedure and rules of order as needed by

club leaders and sponsors of school clubs. Meets on an organized basis for practice in conducting meetings. (040305)

235. Voice and Phonetics. (3-0). Credit 3.

A study of the voice mechanism and the International Phonetic Alphabet in order that the student may improve vocal performances and correct careless and ineffective speech habits. (040304)

Suggested Curriculum for Journalism Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Journalism 111	1	Journalism 112	1
Journalism 121	2	Journalism 131	3
English 131	3	English 132	3
History 131	3	History 132	3
Speech	3	Psychology 131	3
Psychology 111	1	*Elective	3
Physical Education 111	1	Physical Education 112	1
*Elective	3		
	<hr/> 17		<hr/> 17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Journalism 211	1	Journalism 212	1
Journalism 231	3	English 232	3
English 231	3	Government 232	3
Government 231	3	Economics 232	3
Economics 231	3	Geography 231	3
*Elective	3	*Elective	3
Physical Education 211	1	Physical Education 212	1
	<hr/> 17		<hr/> 17

JOURNALISM COURSE DESCRIPTIONS

111, 112,

211, 212. Journalism Laboratory. (0-2). Credit 1.

Application of journalism principles in production of college publications. Offered for terminal credit, but may be accepted by some colleges. (120401)

121. Communications Media and Principles. (2-1).
Credit 2.

Introductory survey of mass communications media, their purpose and methods of operation to give the journalism major a panoramic view and the non-major an understanding of importance of communications media in modern society. (120101)

131. News Gathering and Reporting. (2-3). Credit 3.

Instruction and practice in interviewing and writing; discussion of news sources, news values, and various types of news stories. Prerequisites: Journalism 121, English 131. (120108)

***231. News Editing and Copy Reading. (2-2). Credit 3.**

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style: headline writing; proof reading and page make-up. Fundamentals of typography as related to newspaper make-up are stressed. (120105)

EDUCATION**Suggested Curriculum for Education Majors****Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Science 141	4	Science 142	4
*Foreign Language 141	4	*Foreign Language 142	4
†Education 131	3	Speech 131	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
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	19		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
*Foreign Language 231	3	*Foreign Language 232	3
†Ed. Psychology 231	3	Sociology 231	3
Philosophy 231	3	Elective	3
Physical Education 211	1	Physical Education 212	1
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	16		16

EDUCATION COURSE DESCRIPTIONS**Introductory Courses****231. Introduction to Education. (3-0). Credit 3.**

Designed to give an overview of the aims, organization, and procedures of the whole field of education, and to furnish information regarding the opportunities and requirements in education as a profession. (050103)

*Students should check the catalogue of the senior college to which they plan to transfer before registering for this course.

*Recommended: Math 131 and 132 may be substituted for second year language.

†Students should check the catalogue of the senior college to which they plan to transfer before registering for these courses. Some institutions do not recommend Introduction to Education or Educational Psychology on the freshman and sophomore level.

232. Introduction to Education Psychology. (3-0). Credit 3.
A study of the psychology of education, including the aims and needs of education, the behavior of children, the learning process, and modification of responses through education. (050102)

233. Safety and Driver Education. (2-2). Credit 3.
The study of safety education in the home, school, and community, and study of skills and driving habits; operation of the motor vehicle; national, state, and local motor laws; and local and state driver's license upon completion of requirements. (090208)

Elementary Education

234. Teaching of Music in the Elementary School. (3-0). Credit 3.

This course is designed for music students, covering the field of music teaching in the primary and intermediate grades. Singing, listening, and creative music are approached from the standpoint of the child, the teacher, and the supervisor. (150501)

235. Teaching of Music in the Elementary School. (3-0). Credit 3.

A continuation of 233 above, with emphasis on teaching music from the standpoint of the elementary school teacher. Rote songs, music reading, rhythms, part singing, listening lessons. A study is made of the child voice and materials available for use in the primary and intermediate grades. Correlation of music with the other subjects in the curriculum is emphasized. (150501)

236. The Teaching of Reading in the Elementary School. (3-0). Credit 3.

Study of the reading process and the factors which condition its development. The importance of reading in school and in life serves as a background for critical evaluation of the methods and materials of reading instruction. Consideration is given to such topics as reading readiness, measurements, diagnosis, remedial reading and the various instruments developed for use in the field of reading. (050202)

237. Child Growth and Development. (3-3). Credit 3.

The purpose of this course is to develop an understanding of children and to engender a real interest in them. Consideration is given the human organism as it develops physically, mentally, emotionally, and socially, as well as problems of adjustment. Lab requirements consist of observation and study of pre-school and elementary age school children. (050105)

238. The Teaching of Language Arts in the Elementary Schools. (3-0). Credit 3.

This course deals with the principles, problems, and language in the upper elementary grades. Correct use of the language function in conveying ideas interestingly and adequately in social activities is stressed. A study is made of state texts, library books, and other teaching material. (050203)

239. The Teaching of Art in the Elementary School. (3-0). Credit 3.

Methods and techniques necessary for the direction of a program of creative art and handicrafts in the elementary grades. (021101)

239a. Children's Literature. (3-0). Credit 3.

This is a course in the teaching of children's literature, a study of children's literature itself, of the pioneers in the field and the writers of the present day. (070312)

239b. Teaching of Arithmetic in the Elementary School. (3-0). Credit 3.

Consideration is given to recent research studies in the teaching of arithmetic as well as to recommend techniques. Prerequisite: Twelve semester hours of Education. (050202)

239c. Introduction to the Elementary Schools. (3-0). Credit 3.

A survey of the elementary school, including philosophy, grouping, class organization, curriculum plans, promotion and grading policies, unit making, methods and materials of teaching. (050201)

239d. Foundations of Special Education in the Elementary School. (3-0). Credit 3.

A survey of education for the exceptional elementary school child including major developments in special education. A comprehensive study of the literature, personnel, and best field practices. (050401)

Psychology

111. Psychology of Personal and Social Development. (1-0). Credit 1.

Designed to orient the student to college life and to help him to understand his personal problems, such as separation from family, study habits, use of time, vocational choices. (050101)

231. Introduction to Psychology. (3-0). Credit 3.

Basic problems and principles of human experience and behavior. Point of view and method, sensation, image, affection, intensity, attention, learning and retention. Emotions,

motivation and action, growth and development, heredity and environment, individual differences, efficiency, psychology testing and personality. (180802)

232. Personal Applications of Psychology. (3-0) Credit 3.

This course emphasizes a study of the psychological principles and methods which are most important in the practical control of human behavior. Applications of psychology for increasing human efficiency, improving personalities and harnessing the emotions are studied. (180806)

234. Industrial Psychology. (3-0). Credit 3.

The psychological factors operating in business and industry. Employment procedures, personnel testing, attitude analysis, motivation, morals, advertising, and consumer market opinion and motivation research. (180807)

FINE ARTS

(Art, Music, Theatre Arts)

Suggested Curriculum for Art Majors

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Foreign Language 141	4	Foreign Language 142	4
*Art (two courses)	6	*Art (two courses)	6
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
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Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
*Art (two courses)	6	*Art (two courses)	6
Foreign Language 231	3	Foreign Language 232	3
Physical Education 211	1	Physical Education 212	1
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*Students should check the catalogue of the senior college to which they plan to transfer for particular Art course(s).

ART COURSE DESCRIPTIONS

131, 132. Freehand Drawing. (2-4). Credit 6.

Drawing in charcoal, pencil, pen, wash, conte crayon, and pastel. The subject matter is varied with emphasis on the human figure. A study of both abstractions and expressive drawing is included. (020702)

133, 134. Creative Design. (2-4). *Credit 6.

A basic course in the fundamentals of color and form, the elements and principles of design and color theory. (020303)

135. Color Composition. (2-4). Credit 3.

Theory of color and form involving definite technical procedures in the various properties of color theories and their application to painting. Media: watercolor and oil. (020302)

136. Figure Drawing. (2-4). Credit 3.

Quick sketches in pencil, conte and charcoal of draped living models. Introduction to handling of form, movement and proportion through the study of line, three dimensional form, dark and light, and composition. (020703)

137. Landscape Composition. (2-4). Credit 3.

Introduction to landscape composition and the handling of problems encountered in relation to form, movement, and dark and light to control composition. Media: pencil, conte and charcoal. Prerequisites: Art 131 and 134. (020302)

138. History and Appreciation of Art. (3-0). Credit 3.

An elementary survey course illustrated with lantern slides and moving pictures treating of the periods, styles, and great personalities in painting, sculpture, architecture and the minor arts from prehistoric times. No knowledge of art necessary. (020201)

231. Life and Illustration. (2-4). Credit 3.

Drawing from life. Composition for illustration. Prerequisites: Art 132 and 134. (020703)

232. Oil Techniques. (2-4). Credit 3.

Introduction to the technique of oil painting, exploring the problems encountered in still life composition. Object appearance conditioned to meet the requirements of controlled composition and aesthetic precepts. Prerequisites: Art 131, 133, and 135. (020901)

233. Advanced Oil Painting. (2-4). Credit 3.

A course designed to further the individual's skill in painting through the study of advanced problems in composition. Special investigation into the fundamental tenets of contemporary painting. Prerequisite: Art 232. (020902)

234. Basic Art Metal and Jewelry. (2-4). Credit 3.

All phases of art metal and jewelry are covered with special attention to contemporary design. Development of skill in manipulation of materials, cutting, soldering, annealing, grinding and polishing. (020802)

235. Advanced Art Metal and Jewelry. (2-4). Credit 3.

Advanced techniques in jewelry construction and metal-smithing. Prerequisite: Art 234. (020802)

236. Commercial Art. (2-4). Credit 3.

Principles of advertising, processes of reproduction, merchandise illustration, typography and lettering and layout. Direct mail folder design, labels, points of purchase advertising, window cards, poster design. (020603)

237. Pen and Ink Techniques. (2-4). Credit 3.

Designed to give the student an opportunity to experiment with the various techniques used in pen and ink rendering. Study of the possibilities and limitations of this media, with special attention given to the study of line, three dimensional form, texture, light and dark, and composition. Prerequisites: Art 131 and 133. (020705)

238. Landscape Watercolor. (2-4). Credit 3.

Painting for second-year students stressing problems of landscape painting in watercolor with emphasis on composition and techniques. Prerequisites: Art 135 and 137. (020903)

239. Landscape Oils. (2-4). Credit 3.

This course is designed for the advanced student stressing the organization, composition, and techniques encountered in landscape painting. Prerequisites: Art 137 and 233. (020902)

239a., 239b. Ceramics. (1-4). Credit 6.

Making of pottery shapes by coil, slab, and moved methods; refining and using native clays; underglaze paintings; bisque and glaze firing; original pottery forms; treatment of pottery surfaces; mixing of glazes and their application to pottery. (020401)

239c., 239d. Sculpture. (2-4). Credit 6.

Elementary instruction in the principles of sculpture. Prerequisite: Art 132, or the equivalent, and approval of the instructor. (021001)

239e., 239f. Creative Hobbies. (3-3). Credit 6.

For recreational leaders, prospective teachers or workers with therapeutic art for hospital work, or for anyone wishing to develop a hobby. Study and practice of weaving, modeling, carving, leather craft, or textile printing, dyeing, enamel and metal work, etc. Conducted as a work shop, each student choosing crafts of individual interest. (020801)

Suggested Curriculum for Music Majors

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Music 141	4	Music 142	4
Physical Education 111	1	Physical Education 112	1
Psychology 111	1	*Music	6
*Music	6		
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	18		17

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Physical Education 211	1	Physical Education 212	1
*Music	6	*Music	6
Elective	3	Elective	3
	<hr/>		<hr/>
	16		16

MUSIC COURSE DESCRIPTIONS

111, 112, 211, 212. Choir. (0-4). Credit 1.

Designed to acquaint students with the best in classical and modern chorale music, cantatas, smaller forms, and music from all over the world. (150403)

111a, 112a, 211a, 212a. Concert Band. (0-4). Credit 1.

Rehearsal for concert music. Non-music majors may participate. (150401)

131. Music Appreciation. (3-0). Credit 3.

A foundation in enjoyment and understanding of music through the use of recorded music and song literature. Elements of music and analysis of music form and design and its relation to other subjects and activities. (150101)

132. Music Fundamentals. (3-0). Credit 3.

An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm; sight singing; major and minor chords; application of theory at the keyboard; rhythmic, melodic, and harmonic ear training. (150102)

134. Music Literature. (3-0). Credit 3.

A survey of the principal forms, periods, and composers

*Music courses will vary with the specific music major as well as with senior colleges. Majors in Applied Music, Piano, Voice, and Music Education should check senior college catalogue and see Central Texas College Academic Counselor.

of music, presented in lectures with laboratory listening periods. (150104)

141, 142. Music Theory. (3-3). Credit 8.

Singing modulations to closely related keys; modal melodies. Aural study of superimposition; compound intervals; melodic and harmonic modulation; all diatonic seventh chords. Singing remote modulations and difficult melodies. Aural study of unusual and mixed meters; altered chords; 9th, 11th and 13th chords. (150106)

231, 232. Advanced Harmony. (3-0). Credit 6.

Part writing of figured bass exercises and melody harmonizations requiring all diatonic seventh chords and modulation; styles of writing other than the chorale style. Composition in two- and three-part song forms. Keyboard study of harmonic progression and melody harmonizations requiring all diatonic seventh chords; modulation to closely related keys. (150108)

MUSIC EDUCATION

233. Public School Music Methods and Materials. (3-0). Credit 3.

Techniques and materials for music instruction in kindergarten and grades one through three; includes experiences in singing, playing, listening, rote songs, rhythmic and creative activities. (150501)

234. Public School Music Methods and Materials. (3-0). Credit 3.

Techniques and materials for music instruction in grades four, five, and six. Includes music reading, part-singing, listening, playing, voice-testing, rhythmic and creative activities. (150501)

APPLIED MUSIC

Piano

111. Piano. Credit 1.

This is a course in the fundamentals of piano playing. Students are accepted as beginners or at any stage of pianistic ability. Material will be selected by the instructor to suit the individual student. One half-hour private lesson each week. (150305)

112. Piano. Credit 1.

This is a continuation of Piano 111. (150305)

121. Piano. Credit 1.

This course includes the study of the Bach Two-Part Inventions or selections from the French Suites; one move-

ment from a Sonata by Haydn, Mozart or Beethoven; romantic and modern compositions. All major and minor scales and arpeggios and selected Czerny studies. Two half-hour private lessons each week. (150305)

122. Piano. Credit 2.

This is a continuation of Piano 121. (150305)

131. Piano. Credit 3.

This course includes the study of the Bach Two and Three Part Inventions, Suites and Partitas; one complete sonata by Mozart or Beethoven; one movement from a concerto by Mozart, Beethoven or Mendelssohn; Romantic and Modern compositions of similar difficulty. All major and minor scales in octaves, 3rds, 6ths and 10ths, triad, dominant and diminished 7th arpeggios. Two half-hour private lessons each week. (150305)

132. Piano. Credit 3.

This is a continuation of Piano 131. (150305)

211. Piano. Credit 1.

This is a course for the continued development of ease and facility in piano playing. Materials will be selected by the instructor to suit the individual student. One half-hour private lesson each week. (150305)

212. Piano. Credit 1.

This course is a continuation of Piano 211. (150305)

221. Piano. Credit 2.

This course includes the study of the Bach Two and Three Part Inventions, studies from Czerny Op. 299 or 740, one complete sonata by Mozart, Haydn or Beethoven, other romantic and modern compositions of similar difficulty, all major and minor scales, triad, dominant and diminished 7th arpeggios. Two half-hour private lesson each week. (150305)

222. Piano. Credit 2.

This is a continuation of Piano 221. (150305)

231. Piano. Credit 3.

This course includes the study of Preludes and Fugues from the Well-Tempered Clavichord by Bach; one complete sonata by Mozart or Beethoven and one complete concerto; Chopin Etudes and other romantic and modern compositions of similar difficulty; major and minor scales and arpeggios. Two half-hour private lessons each week. (150305)

232. Piano. Credit 3.

This is a continuation of Piano 231. (150305)

Voice

111. Voice. Credit 1.

This is a course in which the student is trained in the fundamentals of voice culture. In addition, he is given instruction in correct posture, breathing, diction, vowel purity, tone production, and placement. He will learn simple songs in English. One half-hour private lesson each week. (150306)

112. Voice. Credit 1.

This is a continuation of Voice 111. (150306)

121. Voice. Credit 2.

This course includes further training in the fundamentals of voice culture. Added instruction is given in correct posture, breathing, diction, vowel purity, tone production, and placement. There are basic exercises on scales and sustained tones. The student is given an introduction to the fundamentals of Italian diction. There is the development of basic repertoire to include early English and Italian songs. Two half-hour private lessons each week. (150306)

122. Voice. Credit 2.

This is a continuation of Voice 121. (150306)

131. Voice. Credit 3.

This course stresses the development of proper habits of voice study, with emphasis upon procedure and organization of the study and practice of vocalization and song literature, including early English, Italian, French and German art songs. Two half-hour private lessons each week. (150306)

132. Voice. Credit 3.

This is a continuation of Voice 131. (150306)

211. Voice. Credit 1.

In this course there is the continued development of vocal facility and ease and beauty of tone production. One half-hour private lesson each week. (150306)

212. Voice. Credit 1.

This is a continuation of Voice 211. (150306)

221. Voice. Credit 2.

This course is a more detailed, systematic review of the fundamentals of vocal production. It includes a careful study of tone placement and color, phrasing, style and interpretation. There is a stronger emphasis on the study and correction of vocal problems through the continued development of repertoire. Two half-hour private lessons each week. (150306)

222. Voice. Credit 2.

This is a continuation of Voice 221. (150306)

231. Voice. Credit 3.

This course includes intensive work for the further development of good tone, pitch consciousness and good diction. It includes a summary of all previous technical exercises and the study of more difficult songs from the classic, romantic and modern writers of Italian, French and German. Two half-hour private lessons each week. (150306)

232. Voice. Credit 3.

This is a continuation of Voice 231. (150306)

WIND INSTRUMENTS

Clarinet

111. Clarinet. Credit 1.

This course includes the fundamentals of clarinet playing such as embouchure, breathing, tone production and fingering. One half-hour private lesson each week. (150304)

112. Clarinet. Credit 1.

This is a continuation of Clarinet 111. (150304)

121. Clarinet. Credit 2.

This is an introduction to the problems of clarinet playing. The student learns simple solos. There is some study of scales and arpeggios. Two half-hour private lessons each week. (150304)

122. Clarinet. Credit 2.

This is a continuation of Clarinet 121. (150304)

131. Clarinet. Credit 3.

This is a review of the fundamentals of clarinet playing. It includes more advanced studies of scales, arpeggios and solos. Two half-hour private lessons each week. (150304)

132. Clarinet. Credit 3.

This is a continuation of Clarinet 131. (150304)

221. Clarinet. Credit 2.

This includes more advanced solos, studies, etudes, in addition to review of basic materials of previous grades. Two half-hour private lessons each week. (150304)

222. Clarinet. Credit 2.

This is a continuation of Clarinet 221. (150304)

231. Clarinet. Credit 3.

This includes advanced scale studies, Weber: Concertino, Fantasy and Rondo, Gaubert: Romance. Two half-hour private lessons each week. (150304)

232. Clarinet. Credit 3.

This is a continuation of Clarinet 231. (150304)

Cornet or Trumpet

111. Cornet or Trumpet. Credit 1.

This is a course in the fundamentals of cornet or trumpet playing, including embouchure, breathing and attack. One half-hour private lesson each week. (150301)

112. Cornet or Trumpet. Credit 1.

This is a continuation of Cornet or Trumpet 111. (150301)

121. Cornet or Trumpet. Credit 2.

This course continues studies for the development of embouchure, breathing, and attack, scale studies, and simple melodies. Two half-hour private lessons each week. (150301)

122. Cornet or Trumpet. Credit 2.

This is a continuation of Cornet or Trumpet 121. (150301)

131. Cornet or Trumpet. Credit 3.

This course includes studies from Arban, Williams, and Pares. There is a study of transposition exercises and solo pieces. Two half-hour private lessons each week. (150301)

132. Cornet or Trumpet. Credit 3.

This is a continuation of Cornet or Trumpet 131. (150301)

221. Cornet or Trumpet. Credit 2.

This course includes studies by Williams, Clarke, and Arban Gatti. Emphasis is placed on breath control, attack and articulation. Two half-hour private lessons each week. (150301)

222. Cornet or Trumpet. Credit 2.

This is a continuation of Cornet or Trumpet 221. (150301)

231. Cornet or Trumpet. Credit 3.

This course includes special study of breath control, attack and articulation (double and triple). Clef reading is introduced. The student learns more advanced solos. Two half-hour private lessons each week. (150301)

232. Cornet or Trumpet. Credit 3.

This course is a continuation of Cornet or Trumpet 231. (150301)

Trombone

111. Trombone. Credit 1.

This is a course in the fundamentals of trombone playing, embouchure development, breath control and articulation. One-hour private lesson each week. (150301)

112. Trombone. Credit 1.

This is a continuation of Trombone 111. (150301)

121. Trombone. Credit 2.

This course includes studies for the development of embouchure, breathing and articulation, with simple melodies in medium range and exercises in staccato playing. Two half-hour private lessons each week. (150301)

122. Trombone. Credit 2.

This is a continuation of Trombone 121. (150301)

131. Trombone. Credit 3.

This is a study of scales and exercises in addition to standard songs which are used as solo pieces. The student strives toward perfection of trombone fundamentals. Two half-hour private lessons each week. (150301)

132. Trombone. Credit 3.

This is a continuation of Trombone 131. (150301)

221. Trombone. Credit 2.

This includes continued studies (Buchtel, Cimera and Muller), more advanced songs and special emphasis on perfection of staccato and legato playing. Two half-hour private lessons each week. (150301)

222. Trombone. Credit 2.

This is a continuation of Trombone 221. (150301)

231. Trombone. Credit 3.

This includes special concentrated studies for legato articulations, added range, breath control and surety of attack in various intervals. The student learns more advanced solos and pieces. Two half-hour private lessons each week. (150301)

232. Trombone. Credit 3.

This is a continuation of Trombone 231. (150301)

Suggested Curriculum for Theatre Arts Majors

Freshman Year					
First Semester			Second Semester		
Subject		Hours	Subject		Hours
Theatre 111		1	Theatre 112		1
Theatre 131		3	Theatre 132		3
Theatre 133		3	Theatre 134		3
English 131		3	English 132		3
History 131		3	History 132		3
*Foreign Language 141		4	*Foreign Language 142		4
Physical Education 111		1	Physical Education 112		1
Psychology 111		1			—
		19			18

Sophomore Year					
First Semester			Second Semester		
Subject		Hours	Subject		Hours
Theatre 211	1	Theatre 212	1
Theatre 233	3	Theatre 234	3
Theatre 231	3	Theatre 232	3
English 231	3	English 232	3
Government 231	3	Government 232	3
*Foreign Language 231	3	*Foreign Language 232	3
Physical Education 211	1	Physical Education 212	1
		<hr/> 17			<hr/> 17

THEATRE ARTS COURSE DESCRIPTIONS

111, 112, 211, 212. Rehearsal and Performance. (0-4). Credit 1.

Theatre laboratory course. (040211)

131. Introductory Study of the Theatre. (2-4). Credit 3.

A general survey of the major fields of theatre art. For students who have a limited theatrical experience or knowledge. Emphasis on the various types and styles of plays, elementary theory and practice of acting and directing, basic principles of technical production; methods of construction and handling of scenery, elementary problems in scene design, stage lighting, costume and costume design. Participation in major productions. (040201)

132. The Contemporary Theatre. (3-0). Credit 3.

Study of twentieth-century theatre and American, English, and Continental plays. (040203)

133, 134. Introduction to Theatre Practice. (2-6). Credit 6.

Stagecraft, stage properties, and make-up. (040204)

231, 232. History of the Theatre. (3-0). Credit 6.

Development of theatre art from the earliest times through the sixteenth century. History of the Theatre—Development of theatre art from the beginning of the seventeenth century through the nineteenth century. (040202)

233. Acting I. (2-2). Credit 3.

Detailed study of characterization through class assignment of individual roles and group rehearsing of scenes. Survey of styles of acting. Consideration of dialects. Application of class principles in departmental stage production. (040211)

234. Acting II. (2-2). Credit 3.

Study and practical experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. (040212)

*Recommended.

235. Stagecraft. (2-4). Credit 3.

General consideration of the art of the theatre as it relates to the stage scenery, and light. Practical experience in designing construction of scenery, and lighting for college productions. (040207)

FOREIGN LANGUAGE**Suggested Curriculum for Foreign Language Majors****Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
Major Language 141	4	Major Language 142	4
*Mathematics	3	*Mathematics	3
History 131	3	History 132	3
†Science 141	4	†Science 142	4
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	<hr/>		<hr/>
	19		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Major Language 231	3	Major Language 232	3
Government 231	3	Government 232	3
†Science 241	4	†Science 242	4
†Second Language 141	4	†Second Language 142	4
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	18		18

FOREIGN LANGUAGE COURSE DESCRIPTIONS**French****141. Beginning French. (3-2). Credit 4.**

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation. (080401)

142. Beginning French. (3-2). Credit 4.

Elementary grammar is completed. Pronunciation, drill, and conversation based on reading are continued. Stress is given to everyday conversational phrases. Prerequisite: French 141. (080401)

231. Intermediate French. (3-0). Credit 3.

This course includes grammar review, composition, and reading of French masterpieces, with conversation based on

*Check senior college catalogue for substitute courses, if any, if desired.

†Science recommended.

‡Second language requirement varies with senior colleges. Check senior college catalogue carefully.

material read. Prerequisites: French 141-142 or two years of French in an accredited high school. (080402)

232. Intermediate French. (3-0). Credit 3.

This course continues the drill on syntax as needed for reading, composition, and conversation. Prerequisite: French 231. (080402)

German

141. Beginning German. (3-2). Credit 4.

For those who have had no previous work in German. The essential grammar is taught inductively through conversation. Small classes assure maximum personal attention and expression. Two laboratory hours per week are required for the memorization and presentation of German dialogues by the student. Folk songs are learned. (080501)

142. Beginning German. (3-2). Credit 4.

A continuation of Course 141. Prerequisite: 141 or its equivalent. (080501)

231, 232. Intermediate German. (3-0). Credit 6.

Special emphasis on conversation, composition and reading; phonographic recordings will be studied, analyzed, and memorized. Modern German writings will be read. Prerequisite: Course 142 or its equivalent. (080502)

233, 234. Scientific German. (3-0). Credit 6.

The reading of specifically prepared scientific texts in German with grammar review to assist in the interpretations. For premedical and science students. Prerequisite: German 141, 142. (080503)

Russian

141, 142. Beginning Russian. (3-2). Credit 8.

Grammar explanations are held to a minimum, the essential grammar being taught inductively through conversation. The aims are good pronunciation and conversational ability within a limited vocabulary. Two laboratory hours per week are required. Russian 142 is a continuation of Russian 141. (081101)

231, 232. Intermediate Russian. (3-0). Credit 6.

Readings of selected texts from Russian writers; composition and conversation on topics of everyday life. Russian 232 is a continuation of Russian 231. (081102)

Spanish

141. Beginning Spanish. (3-2). Credit 4.

This course consists chiefly of the study of Spanish grammar and development of vocabulary. Conversation in Spanish is stressed. (081201)

142. Beginning Spanish. (3-2). Credit 4.

This course is a continuation of Spanish 141. Simple graded readings dealing principally with life in Spanish-American countries is introduced. Conversations in Spanish is stressed. Prerequisite: Spanish 141. (081201)

231. Intermediate Spanish. (3-0). Credit 3.

A review grammar text is used. Continued emphasis is placed on conversation, correct pronunciation, and correct writing. Readings from various Spanish-American authors are studied. Prerequisites: Either Spanish 141-142 or two years of Spanish in an accredited high school. (081202)

232. Intermediate Spanish. (3-0). Credit 3.

This course continues the readings from Spanish-American authors. Grammar, composition, and conversation are emphasized. Prerequisite: Spanish 321 or equivalent. (081202)

233, 234. Spanish Literature. (3-0). Credit 6.

Study of trends in Spanish and Spanish-American Literature with collateral reading and discussion. The second semester deals with selections from dramas, novels, and poetry of Spain, Mexico, and South American countries. Prerequisites: Spanish 231, 232 or their equivalent. (081206)

HEALTH AND PHYSICAL EDUCATION

Two years of Physical Education activity courses are required for graduation from Central Texas College. Most senior colleges also have this same requirement. Therefore, students will be required to enroll for one Physical Education activity class each semester for four semesters.

Suggested Curriculum for Health and Physical Education Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Biology 141	4	Biology 142	4
*Math 131	3	*Math 132	3
Education 131	3	Physical Education 131	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	18		17

*May substitute a foreign language for math.

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Psychology 231	3	Sociology 231	3
†Physical Education Course	3	†Physical Education Course	3
Elective	3	Elective	3
Physical Education 211	1	Physical Education 212	1
	<hr/> 16		<hr/> 16

HEALTH AND PHYSICAL EDUCATION COURSE DESCRIPTIONS

(Courses From Which Four Hours of Required Physical Education May Be Selected)

Subject	Catalogue Course No.	Title of Course
P Ed	111 (FBb)	Touch Football and Basketball (090301)
P Ed	211 (FBb)	Touch Football and Basketball (090302)
P Ed	112 (VSb)	Volleyball and Softball (090301)
P Ed	212 (VSb)	Volleyball and Softball (090302)
P Ed	111 (AB)	Archery and Badminton (090301)
P Ed	211 (AB)	Archery and Badminton (090302)
P Ed	112 (BT)	Bowling and Table Tennis (090301)
P Ed	212 (BT)	Bowling and Table Tennis (090302)
P Ed	111 (HBb)	Hockey and Basketball (090301)
P Ed	211 (HBb)	Hockey and Basketball (090302)
P Ed	111 (BFD)	Beginning Folk Dance (090306)
P Ed	112 (IFD)	Intermediate Folk Dance (090306)
P Ed	211 (AFD)	Advanced Folk Dance (090306)
P Ed	111 (BBD)	Beginning Ballroom Dance (090306)
P Ed	112 (IBD)	Intermediate Ballroom Dance (090306)
P Ed	211 (ABD)	Advanced Ballroom Dance (090306)
P Ed	111 (BMD)	Beginning Modern Dance (090306)
P Ed	112 (IMD)	Intermediate Modern Dance (090306)
P Ed	211 (AMD)	Advanced Modern Dance (090306)
P Ed	111 (BS)	Beginning Swimming and Diving (090305)
P Ed	113 (FM)	Fundamentals of Movement (090303)
P Ed	112 (IS)	Intermediate Swimming and Diving (090305)
P Ed	211 (AS)	Advanced Swimming and Diving (090305)
P Ed	212 (LS)	Red Cross Life Saving (090203)
P Ed	111 (BT)	Beginning Tennis (090301)
P Ed	112 (IT)	Intermediate Tennis (090301)
P Ed	211 (AT)	Advanced Tennis (090302)
P Ed	212 (AT)	Advanced Tennis (090302)
P Ed	111 (BG)	Beginning Golf (090301)
P Ed	112 (IG)	Intermediate Golf (090301)
P Ed	211 (AG)	Advanced Golf (090302)
P Ed	212 (AG)	Advanced Golf (090302)
P Ed	111 (BF)	Beginning Fencing (090301)
P Ed	211 (AF)	Advanced Fencing (090302)
P Ed	111 (BGA)	Beginning Gymnastics and Apparatus (090301)
P Ed	211 (AGA)	Advanced Gymnastics and Apparatus (090302)
P Ed	111 (BB)	Beginning Badminton (090301)
P Ed	211 (AB)	Advanced Badminton (090302)

†Check senior college catalogue for variation in requirements.

P Ed	111 (BTT)	Beginning Table Tennis (090301)
P Ed	211 (ATT)	Advanced Table Tennis (090302)
P Ed	211 (AVB)	Advanced Volleyball (090302)
P Ed	212 (AVB)	Advanced Volleyball (090302)
P Ed	111 (SS)	Beginning Soccer and Speedball (090301)
P Ed	211 (SS)	Advanced Soccer and Speedball (090302)

131. Introduction to Physical Education. (3-0). Credit 3.

A course designed to orient the student in the field of health, physical education, and recreation through presentation of the scope and organization of professional activities, vocational opportunities offered in the field, and essential qualifications of members of the profession. (090101)

132. Personal Hygiene. (3-0) Credit 3.

A fundamental course in principles and problems of healthful living as they apply today. (090201)

231. Community Health. (3-0). Credit 3.

The principles of personal health—nutrition, mental health, stimulants and narcotics, exercise, sleep and rest. Also, community health—sanitation, community services public health agencies. (090202)

232. Kinesiology. (3-0). Credit 3.

This is a scientific course designed to provide a technical knowledge of human anatomy and motor movements, body mechanics and recognition of deviation from normal body alignments in individuals. (090206)

233. Health Education for Elementary Teachers. (3-0). Credit 3.

This course is designed to meet the state certification requirements. Its purpose is to point up the role of the elementary teacher in the total school health program with special emphasis placed upon the area of instruction and health services. Instructional units will be developed, methods and materials will be explored, and problems connected with the teacher's association with the school health program will be discussed. (090107)

234. Health Education for Secondary Teachers. (3-0). Credit 3.

Basic principles of health education, methods of teaching health, and the administration of health program in the junior and senior high school. (090109)

235. First Aid and Safety Education. (2-2). Credit 3.

Theory, practice, and methods of teaching the Standard and Advanced Courses in American Red Cross First Aid. Standard, Advanced and Instructor's First Aid Certificates may be earned. (090203)

HOME ECONOMICS

Suggested Curriculum for Home Economics Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
History 131	3	History 132	3
Home Ec. 131	3	Home Ec. 132	3
Home Ec. 133	3	Home Ec. 134	3
Science 141	4	Science 142	4
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	18		17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Government 231	3	Government 232	3
Home Ec. 231	3	Home Ec. 232	3
Economics 231	3	Economics 232	3
*Elective	3	*Elective	3
Physical Education 211	1	Physical Education 212	1
	16		16

HOME ECONOMICS COURSE DESCRIPTIONS

131. Dress Design and Dressmaker Tailoring. (2-3). Credit 3.

Principles of dressmaking and basic tailoring applied to a wool coat or suit. Designing original blouses and dresses. (100102)

132. Food Preparation and Nutrition. (2-3). Credit 3.

Students learn to plan, prepare, and serve attractive, nutritious meals for the individual and family groups. A study of the factors related to food selection and preparation, such as cost, availability, time required for preparation, and nutritional value. Laboratory experiences provide opportunities for the students to learn how to operate modern household appliances used in the preparation of food. (100201)

133. Applied Dress Design and Advanced Construction. (2-3). Credit 3.

Survey of history of costume; advanced problems in clothing construction, including draping; application of design principles to costume planning and selection. (100105)

134. Fundamentals of Food Preparation and Serving. (2-3). Credit 3.

Principles underlying the cooking of various foods for

*Student should check senior college catalogue for recommended elective.

family meals. Laboratory experiences in techniques for applying these principles in fitting foods into meal patterns. (100202)

231. Clothing Design and Construction. (2-3). Credit 3.

A study of fitting and special fitting problems. Dress design as applied to clothing through pattern designing. (100104)

232. Textiles. (2-3). Credit 3.

Fundamental facts concerning fibers. Fabric construction and finishes as applied to the selection of fabrics for clothing and the home. (100103)

233. Home Furnishing and Home Planning. (2-3). Credit 3.

Designed to give the student a background of what to look for and plan for in the new or remodeled house. Also to acquaint the student with basic needs in the home furnishings and with solutions to problems of interior decorating, and upholstering; and/or making of accessories, slip-covers, and window treatments. (100303)

234. Home Nursing. (2-3). Credit 3.

A course planned to give the student an opportunity to qualify for the Red Cross Certificate in Home Nursing. For majors in home economics. (100403)

MATHEMATICS AND ENGINEERING

Suggested Curriculum for Mathematics Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Mathematics 132	3	Mathematics 134	3
Mathematics 133	3	*Science or	
*Science or		Foreign Language	4
Foreign Language	4	*Elective	3
English 131	3	English 132	3
History 131	3	History 132	3
Physical Education 111	1	Physical Education 112	1
Psychology	1		
	18		17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Mathematics 231	3	Mathematics 232	3
English 231	3	English 232	3
Government 231	3	Government 232	3
Physics 141	4	Physics 142	4
*Elective	3	*Elective	3
Physical Education 211	1	Physical Education 212	1
	17		17

*Check senior college catalogue for required or recommended course.

A student desiring a more accelerated program in mathematics for the first two years should plan to take mathematics 132 and 133 in the summer session immediately preceeding the regular session in which he plans to enroll.

MATHEMATICS COURSE DESCRIPTIONS*

130. Survey of Fundamentals of Mathematics. (3-0). Credit 3.

Designed for students desiring a review of fundamental operations in mathematics but not expecting to take higher mathematics. This course may not be used as a part of the requirements for a major in mathematics. Review of basic arithmetic, algebra, trigonometry, and logarithms. (140101)

131. College Algebra. (3-0) Credit 3.

An axiomatic development of the fundamental principles of algebra. Includes a brief review of intermediate algebra; variation, set theory; systems of equations; determinants; binomial theorem; theory of equations; exponential and logarithmic functions; inequalities; progressions; probability. (140201) (No credit for mathematics and engineering majors.)

132. College Algebra. (3-0). Credit 3.

Designed for mathematics, science, and engineering majors. Applications of the scientific and physical nature. The real number system as a field; variation; quadratic equations; systems of equations; theory of equations; determinants; introduction to matrices; probability; progressions; exponential and logarithmic functions; mathematical induction; systems of equations; binomial theorem. (140607)

133. Trigonometry. (3-0). Credit 3.

Trigonometric functions and formulae theory; use of trigonometric tables; identities; solution of right and oblique triangles; inverse trigonometric functions; complex numbers. (140106)

134. Analytic Geometry. (3-0). Credit 3.

Introductory concepts; the straight line; the circle; conic sections; transformation of coordinates; polar coordinates; parametric equations. (140204)

135. Finite Mathematics. (3-0). Credit 3.

Symbolic logic; theory of sets; probability and statistics; mathematical induction. (140502)

136. Statistics. (3-0). Credit 3.

Collection and tabulation of data; bar charts; graphs; sampling; averages; dispersion; correlation; index numbers;

*Business mathematics courses are described under Business Administration.

normal curve; probability; applications to various fields. (140501)

231. Differential Calculus. (3-0). Credit 3.

A first course in differential calculus. (140301)

232. Integral Calculus. (3-0). Credit 3.

A first course in integral calculus. (140301)

233. Advanced Calculus. (3-0). Credit 3.

A further study of limits and functions; sequences and series; elementary differential equations; partial derivatives; multiple integrals; surface integrals; derivatives of a vector. (140302)

234. Differential Equations. (3-0). Credit 3.

Fourier series, linear equations, solution by Laplace transforms and by series, application. (140402)

MATHEMATICS COURSES FOR TECHNOLOGY

131. Basic Technical Mathematics. (3-0). Credit 3.

The slide rule, products and factors, algebraic fractions, fractional equations, simultaneous equations, exponents and radicals, the operator J, quadratic equations. (190105)

132. Advanced Technical Mathematics. (3-0). Credit 3.

Logarithms, angles, trigonometric functions, solution of right triangles, plane vectors, and vector algebra. (190107)

MATHEMATICS AND ENGINEERING

Suggested Curriculum for Engineering Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hour
Engineering 131	3	Engineering 132	3
Mathematics 134	3	Mathematics 232	3
Mathematics 231	3	Physics 142	4
English 131	3	English 132	3
*Science 141	4	*Science 142	4
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	18		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
†English Course	3	†English Course	3
Government 231	3	Government 232	3
†Engineering	6-8	†Engineering Elective	6
Physical Education 211	1	Physical Education 212	1
	16-18		16

ENGINEERING COURSE DESCRIPTIONS

Engineering Graphics

111. Engineering Problems. (1-0). Credit 1.

This is an introductory course in engineering problems for students of physics and engineering, which includes elementary statics, dynamics, and the use of slide rule. Emphasis is given to the engineering method of analysis in problem solving. (060102)

131. Engineering Graphics. (1-6). Credit 3.

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projection drawings, geometry of graphical construction, graphical design. Required for beginning engineering students. (060806)

132. Descriptive Geometry. (3-6). Credit 3.

Principles of descriptive geometry and their application to engineering architecture, and geology. Includes methods of graphical representation and determination of visibility; auxiliary and oblique views; point, line and plane problems; intersections of surfaces and developments; warped surfaces and engineering, geology and mining problems. (060804)

*Check senior college catalogue for specific science. Variations occur with different engineering majors.

†Check senior college catalogue to see if Technical English is required.

‡Check senior college catalogue for specific engineering course(s) required. Variations occur with different engineering majors.

133. Drafting. (2-4). Credit 3.

Engineering lettering, orthographic projection, pictorial drawing and sketching. (060801)

134. Drawing. (2-4). Credit 3.

Freehand drawing, training in observation and delineation, elementary visual perspective. (060802)

Civil Engineering

135, 136. Plane and Topographic Surveying. (3-3). Credit 6.

Use and care of instruments; note keeping; distance measurements; traverse surveying; areas; angles and elevations; legal principles; elementary map making. Plane-table and transit methods of topographic map production; field problems related to highway surveying circular and vertical curves; earthwork, volumes and cost estimates; triangulation and base lines. (060402)

137. Route Surveying. (3-3). Credit 3.

Route location, mathematics of compound, spiraled, and vertical curves; field astronomy; earthwork calculations; mass diagram. (060403)

231. Engineering Mechanics. (3-0). Credit 3.

Introduction to basic mechanics, particle motion, Newton's law, work-energy and impulse-momentum principles for particles; force resultants, introductory rigid body statics. (060703)

232. Dynamics. (3-0). Credit 3.

A study of the motion of rigid bodies and of the force systems that act on rigid bodies which have non-uniform motion. (060705)

138. Mechanics of Materials. (3-0). Credit 3.

Stresses; deformation; stress strain properties; mechanics of thin-walled cylinders, beams, shafts, columns, riveted and welded joints; elastic deflections in beams, combined loading, combined stresses. (060205)

Electrical Engineering

241, 242. Fundamentals of Electrical Engineering. (3-4). Credit 8.

Fundamental relationships of electricity and magnetism. Analysis of direct-currents circuits under steady state and transient conditions. Solution of magnetic circuits. Introduction to alternating currents. Mathematical and physical treatment of force actions and energy relations in electrostatic and

electromagnetic fields; capacitance and inductance of systems of conductors; ferromagnetism, permanent magnets; combined electric and magnetic field. (060501)

243. Electricity and Magnetism. (3-4). Credit 4.

Lectures, recitations, and problems in electricity and magnetism. A laboratory investigation of the phenomena studied in the textbook. (060502)

SCIENCES

(Biology, Chemistry, Physics, Geology, Earth and Space Science)

Suggested Curriculum for Biology Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Biology 141	4	Biology 142	4
Chemistry 141	4	Chemistry 142	4
Foreign Language 141	4	Foreign Language 142	4
English 131	3	English 132	3
Mathematics 132	3	Mathematics 133	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
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	20		19

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Biology 241	4	Biology 242	4
English 231	3	English 232	3
Government 231	3	Government 232	3
History 131	3	History 132	3
*Science	3	*Science	3
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	17		17

BIOLOGY COURSE DESCRIPTIONS

141, 142. General Biology. (3-2). Credit 8.

First semester devoted to the fundamental principles of living animals with emphasis upon man, including structure, physiology, taxonomy, development, and heredity.

Second semester devoted to fundamental principles of plant life, including structure, taxonomy, physiology, adaptation, genetics and life histories of plants. (160101)

143. Anatomy and Physiology. (3-3). Credit 4.

Human anatomy and physiology with special emphasis on problems of nursing. Laboratory includes experiments in vertebrate physiology and the dissection of a mammal. (160104)

*Check with senior college catalogue as requirements vary.

131. Bacteriology. (3-2). Credit 3.

Principles of bacteriology; morphology, physiology, and taxonomy of representative groups of nonpathogenic bacteria. Laboratory methods are stressed and detailed studies are made of pure cultures. Laboratory analysis is made of water, soil and milk. A brief preview of food bacteriology, public health services and immunization is included. It is advisable that some chemistry be completed, preferably some organic chemistry prior to registering for this course. (160106)

132. Microbiology. (2-3). Credit 3.

Micro-organisms with emphasis on those of medical significance. Special consideration is given to problems of personal and community health. Laboratory includes the sterilization of culture media and glassware, cultivation and study of common bacteria. Recommended for students in nursing education. (160107)

133. General Botany of Seed Plants. (2-3). Credit 3.

Reproduction and life history of the seed plant. Internal and external structures in relation to life processes. (160115)

241. Invertebrate Zoology. (2-3). Credit 4.

The fundamentals of zoology are illustrated through the study of a series of invertebrate animals. (160112)

242. Comparative Vertebrate Anatomy. (3-3). Credit 4.

This course embraces a study of the comparative structural evolution of the vertebrate body. (160108)

Suggested Curricula for Chemistry Majors

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Chemistry 141.....	4	Chemistry 142.....	4
*Science	4	*Science	4
Foreign Language 141.....	4	Foreign Language 142.....	4
Mathematics 132.....	3	Mathematics 133.....	3
English 131.....	3	English 132.....	3
Physical Education 111.....	1	Physical Education 112.....	1
Psychology 111.....	1		
	<hr/>		<hr/>
	20		19

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Chemistry 241.....	4	Chemistry 242.....	4
History 131.....	3	History 132.....	3
Foreign Language 141.....	4	Foreign Language 142.....	4
Government 231.....	3	Government 232.....	3
English 231.....	3	Chemistry 251.....	5
Physical Education 211.....	1	Physical Education 212.....	1
	<hr/>		<hr/>
	18		20

*Check senior college catalogue as requirements vary.

CHEMISTRY COURSE DESCRIPTIONS

121. Chemical Calculations. (2-0). Credit 2.

Designed for chemistry and chemical engineering majors.
Prerequisite: Chemistry 141. (160205)

141, 142. General Chemistry. (3-4). Credit 8.

Fundamental laws and theories of chemical activity. Practical application of chemical processes involving non-metals and metals. (160202)

241, 242. Organic Chemistry. (3-4). Credit 8.

The chemistry of the compounds of carbon. A study of general principles and their application to various industrial processes. (160203)

251. Quantitative Analysis. (3-8). Credit 5.

An introduction to the methods of exact analysis. Special attention to stoichiometry. (160204)

Suggested Curriculum for Physics Majors

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Physics 141.....	4	Physics 142.....	4
Mathematics 132.....	3	Mathematics 134.....	3
Mathematics 133.....	3	Mathematics 231.....	3
*Science.....	4	*Science.....	4
English 131.....	3	English 132.....	3
Physical Education 111.....	1	Physical Education 112.....	1
Psychology 111.....	1		
	19		18

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Physics 241.....	4	Physics 242.....	4
Mathematics 232.....	3	Mathematics 233.....	3
Government 231.....	3	Government 232.....	3
History 131.....	3	History 132.....	3
*Science.....	4	*Science.....	4
Physical Education 212.....	1	Physical Education 112.....	1
	18		18

PHYSICS COURSE DESCRIPTIONS

140. Survey of Physics. (3-3). Credit 4.

A survey of the fundamental principles of physics designed to acquaint students with the basic concepts of physics, contemporary physics, and modern thinking. Prerequisite: Math 132 or registration therein. (160301)

*Check senior college catalogue for recommended course due to variations in requirements.

141. College Physics. (3-3). Credit 4.

Fundamentals of classical mechanics, heat, and sound. This course is designed primarily for students who plan to major in medicine, dentistry, veterinary medicine, architecture, pharmacy, and for all other students needing a two-semester course in physics. Prerequisite: Math 133 or registration therein. (160302)

142. College Physics. (3-3). Credit 4.

A continuation of Physics 141. Fundamentals of classical electricity, magnetism, light, atomic and nuclear physics. Prerequisite: Physics 141. (160302)

241. Engineering Physics. (3-3). Credit 4.

Mechanics, heat, wave-motion, and optics for students of engineering and physical sciences. Prerequisite: Math 231 or registration therein. (160304)

242. Engineering Physics. (3-3). Credit 4.

A continuation of Physics 241. Electricity, light, magnetism, sound, and modern physics. Prerequisites: Physics 241 and Math 232 or registration therein. (160305)

243. Modern Physics. (3-3). Credit 4.

Atomic, nuclear, and solid-state physics. Prerequisites: Math 232 and Physics 242. (160310)

Suggested Curriculum for Geology Majors*

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Geology 141	4	Geology 142	4
Mathematics 132	3	Mathematics 133	3
History 131	3	History 132	3
English 131	3	English 132	3
Chemistry 141	4	Chemistry 142	4
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	<hr/>		<hr/>
	19		18

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Mathematics 232	3	Mathematics 233	3
Chemistry 241	4	Chemistry 242	4
Government 231	3	Government 232	3
Mathematics 134	3	Science Elective	4
English 231	3	English 232	3
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	17		18

*Check senior college catalogue for specific courses. Variations are considerable.

GEOLOGY COURSE DESCRIPTIONS

141. Physical Geology. (3-3). Credit 4.

Physical and introduction to historical geology. A foundation course for all advanced work in geology. Required of all students majoring in geology. (160501)

142. Historical Geology. (3-3). Credit 4.

Principles of stratigraphy and paleontology, the physical and organic record of the earth's history, hypotheses of the earth's origin. (160505)

241. Mineralogy. (2-6). Credit 4.

Geometric and chemical crystallography. Classification and methods of identification of minerals; blowpipe analysis, formation, occurrence, properties of minerals. Megascopic identification and classification of rocks. (160502)

242. Invertebrate Paleontology. (3-3). Credit 4.

The classification, morphology and identification of invertebrate fossils. Field trip required. (160504)

EARTH AND SPACE SCIENCE COURSE DESCRIPTIONS

141, 142. Nature of the Earth and Universe. (3-2). Credit 8.

This course deals with the nature of the earth and the universe as revealed in geology, astronomy, meteorology, and other closely related physical science. Stress is placed upon the appraisal by the student of the significance of these sciences to man's environment of material and energy resources in a space-age universe. (160405)

131. Survey of Astronomy. (3-0). Credit 3.

The main features of the known universe and the principles involved in their discovery. A non-material survey recommended for all students. (160601)

132. Descriptive Astronomy. (3-0). Credit 3.

A survey of facts and an introduction to important astronomical theories. The solar system, stars, nebulae, and star systems. Double stars, variable stars, star clusters and nebulae. Stellar theories. (160602)

SOCIAL SCIENCES

Suggested Curriculum for Social Science Majors will be general Liberal Arts for Freshman and Sophomore years.

Freshman Year					
First Semester			Second Semester		
Subject		Hours	Subject		Hours
English 131.....		3	English 132.....		3
History 131.....		3	History 132.....		3
Foreign Language 141.....		4	Foreign Language 142.....		4
Science 141.....		4	Science 142.....		4
Mathematics 131.....		3	Mathematics 133.....		3
Physical Education 111.....		1	Physical Education 112.....		1
Psychology 111.....		1			
		<hr/> 19			<hr/> 18

Sophomore Year					
First Semester			Second Semester		
Subject		Hours	Subject		Hours
English 231.....		3	English 232.....		3
Government 231.....		3	Government 232.....		3
Foreign Language 231.....		3	Foreign Language 232.....		3
*Social Science.....		3	*Social Science.....		3
Elective.....		3	Elective.....		3
Physical Education 211.....		1	Physical Education 212.....		1
		<hr/> 16			<hr/> 16

SOCIAL SCIENCE COURSE DESCRIPTIONS

Anthropology

231. Physical 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. (180101)

232. Cultural Anthropology. (3-0). Credit 3.

A comparative study of culture and social organization among primitive or preliterate societies. Emphasis will be on marriage, property, religion, magic, and tribal control. Attention is also given to the significance of study of the primitive cultures for an understanding of urban industrial civilization. (180103)

Bible

133. Old Testament. (3-0). Credit 3.

A foundation course in the history, literature, and teachings of the Old Testament, with principal emphasis given to study of the historical books. (180202)

*Social Science course should be related to major or minor if possible.

132. New Testament. (3-0). Credit 3.

A foundation course in the history, literature, and teachings of the New Testament. The four Gospels and Acts will be studied in detail. (180201)

231. Life of Christ. (3-0). Credit 3.

The life and teachings of Jesus with attention given to the economic, social, political, and religious conditions of the world of His day. (180203)

232. Writings of Paul. (3-0). Credit 3.

The apostle Paul's life and teachings, as revealed in the Book of Acts and the Pauline Epistles. (180204)

233. Acts of the Apostles. (3-0). Credit 3.

A study of the expansion of Christian beliefs, practices, and fellowships from Palestine to outlying parts of the Roman Empire; a personality study of Peter, John, Paul, and other apostles. (180205)

234. The Prophets. (3-0). Credit 3.

The Hebrew prophets, their place in history, and their message. (180206)

235. Modern Bible. (3-0) Credit 3.

The inspiration, collection, and translation of the scriptures as we have them today. (180208)

Economics

Listed under Business Administration.

Geography

231, 232. Principles of Geography. (3-0). Credit 6.

An introductory course which provides a foundation for all later work in geography. Consideration is given to the different elements of natural environment as related to human activities and modes of living. Emphasis is placed on physical geography. In the second semester emphasis is placed on cultural geography. (180401)

Government

231, 232. State and Federal Government. (3-0). Credit 6.

Fulfills the legislative requirement of six hours of American Government. A functional study of the American constitutional and governmental system, federal, state, and local. Special attention to Texas. The origins and development of the American governmental system; federal-state and interstate relations; lesser units of government; the individual as a citizen, person, and voter; political parties. Legislative, execu-

tive, and judicial functions in federal and state governments; financing governmental activities; foreign relations and national defense; governmental services and functions. (180501)

History

131, 132. History of the United States. (3-0). Credit 6.

English colonization; the Revolution; adaptation of the constitution; growth of nationalism; cotton and the slavery problem; war for Southern independence. Reconstruction; new social and industrial problems; rise of the progressive movement; United States emergence as a world power; World War I; reaction and the New Deal; World War II; contemporary America. (180604)

133, 134. History of Europe. (3-0). Credit 6.

A survey of the development of European civilization from the decline of the Roman Empire to the Renaissance. Major topics include the Graeco-Roman heritage, the barbarian migrations, the growth and development of the church, the rise of capitalism, medieval society, and the origin of nationalism in Europe. The history of western Europe from the Renaissance to the present. The Age of Reason and the French Revolution, the Napoleonic Wars, the growth of nationalism and democracy in the nineteenth century, the causes and consequences of the two world wars and the rise of dictatorship. (180603)

135, 136. History of England. (3-0). Credit 6.

British, Saxon, and Norman origins; national development; struggles between church and state; crown and nobles; nobles and commons; development of parliament. (180605)

Philosophy

231. Introduction to Philosophy. (3-0). Credit 3.

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relation to religion, science, and art. (180701)

232. Introduction to Ethics. (3-0). Credit 3.

Study of basic principles of the normal life, with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom. (180702)

233. Logic. (3-0). Credit 3.

Nature and methods of correct reasoning, deductive proof; inductive proof; fallacies; arguments. (180704)

Sociology

231. Introduction to Sociology. (3-0). Credit 3.

The study of human society; human behavior and personality as a product of group life; community organization; social change and current social problems. (180901)

232. Contemporary Social Problems. (3-0). Credit 3.

Identification and analysis of contemporary social problems, development of criteria for evaluating programs for social betterment. (180902)

233. Criminology. (3-0). Credit 3.

Causes and manifestations of delinquency; case studies of criminals and their social milieu; the offender and agencies of his adjustment; analysis and evaluation of penal methods. (180811)

234. Social Institutions and Processes. (3-0). Credit 3.

Sociological concepts and principles that are basic to an understanding of the complexity of modern society. Students, through firsthand observation and course materials, are familiarized with social institutions, class structures, and social processes which produce social organization and disorganization. Major social institutions are viewed from the standpoint of social structure and social processes, and their future roles in society's operation and influence upon the individual and groups. (180904)

PRE-PROFESSIONAL PROGRAMS

(Pre-Medical, Pre-Dental, Pre-Law, Pre-Veterinary)

PRE-MEDICAL PRE-DENTAL*

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
Biology 141	4	Biology 142	4
Chemistry 141	4	Chemistry 142	4
History 131	3	History 132	3
Mathematics 132	3	Mathematics 133	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1		
	<hr/>		<hr/>
	19		18

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 231	3	English 232	3
Biology 241	4	Biology 242	4
Chemistry 241	4	Chemistry 242	4
Government 231	3	Government 232	3
Physics 141	4	Physics 142	4
Physical Education 211	1	Physical Education 212	1
	<hr/>		<hr/>
	19		19

*Check university catalogue of specific medical or dental school since slight variations exist.

PRE-LAW*

Freshman Year

First Semester		Hours	Second Semester		Hours
Subject			Subject		
English 131	3	English 132	3
Mathematics 132	3	Mathematics 133	3
Foreign Language 141	4	Foreign Language 142	4
Science 141	4	Science 142	4
History 133	3	History 134	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1			
		19			18

Sophomore Year

First Semester		Hours	Second Semester		Hours
Subject			Subject		
English 231	3	English 232	3
Foreign Language 231	3	Foreign Language 232	3
Science 241	4	Science 242	4
Government 231	3	Science 232	3
History 131	3	History 132	3
Physical Education 211	1	Physical Education 212	1
		17			17

PRE-VETERINARY

Freshman Year

First Semester		Hours	Second Semester		Hours
Subject			Subject		
English 131	3	English 132	3
Biology 141	4	Biology 142	4
Chemistry 141	4	Chemistry 142	4
Mathematics 132	3	Mathematics 133	3
History 131	3	History 132	3
Physical Education 111	1	Physical Education 112	1
Psychology 111	1			
		19			18

Sophomore Year

First Semester		Hours	Second Semester		Hours
Subject			Subject		
English 231	3	English 232	3
Biology 241	4	Biology 242	4
Chemistry 241	4	Chemistry 242	4
Physics 141	4	Physics 142	4
Government 231	3	Government 232	3
Physical Education 211	1	Physical Education 212	1
		19			19

PRE-NURSING†

Freshman Year

First Semester		Hours	Second Semester		Hours
Subject			Subject		
English 131	3	English 132	3
Biology 141	4	Biology 142	4
Chemistry 141	4	Chemistry 142	4
Sociology 231	3	Psychology 231	3
Psychology 111	1	Microbiology 132	3
Physical Education 111	1	Physical Education 112	1
		16			18

*Check university catalogue of specific law school since slight variations exist.

†Based on the requirements for Scott and White Memorial Hospital, School of Professional Nursing. For a four year nursing program see the senior college catalogue of your choice.

ENGINEERING ARTS AND TECHNOLOGY

Students who complete a prescribed two year curriculum in one of the following programs are eligible to receive the Associate in Applied Science Degree.

The following programs of study are designed to prepare students for jobs in industry by giving them satisfactory technical knowledge and training for a better understanding of job skills and civic problems. Students who enter the College with substantial previous education or experience in trades and industries may enter intermediate courses with the counselor's approval and instructor's permission. Students entering college without such previous training must complete basic courses before continuing with advanced studies.

AIR CONDITIONING TECHNOLOGY CURRICULUM

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Engineering Graphics 131	3	Engineering Graphics 132	3
Fundamentals of Air Conditioning 141	4	Survey of Comfort Air Conditioning 142	4
Basic Technical Math 131T	3	Advanced Technical Math 132T	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	<hr/> 18		<hr/> 17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Report Writing 133	3	Descriptive Geometry 132	3
Central System Air Conditioning 241	4	Residential and Commercial Air Conditioning 243	4
Control Theory and Application 242	4	Air Conditioning Analysis 234	3
Machine Shop Practice 141	4	Industrial Psychology 234	3
Physical Education 211	1	Physical Education 212	1
	<hr/> 19		<hr/> 17

AIR CONDITIONING TECHNOLOGY COURSE DESCRIPTIONS

- 141. Fundamentals of Air Conditioning. (3-3). Credit 4.**
Summer-winter air conditioning, psychrometric properties

of air, heat load calculations. Residential, commercial, and industrial equipment applications. (190301)

142. Survey of Comfort Air Conditioning. (3-3). Credit 4.

Summer-winter air conditioning. Psychrometric properties of air, air distribution, heat load calculations, selection and placement of equipment for residential and small commercial applications. (190302)

241. Central System Air Conditioning. (3-3). Credit 4.

Advanced psychrometrics, air handling, component selection for the larger field-assembled systems. Capacity balance and control problems. Integrated experiments in instrumentation and cooling capacities. (190303)

242. Control Theory and Applications. (3-3). Credit 4.

Application of controls and control circuitry related to refrigeration and air conditioning. Circuit design in electric, electronic, and pneumatic systems. (190304)

243. Residential and Commercial Air Conditioning. (3-3). Credit 4.

Equipment selection and system design for warm air, hot water, and steam heating. Direct expansion and chilled water cooling for separate or integrated systems. Related experiments. (190305)

234. Air Conditioning Analysis. (1-3). Credit 3.

Writing specifications for summer-winter air conditioning systems. Equipment selection for air distribution, installation planning, and layout procedures emphasized. (190308)

AUTOMOTIVE TECHNOLOGY CURRICULUM

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Introduction to		Fuels and Combustion 142	4
Automotive Engines 141	4	Electrical Systems 143	4
Basic Technical Math 131T	3	Mechanical Power	
Basic Electricity 141	4	Transmission 144	4
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
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	19		19

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Fundamentals of Air		Motor tune-up and	
Conditioning 141	4	Analyzing 242	4
Introduction to Business 131b	3	Advanced Theory and	
Report Writing 133	3	Design 244	4
Diesel Engines 241	4	Industrial Psychology 234	3
Physical Education 211	1	Auto Service and	
	<hr/>	Repair 243	4
	18	Physical Education 212	1
			<hr/>
			19

AUTOMOTIVE TECHNOLOGY COURSE DESCRIPTIONS

141. Introduction to Automotive Engines. (2-4). Credit 4.

A study of the courses and transmission of power with emphasis on internal combustion engines, carburetion and transmission systems, and governor controls. (190701)

142. Fuels and Combustion. (2-4). Credit 4.

Analysis of engine fuels, combustion reaction equations, heat distribution and transfer, engine efficiencies, engine cycles, and steam and gas turbines. (190702)

143. Automotive Electrical System. (2-4). Credit 4.

A study of automotive electricity and the proper service of electrical systems, including batteries, generators, starters, voltage regulators, modern engine tune-up, and the use of test equipment.

144. Mechanical Power Transmission. (2-4). Credit 4.

Belting, pulleys, bearing design, clutches, shafting, gears, velocities and speed ratios, load transmission, and equipment design. (190703)

241. Diesel Engines. (2-4). Credit 4.

Theory, operation, repair techniques and maintenance of diesel engines, including 12 and 24 volt starting systems, heavy duty regulators, fuel transfer pumps, filters, and fuel injectors.

242. Motor Tuneup and Analyzing. (2-4). Credit 4.

Carburetor cleaning, distributor testing and timing, spark plug cleaning and testing, study of the ignition and fuel system. (190708)

243. Automotive Service and Repair. (2-4). Credit 4

Includes study and practice related to power train, suspension system, steering and braking, air conditioning, diagnosis of engine troubles, fuel and electrical troubles, and major repair.

244. Advanced Theory and Design. (2-4). Credit 4.

Properties of fuels, chemistry of combustion, testing and performance power curves. Design of major engine parts. (190709)

CAREER PILOT TECHNOLOGY CURRICULUM

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Aircraft Science 131	3	Propulsion Systems 132	3
Pre-Flight & Air Navigation 133	3	Basic Flight 130	3
Flight Instruction 111	1	Aerophysics 135	3
Basic Tech. Math 131T	3	Report Writing 133	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		19
	18		

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Aerodynamics 231	3	Meteorology 232	3
Air Transportation 233	3	Advanced Flight 235	3
Intermediate Flight 134	3	Intermediate Flight II 234	3
Approved Elective	3	Radio Aids and Communications 237	3
Physical Education 211	1	Physical Education 212	1
	16		16

CAREER PILOT TECHNOLOGY COURSE DESCRIPTION

111. Flight Instruction. (Solo). Credit 1.

A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. Sixteen hours of instruction is provided of which ten hours is spent in dual flight and six hours in oral instruction and briefing. The program is more than sufficient to qualify a student pilot for solo flight. This course is designed for those who wish to begin training toward qualifying for a Federal Aviation Agency Private Pilot Certificate; also for the Career Pilot Technology students who merely desire to achieve the fundamental, practical experience of flight and first-hand knowledge of aircraft operation. Prerequisite: Appropriate FAA Physical Examination (Class I Airline, Class II Commercial, Class III Private).

130. Basic Flight. (Private Pilot). Credit 3.

This course is designed for completion of the Private Pilot Certificate; it exceeds the minimum flight hours necessary to satisfy the Federal Aviation Agency requirements. A total of fifty-five hours of instruction is provided, including fifteen hours of dual flight, twenty-five hours of solo flight, and fifteen hours of oral instruction and briefing.

The student should also enroll in 133, Pre-Flight, which is the Private Pilot Ground School, or show evidence of having successfully passed the Federal Aviation Agency written examination for the Private Pilot Certificate.

131. Aircraft Science. (3-0). Credit 3.

This course serves as an introduction to the study of several basic sciences in the aeronautical field, as applied to their theoretical and practical use in aircraft construction and design. (190201)

132. Propulsions Systems. (3-0). Credit 3.

This course introduces the student to the actual propulsion hardware. Typical operational type power plants are available for study. (190202)

133. Pre-Flight and Air Navigation. (3-0). Credit 3.

The principles of flight, basics of air traffic control, weather facts, navigational procedure and airplane operation as are pertinent for the Private Pilot, upon successful completion of this course, the student has sufficient knowledge to pass the Federal Aviation Agency written examination for the Private Pilot Certificate, which constitutes the final examination. Prerequisite: None

134. Intermediate Flight. (Commercial Pilot). Credit 3.

This course is the first half of two phases of flight training in preparation for the Federal Aviation Agency Commercial Pilot Certificate. A total of seventy-five hours of instruction is provided, including fifteen hours of dual flight, forty hours of solo flight and twenty hours of oral instruction and briefing. Prerequisite: Basic Flight

135. Aerophysics. (3-0). Credit 3.

Introduction to physics, physical terms, the basis for physical laws in practical application to aeronautics. Course of study includes laws of motion, gas laws, electromagnetism, basic principles of electrical circuits, hydraulics and pneumatics. Prerequisite: None

231. Aerodynamics. (3-0). Credit 3.

This course covers the physical properties of air, airflow, standard atmosphere, forces on solids moving through air, lift, drag, planform, air foil selection, and performance factors. (190207)

232. Meteorology. (3-0). Credit 3.

This course aims to present concisely and systematically the science of meteorology in its present state of development. The primary purpose is to set forth the facts and principles concerning the behavior and responses of the atmosphere. (190210)

233. Air Transportation. (3-0). Credit 3.

The development and present status of air transportation, federal legislation, characteristics and classification of air car-

riers; the organization and functions of the Federal Aviation Agency and the Civil Aeronautics Board is reviewed. Prerequisite: None

234. Intermediate Flight II. (Commercial Pilot). Credit 3.

A continuation of 134. The second half of two phases of flight training leading to the successful completion of the Federal Aviation Agency Commercial Pilot Certificate. A total of seventy-five hours of instruction is provided including fifteen hours of dual flight, forty hours of solo flight and twenty hours of oral instruction and briefing. Prerequisite: 134 or equivalent flight experience as determined by the instructor.

235. Flight-Advanced I. (Instrument Pilot). Credit 3.

The necessary instruction to qualify for the Federal Aviation Agency Instrument Pilot Rating. A total of forty hours of instruction is provided, including twenty hours of dual flight, ten hours of synthetic flight and ten hours of oral instruction and briefing. Prerequisite: 130, or a Private Pilot Certificate; or 234, or a Commercial Pilot Certificate.

236. Flight-Advanced II. (Multi-Engine Pilot). Credit 3.

This course of flight training leads to the Federal Aviation Agency Multi-Engine Pilot Rating. All flying is given in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. A total of twenty hours of instruction is provided, including ten hours of dual flight and ten hours of oral instruction and briefing. Prerequisite: 130, or a Private Pilot Certificate; or 234, or a Commercial Pilot Certificate.

237. Radio Aids and Communications. (3-0). Credit 3.

Basic radio fundamentals as used by the pilot. A description and practical use of various radio aids to safe aerial navigation, including Very High Frequency Omni Direction Range (VOR), Instrument Landing System (ILS), Direction Finding (DF) and others. Charts and approach plates as adapted to radio navigation including the use of the Flight Information Manual and Airman's Guide. Prerequisite: Instructor's permission.

238. Flight-Advanced III. (Instructor Rating). Credit 3.

This flight course prepares the experienced pilot for the FAA Certified Flight Instructor Certificate for airplane. Includes 10 hours of dual flight and 25 hours of oral instruction and briefing. Prerequisite: Commercial Pilot Certificate or qualification for receiving this certificate.

DRAFTING AND DESIGN TECHNOLOGY CURRICULUM

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Basic Technical Math 131T ...	3	Advanced Technical Math 132T	3
Engineering Drawing 131	3	Engineering Drawing 132	3
Physics 141	4	Descriptive Geometry 132	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	18		16

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Engineering Drawing 143	4	Structural Drafting 244	4
Architectural Drafting 242 ...	4	Topographical Drawing 245 ...	4
Analytic Geometry 134	3	Civil Engineering	
Strength of Materials 244	4	Drafting 246	4
Physical Education 211	1	Industrial Psychology 234	3
	19	Physical Education 212	1
			19

DRAFTING AND DESIGN TECHNOLOGY COURSE DESCRIPTIONS

131. Engineering Graphics. (3-3). Credit 3.

A comprehensive introduction to Engineering Drawing that includes training in the use of drawing instruments, applied geometry, lettering, orthographic drawing and sketching, and pictorial drawing and sketches. (060805)

132. Engineering Drawing. (3-3). Credit 3.

Continued training in the use of auxiliary views, sections and conventions, intersections and developments, dimensions, notes, limits and precision; screw threads, etc. (060805)

133. Blue Print Reading. (2-3). Credit 3.

Principles of design layout, blue print reading, elementary estimating procedures, and an investigation of the standards required in the various industries. (190807)

143. Engineering Drawing. (3-3). Credit 4.

Drawing and manufacturing processes; training in producing various kinds of working drawings; making charts, graphs and diagrams; commercial practices, and economies; and the use of standard parts, sizes, symbols and abbreviations. (060805)

242. Architectural Drafting. (3-3). Credit 4.

A study of the preparation of architectural plans; elevations; sections; site plans; various building details; room finish, door, and window schedules; and structural drawings. (190803)

243. Electrical Drafting. (3-3). Credit 4.

A study of layout and preparation of finished electrical drawings, stressing modern representation used for pictorial drawings, wiring and connection diagrams, clock diagrams, architectural drawings, control circuits and schematic diagrams. Stress is placed on accepted practices and symbols in Engineering Offices. Some review of lettering and mechanical drawing principles. (190806)

244. Structural Drafting. (3-3). Credit 4.

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. (190801)

245. Topographical Drawing. (3-3). Credit 4.

A study of A.R.E.A. symbols, authorized abbreviations, classifications, types of maps, scales, topographic mapping, and construction of maps, well spotting, isopach and contour maps, theory and construction of stratigraphic and construction cross section; contours and contour sketching and coloring; copy-duplicating reproduction. (190804)

246. Civil Engineering Drafting. (3-3). Credit 4.

A study of drafting problems and techniques as applied to civil engineering projects, including road and highway work, bridges, dams, earthwork, city traffic, and utilities. (060401)

ELECTRICAL TECHNOLOGY CURRICULUM**Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Math of Electronics 131	3	Math of Electronics 132	3
Basic Electricity 141	4	Basic Circuits 133	3
Engineering Graphics 131	3	Basic Electronics 142	4
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
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Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Report Writing 133	3	A.C. Circuits 242	4
Advanced Circuits 241	4	Electrical Machinery 243	4
Amplifiers 244	4	Engineering Graphics 131	3
Physics 141	4	Electrical Systems Designs	
Physical Education 211	1	245	4
	<hr/>	Physical Education 212	1
	19		<hr/>
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ELECTRICAL TECHNOLOGY COURSE DESCRIPTIONS

141. Basic Electricity. (3-3). Credit 4.

A theoretical study will be made of the elementary principles of electricity and magnetism as applied to electrical testing and wiring. This course will include consideration of Ohm's Law, and murray loops, series and parallel circuits, work and power calculations, and calculation of magnetic circuits. The course is correlated with the laboratory work in electrical testing and direct current machinery. (190901)

142. Basic Electronics. (3-3). Credit 4.

This is a combination theory and laboratory course devoted to the study of impedance, reactance, power, current and voltage relations in single and polyphase circuits. (190902)

133. Basic Circuits. (3-0). Credit 3.

Fundamental principles of direct and alternating current circuits. (190903)

231. Advanced Circuits. (3-3). Credit 4.

Principles of single-phase alternating current circuits. (190904)

243. Electrical Machinery. (3-3). Credit 4.

Electrical machines; applications, characteristics, and controls. Operation and testing of electrical machinery commonly used in industry. (190915)

244. Amplifiers. (3-3). Credit 4.

Design of audio-frequency amplifiers using transistors and vacuum tubes. (191015)

245. Electrical Systems Design. (3-3). Credit 4.

Design and layout of electrical systems for residences, commercial buildings, industrial plants, and farms. (190921)

ELECTRONICS TECHNOLOGY CURRICULUM

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
English 131	3	English 132	3
Engineering Graphics 131	3	Math of Electronics 132	3
Math of Electronics 131	3	Basic Electronics 142	4
Basic Electricity 141	4	Basic Circuits 133	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
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	18		

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
Report Writing 133	3	Advanced Electronics 242	4
Advanced Electronics 241	4	Electronic Systems 234	3
Electronic Systems 233	3	Communications 244	4
Communications 243	4	*Approved Elective	4
Physical Education 211	1	Physical Education 212	1
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	18		

ELECTRONICS TECHNOLOGY COURSE DESCRIPTIONS

131, 132. Math of Electronics. (3-0). Credit 6.

First half: Mathematics as applied to electricity and electronics; trigonometry as applied to electrical and electronic problems; battery circuits; Kirchoff's laws; decibels and transmission lines; periodic functions; plane vectors; alternating current circuits. Second half: a continuation of the first half and a study of problems concerning network, coupled circuits, matching impedances, transients in linear networks, and electron ballistics. (191001)

142. Basic Electronics. (3-3). Credit 8.

First half: Fundamentals of alternating and direct current theory important to the understanding of radio and electronics. Second half: fundamentals of vacuum tubes and transistors and their applications in power supplies and amplifiers. Laboratory work consists of testing circuits and learning the proper use of voltmeters, ammeters, oscilloscopes, signal generators and other testing equipment. (191002)

241, 242. Advanced Electronics. (3-3). Credit 8.

A study of special amplifiers, oscillators, pulse circuits, modulation, and detection. Laboratory: learning the proper adjustment and testing. (191004)

233, 234. Electronic Systems. (2-2). Credit 6.

A study of complete electronics systems. Laboratory: working on projects, testing, and adjusting complete electronic systems. (191006)

*Approved Elective may be chosen from the following: Drafting, Metal Working, Computer Technology, Introduction to Business, and Electricity.

243, 244. Communications. (3-3). Credit 8.

First half: networks, filters, and transmitters. Second half: a study of oscillators, modulators, antennae, radio propagation, with application to radio transmitters and receivers, telemetering and instrumentation. (191007)

ELECTRONIC DATA PROCESSING AND COMPUTER TECHNOLOGY

The electronic data processing curriculum is designed specifically to equip the successful two-year graduate for employment in business and industry as a programmer and as an operator of electronic data processing center equipment.

ELECTRONIC DATA PROCESSING AND COMPUTER TECHNOLOGY CURRICULUM

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131	3	English 132	3
Math 131b	3	Math 132b	3
EDP 131	3	EDP 133	3
EDP 132	3	EDP 134	3
History 131	3	History 132	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		
	<hr/> 17		<hr/> 16

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231	3	Government 232	3
EDP 135	3	EDP 242	4
EDP 241	4	EDP 233	3
Introduction to Business 131b ..	3	EDP (approved)	3
Elective (approved)	3	Elective	3
Physical Education 211	1	Physical Education 212	1
	<hr/> 17		<hr/> 17

ELECTRONIC DATA PROCESSING AND COMPUTER TECHNOLOGY COURSE DESCRIPTION

131. Electronic Data Processing. (EDP) (3-2). Credit 3.

Principles of operation and use of equipment related to a digital computer such as card punch, verifier, interpreter, sorter, collator, accounting machines, and document originating machines. (030603)

132. Electronic Data Processing. (EDP) (2-3). Credit 3.

Punched card methods; card design and coding; practice in wiring panel boards for the operation of punch, verifier, sorter, and tabulating machines; operation of equipment for input, output and auxiliary storage. (030607)

133. Data Processing Techniques. (DPT) (2-3). Credit 3.

Production, reproduction, editing, filing and routine arithmetic treatment of data with computer-detached equipment, similar techniques with digital computer equipped routines for accepting and processing data techniques for problem statements and flow-charting. Prerequisite: EDP 132. (030607)

134. Introduction to Computer Programming. (ICP) (3-2). Credit 3.

Designed to familiarize the student with the components of computers and to develop basic abilities needed in programming for business and scientific applications. Includes problem definition, flow charting, block diagramming and other basic computer techniques. (030604)

135. Data Analysis Techniques. (DAT) (2-3). Credit 3.

Elementary problems from the arts, sciences and languages using logical and mathematical techniques particularly suited to digital computer characteristics; problems involving qualifying descriptive data, manipulation of those data, and expression of the analysis in descriptive terms. Problem statements and flow-charting methods. Prerequisite: EDP 133. (030605)

241. Digital Computers and Computer Languages. (3-3). Credit 4.

Codes, symbolic systems, stylized algebraic and English-like languages requiring machine translation; organization of data processing and data analysis systems; methods of program construction involving debugging, housekeeping, looping, indexing and subroutines. Study of compilers and assemblers of machine construction of codes. Prerequisite: DAT 135.

242. Digital Computers and Cybernetic Models. (2-4). Credit 4.

Simulation and Control techniques useful for planning and controlling organizations and mechanisms.

233. Computer Languages and Data Processing. (2-2). Credit 3.

Specialized languages used in data processing systems.

234. Computer Languages and Data Analysis. (2-2). Credit 3.

Computer languages in construction of algorithms using techniques particularly adaptable to digital computer characteristics.

235. Programming Computer Solutions, Numeric Methods. (2-3). Credit 3.

Theory and operation of digital computers and languages used to control logical and mathematical activities of com-

puters; number theory and logical systems applicable to computer design.

236. Programming Computer Solutions, Non-Numeric Methods. (1-4). Credit 3.

Programming techniques for problems principally non-numeric in character. Course content governed by student's major.

237. Field Project. (0-6). Credit 3.

Problem in student's divisional major applying electronic data analysis and processing techniques.

LAW ENFORCEMENT TECHNOLOGY

The Associate in Arts Degree Program in Law Enforcement Technology is designed to meet the needs of persons seeking employment with, or promotion in public or private agencies concerned with maintaining public safety, preventing crime, apprehending and rehabilitating criminals, and social welfare.

CURRICULUM

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131.....	3	History 132.....	3
English 131.....	3	English 132.....	3
Police Administration I 131...	3	Criminal Evidence and	
Police Administration II 132...	3	Investigation 144	4
Criminal Law 133.....	3	Health Education and	
Psychology 111.....	1	First Aid 134	3
Physical Education 111.....	1	Traffic Law and Court Room	
	17	Procedure 135	3
		Physical Education 112.....	1
			<hr/> 17

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231.....	3	Government 232.....	3
Firearms and Defensive		Psychology 231.....	3
Tactics 231	3	Juvenile Procedures 234.....	3
Administration of Law 232...	3	Police Records and	
Speech 233	3	Identification 235.....	3
Report Writing 133	3	Traffic Investigation 233	3
Physical Education 211.....	1	Physical Education 212.....	1
	<hr/> 16		<hr/> 16

LAW ENFORCEMENT TECHNOLOGY COURSE DESCRIPTIONS

131. Police Administration I. (3-0). Credit 3.

A philosophy and history of law enforcement; organiza-

tion and jurisdiction of local, county, state and federal law enforcement agencies; professional opportunities, organizations and qualifications required. Analysis of the duties and responsibilities of police administration.

132. Police Administration II. (3-0). Credit 3.

Modern methods and skills required for criminal investigation, to include discovery methods, development and lifting of latent fingerprints; criminal scene sketches; the use of plaster and silicone rubber for reproducing evidence at crime scene; use of modern investigation aids and techniques of criminal interrogation.

133. Criminal Law. (3-0). Credit 3.

A study of definitions, structure and important sections of the Penal Code and other criminal statutes and procedures. Covers laws of arrest, search, and seizure; laws of evidence, criminal procedure and Texas Penal Code.

134. Health Education and First Aid. (2-3). Credit 3.

Health knowledge and practice in regard to individual and group welfare; personal hygiene; community health problems; communicable disease control and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. Advanced certificate required for completion of course.

135. Traffic Law and Court Procedures. (3-0). Credit 3.

State vehicle requirements and related laws; routine traffic duties of an officer; traffic accident investigation techniques and reports; special traffic problems; the traffic court; case preparation from incident to final disposition through court.

144. Criminal Evidence and Investigation. (3-3). Credit 4.

The types and degrees of evidence and the rules governing the admissibility of evidence into court; investigation procedures, crime scene, search and recording; collection and preservation of evidence; laboratory aids; sources of information; interviews and interrogation; follow-up and case preparation. Current trends, nature and causes of crime. Sociological aspects of criminal law and procedure.

231. Firearms and Defensive Tactics. (2-3). Credit 3.

The moral aspects, legal provisions, safety precautions and restrictions governing the use of firearms; firing of firearms and shotguns; protection against person armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds; restraint of prisoners and mentally ill; use of the baton; mob control. Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations problems.

232. Administration of Law. (3-0). Credit 3.

The court system; principles of constitutional federal, state, and civil laws as they apply to and affect law enforcement. Mock investigations and procedures from incident to final court disposition. Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration.

233. Traffic Investigation. (2-4). Credit 3.

A problems course in the investigation of traffic accidents, laws, and advanced investigation procedures; special emphasis to be placed on the handling of traffic accidents on crowded thoroughfares and expressways.

234. Juvenile Procedures. (2-3). Credit 3.

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles, case disposition; juvenile statutes and court procedures. Lab section of this course is to be completed on-the-job working with juvenile officers.

235. Police Records and Identification. (3-0). Credit 3.

A study of the organization and operations of different systems of records, including related complaint, arrest, identification, and administrative records.

MACHINE TOOLS TECHNOLOGY CURRICULUM

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131.....	3	History 132.....	3
English 131.....	3	English 132.....	3
Machine Shop Practice 141....	4	Machine Shop Practice 142....	4
Engineering Graphics 131.....	3	Beginning Welding 131.....	3
Basic Technical Math 131T....	3	Advanced Technical Math 132T	3
Psychology 111.....	1	Physical Education 112.....	1
Physical Education 111.....	1		
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	18		17

Sophomore Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231.....	3	Government 232.....	3
Advanced Welding 132.....	3	Report Writing 133.....	3
Machine Shop Practice 241....	4	Machine Shop Practice 242....	4
Strength of Materials 244....	4	Electrical Machinery 243.....	4
Metallurgy 245.....	4	Industrial Psychology 234....	3
Physical Education 211.....	1	Physical Education 212.....	1
	<hr/>		<hr/>
	19		18

MACHINE TOOLS TECHNOLOGY COURSE DESCRIPTIONS**131. Beginning Welding. (1-6). Credit 3.**

Electrical and Acetylene Welding. (110407)

132. Advanced Welding. (1-6). Credit 3.

Electric and Acetylene Welding. (110407)

133. Sheet Metal Pattern Drafting. (1-3). Credit 3.

This course consists of a review of geometric construction, followed by the three divisions of sheet metal pattern layout, namely: parallel line, radial line, and triangulation. (110102)

134. General Metalwork. (1-4). Credit 3.

The designing and construction of power machinery including the development of plans for procedure, jigs, and fixtures. A study of materials and industrial processes and procedures of the foundry, welding, and machine shop. (110402)

135. General Machine Shop. (1-4). Credit 3.

Beginning bench metal and machine metal work involving the theory and operation of the drill press, power saw, grinders, engine lathe, the shaper, the milling machine, and Doall saw. (110403)

141. Machine Shop Practice. (2-4). Credit 4.

Theory and practice in basic metal working, hand and machine tool operation and maintenance. Includes related instruction in blueprint reading and precision measurement. (110403)

142. Machine Shop Practice. (2-4). Credit 4.

Theory and practice in laying out and setting up machine tools to perform selected work. Includes related instruction in basic metallurgy. (110403)

241. Machine Shop Practice. (2-4). Credit 4.

Theory and practice in planning and executing machine shop production work. Includes instruction in jig and fixture design and production. (110404)

242. Machine Shop Practice. (2-4). Credit 4.

Theory and practice in designing and tooling for quantity production of selected unit. Includes instruction in selection of materials and fabrication methods. (110404)

244. Strength of Materials. (2-4). Credit 4.

Study is made of the internal stresses and deformation of elastic bodies resulting from the action of external forces. Emphasis is given to the analysis of the simple and combined stresses and properties of materials to meet the functional requirements of design. Strength of such elements as riveted joints, beams, columns, shafts, and keys are determined. (090120)

245. Metallurgy. (2-4). Credit 4.

Metals commonly used in industry are studied in this elementary physical metallurgy course. A short period is devoted to the methods used in extracting metals from ores. A detailed study of the properties of the most common ferrous and non-ferrous metals and alloys and their industrial applications is made. A study of the heat treatment and tool steels and high strength alloy steels is included in this course. (191101)

RADIO AND TELEVISION STATION TECHNOLOGY

The Radio and Television Station Technology Curriculum will offer a common program for the first year with separate options for a major during the second year.

CURRICULUM**Freshman Year**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131.....	3	English 132.....	3
Basic Tech. Math 131.....	3	Basic Tech. Math 132.....	3
Basic Electronics 141.....	4	Basic Electronics 142.....	4
Communications 130.....	3	Communications 131.....	3
History 131.....	3	History 132.....	3
Psychology 111.....	1	Physical Education 112.....	1
Physical Education 111.....	1		
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	18		17

Sophomore Year**Radio Option**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231.....	3	Government 232.....	3
Radio 132.....	3	Radio 232.....	3
Radio 133.....	3	Radio 233.....	3
Radio 134.....	3	Radio 234.....	3
Radio 231.....	3	Radio 235.....	3
Physical Education 211.....	1	Physical Education 212.....	1
	<hr/>		<hr/>
	16		16

Sophomore Year**Television Option**

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231.....	3	Government 232.....	3
Television 132.....	3	Television 232.....	3
Television 133.....	3	Television 233.....	3
Television 134.....	3	Television 234.....	3
Television 231.....	3	Television 235.....	3
Physical Education 211.....	1	Physical Education 212.....	1
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	16		16

COURSE DESCRIPTIONS

130. Communications. (3-1). Credit 3.

Survey of mass communications; history, types of programs and stations, introduction to programming, advertising, and station procedure. Field trips to radio and television stations.

131. Communications. (3-1). Credit 3.

Station management; FCC rules and regulations; licensing requirements; organization and operation of radio and television broadcasting stations.

RADIO OPTION

132. Station Operation; Logging and Audio Control. (3-2). Credit 3.

The analysis of technical problems in broadcasting, including traffic, logging, scheduling, production and engineering needs. Practical experience in operating a studio, equipment and keeping FCC logs.

133. Fundamentals of Radio Production. (2-3). Credit 3.

Principles and problems encountered when broadcasting in the public interest; the relationship of radio to television, film, advertising, and journalism; the processes involved in programming and production; employment possibilities and trends; the changing scope of broadcasting. Practical experience in broadcasting techniques.

134. Speaking and Writing for Radio. (2-3). Credit 3.

Voice and diction for radio, analysis of writing techniques used in broadcasting; training and practice in writing commercial copy, public service announcements, news, documentaries, and special programs.

231. Radio Performance and Production. (2-3). Credit 3.

Concepts, skills, and technical facilities required for performance and production of radio programs; laboratory practice in studio and control room procedures.

232. Programming for Radio. (2-3). Credit 3.

The study of station format, scheduling and programming; training in planning, preparation, and production of programs suitable for AM or FM broadcasting.

233. Programming for Radio. (1-4). Credit 3.

A continuation of Radio 232. Preparation and production of programs for presentation on-the-air.

234. Radio Announcing. (1-4). Credit 3.

Advanced techniques in announcing; use of microphone; development of pharyngeal resonance; studio assignments for air-time.

235. Production and Direction in Broadcasting. (1-4). Credit 3.

Skills and techniques in directing radio news programs; documentaries, variety programs, interviews, and others; production of public service, entertainment, and educational programs. Studio assignments.

TELEVISION OPTION

132. Station Operation: Logging and Audio-Visual Control. (3-2). Credit 3.

The analysis of technical problems in broadcasting, including traffic, logging, scheduling, production and engineering needs. Practical experience in operating studio equipment and keeping FCC logs.

133. Fundamentals of Television Production. (2-2). Credit 3.

A study of the techniques and skills used in TV production, including the use of TV cameras, switching equipment, studio lighting, audio equipment, film chain, and other components of the college closed-circuit television broadcasting system. Students will participate in television production as performers, cameramen, switchers, floor managers, video and audio engineers, and directors. Field trips may be required.

134. Television Announcing. (2-2). Credit 3.

Microphone techniques for all types of television announcing. Communication of ideas, projection of personality, voice control and general American pronunciation. Tape recorded projects.

231. Television Continuity Writing. (2-3). Credit 3.

Analysis and preparation of station announcements, program formats, commercials, news, musical introduction and short dramatic plays. Special material written for FM.

232. Broadcasting Workshop—Television. (3-2). Credit 3.

Discussion and practice in television studio procedure. Members of the class will assist in the production of college programs which are broadcast over the closed-circuit television system. In addition, the students will produce their own programs covering such activities as news, drama, variety, discussion, public service, etc. Field trips may be required.

233. Broadcasting Workshop—Television. (3-2). Credit 3.

A continuation of Broadcasting 232. Field trips may be required.

234. Television Controls Laboratory. (1-4). Credit 3.

Advanced training in television studio and control equipment. Assembly and testing of equipment. Test patterns and waveforms. Basic color television principles and operation. Practical experience on black and white and color television equipment.

235. Television Engineering Laboratory. (1-4). Credit 3.

Advanced training in television station engineering techniques for producing and programming.

VOCATIONAL PROGRAMS

OFFICE OCCUPATIONS CURRICULUM

NINE MONTH CLERICAL CURRICULUM

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Business Math 131b.....	3	Office Machines 131.....	3
Bookkeeping 131.....	3	Bookkeeping 132.....	3
Approved Typing.....	3	Approved Typing.....	3
Business English 132.....	3	Letter Writing 132.....	3
Secretarial Practices 131.....	3	Approved Business Elective.....	3
Psychology 111.....	1	Physical Education 112.....	1
Physical Education 111.....	1		
	<hr/> 17		<hr/> 16

NINE MONTH STENOGRAPHY-SECRETARIAL CURRICULUM

First Semester		Second Semester	
Subject	Hours	Subject	Hours
English 131b.....	3	English 132b.....	3
Office Machines 131.....	3	Mathematics 132b.....	3
Introduction to Business 131.....	3	Accounting 241.....	4
*Typewriting.....	3	*Typewriting.....	3
Secretarial Practice 121.....	2	Office Training 111, 112, 113.....	3
*Approved Shorthand.....	3	*Approved Shorthand.....	3
	<hr/> 17		<hr/> 19

STENOGRAPHY-SECRETARIAL CURRICULUM

(Two Year Program)

Freshman Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131.....	3	History 132.....	3
Elementary Typewriting 131.....	3	Intermediate Typewriting 132.....	3
Beginning Shorthand 131.....	3	Intermediate Shorthand 132.....	3
Office Machines 131.....	3	Business English 132.....	3
Secretarial Practices 131.....	3	Filing, Voice Writing and Duplicating 111, 112, 113.....	3
Psychology 111.....	1	Physical Education 112.....	1
Physical Education 111.....	1		
	<hr/> 17		<hr/> 16

Sophomore Year

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Government 231.....	3	Government 232.....	3
Advanced Typewriting 231.....	3	Report Writing 133.....	3
Advanced Shorthand 231.....	3	Introduction to Business 131.....	3
Business Math 131b.....	3	EDP 131a.....	3
Bookkeeping 131.....	3	Bookkeeping 132.....	3
Physical Education 211.....	1	Physical Education 212.....	1
	<hr/> 16		<hr/> 16

*Beginning or advanced levels of shorthand and typewriting will be determined by the academic counselor based on the student's current skill, if any.

CLERICAL CURRICULUM

First Semester		Second Semester	
Subject	Hours	Subject	Hours
Accounting 241.....	4	Accounting 242.....	4
English 131b.....	3	English 132b.....	3
Introduction to Business 131..	3	Mathematics 132b.....	3
Office Machines 131.....	3	Office Training 111, 112, 113...	3
*Typewriting.....	3	*Typewriting.....	3
	<hr/> 16		<hr/> 16

PHOTOGRAPHY CURRICULUM

ONE-YEAR PROGRAM

First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131.....	3	History 132.....	3
Approved English.....	3	Approved English.....	3
Photographic Principles 141...	4	Photographic Practices 142....	4
Commercial and News Photography 143.....	4	Portrait Photography 144.....	4
Approved Business Elective...	3	Approved Business Elective...	3
Psychology 111.....	1	Physical Education 112.....	1
Physical Education 111.....	1		<hr/> 18
	<hr/> 19		

PHOTOGRAPHY COURSE DESCRIPTIONS

141. Photographic Principles. (3-3). Credit 4.

The course includes elements of composition, negative handling, exposure, explanation, and demonstration of negative processing; contact and projection printing; elementary study of light, cameras, lenses, filters, and other photographic equipment; and discussions and demonstration of different types of negative materials, photographic papers, and their characteristics. (191201)

142. Photographic Practices. (2-4). Credit 4.

Application of principles of Photography. (191202)

143. Commercial and News Photography. (2-4). Credit 4.

The course is an advanced study of photography, emphasis on photo-journalism. Extensive practice in the use of professional cameras, enlargers, contact printers, and other photographic equipment is given. (191203)

144. Portrait Photography. (1-5). Credit 4.

A study is made of fundamental lighting, camera techniques, posing, composition, processing, and printing as applied to portraiture. Retouching negatives and prints, mounting prints, and making story-telling pictures for fashion and advertising are emphasized. (191205)

*Beginning or advanced levels of typewriting will be determined by the academic counselor based on the student's current skill, if any.

RADIO AND TELEVISION SERVICING CURRICULUM

Freshman Year			
First Semester		Second Semester	
Subject	Hours	Subject	Hours
History 131	3	History 132	3
Approved English	3	Approved English	3
Fundamentals of Radio 141	4	Advanced Radio Servicing 143	4
Fundamentals of Television 142	4	Advanced T-V Servicing 144	4
Approved Business Elective	3	Approved Business Elective	3
Psychology 111	1	Physical Education 112	1
Physical Education 111	1		18
	19		

RADIO AND TELEVISION SERVICING COURSE DESCRIPTIONS

141. Fundamentals of Radio Servicing. (2-4). Credit 4.

A study of electrical fundamentals, vacuum tube operation, and radio circuits. Proper techniques for bench servicing of electronic equipment, isolating the malfunctioning circuit, and locating defective parts. (191006)

142. Fundamentals of Television Servicing. (3-3). Credit 4.

A study of electron tube circuits peculiar to television receivers and practical methods for troubleshooting and servicing of inherent problems. (191006)

143. Advanced Radio Servicing. (2-4). Credit 4.

Further study of radio and amplifier circuitry including high-fidelity and stereo components. The routine servicing of transistorized units is included. (191007)

144. Advanced Television Servicing. (2-4). Credit 4.

The operation and service of the more complicated television receiver circuits are covered in this course. Special attention is given to the use of techniques and equipment for the most economical solutions to difficult problems. Includes an introduction to transistorized and color television. (191012)

ADULT EDUCATION PROGRAM

The purpose of the Adult Education Program at Central Texas College is to meet the continuing educational needs of the adults in the area. To achieve this purpose, organized programs of instruction will be provided in response to expressed public demand and area needs. These offerings serve both general and specific educational purposes.

The Adult Education Program is based on the philosophy that the entire area benefits when individual members are successful in meeting their own economic responsibilities, and are skilled and competent in their chosen vocations. The intent of adult classes is to provide training for the individual rather than to provide training for employees of a particular company or organization. Therefore, classes are open to the general public.

Classes are geared to the changing needs of the area and changing requirements of businesses and industries in which citizens of the area are employed. These changes are continuously reflected in the course content.

Training is given in areas where job opportunities clearly exist for trained workers and requests for such training have been made by citizens of the area. The programs of study herein described are designed to prepare the student for jobs in business and industry, to ensure job competency, and to provide a better understanding of civic responsibilities.

Vocational Education: Vocational courses are designed to offer educational opportunities above the high school level through which adults in the area may qualify for initial employment, increase their vocational proficiency once they have obtained employment, and make satisfactory advancement within their chosen vocations.

Business Education: Classes offered in business will be the result of close and constant cooperation between the college and business community. In many cases, classes are established on the basis of specific requests from area agencies such as the board of realtors, merchants' associations, and chambers of commerce. In areas of real estate, data processing, management, and retailing and marketing, the business program is strengthened by the assistance received from committees composed of representatives from business, the military, industry, labor, management, and education. These advisory groups assist in developing guidelines for program development relative to occupational requirements and standards. Through this procedure, all business courses, including secretarial and clerical courses, are developed to provide adult students pre-employment and in-service training in areas of

knowledge and skills necessary to meet occupational requirements of the area.

Homemaking and Parent Education: Since the American home is the cornerstone of American society, the improvement of that institution is one of the goals of the adult education program. This program will include classes in parent education and family relations. It will provide counseling for parents on wholesome methods and procedures relating to behavior, guidance, and learning at each stage of child development. Adult education also cooperates with teachers in the elementary schools in providing training for parents which will assist them in helping their children in the development of fundamental skills. Instruction in the knowledge, techniques, and skills of homemaking are included in this curriculum.

Practical Arts: The appreciation of, and participation in, practical arts and vocational interests are essential to the welfare of our society. Adults need opportunities to grow as intellectual and emotional beings, to share in the culture of the past and present, to find worthwhile outlets through experiences in the arts and crafts. Many students find the real joy of living in the experiences of creation and appreciation. While instruction in these activities is not allowed to dominate the program, it is encouraged as a definite part of the educational curriculum of the adult program.

ADULT EDUCATION COURSES

(No college credit)

Advertising

Advertising and the News Media
Copywriting and Layout
Budgeting in Advertising
Public Relations
Interior and Window Display

Banking

Bookkeeping
Business Law and Banking
Business Letters and Banking
Money and Banking
Public Speaking
Negotiable Instruments
Business Administration and Banking
Banking Economics

General Business

Math for Retailing
Letter Writing

Business Speech
 Rapid Reading for Business and
 Professional Personnel
 Business Communications
 Employee Communications
 Employee Training
 Credit and Collections
 Principles of Supervision
 Human Relations
 Record Keeping for Small Businesses
 Standards for Secretaries
 Legal Receptionist
 Medical Receptionist
 Spanish for Business
 PBX Receptionist
 Shorthand Refresher Course
 Typewriting Improvement
 Store Security and Hot Checks
 Personnel Relations

Insurance

Insurance Underwriting
 Insurance Adjusting
 Life Insurance
 Automobile Insurance
 C. L. U.

Business Management

Bookkeeping for Small Businesses
 Accounting Systems
 Income Tax Problems and Procedures
 Credit Management
 Purchasing
 Personnel Supervision
 C.P.A. Review

Real Estate

Real Estate Appraisal
 Real Estate Law
 Real Estate Salesmanship
 Review Course for Brokers and
 Salesmen License
 Real Estate Analysis of Land

Salesmanship

Basic Salesmanship
 Advanced Salesmanship
 Men's Fashions
 Women's Fashions

Public Relations
Cashiering and Salesmanship

Homemaking

Construction of Home Furnishings
Interior Decoration
Meal Planning and Preparation
Basic Clothing Construction
Intermediate Clothing Construction
Advanced Clothing Construction
Home Nurse Development
Upholstery

Other Non-Credit Courses

Basic Ceramics
Women's Conditioning Class
Creative Thinking
Great Books Lectures
Archaeology for Beginners
Anthropology for Beginners
Blueprint Reading
Basic Drawing
Driver's Education

Special Requests

Other non-credit courses may be arranged to meet specific requests from interested persons.

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STUDENT CHECK ONE
which applies NOW

☐ First Time Student
☐ Returning Student
☐ Continuing Student
☐ Transfer from other
College

CENTRAL TEXAS COLLEGE

Highway 190, Bell/Coryell Counties
P. O. Box 848, Killeen, Texas 76541

APPLICATION FOR ADMISSION

OFFICE USE ONLY
CLASSIFICATION

☐ In-District
☐ Out-of-District
☐ Out-of-State

PLEASE PRINT ALL INFORMATION: Semester beginning Fall....., Spring....., Summer....., Year.....
(Check one)

NAME AGE SEX
Last Name First Middle Social Security Number

PERMANENT ADDRESS
Number Street City State Phone

PLACE OF BIRTH DATE OF BIRTH.....
City County State

MARRIED?..... NO. DEPENDENTS..... NEED HOUSING?..... ARE YOU A TEXAS RESIDENT?.....

NAME OF PARENT OR GUARDIAN.....
Occupation of Father

ADDRESS OF PARENT OR GUARDIAN.....
Number Street City State Phone

VETERAN? Yes No Will You Enroll Under Veterans Benefit? Yes No

ARE YOU ON ACTIVE MILITARY DUTY?.....

If yes, complete this section:.....
Unit or Organization Serial Number

.....
Rank Name of Commanding Officer

HIGH SCHOOL EDUCATION

SCHOOL	LOCATION	DATE OF GRADUATION

IMPORTANT — It is the obligation of the prospective student to request transcripts from high schools and colleges previously attended. If complete transcripts are not on file, student will be placed on probation until transcripts are received and evaluated.

COLLEGE(S) PREVIOUSLY ATTENDED

NAME	LOCATION	YEAR ATTENDED	MAJOR
1.			
2.			
3.			

Major area of study

ACT OR SAT TEST DATE..... COMPLETED..... WILL COMPLETE..... (See catalogue
for entrance test information)

Have you requested that your scores be mailed to Central Texas College? Yes..... No.....

All the above information is correct to the best of my knowledge. If admitted to Central Texas College I agree to abide by all College rules and regulations and to conduct myself in a manner acceptable in polite society.

.....
Date

.....
Signature of Applicant

NOTICE TO PARENTS OR GUARDIAN

Student's Name _____
(Please Print) Last Name First Middle

PLEASE COMPLETE THE FOLLOWING TO BE USED IN CASE OF ACCIDENT OR MEDICAL EMERGENCY.

1. Father's Name _____ Phone Number _____
Home Business

2. Mother's Name _____ Phone Number _____
Home Business

3. Family Physician's Full Name _____
Address _____ Phone Number _____

4. In case of sudden illness or accident to my child, and in event I cannot be reached by telephone, I hereby authorize a representative of the school to refer my child to the above mentioned physician or to a hospital.

Answer: _____
Yes or No

5. In the event the above named physician is not available, I hereby authorize the school representative to take my child to a physician of his choice.

Answer: _____
Yes or No

Signature _____
Father or Guardian

Signature _____
Mother or Guardian

CENTRAL TEXAS COLLEGE HEALTH CARD

Student's Name Age Sex Date

 Last First Middle

Address.....

.....

I,do hereby certify that I am in good health and free of
any diseases, infections, and physical impairments.

.....
Signature

I,do hereby certify that I am in good health except for the
following listed impairments.

List:

.....

.....
Signature