



GENERAL CATALOGUE

McLennan Community College

1968
1969

WACO, TEXAS

McLennan County Junior College District

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WACO, TEXAS

McLENNAN COUNTY JUNIOR COLLEGE DISTRICT

ANNOUNCEMENTS FOR 1968-69

VOLUME 3

NUMBER 1

Foreword...

McLennan Community College has but one reason for existence – to provide the finest educational opportunities possible for all the people of the McLennan County area. With education beyond the high school fast becoming a necessity for every citizen, we are determined to place the opportunity to attend a first-class college within the reach of all who have the desire and capacity to profit from it.

The faculty and administrative staff are highly qualified by educational background and by dedication to the interests of each student; curricular offerings are broad and carefully planned; costs have been held to a minimum; work, loan, and scholarship opportunities are numerous.

We invite you to become a member of the MCC student body and join with us in building traditions in academic excellence and school spirit. Through our open doors lies your opportunity to shape the future and realize your highest goals in life.

History...

The McLennan County Junior College District was approved by the citizens of McLennan County on November 2, 1965.

This enabling election created a college tax district that is contiguous with the boundaries of McLennan County. A maintenance tax of 25¢ on the \$100 valuation, based on County property valuations, was approved along with authorization of the District to levy necessary taxes, not to exceed 50¢ on the \$100 valuation, for retiring building bonds, including a \$2,000,000 original bond issue. In addition, seven members of the governing board were elected.

A decision was made in early 1966 to open the doors of the College in September, 1966, in temporary quarters at James Connally Air Force Base. The College opened with an enrollment of 858 students which increased to 1299 during the second year.

A permanent campus, consisting of eleven buildings is being constructed on a beautiful wooded 160 acre site adjacent to Cameron Park and the Bosque River. The College will move to this site during the Fall of 1968.

The College was named McLennan Community College and thus became the first two-year college in the state to incorporate "community" within its name.

Purpose ...

The purpose of McLennan Community College is to provide the broadest possible post-high school educational opportunities to all the people of the McLennan County area. This general purpose is accomplished in the following ways:

1. Offering college-transfer programs, consisting of courses leading toward college degrees.
2. Providing terminal technical-vocational programs designed to prepare the student for immediate employment, with emphasis in the business, public service, and health science areas.
3. Serving adult education needs through varied types of courses and activities.
4. Promoting and encouraging educational and cultural activities in the community through the use of facilities and resources of the College.

- Organization
- Recognition and Accreditation
- Calendar



Organization...

BOARD OF TRUSTEES

<i>W. Earl Harrison</i>	<i>President</i>
<i>J. Robert Sheehy</i>	<i>Vice-President</i>
<i>Dr. G. W. Henderson</i>	<i>Secretary</i>
<i>Mrs. John B. Faulkner</i>	<i>Henry V. Griffin</i>
<i>Dr. J. J. Mayes</i>	<i>Mrs. Edward M. Ware</i>

ADMINISTRATION

Wilbur A. Ball B.S., The University of Texas M. Ed., The University of Texas Ph.D., The University of Texas	President
Chester R. Hastings B.S., Southwest Texas State College M. Ed., Southwest Texas State College Ph.D., The University of Texas	Academic Vice-President
Paul E. Gartner B.B.A., Southern Methodist University	Financial Vice-President
Byron N. McClenney B.S., The University of Texas M. Ed., The University of Texas Ed.D., The University of Texas	Dean of Instruction
Robert Larry Gilliam B.A., Baylor University M.S., Baylor University Graduate Study: The University of Texas	Dean of Student Services

James M. Summers Director of Adult Education
B.S., University of Corpus Christi
M.S., Texas College of Arts and Industry

William J. Stone, Jr. Director of Public Information/Journalism
B.J., The University of Texas
M.J., The University of Texas

Burton Mason Registrar
B.A., East Texas State University
M.A., Southern Methodist University
Graduate Study: The University of Texas, East Texas State University

Keith Geisler Director, Student Activities/Financial Aid
B.A., West Texas State University
M. Ed., West Texas State University
Graduate Study: University of Colorado; Sul Ross College; Arkansas State College

Donald S. Tebbetts Director of Library Services
B.A., North Texas State University
B.S. in L.S., North Texas State University
Graduate Study: The University of Texas

T. W. Chaffin Superintendent, Buildings and Grounds

CHAIRMEN

Kenneth E. Alford Department of Fine Arts
B.M., Midwestern University
M.M., Eastman School of Music
Graduate Study: The University of Texas

William H. Buckler Law Enforcement Education
B.A., Baylor University
L.L.B., Baylor University

Hoyt J. Burnette (On leave) Department of Biological Science
A.A., Lon Morris
B.S., East Texas State University
M.S., East Texas State University
Graduate Study: Arizona State University; University of New Mexico

Vernon Cole Department of Health and Physical Education
and Director of Athletics

B.S., North Texas State University
M.S., North Texas State University
Graduate Study: Baylor University

Wayne V. Duncan Department of Mathematics

B.A., Baylor University
M. Ed., North Texas State University
Graduate Study: Arlington State College; Howard Payne College;
University of New Mexico

Charles M. King Department of English and Languages

B.S., University of Houston
M. A., University of Houston
M. R. E., Southwestern Baptist Theological Seminary
Graduate Study: Baylor University

Clyde C. Koehne Department of Social Science

B.S., North Texas State University
M.A., North Texas State University
Graduate Study: Colorado University; The University of Texas;
Texas Technological College

Charles D. Moore New Careers Program

B.A., Fisk University
M.A., Fisk University
Graduate Study: The University of Texas

Mrs. Sara B. Moore Department of Nursing

A.A., Southwest Baptist
R.N., Baylor Hospital School of Nursing
B.S., University of Colorado
M.S., University of Colorado

Cecil L. Reynolds Department of Business and Office Education

B.B.A., University of Houston
M.B.A., University of Houston

James R. Schwarz Department of Biological Science

B.S., Southwest Texas State College
M. Ed., Southwest Texas State College
M.S., Kansas State Teachers College

- Ronald A. Smith** Department of Humanities
 A.B., University of California
 B.D., Golden Gate Baptist Theological Seminary
 Graduate Study: Baylor University
- R. Don Tatum** Department of Physical Science
 B.A., Baylor University
 M.A., Baylor University
 Graduate Study: Texas A&M University, Texas Technological
 College, Baylor University

FACULTY

- Charles S. Adams** History
 B.A., Baylor University
 M.A., Baylor University
 Graduate Study: Baylor University
- William P. Alexander, Jr.** Business Math/
 Engineering Drawing
 B.S., Texas A&M University
 M.A., Baylor University
- Homer Allison** Mathematics
 B.S., Arkansas State Teachers College
 M.A., Louisiana State University
 Graduate Study: Texas A&M University
- Henry M. Apperson** History/Geography
 B.A., Baylor University
 M.A., Baylor University
 Graduate Study: North Texas State University
- Lonnie C. Baugh** Biology
 B.S., Oklahoma Baptist University
 M.N.S., University of Oklahoma
- Al Blount** Nursing
 Diploma in Nursing, Kansas City General Hospital
 B.S., Baylor University

- Mrs. Ruth H. Bullard** **Business and Office Occupations**
 B.S., Mary Hardin Baylor College
 M.B.A., The University of Texas
 Graduate Study: The University of Texas
- James C. Burroughs** **Health and Physical Education,
Basketball Coach**
 A.A., Wharton Junior College
 B.S., Sam Houston State College
 M. Ed., Sam Houston State College
 Graduate Study: Baylor University
- Glenn N. Clayton, Jr.** **English**
 B.A., North Texas State University
 M.S., North Texas State University
- Joe B. Cole** **Assistant Librarian**
 B.A., North Texas State University
 M.L.S., North Texas State University
- Mrs. Margaret Cole** **Data Processing**
 B.S., Texas University
 M.S., Baylor University
- Mrs. Ann Cunningham** **Health and Physical Education**
 B.S., Baylor University
 M.S., Baylor University
 Graduate Study: The University of Texas
- Billy V. Dowdy** **English**
 B.A., Stephen F. Austin State College
 M. Ed., East Texas State University
 Graduate Study: Texas Technological College
- Gary W. Duncan** **Mathematics**
 B.S., North Texas State University
 M. Ed., North Texas State University
 M.Math, University of South Carolina
- Merritt F. Felmly** **Psychology**
 B.A., Wheaton College
 Graduate Study: Baylor University

- Robert David Ford** **Chemistry**
 B.S., Baylor University
 M.S., Baylor University
- Mrs. Martha E. Forney** **Assistant Librarian**
 B.A., Prairie View A&M College
 M.S. in L.S., Emporia State Teachers College
- Mrs. Ola S. Freeman** **Spanish**
 B.A., Baylor University
 M.A., The University of Texas
 Graduate Study: Texas Woman's University; Stanford University, Interamerican University; Purdue University; University of Arizona, University of Valencia
- Mrs. Marilyn S. Freemyer** **Biology**
 B.A., Kansas State Teachers College
 M.S., Kansas State Teachers College
- Mrs. Nancy G. Freund** **Nursing**
 B.S., Texas Christian University
- Mrs. Maxine Hart** **Office Occupations**
 B.B.A., Baylor University
 M. Ed., University of Arkansas
 Graduate Study: Baylor University
- William R. Haskett** **Director of Bands**
 B.M. Ed., East Texas State University
 M.M. Ed., East Texas State University
 Graduate Study: The University of Texas; Eastman School of Music
- Miss Ezra L. Henderson** **Office Occupations**
 B.S., Prairie View A&M College
 M.A., Prairie View A&M College
 Graduate Study: North Texas State University
- James M. Henderson** **Drama/Speech**
 B.F.A., The University of Texas
 M.A., Baylor University
- Charles R. Kennedy** **Government**
 B.A., Sam Houston State College
 M.A., Sam Houston State College

- Travis D. Looper** English
 B.A., Eastern New Mexico University
 M.A., Eastern New Mexico University
- Mrs. Janet J. Mahood** Speech
 B.A., Kearney State College
 M.A., University of Nebraska
- Mrs. Jeannette H. McGinnes** English
 B.A., Baylor University
 M.A., Baylor University
 Graduate Study: Texas Christian University, Abilene Christian College
- Mrs. Frances Norton** Biology
 Medical Technician (ASCP), The University of Texas
 B.S., Baylor University
 M.S., Baylor University
- Joyce O'Rear** Counselor
 B.S., West Texas State University
 M.A., Colorado State College
 Graduate Study: Colorado State College
- Aubrey P. Owen** Mathematics
 B.S., Arlington State College
 M.S., North Texas State University
 Graduate Study: Texas Christian University
- Mrs. Dorothy J. Pratt** English
 B.S., University of Corpus Christi
 M.A., Baylor University
- C. Don Reeves** History/Government
 B.S., North Texas State University
 M.S., North Texas State University
 Graduate Study: The University of Texas
- Miss Ella Maye Rhea** Office Occupations
 B.A., Baylor University
 M.A., Baylor University
- Mrs. Ruby Sanders** Director/Reading
 Study Skills Center
 B.S., Northern State Teachers College
 M.A., Baylor University
 Graduate Study: Baylor University, Temple University, The University of Texas

- Mrs. Dorothy Saxon** Nursing
B.S., Union College (Nebraska)
- Fred Scott** Counselor
B.A., Baylor University
M.A., Baylor University
Graduate Study: Baylor University
- Mrs. Betty B. Smith** Office Occupations
B.A., Baylor University
M.A., Baylor University
- Harvey F. Spross** Counselor
A.S., Tarleton State College
B.S., Texas A&M University
M.S., Texas A&M University
- Mrs. Doris J. Stevens** Sociology
B.A., The University of Texas
M.A., The University of Texas
Graduate Study: The University of Texas
- Robert J. Trout** Economics
B.S., U.S. Military Academy
M.B.A., Harvard University
M.A., Trinity University
M.A., George Washington University
Graduate Study: Butler University
- Robert S. Wade** Art
B.F.A., The University of Texas
M.A., University of California
- Joseph P. Walden** Biology
B.S., West Texas State University
M.S., University of Michigan
Graduate Study: North Texas State University; Texas Techno-
logical College
- Jerry Walsh** Health and Physical Education,
Baseball Coach
B.S., Baylor University
M.S., Baylor University

Michael Allen White B.A., Baylor University M.A., Baylor University Graduate Study: Baylor University	History
Dixie Joe Whittington B.S., Oklahoma Baptist University B.S., Baylor University	Nursing
A. John Wise B.A., Baylor University B.D., Golden Gate Baptist Theological Seminary Ph.D., Baylor University	Psychology
Jack S. Yarbrough B.A., Baylor University M.A., Sam Houston State College	English
Joe Dean Zajicek B.S., Southwest Texas State College M.S., Southwest Texas State College Graduate Study: Texas A&M University	Chemistry

ASSISTANTS

Mrs. Dorene Allen	Secretary, Registrar
Mrs. Edna Clayton	Secretary, Nursing Department
Mrs. Evelyn Cossey	Secretary, Academic-Vice-President
Mrs. Linda Draper	PBX Operator
Mrs. Helen Ehlers	Secretary, Library
Andrew Green	Custodian
Mrs. Betty James	Accountant
Mrs. Lillian Kissinger	Secretary, Library
Mrs. Gail LaFon	Secretary, Counseling and Testing
Mrs. Becky Marshall	Secretary, Student Activities/Financial Aid
Mrs. Susan Moody	Secretary, Counseling and Testing
Miss Janet Moon	Secretary, Adult Education
R. Wayne Murphy	Instructional Media Technician

Mrs. Willa Dean Ormsby
Mrs. Linda Perry
Mrs. Evelyn Pratkanis
Mrs. Earline Snow
Richard Upton
Mrs. Ann Utley
James Leon Williams
Lloyd W. Winfield

Secretary, Registrar
Secretary, Dean of Instruction
Secretary, Office of the President
Bookstore Manager
Supervisor of Maintenance
Secretary, Financial Vice-President
Custodian
Custodian

Recognition and Accreditation...

McLennan Community College was granted full membership by the Association of Texas Colleges and Universities in April, 1968. This means that credits from this institution will be accepted by senior institutions in the State.

McLennan Community College has received "Candidate for Membership" status with the Southern Association of Colleges and Schools.

Recognition has been given McLennan Community College by the Coordinating Board, Texas College and University System and the Texas Education Agency. The College is approved for the training of veterans and foreign students.

McLennan Community College is a member of the American Association of Junior Colleges, Southern Association of Junior Colleges, Texas Public Junior College Association, and the Association of Texas Junior College Board Members and Administrators.

**DAY AND EVENING SCHOOL CALENDAR
1968-69**

FIRST SEMESTER

Registration	September 5 and 6
Day Classes 8:30 a.m. to 4:30 p.m.; Evening 6:30 p.m. to 9:00 p.m.	
Classes Begin	September 9
Last day to register or change schedule	September 13
Last day to withdraw with "W"	October 4
Thanksgiving Holidays	November 28-December 1
Christmas Recess	December 21-January 5
Dead Week Begins	January 7
Semester Examinations	January 14-17
Semester Ends	January 17

SECOND SEMESTER

Registration	January 23 and 24
Day Classes 8:30 a.m. to 4:30 p.m.; Evening 6:30 p.m. to 9:00 p.m.	
Classes Begin	January 27
Last day to register or change schedule	January 31
Last day to withdraw with "W"	February 21
Easter Holidays	April 4-7
Dead Week Begins	May 12
Semester Examinations	May 19-22
Semester Ends	May 23
Commencement Program	May 23

SUMMER SCHOOL -- 1969

FIRST SIX WEEKS

Registration	May 30
Classes Begin	June 2
Last day to register	June 4
Holiday	July 4
Term Ends	July 11

SECOND SIX WEEKS

Registration	July 14
Classes Begin	July 15
Last day to register	July 17
Term Ends	August 22

TENTATIVE CALENDAR 1969-70

FIRST SEMESTER

Registration	September 9, 10, 11
Classes Begin	Monday, September 15
Last day to register or change classes	Friday, September 19
Last day to drop with "W"	Friday, October 10
First semester deficiency reports	Friday, November 14
Thanksgiving Holidays	November 27-30
Christmas Recess	December 20-January 4
Classes resume	Monday, January 4
Dead Week	January 12-16
Semester Examinations	January 19-21
Semester Ends	Thursday, January 22

SECOND SEMESTER

Registration	January 27, 28, 29
Classes Begin	Monday, February 2
Last day to register or change classes	Friday, February 6
Last day to drop with "W"	Friday, February 27
First Semester deficiency reports	Wednesday, March 25
Easter Holidays	March 27-30
Classes resume	Tuesday, March 31
Dead Week	Friday, May 15-21
Semester Examinations	May 22, 25, 26
Commencement	May 28
Semester ends	May 29

SUMMER SCHOOL FIRST SIX WEEKS

Registration	June 1
Classes Begin	June 2
Last day to register or change classes	June 5
Last day to drop a course with "W"	June 9
Term Examinations	July 10-13
Term Ends	July 13

SECOND SIX WEEKS

Registration	July 15
Classes Begin	July 16
Last day to register or change classes	July 21
Last day to drop a course with "W"	July 23
Term Examinations	August 24-25
Term Ends	August 25

- Entrance Requirements
- How To Become A Student
- Class Information
- What You Pay



Entrance Requirements...

Students may be admitted to McLennan Community College by any one of the following methods:

1. BY HIGH SCHOOL GRADUATION

Graduates of accredited high schools who have completed sixteen units will satisfy minimum admission requirements without conditions if the following units are included:

English	3 units
Mathematics	2 units
Natural Science)	Two units in
Social Science)	any two of these
Foreign Language) three groups . . .	4 units
Electives	7 units
	TOTAL: 16 units

2. BY EXAMINATION

A person who has not graduated from high school may be admitted if he is 18-21 years old, passes an entrance examination, and is highly recommended in writing by the principal or superintendent of the last high school attended. A person 21 years old or older of similar circumstances as above is required only to pass an entrance examination to be eligible for admission.

3. BY INDIVIDUAL APPROVAL

A person who does not qualify under the above conditions may request a hearing before the Admissions Committee.

4. BY TRANSFER FROM ANOTHER COLLEGE

An applicant transferring from another institution should submit an official transcript of his college or university record and an application blank.

A transfer student will be credited with whatever courses he is entitled to by his transcript of record, if the former institution attended is recognized by existing accrediting bodies such as the Southern Association of Colleges and the Association of Texas Colleges.

A transfer student who is eligible for re-admission to his former school is eligible for admission to McLennan Community College. Scholastic deficiencies of transfer students will be reviewed by the Committee on Admissions. McLennan Community College standards will be applied for possible admission to this College. However, a transfer student residing outside McLennan County will not be considered for admission to McLennan Community College if he is not eligible for re-admission to his former College.

If a transfer student is on disciplinary probation or suspension at his former college, he must appear before the Committee on Admissions before

he can enter McLennan Community College. If approved for admission, the student may still be placed on disciplinary probation for a definite period of time.

The Dean of Instruction, the Dean of Student Services, and the Registrar constitute the permanent Admissions Committee.

Students transferring to McLennan Community College from other institutions are apprised that correspondence and extension credit is limited to a total of 15 semester hours.

How To Become A Student...

The steps for entering McLennan Community College are as follows:

1. **GET AN APPLICATION BLANK** – This can be obtained from the Registrar of the College and must be submitted each semester.
2. **MEDICAL EXAMINATION FORM** – This can be obtained from the Registrar's Office and must be taken to a physician for completion. Have the physician complete the form and then return it to the College. This form is required of all full-time students (those enrolled in 12 or more semester hours) upon their initial enrollment at this institution.

3. **SUBMIT A TRANSCRIPT** -- Ask an official of your high school to send a complete transcript of your high school work to the College Registrar as soon as you have graduated and decided to attend McLennan Community College. Transfer students should ask the Registrar of the previous institution(s) attended to send a transcript of all previous college work to McLennan Community College.
4. **TAKE THE AMERICAN COLLEGE TESTING PROGRAM TEST (ACT)** -- The scores on this test must be submitted to the College if a student plans to take three or more courses. The scores will be used for placement and counseling purposes only and will not prevent his entrance into the College. Transfer students with less than one full semester of college credit must submit scores on the ACT.
5. **NOTIFICATION OF ADMISSION** -- The Registrar will notify students of their acceptance after they have complied with Steps 1 through 4. Applicants who do not receive this notice should contact the Registrar's Office.
6. **REGISTRATION** -- Dates of official registration are outlined in the College Calendar. This is the time to register for classes and pay tuition and fees.

Students desiring to enroll in the Associate Degree in Nursing Program (R.N.) at McLennan Community College must, in addition to Steps 1-4 listed above:

- A. Possess a high school grade average of C+ or higher, or acceptable scores on the G.E.D. examination.
- B. Present acceptable scores on the ACT and other pre-entrance examinations.
- C. Make an appointment for a personal interview with the Director of the Nursing Program.
- D. Submit completed health forms received at the time of the personal interview.

The Registrar will notify students of their acceptance after they have complied with all of the Steps.

Class Information...

McLennan Community College conducts classes five days a week. Some classes meet every day. Most classes meet every other day.

Some classes are on Monday, Wednesday, and Friday (MWF schedule) for one hour each day. Others are on Tuesday and Thursday (TT schedule) for one and a half hours each day.

Each full-time student must schedule at least one afternoon class.

The College reserves the right to discontinue any course listed on the schedule for which the number registered is too small to justify the offering, or for other reasons in the best interest of the College.

CLASS ATTENDANCE

Regular and punctual attendance is expected of all students. The benefits of a course and the final grade in the course cannot help being affected by absence and tardiness. Employers are quite interested in their employees' punctuality and so are the teachers and administrators of McLennan Community College.

A record of attendance will be kept by each instructor, beginning the first day of each class meeting. The instructor has the prerogative of lowering grades because of absences and ascertaining whether a person may make up work that was missed during unexcused absences.

When a student has been reported as having excessive absences, a notice will be sent requesting that he report to the Attendance Counselor. This report and conference will occur when a student has been absent five times from a class that meets three or more times per week or three times from a class that meets twice each week.

If a student continues to be absent from class after the conference (warning), he will be dropped from the class rolls when unexcused absences in any one course reach a total of ten from a class that meets three or more times each week, or six times from a class that meets twice each week. The student will be informed in writing when he is dropped, and his transcript will show that he was dropped because of excessive absences.

A student's absence will be excused (1) when he is absent from classes on any authorized school trip (2) when he is ill and presents a physician's certificate to the Attendance Counselor within three days after he returns to class, or (3) when there is a death in the immediate family.

STUDENT CLASSIFICATION

Students will be classified as freshmen until they have earned 26 semester hours of credit. They will be classified as sophomores if they have earned from 26 to 64 hours of credit. Students beyond the sophomore level may be admitted under special circumstances and will be classified as special students.

Students are classified as full-time if they are enrolled for 12 or more semester hours and part-time if they are enrolled for fewer than 12 semester hours.

COURSE LOADS

A freshman entering college for the first time may register for no more than the number of semester hours outlined in his selected program of study.

The freshman who earns an average of "B" over a full-time course of study in the first semester may in the second semester register for an additional course. Total registration even then must not exceed 18 semester hours (excluding such activity courses as P.E., Band and Choir).

Students making no grade less than "A" over a full-time course of study in a semester may register for a maximum of 21 semester hours the next semester, provided that no more than six basic courses (three or four semester hour courses) are included.

The normal maximum load for an Evening School student will be seven semester hours. To register for additional semester hours, a student must present grades averaging "B" or better. Nine semester hours will be the maximum course load allowed.

All student overloads and any exception to the preceding policy must be approved by the Dean of Instruction.

AUDITORS

Permission to audit a course or courses will be granted to individuals who are eligible for admission to the college and who either already have credit in the course or courses or do not wish credit for the work. An auditor pays the same tuition as a person taking the course for credit.

An auditor is an observer. He is not entitled to use laboratory equipment and supplies or participate in field work. The auditor's name will be on the class roll. The instructor is not obligated to accept any papers, tests or examinations from him.

A student may be allowed to change his registration from credit to audit status provided that the change is made before the fourth week in the long session and before an equivalent period of time in the summer sessions. An auditor may not under any circumstances claim credit for the course.

COURSE CREDITS

The semester hour is the unit of credit and is defined as the amount of credit given for one recitation hour a week for 18 weeks. A recitation class meeting three hours a week, therefore, counts three semester hours.

Laboratory work may add a semester hour's credit to a course. In general, three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation.

Normally a student carries five subjects and completes 10 courses or 30 semester hours in a year's time.

COURSE NUMBERS

A course is designated by numbers which indicate both rank and credit value in semester hours.

Credit value is determined by the first digit. For instance, course numbers beginning with a "2" indicate a value of two semester hours. Courses beginning with a "3" indicate a value of three semester hours, etc.

The two digits on the right indicate the rank of the course. The course is of freshman rank if numbered 01 through 49. It is of sophomore rank if numbered 51 through 99.

What You Pay...

TUITION

LONG-SESSION SEMESTER

No. Semester Hours	Residents of Texas		Out-of-State Residents
	In-County	Out-of-County	
12 or more	\$65.00	\$80.00	\$200.00
* Below 12	6.00 per sem. hr.	7.00 per sem. hr.	17.00 per sem. hr.

* Includes Evening School and other part-time students:
Minimum of \$18.00 per course.

SUMMER SCHOOL

Residents of	Tuition Charges
* McLennan County	\$ 7.00 per sem. hr.
* State of Texas (Outside McLennan County)	8.00 per sem. hr.
Out of State	17.00 per sem. hr.
* Minimum tuition charge for six weeks -- \$18.00	

FEEES

STUDENT ACTIVITIES FEE -- A student activities fee of \$5.00 per long semester will be charged all students enrolled in eight or more semester hours.

This fee provides an identification card and helps to support student publications, student organizations, inter-collegiate athletics, and other student-related activities.

STUDENT IDENTIFICATION CARD FEE -- A student identification card fee of \$1.00 will be charged all summer students and those enrolled in seven or less semester hours during a long semester.

BUILDING USE FEE -- A building use fee of \$1.00 per semester hour, or the equivalent thereof (18 clock hours), will be charged for all courses conducted on the campus. For non-credit clock hour courses, the fee will be charged on a pro-rata basis.

PARKING FEE -- A fee of \$1.00 per course will be charged all students utilizing parking facilities on the campus. The maximum charge for any one student will be \$5.00 for any long semester or summer term.

LABORATORY FEES --

Biology, Chemistry, Physics, and Business Machines	\$ 2.50 per course
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Data Processing 401, 305, 315, 355, 425, and 453	\$10.00 per course
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Physical Education Activity Courses	\$ 2.00 per course
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Special laboratory fees may be charged for individual courses in the areas listed above, or for other courses, in accordance with the cost of materials and services provided by the College.

APPLIED MUSIC FEE -- A fee of \$75.00 per semester will be charged for two, one-half hour, private music lessons per week (16 weeks). A fee of \$40.00 per semester will be charged for one, one-half hour, private music lesson per week (16 weeks).

LATE REGISTRATION FEE -- A fee of \$1.00 per semester hour will be charged for late registration, with a minimum charge of \$5.00.

OTHER FEES --

Cap and Gown fee \$3.50
Diploma fee \$1.50
Transcript fee \$1.00 (The initial transcript is issued without charge.)

RESIDENCE REQUIREMENTS

Before minimum tuition rates apply, every student must prove to the satisfaction of the College that he is entitled to be classified as a resident of Texas and that he lives within McLennan County.

Generally a Texas non-resident is a student registering in college before living in the state 12 months, or a student under 21 who lives away from his family and whose family lives in another state (regardless of how long he has lived in the state), or a student under 21 whose family has not lived in Texas for 12 months prior to registration, or a Texas woman who marries a non-resident, or an alien without permanent residence visa or citizenship declaration papers.

A Texas resident is generally a student under 21 whose family has lived in the state for 12 months preceding registration, or a student over 21 who has lived in the state for 12 months prior to registration. Personnel of the armed forces are entitled to resident student privileges. (The definitions of residency are subject to Article 2654C, Vernon's Texas Civil Statutes.)

A student who can qualify as a resident of the State but who lives outside the boundaries of McLennan County will be charged out-of-district rates.

RESIDENCE CLASSIFICATION AND APPEAL PROCEDURE

The legal residence of each applicant for admission to McLennan Community College will be determined in the Admissions Office, to which his Certificate of Residence will be submitted. When the applicant is notified of his acceptance he will be informed of his residence classification.

Should the applicant feel that he is not properly classified, he may appeal the decision.

- (1) He may consult the chief admissions officer to discuss any factors affecting his classification.
- (2) If he questions the decision made, he may appeal to the Academic Vice-President. This official will review the Certificate of Residence and any other pertinent information and rule on the classification.

- (3) Should the applicant still feel that the determination is in error, he may request that all facts concerning residence be submitted to the proper official of the Co-Ordinating Board for an additional interpretation.

Pending a decision on his appeal, the applicant will pay the tuition indicated by his classification as determined by the chief admissions officer, with the understanding that appropriate adjustment will be made when the determination is final.

COST OF BOOKS

The cost of books is an item that cannot be overlooked in figuring the financial requirements for college. McLennan Community College operates a bookstore where textbooks and supplies can be purchased at reasonable prices.

Books will cost an average of \$40 a semester and probably somewhat more the first semester as some books will be used for the entire school year. This means that a student can expect to spend approximately \$80 for books during the two long-session semesters that make up an academic year. If a student takes good care of his books, he may, with certain restrictions, return them to the bookstore for a refund at a reduced price.

REFUND POLICIES

No reduction in semester charges will be allowed when a student drops a portion of his schedule after the period during which students may register or change schedules.

No applications for refunds will be accepted after the semester in which the withdrawal occurred has ended. A check covering all refunds will be mailed to the address left with the Business Office.

The refund schedule is as follows:

Long Semester

1. Until classes begin Full refund
2. During the first 10 class days. 75% refund
3. After the tenth class day. No refund

Summer Semester

1. Until classes begin Full refund
2. During the first 5 class days 75% refund
3. After the fifth class day No refund

- College Grading System
- Degree Requirements



College Grading System...

College grades are important, as they will be forever a part of a student's permanent record. A student may have to produce this record many times as he seeks employment and other opportunities.

These grades are of particular importance to students who plan to transfer to senior institutions to complete their education. Only those courses in which satisfactory grades are made can be transferred for credit to other colleges and universities.

- A - Excellent - attained by few students**
- B - Good - above average**
- C - Fair - average - considered a satisfactory grade but should not be acceptable to a student who is capable higher achievement**
- D - Poor - lowest passing grade - some colleges will not accept a transferred grade of "D"**
- F - Failing - no credit given**
- I - Incomplete - this grade must be given when a course is incomplete because of a student's illness or other reasons acceptable to the instructor. If the work is not made up within the following semester, the "I" will be changed to an "F" and the course must be repeated if credit is given.**
- W - Withdrew - a "W" is given if a student officially withdraws from a class or school within the first four weeks of a semester**
 - *WP - Withdrew Passing**
 - *WF - Withdrew Failing**

***If a student is officially withdrawn from a class or college after the first four weeks of a semester, he will receive a grade of "WP" in all work he is passing and a grade of "WF" in all work that he is failing. A grade of "F" will be assigned if a student is not officially withdrawn from class and is dropped for non-attendance. No student may withdraw after the sixteenth week.**

Grade-points are earned in courses in which satisfactory grades are earned. To determine grade-point average, total all of the grade-points from all courses, using the following scale, and divide the total by the semester hours taken.

A - three grade-points per semester hour

B - two grade-points per semester hour

C - one grade-point per semester hour

D - no grade-points

F - no grade-points

WP - no grade points

WF - no grade points

Warning: It is recommended that students consult the catalogue of the four-year college to which they plan to transfer and determine the procedure and computations of grades and grade-point averages, since colleges differ in their methods of computations.

SCHOLASTIC PROBATION

A student enrolling for 12 or more semester hours during a fall or spring semester and failing to pass a minimum of three-fifths ($3/5$) of the work attempted with an average of at least "C" will be placed on Scholastic Probation.

A student taking fewer than 12 semester hours in a regular semester will have his scholastic record evaluated upon the completion of 12 or more semester hours of work.

Students are obligated to know whether they have passed the minimum required work and are eligible to continue in college. An ineligible student who registers in the College will be subject to dismissal.

**TABLE FOR SCHOLASTIC PROBATION
AND SCHOLASTIC SUSPENSION**

Semester Hours Enrolled	Must Pass Semester Hours	Must Earn Grade-Points
12	7	7
13-14	8	8
15-16	9	9
17	10	10
18-19	11	11

*Grades of "WP", "WF", and "I" will be included in determining Scholastic Probation and Scholastic Suspension. A grade of "W" will not be computed for or against a student.

Grades in activity courses such as band, chorus, and physical education will be computed in determining the student's scholastic status.

SCHOLASTIC SUSPENSION

A student placed on Scholastic Probation must, upon subsequent enrollment for 12 or more hours, pass a minimum of three-fifths (3/5) of his semester hour load with a "C" average. Failure to do so will result in his being placed on Scholastic Suspension for one long-session semester. Suspension applies to both day and evening classes.

A part-time student on Scholastic Probation who enrolls for fewer than 12 semester hours per semester will have his program evaluated after attempting 12 or more hours; his probation will be continued until he has enrolled for an accumulated total of at least 12 semester hours. However, once he has accumulated 12 semester hours or more, passed three-fifths ($3/5$) semester hours taken and earned a "C" average, he will be removed from Scholastic Probation. (See the Scholastic Suspension Table for the required minimum standards.)

A student who has been suspended from the College for Scholastic reasons will be on Scholastic Probation if he re-enters. If a student on Scholastic Probation fails to achieve the minimum standard requested, he will be suspended. A third suspension results in the student's being permanently denied admission to credit courses at McLennan Community College.

SUMMER SESSION

The grades that a student receives when attending a McLennan Community College Summer Session will not affect his scholastic status. Exception: a student on Scholastic Probation or Scholastic Suspension enrolled for Summer Session at McLennan Community College, who passes 9 semester hours and earns 9 grade points will be removed from probation.

A student who enrolls for six weeks or less will not have his scholastic standing altered, regardless of the grades earned.

COLLEGE TRANSFER STUDENT

A student transferring from another college or university, with an active probation status at the last school

attended, if admitted to McLennan Community College will be on Scholastic Probation. During his first semester he must meet the minimum requirements of semester hours passed and grade points earned or be suspended. A transfer student meeting minimum probation standards in McLennan Community College at the close of the first semester usually does not remove his active probation or suspension status at his former College or University.

Degree Requirements...

McLennan Community College offers a choice of two degrees to students who complete graduation requirements. One is the Associates in Arts Degree (A.A.) and the other is the Associate in Applied Science Degree (A.A.S.). These are special two-year college degrees.

The Associate in Arts Degree is awarded to students who complete the first two years of a Bachelor's Degree curriculum.

The Associate in Applied Science Degree is awarded to students who complete one of the required curricula in the technical areas.

REQUIREMENTS FOR A.A. DEGREE

1. Be credited with a minimum of 60 hours of work including:

- (a) Twelve hours in English (three hours of speech or dramatics may be counted as English). Fewer than twelve hours of English will be acceptable if the senior college to which the student plans to transfer does not make that requirement.
- (b) At least eighteen hours of sophomore level courses including six hours of American history and six hours of American government.
- (c) The 60 semester hours of work do not all have to be taken at McLennan Community College. However, any student who earns fewer than 36 hours of credit here must have completed at least 15 semester hours of his sophomore year at McLennan Community College.
2. Fulfill the physical education requirements. Physical activity course credits are not included in the 60 semester hours required for graduation.
 3. Have a grade-point average of at least 1.0.
 4. Participate in graduation exercises unless excused by the Academic Vice-President.
 5. Make satisfactory arrangements for payment of all financial obligations to the College.

REQUIREMENTS FOR A.A.S. DEGREE

1. The completion of a technical curriculum as outlined in the catalogue or approval of the Dean of Instruction.
2. Have a grade-point average of at least 1.0.

3. Participate in graduation exercises unless excused by the Academic Vice-President.
4. Make satisfactory arrangements for payment of all financial obligations to the College.

REQUIREMENTS FOR CERTIFICATE OF COMPLETION

The completion of a one-year technical curriculum as outlined in the catalogue or approval by the Dean of Instruction.

Additional Requirements...

REQUIRED PHYSICAL EDUCATION

All full-time students (those enrolling in 12 hours or more) are required to enroll in a physical education activity class each semester that they are in attendance at McLennan Community College. The exceptions to this requirement would be:

1. Certification of physical impairment by a physician.
2. Students of age 25 and over will not have to comply with this requirement, but they will still

be encouraged to take these courses.

3. Students who have four semester hours of physical education activity courses.
4. Special exceptions approved by the Chairman of the Health and Physical Education Department.

REQUIRED COLLEGE ORIENTATION

All beginning full-time freshman students are required to take Psychology 101, Introduction to College. Part-time students are encouraged to take this course.

This course endeavors to help the student become adjusted to the demands of college, especially in the area of work-study skills.

- Student Services
- Co-Curricular Activities
- Evening School
- Adult Education



Student Services...

Students are encouraged to discuss educational, vocational, or personal problems with any member of the faculty or administrative staff of McLennan Community College. All personell of the college are vitally interested in the general welfare of the students.

All faculty members maintain daily office hours for student conferences. Students who are not making satisfactory progress in their academic work are urged to seek conferences with their instructors.

COUNSELING AND TESTING OFFICE

The Counseling and Testing Office maintains an extensive file of career information as well as catalogues from all Texas colleges and universities.

Counselors are on duty to aid the student in solving problems related to educational planning, vocational and occupational exploration, study habits, transferability of courses, self-appraisal, and social or personal adjustment.

A wide variety of tests, such as vocational interest inventories, aptitude tests, study habits inventories, and intelligence measures are available.

McLennan Community College is also an official center for the ACT, a college entrance examination, and the GED, a high school equivalency test.

SCHOLARSHIPS

McLennan Community College is greatly indebted to several individuals and organizations who have expressed their interest in furthering the education of youth in this area by donating scholarships to worthy students. Among these scholarships are:

**American Business Women's Association
(Brazos Valley Chapter)**

**American Business Women's Association
(Lone Star Chapter)**

American Legion (Post 440)

**American Legion Auxilliary
(James A. Edmond Unit 121)**

Dr. N. J. Bellegie

Bellmead Lions Club

Beverly Hills Lions Club

**Carol Cooper Coombs Memorial Scholarship
(Mrs. R. M. Nichols)**

Mrs. Mary Cantrell

Communication Workers of America

Data Processing Management Association

Grandmother's Club

Mr. and Mrs. Earl Harrison

Mr. Jared Henderson

Frank McCown Memorial Fund

McLennan County Bar Auxilliary

- Dairy
- Cashiering & Sales Training
- Show Card Lettering
- Hotel-Motel Management
 - Credit Union Management
 - Economics
 - Front Office Procedure
 - House Keeping
 - Apartment House Management
- Salesmanship - General
 - Route Sales
 - Professional Sales
 - Selling Textiles
 - Selling Men's Fashions
 - Selling Women's Fashions
 - Selling Foundation Garments
 - Selling Cosmetics
 - Selling Jewelry
 - Selling Appliances
- Medical Receptionist
- Ward Clerk
- Legal Secretary
- Telephone Techniques in Selling
- Small Business Management
 - Purchasing
 - Small Business Finance
 - Public Relations
 - Hot Checks & Forgeries & Shoplifting
 - Communications
 - Advertising
 - Better Business Letter Writing
 - Psycho-Cybernetics
 - Business English
- Finance
 - Basic Income Tax Procedures
 - Advanced Income Tax Problems
 - CPA Review

McLennan County Bar Auxiliary
(Mrs. John B. Faulkner Scholarship)

Medical Nurses Auxiliary

Mrs. R. M. Nichols

Northwest Waco Kiwanis Club

Quota Club

Scottish Society of Texas

Nettie Stern Spark Nursing Scholarship

Mr. H. P. Sugg

Texas Life Insurance Company
(Frank H. McCown Scholarship)

Waco Board of Realtors

Waco Hotel-Motel Association

Waco Legal Secretaries Association

Waco Lions Club

Heart of Texas Pharmacists Association

Waco Typographical Union

Mr. and Mrs. Ed Ware

Other individuals and organizations have made tentative plans to award scholarships. The College awards scholarships in the areas of music, athletics, and student publications.

Inquiries as to scholarships should be directed to the Financial Aids Office.

FINANCIAL AID AND WORK OPPORTUNITY

McLennan Community College participates in the Texas Opportunity Plan loan program through which qualified students may borrow up to \$1,000 per school year at nominal interest rates. Loans through the United Student Aid Fund are also available.

The College provides work opportunities for many students through a work-study program.

Students who need financial assistance should contact the Office of Student Activities and Financial Aid for application forms and additional information.

VETERANS' (OR THEIR CHILDREN) BENEFITS

This College is approved for training veterans under the provisions of the various public laws commonly called the G. I. Bill. Eligible persons should apply directly to an office of the Veterans Administration before the school term begins:

- A. A veteran with remaining entitlement may receive a monthly check varying in amount with his class load. He will pay his tuition and fees when he registers.
- B. An eligible veteran may take less than a half-time load and receive reimbursement on the tuition and fees he pays on entering.
- C. A child of a veteran may receive benefits in the same way under certain conditions.

SOCIAL SECURITY BENEFITS

A full-time student may receive social security payments until he passes his twenty-second birthday if the parent or legal guardian is receiving payments or was a member of Social Security and is now deceased. Such a student should apply directly to his social security office.

VOCATIONAL REHABILITATION

Students who have certain physical disabilities may be able to obtain tuition assistance from the Texas Education Agency, through the Vocational Rehabilitation Division. Application for vocational rehabilitation assistance should be made to the nearest rehabilitation office.

THE HAZELWOOD ACT

A Texas veteran whose entitlement under the G. I. Bill has been exhausted, who is working toward a standard college degree, and who is eligible to attend this college will be excused from the payment of all tuition and regular fees. Proof of eligibility rests with the veteran. An eligible veteran may call the Registrar for details.

THE CONNALLY-CARRILLO ACT

A citizen of Texas who graduated after 1966 in the top twenty-five per cent of his class, who is younger than twenty-five years, and whose family had a gross income of no more than \$4800 as shown by the last income tax return may attend school without paying tuition and fees. Proof of eligibility rests with the applicant. Anyone who may be eligible should contact the Registrar for details.

Co-Curricular Activities...

A special effort is made at McLennan Community College to encourage a friendly and democratic atmosphere among all students, faculty, staff, and administration.

The College fosters organizations and activities which are open to all interested students. These organizations and activities are sponsored by faculty members and are designed to supplement the curricula by helping to develop the mental, physical, and social aspects of each participating student.

CLUBS AND ORGANIZATIONS

Formalized policies and procedures will be published during the summer in a Student Handbook for the organization and operation of clubs and organizations. This will be done with the help of students representatives.

The following are examples of the types of organizations that are encouraged:

A. Honorary Societies -

The emphasis of these organizations is upon excellence in general academic achievement and the attainment of notable proficiencies in certain subject areas. An example would be Phi Theta Kappa, the national junior college scholastic fraternity.

B. Departmental Organizations -

These organizations emphasize various subject or professional areas of interest. Examples would be CEDA (Speech and Drama), Science Club, Engineers, Student Educational Association, Business, etc.

C. Service Clubs -

This type of organization has service to the College the College and the community as its primary goal. An example would be the Kiwanians' Circle K.

D. Special Interest Groups -

These groups would be Chess Club, Young Democrats, Young Republicans, and Forum Club.

E. Religious Clubs -

Members of the different religious faiths are permitted to establish organizations. Examples would be the B.S.U., Newman Club, etc.

Student activities will be coordinated on a college calendar kept in the Director of Student Activities' Office. All events must clear through this office. Only those organizations approved by the College Administration will have the privilege of using the college name and its facilities, including publicizing their activities.

STUDENT GOVERNMENT

The students have a government body which has been given the responsibility of organizing, supervising, and promoting worthwhile student activities and traditions. It is hoped that many opportunities for leadership and citizenship will emanate from this organization and its activities.

This organization is known as the Students' Association of McLennan Community College. It consists of the House of Delegates and the following officers: President, Vice-President, Secretary, Treasurer, and Parliamentarian.

TRADITIONS

Students at McLennan Community College have an unusual opportunity to establish traditions that will exist for years to come. This is an exciting and challenging prospect.

The rich and colorful Scottish heritage of Central Texas is the basis for the development of some of McLennan Community College's traditions.

The Highlander is the official mascot and the colors of the McLennan Tartan are the official colors of the College.

Annually, Highland Games are held. There are dreams of bagpipes, kilts, and "highland flings" to be incorporated into the future.

STUDENT PUBLICATIONS

The Highland Herald, published twice monthly during the school year, is the official student newspaper.

The Clan, published once each semester, is an official campus magazine.

These publications are under the direction of the Journalism Department. All students are welcome to contribute to these publications.

MUSICAL ORGANIZATIONS

The College has several fine musical organizations in which students have the opportunity to develop their talents and appreciation. These groups perform for the student body and various community groups.

Among these groups are The McLennan Singers and the Stage Band.

SPORTS

McLennan Community College has an extensive intramural program. Student organizations are encouraged to field teams in various events in competition with other clubs. Both men and women students are encouraged to participate actively in intramurals.

Intercollegiate competition in basketball began during the 1967-68 school year. Baseball is scheduled for 1968-69. Competition in golf, tennis, and track is anticipated in the near future. The College is a member of the Texas Junior College Athletic Conference (North Zone).

LIVING ACCOMMODATIONS

The College has no dormitory facilities; however, arrangements may be made with The James Connally Technical Institute or private individuals to live in their facilities.

FOOD SERVICE

Food service is available to McLennan Community College students. A cafeteria is located adjacent to the College campus and is operated by the James Connally Technical Institute. Facilities will be available on the new M.C.C. campus.

PARKING AND TRAFFIC REGULATIONS

All vehicles must be duly registered at the time a student officially registers for classes. All traffic regulations must be observed.

BEHAVIOR AND DRESS

The College assumes that students of college age are familiar with the etiquette governing proper conduct of ladies and gentlemen and that they will voluntarily observe these rules as a matter of training and habit.

Students whose general behavior on or off the campus is such as to cast an unfavorable reflection upon the College will not be permitted. Smoking and eating is prohibited in the classrooms, the laboratories, and the library.

Students on campus will be required to dress appropriately at all times. Their personal hygiene and grooming must conform to standards of cleanliness and neatness acceptable in polite society. Specifics as to modes of dress are contained in the Student Handbook.

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

Evening School...

The Evening School is an extension of the Day School. Both "schools" offer the same courses and maintain the same academic standards.

Individuals who satisfactorily complete night classes are granted full college credit. Two full years of college training can be completed at night. Requirements can be met for an Associate Degree or a Certificate of Completion.

POLICIES

Evening classes ordinarily meet two evenings a week for one and one-half hours per meeting. All instructors are professionally qualified.

The normal maximum course load for an Evening School student is seven semester hours. A student whose G.P.A. is 1.5 or better, however, may register for a maximum of nine semester hours.

REGISTRATION

Registration for Evening School is held on the dates listed in the Official Calendar in this catalogue. A schedule of classes will be available at the beginning of the Fall semester.

All other information and policies outlined in this catalogue apply to students attending Evening School as well as those attending Day School.

Adult Education...

WHAT IS ADULT EDUCATION?

A specialized service available through McLennan Community College. It is designed to improve the efficiency of the individual in his or her vocation or avocation.

WHO BENEFITS FROM THE PROGRAM?

It benefits the individual by providing opportunities for self-improvement by enabling him to broaden his scope of knowledge in the business, professional, and personal world in which he lives.

WHAT COURSES ARE AVAILABLE?

Courses are offered for management, supervisors, as well as those interested in other areas of personal and recreational improvement. They are designed to serve the training needs of each group. Basic, advanced, and specialized training is offered.

“Custom-Built” courses can be developed and taught when desired.

INSTRUCTORS

Instructors who teach in the Adult Education program are highly trained in the field. They are chosen with particular emphasis on knowledge of the subject and the ability to teach and guide others to develop their maximum potential. All are qualified by training and experience to meet the standards for teachers of classes in Adult Education.

TUITION

Tuition will vary with the length of the class.

REGISTRATION

As soon as ten people register for a class it will begin. Classes will be organized for firms or organizations upon demand; therefore, registration is open at all times.

TYPES OF CLASSES

The following topics are not necessarily classes that will be offered but show types of classes that can be developed to serve the needs of the community.

CPCU Insurance Program

IIA Insurance Program

Insurance Writing & Rating

Real Estate

Law

Finance

City Planning

Contracting & Listing

Appraisal

Salesmanship

Economics

Restaurant Management

Food Purchasing & Handling

Professional Training for Waitresses

Salesmanship - Retail

Retail Sales

Marketing

Supervision

Math

Merchandising

Window Interior Decoration

Display

Traffic Management

Freight Rates

Safety

Sales Speech

Training Methods

Grocery Store Management

General Management

Produce

Grocery

Meat

- Dairy
 - Cashiering & Sales Training
 - Show Card Lettering
- Hotel-Motel Management
 - Credit Union Management
 - Economics
 - Front Office Procedure
 - House Keeping
 - Apartment House Management
- Salesmanship - General
 - Route Sales
 - Professional Sales
 - Selling Textiles
 - Selling Men's Fashions
 - Selling Women's Fashions
 - Selling Foundation Garments
 - Selling Cosmetics
 - Selling Jewelry
 - Selling Appliances
- Medical Receptionist
- Ward Clerk
- Legal Secretary
- Telephone Techniques in Selling
- Small Business Management
 - Purchasing
 - Small Business Finance
 - Public Relations
 - Hot Checks & Forgeries & Shoplifting
 - Communications
 - Advertising
 - Better Business Letter Writing
 - Psycho-Cybernetics
 - Business English
- Finance
 - Basic Income Tax Procedures
 - Advanced Income Tax Problems
 - CPA Review

Analysis of Financial Statements
Photography
Poodle Grooming
Slide Rule
Flower Arrangements
Interior Decoration
How to Develop Your Memory
Fashion Design
Spelling and Phonetics
Conversational German
Conversational French
Conversational Spanish
Creative Writing
Gift Wrapping
Child Psychology for Parents
Small Boat Water Safety
Penmanship
Navigation for Beginners
Lady Be Fit (Exercise)
G. E. D. Courses

- Course Descriptions
- Suggested Courses Of Study



Course Descriptions...

ART

ART 300 ART APPRECIATION

Introduction to the visual arts. Study of the visual elements, their nature, functions, and relationships in painting, sculpture, and architecture. Three semester hours.

ART 301 CREATIVE COLOR AND DESIGN

A basic course in the study and application of the elements and principles of design and color theory. Studio work involves the solving of problems dealing with point, line, shape, mass, space, texture, color, and form in two dimensional design. Two hours lecture and four hours laboratory per week. Three semester hours.

ART 302 CREATIVE COLOR AND DESIGN

A continuation of Art 301. Prerequisite: Art 301 with a grade of C or consent of the instructor. Two hours lecture and four hours laboratory per week. Three semester hours.

ART 311 SURVEY OF ART (ART HISTORY)

An informative and critical approach to the visual arts from the earliest times to the seventeenth century. Lectures using slides and discussion. Three semester hours.

ART 312 SURVEY OF ART (ART HISTORY)

A survey of the history of art from the seventeenth century to the present. Lecture, slides, and discussion with emphasis on art appreciation. Three semester hours.

ART 321 LIFE DRAWING

Study of the fundamentals of figure construction and representation in selected media. Two hours lecture and four laboratory hours per week. Three semester hours.

ART 322 LIFE DRAWING

A continuation of Art 321. Prerequisite: Art 321 with a grade of C or consent of the instructor. Two hours lecture and four hours laboratory per week. Three semester hours.

ART 351 FUNDAMENTALS OF PAINTING

Fundamentals of drawing and painting. Study and application of the elements and principles of designs and color theory. Studio work in various media. Prerequisite: Art 322 and 302 with grades of at least C or consent of the instructor. Six lecture-laboratory hours per week. Three semester hours.

ART 352 PAINTING

A continuation of Art 351. Prerequisite: Art 351 with a grade of C or consent of the instructor. Six lecture-laboratory hours per week. Three semester hours.

BIOLOGY

BIOLOGY 303 HUMAN ANATOMY

A study of the structure and form of the human body. Includes studies of the cell, tissues, and organ systems.

Two hours lecture and three laboratory hours per week.
Three semester hours.

BIOLOGY 304 HUMAN PHYSIOLOGY

A study of the principal processes of man. Functions of cells, tissues, and organ systems included. Two hours lecture and three laboratory hours per week. Three semester hours.

BIOLOGY 305 MICROBIOLOGY

A general survey of the microorganisms which affect man. The morphology, physiology, and taxonomy of representative types of microorganisms are included. The importance of microorganisms in relation to soil, sewage, water, food, air, industrial processes, and diseases is emphasized. Two hours lecture and three laboratory hours per week. Three semester hours.

BIOLOGY 401 GENERAL BIOLOGY (BOTANY)

The study of cells and protoplasm, with an introduction to heredity. A survey of the plant kingdom is included. The anatomy, morphology, and physiology of representative plants will be studied. Three lecture hours and three laboratory hours per week. Four semester hours.

BIOLOGY 402 GENERAL BIOLOGY (ZOOLOGY)

A survey of the animal kingdom, with a study of the anatomy, physiology and ecology of representative invertebrates and vertebrates. A study of vertebrate systems will be included. Three lecture hours and three laboratory hours per week. Four semester hours.

BUSINESS AND OFFICE OCCUPATIONS

BUS. 301 BOOKKEEPING I

A study of bookkeeping and accounting, including the principles underlying double-entry bookkeeping with emphasis on techniques in using journals, posting to ledger accounts, trial balances, and preparing financial statements. Designed especially for the general office worker. Three lecture hours a week. Three semester hours.

BUS. 302 BOOKKEEPING II

A study of bookkeeping and accounting, with attention to controlling accounts, accrued and deferred items, bad debts, depreciation, reserves, and partnerships. Prerequisite: Bookkeeping I. Three lecture hours a week. Three semester hours.

BUS. 311 INTRODUCTION TO BUSINESS

Designed to acquaint the student with the modern business world. An introductory study of the characteristics and forms of business organization; production processes and general problems of business, including business papers, financing, regulation of securities, banking, and budgeting. Three lecture hours a week. Three semester hours.

BUS. 313 BUSINESS MATHEMATICS

Includes a review of fundamentals of arithmetic, percentage, discount, markup, interest, insurance, taxes, installment buying, investments, stocks and bonds. Three lecture hours a week. Three semester hours.

BUS. 315 BUSINESS MACHINES

Designed to develop in the student a working knowledge of the ten-key adding machine, rotary calculator, printing calculator, full key adding machine, and accounting machine. Prerequisite: Business Mathematics or consent of instructor. Three lecture-laboratory hours a week. Three semester hours.

BUS. 317 BUSINESS ENGLISH

A thorough, practical course in grammar for secretarial and business students. Special emphasis is given to sentence construction, punctuation, capitalization, vocabulary building, and spelling. Three lecture hours a week. Three semester hours.

BUS. 318 BUSINESS COMMUNICATIONS

Practical training in business writing, including sales, credits, collections, adjustments, and in other branches of business letter writing. Prerequisite: Business English, English 301 or English 311 and typewriting skill of 35 words per minute. Three lecture hours a week. Three semester hours.

BUS. 321 BUSINESS PSYCHOLOGY

A study of the direct application of psychological principles to human-relation problems in business and industry. Consideration is given to the common adjustments, maladjustments, and factors related to obtaining employment and advancement in business; group dynamics; psychology as it applies to factors related to improving working conditions and the enhancement of the employee; and psychology as it applies in the supervision of workers. Three lecture hours a week. Three semester hours.

BUS. 323 BUSINESS LAW

In introduction to the principles of the law of contracts, sales, bailments, negotiable instruments, employment, conveyance of property and other topics of business law. Three lecture hours a week. Three semester hours.

BUS. 331 BEGINNING TYPEWRITING

For those students who have had no previous instruction in typewriting. The course is designed to master the keyboard by the touch system. Instruction in the care of the machine, study of form and arrangement of simple business letters, simple centering, and speed development are emphasized. Three hours a week. Three semester hours.

BUS. 332 INTERMEDIATE TYPEWRITING

Includes the typing of business letters, business papers, rough drafts, manuscripts, legal documents, envelopes, and tabulation problems. Prerequisite: Beginning Typewriting or a minimum typing skill of thirty words per minute. Three hours a week. Three semester hours.

BUS. 334 ADVANCED TYPEWRITING

Consists mainly of typing business forms. Accuracy and speed in the production of these forms are stressed. Prerequisite: Intermediate Typewriting or its equivalent with consent of instructor. Three hours a week. Two semester hours.

BUS. 335 PRODUCTION TYPEWRITING

To train students to produce with efficiency and speed typewritten work that would be acceptable in the most exacting business offices. Prerequisite: Advanced Typewriting or its equivalent with consent of instructor. Three hours a week. Three semester hours.

BUS. 341 BEGINNING SHORTHAND

For students who have not had previous instruction in shorthand. Covers the theory and principles of Gregg Diamond Jubilee Shorthand. Special attention is given to correct formation of shorthand characters, brief forms, phrasing, and to the reading, writing, and transcription of well-written shorthand. Three hours a week. Three semester hours.

BUS. 342 INTERMEDIATE SHORTHAND

Dictation and transcription. Attention is given to increased knowledge of theory, principles, increased phrasing skill, and sustained writing speed. Emphasis is given to efficient transcription, grammatical correctness, spelling, punctuation, and the use of forceful English. Prerequisite: Beginning Shorthand or its equivalent. Three hours a week. Three semester hours.

BUS. 343 ADVANCED SHORTHAND

Review of theory, reading of shorthand notes, penmanship improvement, and dictation and transcription of familiar and unfamiliar material. Stress is placed upon rapid dictation and transcription according to office standards. Prerequisite: One year of shorthand in high school with an average of B or Beginning and Intermediate Shorthand. Three hours a week. Three semester hours.

BUS. 344 ADVANCED DICTATION AND TRANSCRIPTION

Proficiency in taking all types of office materials from dictation with mailable transcripts is emphasized. Prerequisites: Advanced Shorthand or its equivalent with the consent of the instructor, and a typewriting skill of 40 words per minute. Three hours a week. Three semester hours.

BUS. 347 OFFICE PRACTICE

Designed for students interested in general clerical office work. Postal information, the use of the telephone and telephone etiquette, receiving and interviewing callers, keeping records pertaining to the receptionist, grooming, and personality development are the major units covered. Prerequisite: Typewriting skill of at least 30 words per minute. Three lecture-laboratory hours a week. Three semester hours.

BUS. 348 SECRETARIAL TRAINING

Similar to Office Practice; however, it is presented from the secretarial standpoint utilizing more advanced skills. Designed for students who are interested in the stenographic and secretarial fields. Covers office procedures, filing, duplication, spelling and machine transcription. Prerequisite: Shorthand and Typewriting. Three lecture-laboratory hours a week. Three semester hours.

BUS. 351 INTRODUCTION TO ACCOUNTING I

A study of accounting dealing primarily with the fundamental principles of double-entry bookkeeping applied to a sole proprietorship. Emphasis is given to the following: financial statements, trial balance, working sheet, special journals, fixed assets and depreciation, and notes. Three lecture hours a week. Three semester hours.

BUS. 352 INTRODUCTION TO ACCOUNTING II

A continuation to Introduction to Accounting I with attention given to accrued income, accrued liabilities, deferred charges, deferred credits, depreciation, bad debts, taxes, reserves, controlling accounts, and business vouchers. Prerequisite: Introduction to Accounting I. Three lecture hours a week. Three semester hours.

BUS. 353 INTERMEDIATE ACCOUNTING I

Designed to develop a better and more comprehensive knowledge of general accounting. A study is made of accounting principles underlying the balance sheet, income statement and statements of surplus; matching costs and revenue, intangible assets; investments; liabilities; funds and reserves, comparative statements; the analysis of working capital; miscellaneous ratios; and profit and loss analysis. Prerequisite: Introduction to Accounting I and II. Three lecture hours a week. Three semester hours.

BUS. 354 INTERMEDIATE ACCOUNTING II

A continuation of Accounting 353 with emphasis on the accounting principles underlying financial statements; property, plant and equipment; a study of analytical processes for internal management use; intangible assets; long-term liabilities; and corporate capital. Prerequisite: Business 353. Three lecture hours a week. Three semester hours.

BUS. 355 AUDITING AND INCOME TAX

A study of the development and procedures for the verification of asset, liability, and net worth account balances. Emphasis is placed upon the reasoning process used in arriving at such procedures. The course encompasses a study of Federal Income Tax laws including practice cases, returns, and fundamentals of taxation. Prerequisite: Intermediate Accounting II or it may be taken concurrently with Intermediate Accounting II. Three lecture hours a week. Three semester hours.

CHEMISTRY

CHEMISTRY 401 GENERAL INORGANIC CHEMISTRY

A study of the fundamental laws, theories, and concepts of chemistry; methods of writing chemical formulas, and equations; structure of the atom and matter; periodic classification related to the properties of typical elements and compounds; electrolytic disassociation and solutions. A course serving the prerequisite requirement for engineering, medicine, and advanced work in chemistry. A study of organic and biochemistry will be offered in the place of certain elements for students in the Department of Nursing. Three lecture and four laboratory hours per week. Four semester hours.

CHEMISTRY 402 GENERAL INORGANIC CHEMISTRY

A study of nuclear and organic chemistry, equilibrium systems, chemistry of metals and simple compounds, and a systematic semimicro qualitative analysis of typical cations and anions. Three lecture and four laboratory hours per week. Four semester hours. Prerequisite: Chemistry 401.

CHEMISTRY 451 ORGANIC CHEMISTRY

A study of the principles and concepts of organic chemistry, structural formulas, functional groups, nomenclature, aliphatic and aromatic hydrocarbons and their derivatives. Prerequisite: Chemistry 401 and 402. Three lecture and four laboratory hours per week. Four semester hours.

CHEMISTRY 452 ORGANIC CHEMISTRY

A continuation of the first semester, with a study of carbohydrates, stereoisomerism, heterocyclic compounds,

polymers, and petroleum chemistry. Three lecture and four laboratory hours per week. Four semester hours.

DATA PROCESSING

DP 401 UNIT RECORD EQUIPMENT

A study of unit record equipment as to the basic principles and the operation of computer peripheral equipment. The two non-panel machines, keypunch and sorter, are studied as to their place in the unit record installation. The control panel wiring for the interpreter, reproducer, and collator are taught with an understanding as to the overall function of a unit record installation. Basic operation of the accounting machine is presented to show the student the entire system from recording (key punch), processing to the reporting (accounting machine). Prerequisite: Competence in typing or consent of the instructor. Three lecture hours and two laboratory hours a week. Four semester hours. \$10 Lab fee.

DP 305 THE ACCOUNTING MACHINE

A study of operations and control panel wiring of an accounting machine (407) will be made. Printing, selection, mathematical operations, tape controlled carriage, and summary punching will be covered. Machine functions and wiring are incorporated into accounting applications to enable the student to solve problems relating to tabulating equipment. Prerequisite: DP 401 with a grade of C or better. Three lecture hours and two laboratory hours a week. Three semester hours. \$10 Lab fee.

DP 310 INTRODUCTION TO COMPUTERS

A course to provide an understanding of computer systems and computer techniques. It encompasses history and development of computers, the stored program concept, input-output-media, internal processing, and use of a Report Program Generator (RPG). Three semester hours.

DP 315 INTRODUCTION TO PROGRAMMING SYSTEMS

This course includes the basic concepts of flowcharting, problem definition, and an introduction to symbolic programming. Three lecture hours and two laboratory hours a week. Three semester hours. \$10 Lab fee.

DP 351 DATA PROCESSING APPLICATIONS

A survey of practical business problems to the operations of the unit record equipment and the computer. Accounting applications studied as related to data processing are: accounts receivable, accounts payable and inventory control. This course should be taken concurrently with DP 452. Three lecture hours a week. Three semester hours.

DP 352 SYSTEMS DEVELOPMENT AND DESIGN

A study as to the techniques of developing and designing a system around data processing equipment. Emphasis is given to the approach and requirements of the system, developing the solution, data controls, systems control, system evaluation, finalizing the system and system implementation. Prerequisite: DP 305 or DP 452. Three semester hours.

DP 355 ADVANCED MACHINE ACCOUNTING

A study of practical business problems using advanced wiring techniques; special programming, overflow sheet identification, page numbering, inverted form multiple line printing, carriage control, storage, and summary punching. Two hours lecture and two hours laboratory. Prerequisite: DP 305. Three semester hours. \$10 Lab fee.

DP 452 COMPUTER PROGRAMMING AND PROGRAMMING SYSTEMS

A study of the basic fundamentals of programming. Fundamental and advanced programming techniques are developed and the application of assembler language is emphasized. Three lecture hours and two laboratory hours. Prerequisite: DP 315 or consent of the instructor. Four semester hours. \$10 Lab fee.

DP 453 ADVANCED COMPUTING AND PROGRAMMING SYSTEMS

This is a continuation of DP 452 with emphasis on high level programming languages. Through laboratory experience, the student acquires an understanding of FORTRAN, COBOL, and PL/I. Three lecture hours and two laboratory hours. Prerequisite: DP 452 or consent of instructor. Four semester hours. \$10 Lab fee.

DRAMA

DRAMA 305 INTRODUCTION TO THE THEATRE

Survey of dramatic arts including plays, basic theories, history, stages, make-up, costuming, acting and directing. An introduction to the theatre plant and theatre activities augmented by textbook study of stage terminology and an introduction to the organization of production procedure. May be applied as a required Humanities course for all students. Three semester hours.

DRAMA 311 ACTING

A study of the fundamental techniques and theories of acting. An introduction to the art of acting as an integral part of the student's social and educational milieu and as a means for adequate self-expression and personal growth. Open to all students. Required of drama majors. Three semester hours.

DRAMA 312 ACTING

A continuation of Drama 311. Three semester hours.

DRAMA 351 INTRODUCTION TO TECHNICAL PRODUCTION

A general introduction to the esthetics and practice of stagecraft in order to supply sufficient background for further specialized studies as well as for associated non-theatrical areas. A basic understanding and experience in all phases of technical theatre. May be applicable on curricula for elementary and secondary education majors. Required of drama majors. Open to all students. Three semester hours.

ECONOMICS

ECONOMICS 351 PRINCIPLES OF ECONOMICS

A broad introductory course in the principles and policies of economics to include the practical aspects of economic analysis as applied to the production system, price system, supply and demand, competition, price regulation, and distribution of income. Three semester hours.

ECONOMICS 352 PRINCIPLES OF ECONOMICS

Continuation of Economics 351 as applied to money and banking, taxes, government debt, national income, gross national product, labor-management relations, social security, international economics, and economic changes in the modern world. Three semester hours.

ENGINEERING DRAWING

ENGINEERING DRAWING 201 ENGINEERING DRAWING

Required for engineering students. Exercises in the use of drawing instruments. Freehand lettering, applied geometry, orthographic projection, sections, isometric drawings, and oblique drawing. Cost of instruments and equipment from \$25 up depending upon the quality. Two lecture and four laboratory hours per week. Two semester hours.

ENGINEERING DRAWING 202 DESCRIPTIVE GEOMETRY

Required for engineering students. Study by the direct method of points, lines, and planes in space; auxiliary views, intersections, development of surfaces, and problems related to engineering. Two lecture and four laboratory hours per week. Two semester hours. Prerequisite: Engineering 201 with grade of "C" or better.

ENGLISH

ENGLISH 301 REFRESHER ENGLISH

A course designed to improve the student's basic English skills. Emphasis in usage, spelling, and punctuation; in effective sentence structure; in paragraph development; in vocabulary building. Selected reading for class discussion and enrichment. For all students whose records show inadequate preparation for English 311. Does not meet English requirements for the Bachelor's degree. Three semester hours.

ENGLISH 311 FRESHMAN READING AND COMPOSITION

A brief review of common errors in grammar and punctuation, use of the dictionary, vocabulary building, and spelling drill (when needed); writing with emphasis on effective sentence and paragraph development; selected readings for class discussion; assigned reading for enrichment. Three semester hours. Prerequisite: satisfactory grades on ACT Tests, or credit in English 301, or satisfactory grades in four credits of high school English and approval of the Department of English.

ENGLISH 312 FRESHMAN READING AND COMPOSITION

Emphasis on organization and development of the whole composition; introduction to the research paper; selected readings; assigned reading for enrichment; the study in depth of one book-length work. Three semester hours. Prerequisite: English 311.

ENGLISH 351 BRITISH MASTERPIECES: BEGINNINGS THROUGH THE AGE OF JOHNSON

A general survey of English literature from its origin through Samuel Johnson; some consideration of historical background and development; emphasis on appreciation of selected works of major writers. Three semester hours. Prerequisite: English 311 and 312.

ENGLISH 352 BRITISH MASTERPIECES: AGE OF JOHNSON THROUGH PRESENT

A continuation of English 351, but may be taken independently. A general survey of English literature from the Age of Johnson to the present time. Three semester

hours. Prerequisite: English 311 and 312.

ENGLISH 353 MASTERPIECES OF THE WESTERN WORLD

A study of representative literature masterpieces from Western Continental Europe and the cultures that produced them. Recommended for elementary education majors. Not recommended for English majors. A student may not combine a semester of British Masterpieces and a semester of World Masterpieces to fulfill degree requirements. Prerequisite: English 311 and 312. Three semester hours.

ENGLISH 354 MASTERPIECES OF THE WESTERN WORLD

A continuation of English 353. Three semester hours.

FRENCH

FRENCH 401 FRENCH FOR BEGINNERS

The essentials of grammar, oral and written composition, pronunciation and translation. All language skills emphasized. Five class hours, of which three hours are devoted to the study of basic grammar and two hours to intensive practice in oral expression, conversation, and listening. Should not be taken for credit by students presenting two or more units of high school French. Four semester hours.

FRENCH 402 FRENCH FOR BEGINNERS

A continuation of French 401. Four semester hours.

GEOGRAPHY

GEOGRAPHY 301 WORLD GEOGRAPHY

An introduction to the content of modern geography by means of a world survey of geographic conditions. In-

cluded are studies of the major types of land surfaces, the great climatic regions with associated vegetation and soils, the water and mineral resources, and the world distribution of population. Map study will be emphasized. Three semester hours.

GOVERNMENT

GOVERNMENT 351 AMERICAN GOVERNMENT

The state and government; the rise of constitutionalism; the American constitutional system including the federal constitution, state constitution, and the Texas constitution; the federal system and its relation to the states; the position of the individual; political parties; suffrage and elections. Three semester hours. Prerequisite: Sophomore standing.

GOVERNMENT 352 AMERICAN GOVERNMENT

The legislative, executive, and judicial functions, national and state, special reference to Texas and the Texas constitution; administration, defense and foreign relations, local government. Three semester hours. Prerequisite: Government 351 or permission from the Chairman of the Department.

HEALTH AND PHYSICAL EDUCATION

HPE 101M BASKETBALL, TOUCH FOOTBALL, AND SOFTBALL

Fundamental skills, history and rules of each sport. One semester hour.

HPE 102M ARCHERY AND BADMINTON

Fundamental skills, history and rules of competition of archery and badminton. One semester hour.

HPE 103M TENNIS AND VOLLEYBALL

Fundamental skills, history and rules of competition of tennis and volleyball. One semester hour.

HPE 105M BEGINNING GYMNASTICS

Fundamental skills in gymnastics. The side horse, parallel bars, and rings. One semester hour.

HPE 106M BEGINNING TUMBLING

Fundamental skills of tumbling, such as rolls, dives, flips, hand stands, etc. The history of tumbling is also taught. One semester hour.

HPE 107M ADVANCED BASKETBALL

A course designed especially for varsity athletics. One semester hour.

HPE 111W BASKETBALL AND SOFTBALL

Fundamental skills, history and rules of basketball and softball. One semester hour.

HPE 112W ARCHERY AND MODERN DANCE

Fundamental skills of archery and modern dance. One semester hour.

HPE 114W BADMINTON AND FOLK DANCE

Fundamental skills of badminton and folk dance. One semester hour.

HPE 121MW BEGINNING GOLF

Fundamental skills, history, rules and etiquette of golf. One semester hour.

HPE 122MW BOWLING

Fundamental skills, history and rules of bowling. One semester hour.

HPE 123MW BEGINNING SWIMMING

Demonstration, lectures and practice in the fundamental techniques of swimming. One semester hour.

HPE 124MW FENCING

Fundamental skills of foil fencing including basic attacks and defenses, history, rules and procedures for competition. Brief introduction of skills in epee' fencing for boys and competition opportunities. One semester hour.

HPE 151MW INTERMEDIATE GOLF

Instruction and practice in golf designed for the student who possesses intermediate skills. Prerequisite: HPE 121MW or permission of instructor. One semester hour.

HPE 153MW INTERMEDIATE SWIMMING

Instruction and practice in swimming designed for the student who possesses intermediate skills. Prerequisite: HPE 123MW or permission of instructor. One semester hour.

HPE 301 FOUNDATIONS IN HEALTH, PHYSICAL EDUCATION AND RECREATION

An introductory course to the Health/Physical Education and Recreation fields. Three semester hours.

HPE 302 PERSONAL AND COMMUNITY HEALTH

A course designed to guide the college student to a life of healthy leadership, effective living, and stimulated interest in the health professions. Three semester hours.

HPE 351 FIRST AID AND SAFETY

A standard first aid course in which a student receives appropriate Red Cross First Aid Certification. Three semester hours.

HISTORY

HISTORY 301 WESTERN CIVILIZATION

A survey of ancient and medieval civilization from earliest times to around 1600. Rise, progress, and disappearance of earlier civilizations; the development of medieval Europe; and the beginning of the modern era. Three semester hours.

HISTORY 302 WESTERN CIVILIZATION

A continuation of the history of western civilization to contemporary times. The ages of expansion and of revolutions; the development of modern political, social, economic, and technological trends. Three semester hours.

HISTORY 351 HISTORY OF THE UNITED STATES TO 1877

A survey of the growth of the United States. The establishment of the American colonies, the struggle for independence, westward expansion, development as a world power, the growth of sectionalism, the Civil War and the postwar South. Three semester hours.

HISTORY 352 HISTORY OF THE UNITED STATES FROM 1877 TO PRESENT

The economic revolution; strengthening of nationality, democracy and empire; and the quest for economic security, world peace, and social improvement. Three semester hours.

JOURNALISM

JOURNALISM 351 NEWS COMMUNICATION FUNDAMENTALS

Instruction in newsgathering, evaluation, and writing for newspapers, radio, and television. Prerequisite: Sophomore standing, including English 311 and 312 (or their equivalent) with a grade of at least C; and high school or college credit for typewriting or registration for Business 331. Class members will serve as reporters for the College newspaper and magazine. Three hours lecture and two hours laboratory per week. Three semester hours.

JOURNALISM 352 INTERVIEWING AND WRITING FOR THE NEWS MEDIA

Study of significant trends and events; emphasis on accuracy of fact finding, development of skill in writing, reporting college and community affairs. Prerequisite: Journalism 351. Class members will serve as reporters for the College newspaper and magazine. Two hours of lecture and four hours of laboratory per week. Three semester hours.

LAW ENFORCEMENT

LE 301 INTRODUCTION TO LAW ENFORCEMENT

History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. Three semester hours.

LE 311 POLICE ADMINISTRATION

Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three semester hours.

LE 321 POLICE OPERATIONS

Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. Three semester hours.

LE 331 POLICE ROLE IN CRIME AND DELIQUENCY

Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. Three semester hours.

LE 351 CRIMINAL LAW

Local, state, and federal laws; their development, application, and enforcement. Three semester hours.

LE 352 CRIMINAL EVIDENCE AND PROCEDURE

Criminal evidence for police, types of evidence; criminal procedure in various courts; arrest, search, and seizure, collection of evidence, discretion, and related topics. Three semester hours.

LE 353 CRIMINAL INVESTIGATION

Fundamentals of criminal investigation; theory and history; crime scene to courtroom with emphasis on techniques appropriate to specific crimes. Three semester hours.

LE 356 INTRODUCTION TO CRIMINALISTICS

Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of lab-

oratory criminalistics to the extent supported by existing or available facilities. Three semester hours.

LE 315 TRAFFIC

History, development, economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement. Three semester hours.

LE 325 POLICE AUXILIARY SERVICES

Law enforcement records, communications, jail operations, physical plant, equipment, laboratory, maintenance and central services. Three semester hours.

LE 365 COMMUNITY RELATIONS

The role of the individual officer in achieving and maintaining public support; human relations, public information; relationships with violators and complainants. Three semester hours.

LE 375 SUPERVISION

Principles of personnel management as applied to the police enterprise, evaluation and promotion, discipline, training, employee welfare, problem solving, leadership. Three semester hours.

LE 305 POLICE INTERNSHIP

Police Internship is a work experience for the purpose of increasing student understanding of law enforcement administration and operation. The internship is initiated by the school in an agency. Both school and agency supervise and direct the student's program. Three semester hours.

MATHEMATICS

MATH 301 BASIC ALGEBRA

An intensive study of the operations of algebra. Especially designed to meet the needs of students who have weak backgrounds in algebra. Three semester hours.

MATH 309 COLLEGE ALGEBRA

A study of the fundamentals of algebra including sets and numbers, algebra as a logical system, factoring, fractions, exponents and radicals, inequalities, functions, determinates, mathematical induction, and progressions. Prerequisite: Satisfactory scores on the ACT, and two years of high school algebra with satisfactory grades, or Mathematics 301 with a grade of "C" or better or approval of the department chairman. Three semester hours.

MATH 310 TRIGONOMETRY

A study of the trigonometric functions, logarithms, identities, equations involving trigonometric function, solutions of right and oblique triangles. Prerequisite: Mathematics 309. May be taken concurrently with Math 309 by engineering students. Three semester hours.

MATH 313 MATHEMATICS FOR BUSINESS AND ECONOMIC ANALYSIS

A study of linear equations, systems of linear equations and equalities, vectors, matrices, logarithms, annuities, compound interest, probability, and an introduction to differential and integral calculus. Prerequisite: Mathematics 309. Three semester hours.

MATH 314 ANALYTIC GEOMETRY

Application of Cartesian coordinates to the straight line, the conics, and higher plane curves; use of polar and parametric equations. Prerequisite: Mathematics 309 and 310 with grade of "C" in each, or approval of the departmental chairman. Three semester hours.

MATH 355 CALCULUS I

Limits, functions, differentiation of algebraic functions, maxima and minima, differentials, simple integration and the definite integral. Mathematics 314 and 355 may be taken concurrently with the special permission of the departmental chairman. Three semester hours.

MATH 356 CALCULUS II

Limits, polar coordinates, parametric equations, differentiation and integration of transcendental functions, applications, improper integrals, indeterminate forms, approximate integration, mean value theorems. Prerequisite: Mathematics 355. Three semester hours.

MATH 357 CALCULUS III

Sequences, introduction to series, solid analytic geometry, multiple integration, partial differentiation, applications. Prerequisite: Mathematics 356. Three semester hours.

MUSIC

The Department of Music offers two years of music instruction which will be applicable and complete concerning the music requirements toward the degrees of: Bachelor of Music; Bachelor of Music Education; and Bachelor of Arts with a major in Music.

Non-music majors may elect classes in Applied Music; Music Appreciation; Choral Activity; Instrumental Activ-

ity. They may also elect Music Theory on consent of the instructor.

All music majors will take Applied Music in their instrumental specialty each semester. Applied Music courses may be taken in other fields. The additional Applied Music may be taken for credit or non-credit.

All music majors will participate in at least one ensemble organization each semester in residence. The choice will be directly allied to the applied music specialty.

Both semesters of Music Theory, either first or second year, must be taken before credit is given. First year must be completed before second year is begun.

Non-music majors who elect either or both ensemble participation are apprised of their rehearsal and concert obligations. Failure to meet obligations in either or both areas will result in non-credit and/or failing marks.

MUSIC 311 THEORY OF MUSIC

An integrated course in fundamental theory through the study of rhythmic, melodic, and harmonic elements; the course entails ear-training and sight-singing; and, an introduction to part-writing and rudimentary counterpoint. Five hours per week. Three semester hours.

MUSIC 312 THEORY OF MUSIC

Continuation of Music 311. Further study of scales, scale tone functions, part-writing, non-harmonic tones. Further development through sight-singing and ear-training. Prerequisite: Music 311 with grade of C, or consent of instructor. Five hours per week. Three semester hours.

MUSIC 351 INTERMEDIATE THEORY OF MUSIC

Continuation of Music 312. An integrated course of more advanced theory through the study of rhythmic, melodic and harmonic elements. The course entails ear-training and sight-singing; thorough understanding of seventh-chords, altered chords, elemental modulation, further use of non-harmonic chords, original composition. A system of harmonic practice common to eighteenth and nineteenth centuries through analysis, part-writing and application at the keyboard. Five hours per week. Three semester hours.

MUSIC 352 INTERMEDIATE THEORY OF MUSIC

Continuation of Music 351. Mastery of all tonal functions, natural and altered chords, seventh and ninth chords. Through sight-singing, ear-training, part-writing the study of composition of eighteenth through the twentieth century styles. Advanced modulation, advanced harmonic analysis. Prerequisite: Music 351 with "C" or consent of instructor. Five hours per week. Three semester hours.

MUSIC 321 MUSIC APPRECIATION

May be applied as a required Humanities course for all students. Information and techniques for the intelligent appreciation of music; through lecture and recorded music, basic elements as to form, style, and content of the music periods of music history. Attendance at a minimum of eight concerts or related musical events during the semester. Three semester hours.

MUSIC 355 MUSIC LITERATURE

A slightly advanced course in the literature of music from the Baroque Period through the Contemporary Period. Emphasis on style and music analysis of the

music. Through recorded music and scores, a thorough study of certain representative works within the periods. For music majors and minors, others with consent of instructor. Three semester hours.

APPLIED MUSIC

The following courses will be taught as instructors are available and the course number will carry the appropriate letter designation:

- A Voice
- B Piano
- C Trumpet
- D Trombone
- E Clarinet
- F Flute
- G Alto Saxophone
- H Tenor Saxophone
- I Baritone Saxophone
- J Percussion

MUSIC 131A-J

Designed for the non-music major wishing to improve his ability on a certain instrument, for the non-music major wishing to learn proficiency on an instrument (or voice), and for the music major wishing to learn a second instrument. The music material tailored to the particular need of the student. One private half-hour lesson per week. \$40 tuition. One semester hour.

MUSIC 132A-J, 161A-J 172A-J

Courses in applied music for the non-music major who wishes to continue study in his choice of instrument or voice. Pre-requisite will be the previous course number. One private half-hour lesson per week. \$40 tuition. One semester hour.

MUSIC 221A-J

A first course in applied music for the music major and is required. The student shall have had prior experience in the major instrument or voice, shall exhibit practical knowledge of the major scales, and shall have had some background in the accepted technical studies as well as performance, by memory, of repertoire considered standard in his area. Non-music majors may elect this course. Two private half-hour lessons per week. \$75 tuition. Two semester hours.

MUSIC 222A-J

Continuation of Music 221. Proficiency in playing all major and minor scales stressed. Standard technical studies are to be mastered as well as improvement in technical and stylistic maturity in repertoire. Two private half-hour lessons per week. \$75 tuition. Two semester hours.

MUSIC 251A-J 252A-J

Sophomore levels of applied music. Required of music majors. Further proficiency in technical ability and stylistic advancement in repertoire required. Two private half-hour lessons per week. \$75 tuition. Two semester hours.

MUSIC 101-151 CHOIR

Open to all interested students who desire an opportunity to sing. Previous training and experience, though desired, are not required. Knowledge of music notation is extremely helpful. One semester hour.

MUSIC 102-152 CHOIR

A continuation of Music 101. One semester hour.

MUSIC 111-161 INSTRUMENTAL ENSEMBLE
(As available)

Stage Band and Concert Band. One semester hour.

MUSIC 112-162 INSTRUMENTAL ENSEMBLE

A continuation of Music 111. One semester hour.

MUSIC 121 BRASS TECHNIQUES (As available)

A study of the technique of the brass instruments; ability to play scales, arpeggios; ensemble playing. Two class-lessons per week; five hours practice required. One semester hour.

MUSIC 122 WOODWIND TECHNIQUES
(As available)

A study of the technique of the woodwind instruments; ability to play scales, arpeggios; ensemble playing. Two class-lessons per week; five hours practice required. One semester hour.

NURSING

NURSING 411 FUNDAMENTALS OF NURSING

An introductory course in which a foundation is laid for subsequent courses in nursing as basic concepts and principles of nursing are presented. Historical influences and professional ethics; personal and community health; normal nutrition; mental health concepts and interpersonal relations; and simple nursing techniques based on scientific principles are included. In laboratory, the student learns to give simple nursing care to selected patients. Two hours lecture and six hours laboratory per week. Four semester hours.

NURSING 621 MEDICAL-SURGICAL NURSING I

A study of the causes, effects, and treatment of common medical-surgical conditions with emphasis upon the application of scientific, behavioral, and nursing principles in giving patient-centered care. A problem solving approach is used to identify and to meet the patient's total nursing needs. Pharmacology, diet therapy, community and family health, psychodynamics of behavior and interpersonal relations are continuing areas of study. Laboratory experience enables the student to develop nursing skills by giving individualized patient care to selected patients. Three hours lecture and nine hours laboratory per week. Six semester hours. Prerequisite: Nursing 411.

NURSING 531 MEDICAL-SURGICAL NURSING II

A continuing study of the principles of Medical-Surgical Nursing with emphasis upon those which relate to meeting the nursing needs of patients whose treatment includes surgical intervention. Laboratory experience includes care of selected patients during the pre-operative, operative, and post-operative periods. Five hours lecture and fifteen hours laboratory per week for nine weeks. Five semester hours. Prerequisite: Nursing 621.

NURSING 1041 MATERNAL AND CHILD NURSING

A family centered course with emphasis on the nursing care of mothers during the maternity cycle and of infants and children from birth through adolescence. A knowledge of normal growth and development and basic principles of medical-surgical nursing serves as a foundation for identifying and meeting these nursing needs. Clinics, child care centers, and hospitals are utilized for the laboratory experience. Five hours lecture and fifteen hours of laboratory per week. Ten semester hours. Prerequisite: Nursing 621.

NURSING 551 PSYCHIATRIC NURSING

A study of normal development, personality, and behavioral deviations. Emphasis is placed on the therapeutic role of the nurse in giving nursing care to the mentally-ill patient. Five hours lecture and fifteen hours laboratory per week for nine weeks. Five semester hours. Prerequisite: Nursing 621.

NURSING 461 MEDICAL-SURGICAL NURSING III

A continuing study of Medical-Surgical Nursing with emphasis upon the more complex concepts of nursing care and the development of increasing skills in caring for patients. Continued use is made of the problem solving approach in identifying and meeting the patient's nursing needs. During the laboratory experience the student participates in more complex nursing care situations with other members of the health team. Six hours lecture and eighteen hours laboratory for six week. Four semester hours. Prerequisite: Nursing 531, 551, and 1041.

PHILOSOPHY

PHILOSOPHY 351 INTRODUCTION TO PHILOSOPHY

An introduction to the problems, theories, and terminology of philosophy and to selected philosophical sources as bases for interpreting fundamental issues and problems of reflective thinking. Three semester hours. Prerequisite: fifteen semester hours credit or the consent of the Departmental Chairman.

PHYSICS

PHYSICS 401 GENERAL PHYSICS I

An introduction to mechanics, heat, sound, electricity, magnetism, light, and modern physics. Three lecture

and three laboratory hours per week. Four semester hours. Prerequisite: Math 309 (or equivalent) parallel.

PHYSICS 402 GENERAL PHYSICS II

A continuation of Physics 401 with more emphasis on problem solving. Three lecture and three laboratory hours per week. Four semester hours. Prerequisite: Physics 401 and Math 310 (or equivalent) parallel.

PHYSICS 411 TECHNICAL PHYSICS I

For pre-engineering, physics, mathematics, and chemistry majors. A study of mechanics, wave motion, and heat. Three lecture and three laboratory hours per week. Four semester hours. Prerequisite: Math 355 parallel, and Physics 401 or approval by the department.

PHYSICS 451 TECHNICAL PHYSICS II

A study of electricity, magnetism, and light. Three lecture and three laboratory hours per week. Four semester hours. Prerequisite: Physics 411 and Math 356 parallel.

PSYCHOLOGY

PSYCHOLOGY 101 INTRODUCTION TO COLLEGE

The beginning student will find this course a valuable introduction to college. Consideration will be given to areas of adjustment in college -- personal, academic, and social. Study skills, career choices, and a philosophy of life will be explored. Required of all full-time freshmen. One semester hour.

PSYCHOLOGY 301 GENERAL PSYCHOLOGY

A general survey of the field of psychology. Scientific methods used in psychology, development of personality,

learning, sensation and perception, and abnormal behavior. Three semester hours.

PSYCHOLOGY 351 HUMAN GROWTH AND DEVELOPMENT

A study of the behavior and special problems of the individual from conception to maturity and into later life. Prerequisite: Psychology 301. Three semester hours.

READING AND STUDY SKILLS IMPROVEMENT

Research indicates that a student's reading skills are directly related to college success. The College has acquired the latest laboratory equipment and materials and the services of a competent instructor so as to offer courses in reading improvement, and thereby enhance our student's opportunities for successful college performance.

This program is planned for three levels and it is planned around three basic areas:

- a. the extension of vocabulary, and word, or structural, analysis abilities.
- b. the acquisition of techniques for the improvement of comprehension and recall skills.
- c. the improvement in rate-of-understanding techniques, and versatility in their use.

READING 201 FUNDAMENTALS OF READING I

Problems encountered in study habits and reading difficulties are attached from a multi-level, multi-media, and multi-sensory approach, providing the means for building concepts which are basic to a success pattern in college. Class instruction and demonstration will precede small

group and individual practice and counseling. One hour of lecture and two hours of laboratory per week. Two semester hours.

READING 202 FUNDAMENTALS OF READING II

A more traditional approach to developmental reading, with opportunity to reinforce learning with immediate practice under directed study environment, and with multi-level practice materials available. Demonstrations of specific skills, concepts and techniques in groups and on an individual level. Two hours per week. Two semester hours.

READING 251 ADVANCED LABORATORY READING

Emphasis will be on the development of greatest efficiency in the application of reading skills. Either instrumentation or natural pacing procedures may be used. Two hours per week by appointment. Two semester hours.

RELIGION

RELIGION 301 THE OLD TESTAMENT

A survey of the history and literature of the Old Testament. The development of the Hebrew religious, political, and social institutions. Three semester hours.

RELIGION 302 THE NEW TESTAMENT

A survey of the literature of the New Testament in the light of its historical context. Three semester hours.

SOCIOLOGY

SOCIOLOGY 351 INTRODUCTION TO SOCIOLOGY

A study of societies and cultures including numbers, distributions, and organizations of people. Trends and

changes in social institutions are considered. Three semester hours.

SOCIOLOGY 352 SOCIAL PROBLEMS

A study of some of the major contemporary social problems and group conflicts including the sociology of crime and delinquency, poverty, health, race, social class, civil liberties, family, mass communication, and the personal pathologies. Prerequisite: Sociology 351 or consent of instructor. Three semester hours.

SPANISH

SPANISH 401 SPANISH FOR BEGINNERS

The essentials of grammar, oral and written composition, pronunciation and translation. All language skills emphasized through the audio-lingual approach. Five class hours, of which three hours are devoted to the study of basic grammar and two hours to intensive practice in oral expression, conversation, and listening. Should not be taken for credit by students presenting two or more units of high school Spanish. Four semester hours.

SPANISH 402 SPANISH FOR BEGINNERS

A continuation of Spanish 401. Four semester hours.

SPANISH 351 INTERMEDIATE SPANISH

Review of grammar, oral and written composition, and study of representative Spanish and Spanish-American modern prose works. Three semester hours. Prerequisite: Spanish 401-402 or two years of high school Spanish.

SPANISH 352 INTERMEDIATE SPANISH

A continuation of Spanish 351. Prerequisite: Spanish 351, three or more units of high school Spanish or permission from the Department (especially for native speakers). Three semester hours.

SPANISH 353 SPANISH LITERATURE I

The reading in depth of works from Spanish authors representing a variety of genres and historical periods. An analysis of style, structure, imagery, and vocabulary. Continued development of writing skills in Spanish through note-taking, letter-writing, and through longer original compositions, training in translation to English, grammar review as needed. Prerequisite: Spanish 351-352. Three semester hours.

SPANISH 354 SPANISH LITERATURE II

A continued literary analysis and study of style in readings chosen from Spanish-American authors. Reading of one classical novel with a study of its historical and literary background. More advanced writing exercises of all types. Increased practice in translation from Spanish to English. Prerequisite: Spanish 353. Three semester hours.

SPEECH

SPEECH 301 FUNDAMENTALS OF SPEECH

Study of the skills and scope of oral communication. Class speeches and discussions. Survey of rhetorical practices and famous speeches. Emphasis on individual improvement and effectiveness through speech. Three semester hours.

Sophomore Year

*Art 351-352	6 hrs.
*Art 312	3 hrs.
Government 351-352	6 hrs.
Introduction to Theatre	3 hrs.
Music 321	3 hrs.
Science, Math, or Foreign Language	6 hrs.
Health and Physical Ed.	2 hrs.
Elective	3 hrs.

SUGGESTED COURSES OF STUDY IN BUSINESS

A student who plans to obtain a Business Administration degree should arrange his program at McLennan Community College to meet the requirements of the particular college to which he plans to transfer.

BACHELOR OF BUSINESS ADMINISTRATION

Freshman Year

*English 311-312	6 hrs.
History 351-352	6 hrs.
Math 309-313	6 hrs.
Business 311	3 hrs.
Biology 401-402	8 hrs.
Electives (Humanities)	3 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.
Economics 351-352	6 hrs.

Business 351-352	6 hrs.
Electives (Humanities)	6 hrs.
Health and Physical Ed.	2 hrs.

OFFICE PRACTICE

Program Leading to a One-Year Certificate

First Semester

Bus. 317 Business English or English 301 or 311	3 hrs.
Bus. 313 Business Mathematics	3 hrs.
*Bus. 301 Bookkeeping I	3 hrs.
**Bus. 331 Beginning Typewriting	3 hrs.
Bus. 311 Introduction to Business	3 hrs.
Psychology 101	1 hr.
Physical Education	1 hr.
	17 hrs.

*Students who have one year of high school bookkeeping with a grade average of "B" should take Bus. 351 Introduction to Accounting I.

**Students will be placed in typewriting at a proficiency level determined by high school courses and/or proficiency tests.

Second Semester

Bus. 318 Business Communications	3 hrs.
Bus. 315 Business Machines	3 hrs.
Bus. 302 Bookkeeping II or Bus. 351 Intro. to Accounting II	3 hrs.
Bus. 332 Typewriting (Intermediate, Advanced, or Production)	3 hrs.
Bus. 347 Office Practice	3 hrs.
Physical Education	1 hr.
	16 hrs.

SECRETARIAL TRAINING

Program Leading to a One-Year Certificate

First Semester

Bus. 317 Business English or English 301 or 311	3 hrs.
*Bus. 341 Beginning Shorthand	3 hrs.
*Bus. 331 Beginning Typewriting	3 hrs.
Bus. 311 Introduction to Business	3 hrs.
Bus. 301 Bookkeeping I or Bus. 351 Intro. to Accounting I . .	3 hrs.
Psychology 101	1 hr.
Physical Education	1 hr.
	17 hrs.

*Students will be placed in shorthand and typewriting at a proficiency level determined by high school courses and/or proficiency tests.

Second Semester

Bus. 318 Business Communications	3 hrs.
Bus. 342 Intermediate Shorthand	3 hrs.
Bus. 332 Intermediate Typewriting	3 hrs.
Bus. 347 Office Practice	3 hrs.
Bus. 302 Bookkeeping II	3 hrs.
Physical Education	1 hr.
	16 hrs.

SECRETARIAL TRAINING

Program Leading to an Associate in Applied Science Degree

Freshman Year

Students in the two-year secretarial program take the one-year program courses during the freshman year.

Sophomore Year

First Semester

Bus. 343 Advanced Shorthand	3 hrs.
Bus. 334 Advanced Typewriting	3 hrs.
Bus. 313 Business Mathematics	3 hrs.
Bus. 321 Business Psychology	3 hrs.
Bus. 351 Business Speech	3 hrs.
Physical Education	1 hr.
	16 hrs.

Second Semester

Bus. 344 Advanced Dictation and Transcription	3 hrs.
Bus. 348 Secretarial Training	3 hrs.
Bus. 315 Business Machines	3 hrs.
Bus. 323 Business Law	3 hrs.
Elective (Introduction to Data Processing is recommended) .	3 hrs.
Physical Education	1 hr.
	16 hrs.

JUNIOR ACCOUNTANT

Freshman Year

Program Leading to an Associate in Applied Science Degree

First Semester

Bus. 317 Business English or English 301 or 311	3 hrs.
*Bus. 331 Beginning Typewriting	3 hrs.
Bus. 313 Business Mathematics	3 hrs.
**Bus. 301 Bookkeeping I or Bus. 351 Intro. to Accounting I . .	3 hrs.
Bus. 311 Introduction to Business	3 hrs.
Psychology 101	1 hr.
Physical Education	1 hr.
	17 hrs.

*Students will be placed in Typewriting at a proficiency level determined by high school courses and/or proficiency tests.

****Students who have one year of high school bookkeeping with a grade average of "B" should take Business 351.**

Second Semester

Bus. 318 Business Communications	3 hrs.
Bus. 332 Intermediate Typewriting	3 hrs.
Bus. 315 Business Machines	3 hrs.
Bus. 302 Bookkeeping II or Bus. 353 Intro. to Accounting II .	3 hrs.
Bus. 347 Office Practice	3 hrs.
Physical Education	1 hr.
	16 hrs.

Sophomore Year

First Semester

Speech 351 or Speech 301	3 hrs.
Bus. 351 Introduction to Accounting I or Bus. 353 Intermediate Accounting I	3 hrs.
Economics 351	3 hrs.
Bus. 323 Business Law	3 hrs.
Elective	3 rs.
Physical Education	1 hr.
	16 hrs.

Second Semester

Bus. 321 Business Psychology or General Psychology	3 hrs.
Bus. 352 Introduction to Accounting II or Bus. 354 Intermediate Accounting II	3 hrs.
Bus. 355 Auditing and Income Tax	3 hrs.
Electives (Introduction to Data Processing is recommended) .	6 hrs.
Physical Education	1 hr.
	16 hrs.

DATA PROCESSING

*Freshman Year**

English 311-312	6 hrs.
or Bus. 317 (Bus. English), Bus. 318 (Bus. Communications), Eng. 301 (Refresher English)	
Bus. 311 (Introduction to Business)	3 hrs.
Math 301, 309 or Bus. 313 (Bus. Mathematics)	3 hrs.
Bus. 301-302 (Bookkeeping)	6 hrs.
or Bus. 351-352 (Introduction to Accounting I and II)	
Data Processing 401 (Unit Record Equipment)	4 hrs.
Data Processing 310 (Introduction to Computers)	3 hrs.
Data Processing 315 (Introduction to Programming Systems)	3 hrs.
Data Processing 305 (Accounting Machines)	3 hrs.
Psychology 101 (Orientation)	1 hr.
Health and Physical Education	2 hrs.
	34 hrs.

Sophomore Year

Bus. 323 (Business Law)	3 hrs.
Speech 301 or 351	3 hrs.
Government 351-352 or Economics 351-352	6 hrs.
Bus. 321 (Business Psychology)	3 hrs.
Bus. 315 (Business Machines)	3 hrs.
Data Processing 355 (Advanced Machine Accounting)	3 hrs.
Data Processing 452-453 (Computer Programming System)	8 hrs.
Data Processing 351 (Data Processing Applications)	3 hrs.
or Data Processing 352 (Systems Development and Design)	
Health and Physical Education	2 hrs.
	34 hrs.

*Note: Students completing the first year may obtain a Certificate of Achievement in Unit Record Equipment. Upon completion of a planned two-year program a student is eligible for an Associate in Applied Science Degree.

A student who plans to obtain a degree in the field of Data Processing should arrange his program at McLennan Community Col-

lege to meet the requirements of the particular college to which he plans to transfer.

SUGGESTED COURSES OF STUDY IN THE ARTS AND SCIENCES

A student who plans to obtain a degree in a field of arts and sciences should arrange his program at McLennan Community College to meet the requirements of the particular college to which he plans to transfer.

Counselors at McLennan Community College will be happy to discuss programs with any student. Generally, however, the following arrangement of courses are planned to meet the first two years of degree requirements of representative colleges and universities.

ARTS AND SCIENCES LEADING TO B.A. DEGREE OR B.S. DEGREE

Freshman Year

*English 311-312	6 hrs.
Mathematics	6 hrs.
History 351-352	6 hrs.
**French or Spanish	8 hrs.
Science	8 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
**French or Spanish	6 hrs.
Government 351-352	6 hrs.
Science	8 hrs.
Electives	6 hrs.
Health and Physical Ed.	2 hrs.

**12-14 hours in a single language for the B.A. Degree; 6-8 hours in a single language for the B.S. Degree.

PRE-LIBRARY SCIENCE

Freshman Year

*English 311-312	6 hrs.
History 351-352	6 hrs.
Mathematics	6 hrs.
Science	8 hrs.
Foreign Language	8 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For course prerequisite see course description.

Sophomore Year

English 351-352	6 hrs.
Economics 351-352	6 hrs.
Foreign Language	6 hrs.
Government 351-352	6 hrs.
Elective	6 hrs.
Health and Physical Ed.	2 hrs.

Most university library science programs are five-years in duration. The above course of study is recommended to give the student broad general training during the first two years in college.

PRE-EDUCATION

Leading to Elementary or Secondary School Teacher Certification

Freshman Year

*English 311-312	6 hrs.
History 351-352	6 hrs.
**Science, mathematics, or foreign language	6-8 hrs.
Major subject field or electives	12 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.
**Science, mathematics, or foreign language	6-8 hrs.
Major subject field or electives	12 hrs.
Health and Physical Ed.	2 hrs.

**Certification requires a minimum of 12 semester hours in two of these three subjects. Senior colleges and universities may have additional requirements.

HEALTH AND PHYSICAL EDUCATION

Freshman Year

*English 311-312	6 hrs.
History 351-352	6 hrs.
Chemistry 401-402	8 hrs.
Health and Physical Ed. 301-302	6 hrs.
Electives	6 hrs.
Mathematics, Speech, Foreign Language, Art, Psychology	
Psychology 101	1 hr.
Health and Physical Ed. (Activity)	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.
Biology 401-402	8 hrs.
Health and Physical Ed. 351	3 hrs.
Electives	6 hrs.
Mathematics, Speech, Foreign Language, Art, Sociology	
Health and Physical Ed. (Activity)	2 hrs.

LAW ENFORCEMENT EDUCATION

(Associate Degree in Applied Science)

First Year

First Semester

Eng 301 Refresher English or 311 Freshman Rdg/Comp.	3 hrs.
Psychology 301 General Psychology	3 hrs.

Gov 351 American Government	3 hrs.
LE 301 Introduction to Law Enforcement	3 hrs.
LE 311 Police Administration	3 hrs.
Psychology 101 Orientation	1 hr.
Physical Education	1 hr.
	17 hrs.

Second Semester

Eng 311 or 312 Freshman Reading & Comp.	3 hrs.
Gov 352 American Government.	3 hrs.
Soc 351 Introduction to Sociology	3 hrs.
LE 321 Police Operations	3 hrs.
LE 331 Police Role in Crime and Delinquency	3 hrs.
Physical Education	1 hr.
	16 hrs.

Second Year

First Semester

Soc 352 Social Problems	3 hrs.
Spe 301 Fund. of Speech or Spe 351 Bus. & Professional	3 hrs.
Math 309 College Algebra	3 hrs.
LE 351 Criminal Law	3 hrs.
LE 352 Criminal Investigation	3 hrs.
Physical Education	1 hr.
	16 hrs.

Second Semester

LE 355 Criminal Evidence & Procedure	3 hrs.
LE 356 Introduction to Criminalistics	3 hrs.
Phil 310 Logic	3 hrs.
Electives	6 hrs.
Physical Education	1 hr.
	16 hrs.

Suggested Electives, Law Enforcement: Traffic, Police Auxiliary Services, Community Relations, Supervision, Police Internship.

Suggested Electives, General Academic: United States History, Science Courses, Business Courses.

Certificate in Law Enforcement Education

LE 301 Introduction to Law Enforcement	3 hrs.
LE 311 Police Administration	3 hrs.
LE 321 Police Operations	3 hrs.
LE 351 Criminal Law	3 hrs.
LE 352 Criminal Evidence and Procedure	3 hrs.
LE 355 Criminal Investigation	3 hrs.
LE 356 Introduction to Criminalistics	3 hrs.
LE 365 Community Relations	3 hrs.
Psy 301 General Psychology or Soc 351 Intro. to Sociology	3 hrs.
Gov 351 or 352 American Government	3 hrs.
	30 hrs.

SUGGESTED COURSE OF STUDY IN MUSIC

A student who plans to obtain a degree in the field of music should arrange his program at McLennan Community College to meet the requirements of the particular college to which he plans to transfer.

Counselors at McLennan Community College will be happy to discuss study programs with any student. Generally, however, the following arrangement of courses is planned to meet the first two years of the degree requirements of representative colleges and universities.

Freshman Year

*English 311-312	6 hrs.
History 351-352	6 hrs.
Music 311-312	6 hrs.
**Music 321	3 hrs.
Music 221-222	4 hrs.
Music 101-102 or 111-112	2 hrs.
Psychology 101	1 hr.
Health & Physical Ed.	2 hrs.

*For prerequisite see course description.

**See catalog description.

Sophomore Year

English 351-352	6 hrs.
Government 351-352	6 hrs.
Music 351-352	6 hrs.
Music 355	3 hrs.
Music 251-252	4 hrs.
Music 151-152 or 161-162	2 hr.
Health and Physical Ed.	2 hrs.

SUGGESTED COURSES OF STUDY IN SCIENCE AND PRE-ENGINEERING

A student who plans to obtain a degree in the field of science or pre-engineering should arrange his program at McLennan Community College to meet the requirements of the particular college to which he plans to transfer.

Counselors at McLennan Community College will be happy to discuss programs with any student. Generally, however, the following arrangement of courses are planned to meet the first two years of degree requirements of representative colleges and universities.

PRE-DENTAL

Freshman Year

*English 311-312	6 hrs.
Chemistry	8 hrs.
Biology 401-402	8 hrs.
Math 309-310	6 hrs.
History 351-352	6 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.

Chemistry 451-452	8 hrs.
Physics 401-402	8 hrs.
Psychology 301	3 hrs.
Elective	3 hrs.
Health and Physical Ed.	2 hrs.

PRE-ENGINEERING

Freshman Year

First Semester

English 311	3 hrs.
*Mathematics 310	3 hrs.
Mathematics 314	3 hrs.
Chemistry 401	4 hrs.
Engineering Drawing 201	2 hrs.
Psychology 101	1 hr.
Health and Physical Education	1 hr.
	17 hrs.

*Student is advised to take Math 309 and Math 310 in the summer preceding the freshman year. They may be omitted on approval.

Second Semester

English 312	3 hrs.
Mathematics 355	3 hrs.
Chemistry 402	4 hrs.
*Physics 401	4 hrs.
Engineering Drawing 202	2 hrs.
Health and Physical Education	1 hr.
	17 hrs.
History 351-352 (Summer School)	6 hrs.

*Engineering Students are advised to take Physics 401, but this is not a requirement for the engineering degree.

Sophomore Year

First Semester

English (Sophomore Lit.)	3 hrs.
Mathematics 356	3 hrs.
Physics 411	4 hrs.
*Engineering Mechanics (statics)	3 hrs.
Government 351	3 hrs.
Health and Physical Education	1 hr.
	17 hrs.

*Will be offered in the Spring of 1970.

Second Semester

Elective (Humanities)	3 hrs.
Mathematics 357	3 hrs.
Physics 451	4 hrs.
*Engineering Mechanics (dynamics)	3 hrs.
Government 352	3 hrs.
Health and Physical Education	1 hr.
	17 hrs.

*Will be offered in the Spring of 1970.

PRE-MEDICAL

Freshman Year

*English 311-312	6 hrs.
Biology 401-402	8 hrs.
Chemistry 401-402	8 hrs.
History 351-352	6 hrs.
Math 309-310	6 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Physics 401-402	8 hrs.
Chemistry 451-452	8 hrs.
Government 351-352	6 hrs.
Elective	3 hrs.
Health and Physical Ed.	2 hrs.

MEDICAL TECHNOLOGY

Freshman Year

*English 311-312	6 hrs.
Chemistry 401-402	8 hrs.
Biology 401-402	8 hrs.
Mathematics 309-310	6 hrs.
**Elective	6 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

**Electives should be chosen from French, History 351-352, Physics 401-402.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.
Chemistry 451-452	8 hrs.
Health and Physical Ed.	2 hrs.
Additional Courses (See Note)	10 hrs.

Note: Ninety semester hours of collegiate work is requisite for admission to a school of medical technology. Courses taken at McLennan Community College should be coordinated with courses to be taken in a senior college cooperating with the school of medical technology which the student plans to attend.

ASSOCIATE DEGREE NURSING PROGRAM
*Leading to the Associate in Applied Science Degree***

Freshman Year

First Semester

Biology 303	Anatomy (Lec. 2, Lab. 3)	3 hrs.
Chemistry 401	General Chemistry (Lec. 3, Lab. 3)	4 hrs.
English 311	Freshman Reading & Composition	3 hrs.
Psychology 101	Introduction to College	1 hr.
Nursing 411	Fundamentals of Nursing (Lec. 2, Lab. 6)	4 hrs.
HPE Elective	1 hr.
		16 hrs.

Second Semester

Biology 304	Physiology (Lec. 2, Lab. 3)	3 hrs.
Biology 305	Microbiology (Lec. 2, Lab. 3)	3 hrs.
English 312	Freshman Reading & Composition	3 hrs.
Nursing 621	Medical-Surgical Nursing I (Lec. 2, Lab. 9)	6 hrs.
HPE Elective	1 hr.
		16 hrs.

Summer Session

Psychology 301	Introduction to Psychology	3 hrs.
Sociology 351	Introduction to Sociology	3 hrs.
HPE Elective	1 hr.
		7 hrs.

Sophomore Year

First Semester

Psychology 351	Human Growth and Development	3 hrs.
Nursing 1041	Maternal & Child Nursing (Lec. 5, Lab. 15)	10 hrs.
HPE Elective	1 hr.
		14 hrs.

Second Semester

Government 351	American Government	3 hrs.
*Nursing 551	Psychiatric Nursing (Lec. 5, Lab. 15)	5 hrs.
*Nursing 531	Medical-Surgical Nursing II (Lec. 5, Lab. 15)	5 hrs.
		13 hrs.

Summer Session

Nursing 461	Medical-Surgical Nursing III (Lec. 6, Lab. 18)	4 hrs.
Government 352	American Government	3 hrs.
		7 hrs.

*For nine weeks.

PRE-NURSING

Hillcrest School of Nursing

Leads to an R.N.

First Semester

*English 311	3 hrs.
Biology 401	4 hrs.
Chemistry 401	4 hrs.
Psychology 301	3 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	1 hr.

*For prerequisite see course description.

Note: Consult the catalogs of other Schools of Nursing for their requirements.

Second Semester

English 312	3 hrs.
Biology 402	4 hrs.
Sociology 351	3 hrs.
Elective	3 hrs.
Health and Physical Education	1 hr.

PRE-NURSING
Leading to a B.S. Degree

Freshman Year

*English 311-312	6 hrs.
Chemistry 401-402	8 hrs.
Biology 401-402	8 hrs.
Psychology 301	3 hrs.
History 351-352	6 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Government 351-352	6 hrs.
Psychology 351	3 hrs.
Sociology 351	3 hrs.
Electives	12 hrs.
Health and Physical Ed.	2 hrs.

PRE-PHARMACY

Freshman Year

*English 311-312.	6 hrs.
Biology 401-402	8 hrs.
Chemistry 401-402	8 hrs.
Math 309-310	6 hrs.
History 351-352	6 hrs.
Psychology 101	1 hr.
Health and Physical Ed.	2 hrs.

*For prerequisite see course description.

Sophomore Year

English (Sophomore Lit.)	6 hrs.
Physics 401-402	8 hrs.
Chemistry 451-452	8 hrs.
Government 351-352	6 hrs.
Economics 351-352	6 hrs.
Health and Physical Ed.	2 hrs.

Note: Due to the special regulations of pharmacy colleges, it is recommended that students interested in this course check closely with the colleges before they take the sophomore year at McLennan Community College.

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