THEODORE ALFRED LAWSON STATE JUNIOR COLLEGE

is a state supported institution offering two years of college
work with programs as follows:

General Education

Transfer — For students who expect to continue their
education in colleges or universities

Terminal — For students who expect to complete their
formal education upon graduation from junior
college

Technical Education

Adult Education and Community Services

AUTHORIZED AND
ACCREDITED BY

Alabama State Board of Education
Southern Association of Colleges and Schools

Member of
Alabama Association of Junior Colleges
Southern Association of Junior Colleges
American Association of Junior Colleges

Theodore Alfred Lawson State Junior College reserves the right to make
changes in the offerings and regulations announced in this publication as
circumstances may require.

Volume 3  December, 1969  Number 4
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ALABAMA STATE BOARD OF EDUCATION

Governor Albert P. Brewer, President, Montgomery
Dr. Ernest Stone, Executive Officer and Secretary
State Superintendent of Education, Montgomery

Dr. James B. Nettles .................................................. First Congressional District
Ed Dannelly ............................................................. Second Congressional District
Mrs. Carl Strang ......................................................... Third Congressional District
Fred L. Merrill .......................................................... Fourth Congressional District
Victor P. Poole ........................................................... Fifth Congressional District
Dr. Harold C. Martin ...................................................... Sixth Congressional District
W. M. Beck .................................................................. Seventh Congressional District
W. C. Davis .................................................................. Seventh Congressional District
Cecil Word ................................................................. Eighth Congressional District
LOCATION

Theodore Alfred Lawson State Junior College is located in Jefferson County, in the southwest section of Birmingham, beyond Powderly in a mining community known as Wenonah. Birmingham, naturally is a prominent Alabama rail, bus, air and highway terminal. The campus is easily accessible by taxi or transit bus. Nearby, in an opposite direction, is the city of Bessemer, Alabama, from which the campus is also easily accessible by the same media.

The College is adjacent to and helps form an educational complex which permits a very high level of achievement and hope for maximum educational gains for young people of Jefferson County and the central and northern parts of this state.

ADMINISTRATION AND CONTROL

Theodore Alfred Lawson State Junior College is a part of the state system of junior colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. Registration for the first classes in this newly organized institution began September 27, 1965. This institution is under the supervision of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the State Superintendent of Education. The College is accredited by the State Board of Education and the Southern Association of Colleges and Schools.

OFFICERS OF ADMINISTRATION

Theodore A. Lawson, B.S., LL.D. ........................................... President
Augustus C. Dickinson, B.S., M.A. ..................................... Dean of Instruction
Marjorie H. Lawson, A.B. .................................................... Registrar
Spencer Ambers .................................................................... Business Manager
C. G. Griffin, M.A. .............................................................. Director of Student Personnel Affairs
James A. Smith, M. Ed. ......................................................... Coordinator
                                            College Education Achievement Project
Ed Lett ............................................................................... Maintenance Superintendent
INSTRUCTIONAL STAFF

Dickinson, Augustus C. (1965) ...........................................Dean of Instruction
B.S. Alabama State College
M.A. Michigan State University
Further Study: Michigan State University

Ricks, Johnnie Copeland (1965) .......................................Chief Librarian
B.S. Alabama A. and M. College
M.S.L.S. Syracuse University
Further Study: Columbia University

Alexander, Lydia L. (1966) ..............................................Speech
A.B. Talladega College
M.A.T. Indiana University

Amos, Emily Harriet (1969) ...........................................Music
B.M. Birmingham-Southern College
M.M. George Peabody College for Teachers

Baskin, Wilbert (1966) ..................................................Data Processing
B.S. Miles College ..................................................Data Processing
Certificate: Data Processing
Further Study: Alabama A and M College

Beil, Willie Mae C. (1967) ...........................................Reading
A.B. Miles College
M.A. Atlanta University
Ed.S. Colorado State
Further Study: Vanderbilt University
Psychotechnics Laboratory, Atlanta, Georgia
Educational Developmental Laboratories, Huntingdon, New York

Carey, Mable (1966) ..................................................Business Education
B.S. Knoxville College
M.S. Indiana University
Further Study: Illinois Teachers' College

Catlin, Thelma E. (1966) ..............................................History
A. B. Miles College
M.A. University of Michigan
Further Study: Southern University
University of Alabama
University of Cincinnati
Tulane University

Cobb, James I. (1966) ..................................................History
B.S. Wilberforce University
M.Ed. Alabama State College
Further Study: Indiana University
De Groote, Deirdre Sabine (1969) ..............................................Counselor
B.A. Mississippi State University
M.Ed. Auburn University

Drake, John (1966) .................................................................History
B.S., M.Ed. Alabama State College
Further Study: University of Cincinnati

Gardner, Edna M. (1966) ............................................................Business Education
B.S. Hampton Institute
M.A. University of Alabama
Further Study: New York University

Gill, Mattie Mashaw (1966) ......................................................Librarian
A.B. Miles College
M.A. Denver University

Goldman, Uleda Marilyn (1965) .................................................Business Education
B.S. Lane College
M.A. Columbia University

Griffin, Cercil G. (1966) .........................................................Director of Student Personnel Affairs
B.S. Alabama A. and M. College
M.A. North Carolina College
Further Study: Columbia University

Griffin, Viola M. (1966) .............................................................Mathematics
B.S. Rust College
M.A. Atlanta University
Further Study: Columbia University and Carleton College

Hagerty, Julius P. (1967) ..............................................................History
B.S. Auburn University
M.A. Auburn University
Further Study: Jacksonville State University
University of Alabama
Samford University

Harmon, Addie Bryan (1968) ......................................................English
A.B. Johnson C. Smith University

Hayes, Fanny S. (1968) .............................................................English
A.B. Spellman College
M.A. Atlanta University
Further Study: Wesleyan University

Holladay, Lynn Bradley (1969) ....................................................Physical Education
B.S. Athens College
M.A.T. Peabody College
Further Study: Peabody College
Jackson, Doris A. (1965) ................................................. English
A.B. Miles College
M.Ed. Tuskegee Institute
M.A.T. Birmingham-Southern College

Jones, Charlie Mae (1969) ............................................. Nursing
B.S. Tuskegee Institute
M.S. Ohio State University

Jordan, Charles (1967) ................................................. Mathematics
A.B. Miles College
M.A. Atlanta University
Further Study: University of Mississippi

King, Annie B. Jackson (1966) ................................. Business Administration
A.B. Morris Brown College
M.B.A. Atlanta University
Further Study: Atlanta University
Fort Valley State College

King, Letitia J. (1966) ................................................. Art
A.B. Clark College
M.A. Atlanta University
Further Study: Atlanta University
Atlanta School of Art

Knox, Lucille W. (1965) ................................................. English
M.A. Northwestern University
Further Study: Birmingham-Southern College
Northwestern University
University of Alabama

Lamar, Aaron L. (1966) ................................................. English
B.S. Alabama State College
M.A. Atlanta University
Further Study: University of Alabama
Auburn University

Lamar, Hattie G. (1968) ................................................. English
B.A. Paine College
M.A. Atlanta University
Further Study: Indiana University
Atlanta University

Lee, Robert E. (1965) .................................................... History
A.B. Miles College
M.A. Duquesne University

Lucas, Ann (1966) ...................................................... Chemistry
B.S. Livingston College
M.A. Atlanta University
Further Study: Indiana University
Lumpkins, Myrtle C. (1966) ...........................................English
    A.B. Spelman College
    M.A. Atlanta University

McCray, David A. (1968) ...........................................Counselor
    B.S. Alabama A. and M. College
    M.S. Alabama A. and M. College

McDowell, Ernestine C. (1965) ...................................English
    A.B. Lincoln University
    M.A. Atlanta University
    Further Study: University of Padova, Italy
                  University of Illinois
                  University of Alabama

McIver, Dorothy Jean Palmer (1968) ..........................English
    A.B. Miles College
    M.A. Atlanta University
    Further Study: Indiana University

Moore, Samuel E. (1966) ........................................Biology
    B.S. Alabama A. and M. College
    M.Ed. Tuskegee Institute
    Further Study: Tuskegee Institute
                  Worcester Polytechnic Institute

Nealey, Constance Blaylock (1968) .........................Speech
    A.B. Xavier University
    M.A. Birmingham-Southern College

Porter, Dorothy R. (1965) ..................................Music
    B.S. Alabama State College
    M.A. Wayne State University
    Further Study: Wayne State University
                  Mannes College of Music

Porterfield, Ernest (1966) ..................................Sociology
    B.S. Tuskegee Institute
    M.A. Atlanta University
    Further Study: University of Illinois

Powell, Odessa Perry (1967) .................................Business Education
    B.S. Tennessee State University
    M.A. Indiana University
    Further Study: University of Chicago
                  University of Alabama
Sanders, Gertrude Crum (1966) Director of Student Activities
B.S. Alabama State College
M.A. New York University
Further Study: Howard University
Boston University
Columbia University
Atlanta University
Alabama A. and M. College

Singleton, Lillie King (1965) Chemistry
B.S. Alabama State College
M.Ed. Tuskegee Institute
Further Study: Cornell University
Howard University
Auburn University
University of Mississippi

Thornton, Dannetta Kennon (1963) Foreign Language
A.B. Fisk University
M.S.Ed. Indiana
Further Study: University of Alabama
Carleton University, Ottawa, Canada

Turner, Eldridge O. (1965) History
B.S. Alabama A. and M. College
M.A. Indiana University

Vickers, Lovell (1966) Electronics
B.S. Alabama A. and M. College
M.S. Alabama A. and M. College
Further Study: Certificate - Army Radar and Guided Missile School

Waller, Oretha B. (1965) Business Education
A.B. Morris Brown College
M.A. New York University
Further Study: Georgia State College
Boston University
New York University

Walton, Reginald (1968) Mathematics
A.B. Miles College
Further Study: Birmingham-Southern College

Watson, Jean (1969) English
A.B. Huntingdon College
M.A.T. Rollins College
TEACHER-AIDES

Hudson, Mary A.
    B.S. Alcorn A. and M. College

Peagler, Bettye Jackson
Richard, Reather
    A.A. Wenonah State Junior College

NON-INSTRUCTIONAL STAFF

Meacham, Cora E., B.S. .................................. Secretary to the President
Conley, Etheldia, C., B.S. .................................. Secretary to the Registrar
Hunter, Felicia H., B.S. .................................. Secretary to Coordinator-CEAP
Bloom, Gertrude D. ........................................ Clerical Assistant
Foster, Deatra L. ........................................ Clerical Assistant
Howard, Derry ........................................... Clerical Assistant
Johnson, Bernice P. ........................................ Clerical Assistant
COLLEGE CALENDAR, 1970-71

FALL QUARTER 1970

Application should be received no later than 10 days in advance of Registration.

September 1 ........................................ Freshman Placement and Counseling
September 14-15-16 .................................. Freshman Orientation
September 17-18 ...................................... Registration—Upper Classmen
September 21 .......................................... Classes Begin
September 25 .......................................... Last Day for Registration
October 30 .............................................. Mid-Quarter Examinations
November 26-27 ...................................... Thanksgiving Holidays
December 7-8 .......................................... Final Examinations

WINTER QUARTER 1970

December 14-15 ....................................... Registration
December 16 ........................................... Classes Begin
December 21 .......................................... Christmas Holidays Begins
January 4 .............................................. Classes Reconvene
January 8 .............................................. Last Day for Registration
February 5 ............................................. Mid-Quarter Examinations
March 15-16 ........................................... Final Examinations

SPRING QUARTER 1971

March 22-23 ........................................... Registration
March 24 .............................................. Classes Begin
April 2 .................................................. Last Day for Registration
April 30 ................................................ Mid-Quarter Examinations
June 1-2 ................................................ Final Examinations
June 3 .................................................. Commencement

SUMMER QUARTER 1971

June 10-11 ........................................... Registration
June 14 ................................................ Classes Begin
July 5 .................................................. Independence Holiday
August 23-24 ....................................... Final Examinations
GENERAL INFORMATION

HISTORY

Theodore Alfred Lawson State Junior College formerly Wenonah State Junior College is one of twelve junior colleges created by Act Number 93 approved May 3, 1963 by the State Legislature during the administration of Governor George C. Wallace. Its name was changed from Wenonah State Junior College to its present name by a resolution introduced in the 1969 legislature. There is a continuous demand for junior colleges to improve and extend opportunities for youth to continue their education beyond the high school level. Alabama is doing its part to meet the need.

Theodore Alfred Lawson State Junior College is located on a site of approximately 30 acres. This site was deeded to the Junior College Authority by Wenonah State Technical School.

The early acquisition of this land by the State Board of Education for future expansion of educational facilities in this community denotes anticipation and efforts to meet the educational needs of youths and adults of Alabama.

Theodore Alfred Lawson was named Acting President of the College by the State Board of Education August 3, 1964. He commenced official duties as President October 30, 1964.

The College operates on the quarter system.

BUILDINGS

The college plant includes five buildings. All buildings are of modern first class construction. They are fully air-conditioned and are designed to produce an environment conducive to optimum effectiveness in teaching and learning.

The Administration and Business Education Building accommodates the administrative staff, the business department, guidance center and language laboratory on the upper floor. The ground floor houses the student center and the bookstore.

The Library contains the reading room, librarian's office, reading laboratory, conference room and faculty lounge. Of special interest is the Afro-American room.

The Science Building provides classrooms for physics, chemistry, biology and mathematics. Laboratories for biology, chemistry, physics and mathematics are located here. Offices and work spaces for instructional personnel in the science department is also available in this building.

The Classroom and Technical Subjects building has classrooms for
English, reading, social science, history and general education. Laboratories for drafting, instrumentation and electronics are also available.

The Fine Arts and Physical Education Building provides classrooms for music, art, drama, physical education and general education. Space is also provided for closed-circuit television.

HOUSING FACILITIES

The College does not provide housing facilities for its students. However, assistance is given to students who desire aid in obtaining housing.

PHILOSOPHY

Theodore Alfred Lawson State Junior College believes in the American ideal that every human being is of equal worth and should have the opportunity to develop to his fullest capacity. To foster this belief, the college adheres to an open-door admission policy, and endeavors to offer high level instruction at the lowest possible cost to the individual student. Every effort is made to encourage each student to strive for excellence by doing the best work of which he is capable in all phases of curricular offerings.

The college seeks to develop in its students qualities of leadership and initiative; the general ability for independent thinking and judgment; the ability to express ideas clearly in speaking and writing; the ability to read and listen with understanding; a positive feeling for values and appreciation of beauty and the morally good. To this end, the administration and faculty of Theodore Alfred Lawson State Junior College are dedicated.

Our basic purpose is to offer a flexible program geared to the varying needs of people who want to continue their education beyond high school and to provide educational training that is cultural, technical, college and university preparatory — "Teaching whatever needs to be learned to whoever needs to learn it, when ever he needs to learn it."

OBJECTIVES

1. To offer general education courses and activities that will develop the student’s personal values, his understanding of the world in which he lives, his responsibility to his community and country, and the intelligent use of basic skills.

2. To offer two years of college work acceptable for transfer to four-year colleges and universities.

3. To offer technical terminal programs which will provide competent personnel for immediate employment in business and industry.

4. To offer suitable courses for adults who wish to continue their educa-
tion. These courses are designed to provide general education, facilitate occupational advancement, and offer life-enrichment opportunities.

5. To offer a program of guidance and counseling services that will assist each student in making sound educational, vocational, and personal decisions.

6. To offer programs and services for individuals and groups interested in recreational, civic, cultural and other community betterment projects.

GENERAL ADMISSION

ADMISSION REQUIREMENTS

I. Freshmen Who Have Not Attended College
   A. Graduates of regionally and/or state accredited high schools are academically eligible for admission.
   B. Graduates of non-accredited high schools may be admitted provided they present official certificates which indicate successful completion of four-year courses of study on the secondary level and based on at least 16 Carnegie units.
   C. Applicants who cannot comply with either A or B above may submit a Certificate of High School Equivalency issued by Alabama or other State Departments of Education.
   D. An applicant who does not have a high school diploma or the equivalency certification may be admitted if he has earned 15 credit units from an accredited high school or the corresponding equivalent credits for high school graduation that are required by the Alabama State Board of Education through its accrediting standards.

II. Transfer Students From Other Colleges and Universities
    Any applicant who has previously attended another college or university will be considered a transfer and will be required to furnish an official transcript of all work attempted at all institutions before he will be considered for admission to the Junior College.
    A. Only those courses completed at other institutions with a grade of "C" or better will be accepted for transfer.
    B. Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at Theodore Alfred Lawson State Junior College.
C. Any applicant who is on academic suspension from another institution will not be considered for admission to the transfer program until the student is eligible to return to his previous college.

D. Students from other institutions who are on permanent academic suspension may, after a twelve months duration, be considered for admission upon appeal to the College Admissions Committee.

E. Any applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to Theodore Alfred Lawson State Junior College except upon appeal to the College Admissions Committee.

III. Special Students

Applicants not meeting the above requirements may be admitted only to non-credit programs.

IV. Accelerated High School Program

High school students in the area may enroll in summer school between their tenth and eleventh years and their eleventh and twelfth years for certain selected courses. The following conditions must be met:

A. The student must have a B average or better, must have completed the tenth grade and must have the recommendation of his principal and superintendent.

B. The student will be allowed to enroll for summer quarters only and he may not register for more than ten quarter hours credit.

C. Those who successfully complete their courses will gain college credit by enrolling as full-time students at Theodore Alfred Lawson State Junior College after they graduate from high school. They must successfully complete one full quarter's work in order to qualify for credit under the accelerated program.

PROBATION AND SUSPENSION

1. Any student who does not achieve a grade point average of 1.5 (D+) on all quarter credit hours attempted during any quarter or who fails to achieve a cumulative grade point average of 1.5 (D+) will be placed on academic probation.

2. A student on probation should take a reduced load.

3. Any probation student who fails to make a 1.5 (D+) grade point average on credit hours attempted during the first quarter of work taken after being placed on probation will be suspended for one quarter.

4. If a student re-enrolls after suspension he will be on probation.
5. A student is removed from probation any quarter when he achieves a cumulative grade point average of 1.5 (D+).

6. A second suspension will result at the end of the quarter on probation if a 1.5 (D+) average is not achieved. The second academic suspension will be of twelve months duration.

7. A student may be considered for re-admission after the second suspension only upon appeal to the College Admissions Committee.

8. The part-time student is subject to the regular probation and suspension policy.

9. Any full-time student who fails to pass at least 5 quarter hours work in any one quarter may be suspended for one quarter.

PROCEDURE FOR MAKING APPLICATION FOR ADMISSION

A. Credit Courses and Programs
   (Day or Evening Students — Full-time or Part-time Students Entering College for the First Time)

1. Complete an application form which is obtained upon request from the Office of Admissions at Theodore Alfred Lawson State Junior College or the form “Application for Admission”, found in this catalog may be used. The applicant should submit his application as early as possible and prior to the quarter in which he plans to enroll. A $5.00 service fee should accompany the completed application form. The $5.00 fee does not apply toward matriculation fee at registration.

2. Request that the high school from which the applicant graduated mail a transcript of his scholastic record directly to the Office of Admissions.

B. Transfer Students

1. Complete an application form which is obtained upon request from the Office of Admissions at Theodore Alfred Lawson State Junior College, or the form “Application for Admission”, found in this catalog may be used. The applicant should submit his application as early as possible and prior to the quarter in which he plans to enroll.

2. Associate Degree Candidates: Request all colleges or universities previously attended to mail official transcript (s) of academic record (s) directly to the Office of Admissions. Official transcripts are required from each institution attended.

3. Non-Degree Students: Request that an official transcript be mailed directly to the Office of Admissions from the last institu-
tion attended. TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS, ONLY INSTITUTIONS.

C. Readmission Students

1. Applicants previously admitted for a specific quarter who did not enroll will be required to complete a new application form for admission.

2. Former students, previously enrolled at Theodore Alfred Lawson State Junior College, who have not been in attendance during one or more quarters, summer school excluded, will be required to complete a readmission application form. (If these students have attended college elsewhere during this period, official transcripts are to be mailed to the Office of Admissions.)

D. Admission to Non-Credit Courses

The college offers non-credit courses on a college level. No credit is given for these courses, and admission requirements are established by the nature of the particular course. It is not necessary for a student who plans to register only for non-credit courses to apply for regular college admission. Additional information about non-credit courses may be obtained by contacting the Dean of the College.

PRESENTATION OF THE JAMES B. ALLEN AWARD
FEES AND COSTS FOR RESIDENTS OF ALABAMA

The following fees are required for Alabama Students:

1. Full-time students:
   General fee, per quarter .............................................. $60.00
   (Registration fee included in above)

2. Part-time students (less than 12 quarter hours):
   Course fee, per quarter hour (11 quarter hours or less) ............. $ 6.00

3. Late registration fee (incurred if registration is not completed on designated date without special provision being made) ................... $10.00

4. Student Activity Fee ................................................. $ 7.50

5. Graduates will be charged a diploma fee.

6. Each student will be issued one transcript free, and a charge of $1.00 will be made for each additional transcript.

FEES AND COSTS FOR OUT-OF-STATE STUDENTS

The following fees are required for out-of-state students:

1. Full-time students:
   General fee, per quarter .............................................. $115.00
   (Registration fee included in above)

2. Part-time students (less than 12 quarter hours):
   Course fee, per quarter hour (11 quarter hours or less) ............. $ 10.00

3. Late registration fee (incurred if registration is not completed on designated date without special provision being made) ................... $ 12.00

4. Student Activity Fee ................................................. $ 7.50

5. Graduates will be charged a diploma fee.

6. Each student will be issued one transcript free, and a charge of $1.00 will be made for each additional transcript.

A student who officially withdraws from the College before completing the term may claim a partial refund of general fees under certain conditions. If such withdrawal is made after registering but before attending classes, he may claim full fees after paying a $5.00 charge. He may not claim refund of any fees after the end of the third week. During the first three weeks, the following proration of general fees will be forfeited:
Withdrawal during the first week .................. 25% of fees forfeited
Withdrawal during the second week .................. 60% of fees forfeited
Withdrawal during the third week .................. No fees refunded

TRANSPORTATION

Express school buses provide free transportation for students coming from four different areas. The buses start at Warrior, Muscoda, Adamsville, and Leeds.

Additional buses will be routed into other areas when requests are made and the number of students from those communities warrant the establishment of new routes.

GENERAL REGULATIONS

CONDUCT

The staff members of the College have a genuine concern for the integrity of all entering students. It is assumed that these students have developed mature behavior patterns sufficient that they will refrain from participation in any acts that are deemed irregular and that their attitudes are beyond reproach.

The College does not permit in any way the consumption or possession of alcoholic beverages on the campus or at college sponsored functions. The possession of weapons of any kind is expressly forbidden.

Students who violate policies of the College will be faced with such action assumed fitting to the individual case.

ATTENDANCE AND ABSENCES

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his college career that a mature acceptance of his responsibilities as a student is a requisite for reasonable accomplishment in college work, particularly in the area of class attendance. It should be understood by all students that no student can do his best work or obtain the total and effective benefit from class offerings without regular class attendance.

The student may find that his academic standing in a course where absences are incurred is jeopardized. All instructors keep attendance records and will measure them against the student’s performance. Excessive absences, as determined jointly by the instructor, department head, and academic dean, may disqualify a student in any course. Students are to consult with their instructors about absences, in advance where possible or immediately upon returning.

ASSEMBLIES

All students are required to attend regular assemblies, as well as any special features considered essential to progress at the College.
SCHEDULE CHANGES

Changes in classes after registration may be made with the written permission of the instructor involved and the student's adviser. A fee of $1.00 is made for each change.

FINANCIAL AID PROGRAM

The financial Aid Program is designed to provide financial assistance to those students who without this help would be unable to attend the college.

Financial assistance is provided through Educational Opportunity Grants, National Defense Students Loans, Scholarships and the College Work-Study Program.

Financial need, academic achievement, and character are major determinants in the selection of students to receive financial aid.

Application for financial aid should be addressed to the Dean of Student Personnel.

STUDENT PERSONNEL SERVICES

The Office of the Director of Student Personnel Affairs provides assistance in the development of programs and services designed to promote the general welfare of all students at Theodore Alfred Lawson State Junior College.

A staff of professionally trained counselors and staff members are available to assist the individual student in evaluating his potential for success as he selects a program of study.

Various kinds of tests are administered according to need as viewed by the counseling staff and approved by the administration.

Every student enrolled is assigned a faculty adviser. Students are encouraged to discuss their plans, problems, and needs with their faculty advisers or members of the counseling staff.

The counseling staff maintains a file of vocational and occupational information as well as current catalogs from other educational institutions.

The services of the Student Personnel Office are available to all students enrolled at the College. Students are encouraged to make wise use of these services.

AUTOMOBILE REGULATIONS

All automobiles operated on the campus by student and college personnel must be registered with the office of Director of Student Personnel Affairs.
STUDENT ACTIVITIES

The students at Theodore Alfred Lawson State Junior College are encouraged to participate in activities at the college and to derive from that participation experience in self-government.

STUDENT GOVERNMENT

The governing body of the students is the Student Government Association, popularly known as SGA. The SGA is composed of five officers elected by the entire student body, elected representatives from each class and the presidents of the classes and Inter-Club Council.

ORGANIZATIONS

The Alpha Theta Phi Library Society is an organization that promotes a greater interest among students in the use of books and libraries. Membership is open to all interested persons. The organization promotes activities during National Library Week, sponsors several literary programs during the year, and culminates its activities with a spring social.

The Art Guild promotes an interest in art and art activities. It is open to all students interested in art. The organization sponsors art shows, lectures, and is responsible for school decorations for various programs.

The Business Club encourages students to enter the field of business. The organization sponsors business workshops and a typing contest among high school students. It recognizes the "Secretary of the Year" and gives an annual social affair.

The Concert Choir offers opportunity for further development of the aesthetic appreciation in students through song. Students are trained in choral activities. The choir presents special programs on the campus, in the community and in other cities.

The Debating Society stimulates discussion on topics pertinent to self-realization. Membership is open to all students with alert minds and to those who are willing to prove a point.

The Golden Key Club seeks to acquaint the student with the objectives and goals of education in the American society. During American Education Week, this club sponsors special programs such as lectures, field trips of educational interest and a social hour for respected educators. Membership in the Key Club is open to all students who plan to enter the teaching profession.

The Inter-Club Council coordinates all clubs on the campus. Its membership is composed of all club presidents. This organization co-sponsors with the Student Government Association all school activities, and seeks ways to improve the club program.
The Music Club encourages an interest in participation in musical activities and events of a cultural nature. The organization participates in all campus activities, musical activities and activities of a cultural nature.

The Physical Education Club stresses the importance of physical fitness on the part of every student. It is open to all students, and sponsors all sports events.

Mu Beta Chi Phi, the science-mathematics club, proposes to broaden the science-mathematics experiences of Lawson State Junior College science-mathematics students and to share these experiences with the College family and with other students and teachers. It further proposes to assist in developing greater awareness of these academic areas and their relationships to daily life in the local community. Through field trips, seminars, workshops, and special assemblies, the club provides opportunities for active participation of all of its members.

Any student who exhibits interest in activities of the types listed may apply for membership in the club.

Club Sophist is sponsored by the Social Science Department. It aims to acquaint students with the development of human society through a study of the historical, sociological, political, economic and geographical factors which shape society. Membership is open to any student who is in good standing at the college. The club sponsors forums, lectures, mock elections, and other civic projects.

The Phalanx Fraternity is a national organization designed to unite young men in cooperative effort for the encouragement of a high standard of Christian manhood, in an unselfish service to the community, in an unquestionable loyalty to America, and in the ultimate expansion of Christ's ideals of peace, liberty, and justice in the world. Membership is open to all male students between the ages of 18 and 25. Some of the activities are table games, group discussions and lectures.

The Thespians Club encourages students to attain a better mastery of language, to develop poise and self-control, to appreciate dramatic literature and its techniques, and to help students maintain high moral standards at all times. All members must participate in at least one three-act play or two one-act plays each year to attain full membership status.

The YWCA is a national organization designed to provide for finer womanhood through Christian practices and services. Membership is open to all women students. The YWCA sponsors forums, group discussions and other interesting activities.

The Xinos is a college guidance organization for unmarried young women students between the ages of 17 and 21. The chapter is an affiliate of Nu Chapter of the National Sorority of Phi Delta Kappa. Each
member of the Xinos Chapter must practice the attributes of high moral character and finer womanhood, be interested in teaching, show love and respect for Lawson State Junior College, and maintain a scholastic average of "C" or above. The adviser must be a member of Nu Chapter.

Xi Lambda Pi is a selective organization of young women whose major ideals are cultural, social and intellectual. The primary purposes are to help the students, the college and the community through such activities that will perpetuate the ideals of the organization.
ADULT EDUCATION AND COMMUNITY SERVICES

College level nonvocational offerings of a non-credit nature will be made available for adults in the area served by the College who wish to improve themselves through organized study. These offerings will be aimed in large measure toward intellectual and cultural development. Special non-credit courses for technological personnel will also be offered in accordance with interest and demonstrated community need.

Some areas in which courses may be offered are as follows:

Art  
History  
Literature  
Music  
Personal Shorthand  
Personal Typewriting  
Basic Bookkeeping  
Income Tax  
Psychology  

Reading Improvement  
Effective Communications  
Vocabulary Building  
Investments  
Physical Fitness  
Book Reviews  
Conversational French or Spanish  
Home Beautification

COLLEGE EDUCATION ACHIEVEMENT PROJECT  
(CEAP)

The College Education Achievement Project under the management of the Southern Association of Colleges and Schools and with the cooperation of the College, is a special program designed to render academic assistance to students who have failed to qualify for a college admittance or whose chances for college success are remote by reason of educational deficiencies, limited preparation or because of family problems.

Students are enrolled as regular freshmen assigned to the College Education Achievement Project.

READING ENRICHMENT PROJECT

Theodore Alfred Lawson State Junior College adheres to the conviction that reading is one of the most important study tools for developing certain concepts and appreciations. The English Department shares this conviction and for the College, the department accepts the responsibility of searching diligently for solutions to the problems of reading incompetence which reveals itself in failing or mediocre academic performance by some of the students. On the basis of findings in the department, positive steps have been taken by the launching of a reading enrichment program for all of the feeder high schools in the general Birmingham community.

Out of concern to reach and serve more high schoolers, the English Department plans to include sophomores and juniors in the ensuing reading enrichment programs.
GRADING SYSTEM

Letter grades are assigned for all courses for which students have registered as follows:

A—Excellent  (90-100)  F—Failure (below 60)
B—Good      (80-89)  W—Withdrawal
C—Average   (70-79)  I—Incomplete
D—Poor      (60-69)  AU—Audit
               NC—Non-Credit

Satisfactory grades are A, B and C. Most colleges and universities will not accept a transfer of “D”.

A grade of “W” will be assigned to a student who officially withdraws from the College or from a course provided he is passing at the time of withdrawal.

At the end of a quarter, an instructor assigns an “I” (incomplete) to a student who has not completed the required work for a course. If the instructor has not informed the Registrar of a grade change by mid-quarter of the following quarter, the “I” is changed to an “F”, on the student’s permanent record.

If the student registers for a course which already appears on his permanent record as an “I”, the “I” shall immediately become an “F”.

It is the student’s responsibility to make the necessary arrangement with an instructor for the removal of an “I”. If the instructor is not available, arrangements must be made with the chairman of the division in which the “I” was given.

A grade of “F” will be assigned to a student who voluntarily discontinues class attendance without following the procedure outlined in this catalog. Also, a grade of “F” will be assigned to a student who officially withdraws from the College or from a course if the student is doing failing work at the time of withdrawal. A grade of “F” will be assigned to a student who fails to meet the requirements of the course.

GRADE REPORTS

Grade reports are issued at the close of each quarter by the Registrar. The individual reports are mailed to the student’s parents or guardian.

FINAL EXAMINATIONS

Final examinations are held in all subjects at the close of each quarter. A final examination schedule is posted each quarter by the Dean of Instruction. Examination attendance is mandatory.
QUALITY POINTS

Points are assigned to grades:

A—4 quality points per hour
B—3 quality points per hour
C—2 quality points per hour
D—1 quality point per hour
F—0 quality point per hour

The student's scholastic standing or quality point average is obtained by dividing his total number of quality points by the total number of quality hours for which the grades of A, B, C, D or F are assigned including Physical Education. A course repeated is counted as many times as such grades are recorded.

A student must earn a total quality point average of 2.0 in order to be eligible for graduation.

A student will be placed on probation when his quality points fall below 1.5.

DEAN'S LIST

The Dean's List is compiled each quarter. To qualify for the Dean's List, a student must be taking a minimum of 15 hours and achieve a quality point of 3.0 for the quarter.

PREREQUISITES

A student who fails in the first course of a sequence cannot take the succeeding courses before he has made up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the instructor of the course, the division chairman, and the Dean.

MAXIMUM AND MINIMUM COURSE LOADS

The normal quarterly load for a student for any year shall be the maximum number of credit hours prescribed in the curriculum for any quarter of that year. The maximum load for a regular student who failed to maintain a "C" average the preceding quarter is 15 quarter hours. The minimum load for a regular full-time student is 12 quarter hours. An average student earns 48 quarter hours in three quarters.

GRADUATION

Theodore Alfred Lawson State Junior College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science Degrees or Certificate.

a. The Associate in Arts Degree is awarded to students completing the University Parallel Program and the General Education Program.
b. The Associate in Science Degree is awarded to students who satisfy the requirements of a Specific University Parallel Program outlined in this catalog. This degree is designed for those students who plan to transfer to a four-year institution and pursue a program of study requiring specialization on the Freshman and Sophomore levels.

c. The Associate in Science Degree is also awarded to students who satisfy the basic requirement in the General Education Program for the Associate in Science Degree.

d. The Associate in Applied Science Degree or Certificate is awarded to students who satisfy the requirements of a Specific Terminal Program outlined in this catalog and is awarded in this particular program of study. For details, see the section, "Applied Science".

DEGREE REQUIREMENTS

1. Complete not less than 96 quarter hours of college credit work in a planned program of study.

2. Earn at least 2.0 (C) grade point average in the courses taken for graduation. In the Transfer Program, the student should have a 2.0 (C) grade in each course taken for transfer credit.

3. Complete at least 48 quarter hours at Theodore Alfred Lawson State Junior College and be in attendance during the quarter in which the degree is earned.

4. Submit application for graduation to the Dean of the College.

5. Fulfill all financial obligations to the College.

6. Remove all admission conditions.
PROGRAMS OF STUDY

THE BASIC CURRICULUM FOR GRADUATION

I. The General Education Program for Associate in Arts Degree

<table>
<thead>
<tr>
<th>Quarter Hours' Credit</th>
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<tbody>
<tr>
<td>Division of Language Arts</td>
</tr>
<tr>
<td>English — Freshman Composition ........................................ 10</td>
</tr>
<tr>
<td>Literatures — World, American or English Literature .............. 10</td>
</tr>
<tr>
<td>Division of Social Sciences</td>
</tr>
<tr>
<td>History ........................................................................ 10</td>
</tr>
<tr>
<td>These units may include American History or History of Western Civilization.</td>
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<tr>
<td>Other Social Sciences ..................................................... 10</td>
</tr>
<tr>
<td>This area includes Economics, Geography, Psychology, American Government, and Sociology.</td>
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<tr>
<td>Division of Science and Mathematics</td>
</tr>
<tr>
<td>Science and Mathematics .................................................. 20</td>
</tr>
<tr>
<td>Course work may be selected from Biology, Chemistry, College Mathematics, College Algebra, Trigonometry, or Physical Sciences.</td>
</tr>
<tr>
<td>Division of Health, Physical Education, and Recreation</td>
</tr>
<tr>
<td>Health and Physical Education .......................................... 6</td>
</tr>
<tr>
<td>Division of Fine Arts</td>
</tr>
<tr>
<td>Art, Music or Speech ..................................................... 6</td>
</tr>
<tr>
<td>Total Basic Credits ....................................................... 72</td>
</tr>
<tr>
<td>Additional Credits ......................................................... 24</td>
</tr>
<tr>
<td>Total ................................................................. 96</td>
</tr>
</tbody>
</table>

The 24 additional units may include courses in English, history, science, mathematics, foreign languages, speech, or other approved courses.

In addition to the General Education Program listed above, the student must complete the appropriate University Parallel Program

II. The General Education Program for Associate in Science Degree
Division of Language Arts

English — Freshman Composition ........................................ 10
Literature — World, American or English Literature ............... 5

Division of Social Sciences
General Social Science ...................................................... 10
History, Economics, Geography, Psychology, Political
Science, Sociology

Division of Science and Mathematics
Science ............................................................................. 10
Biology, Chemistry, Physical Sciences
Mathematics ......................................................................... 5

Division of Health, Physical Education, and Recreation
Health and Physical Education ............................................. 6

Total Basic Credits ........................................................... 46

*Additional Applied Credits ............................................ 50

In addition to the General Education Program listed above, the
student must complete a Specific University Parallel Program outlined
in the following areas:

*Must be in the field of concentration or related fields.

UNIVERSITY PARALLEL PROGRAMS

Transfer programs leading to the Associate in Arts Degree, are
offered in the following areas:

Agriculture ................................................................. Mathematics
Art ................................................................................. Medical Technology
Business Administration ................................................... Medicine
Dentistry ........................................................................... Music
Economics ........................................................................ Pharmacy
Health and Physical Education ........................................ Science
Home Economics .............................................................. Secretarial Science
Journalism .......................................................................... Social Work
Law ................................................................................ Teacher Education
Liberal Arts or General Education ...................................... (Elementary)
Universities vary the nature and number of pre-professional requirements which should be taken, in addition to General Education, during the freshman and sophomore years. Students who have determined which profession or occupation they plan to enter should study the list of courses prescribed under the proper pre-professional program.

It is the student's responsibility to become familiar with the requirements of the senior institution to which he may transfer. Because of changing professional requirements at various senior institutions, students may find it advisable to consult with program advisers at the junior college before registering for professional courses.

COURSES ABBREVIATIONS

The following are the official catalog course abbreviations to be used by Theodore Alfred Lawson State Junior College:

Art (Art)
Bio (Biological Science)
Bus (Business)
Ch (Chemistry)
Ec (Economics)
Ed (Education)
EDP (Electronic Data Processing)
Eh (English)
El (Electronics)
Fr (French)
Gr (German)
Gy (Geography)
HPR (Health, Physical Education and Recreation)
Hy (History)
Jou (Journalism)
Mh (Mathematics)
MST (Management and Supervision)
Mu (Music)
Phy (Physics)
Pol (Political Science)
PS (Physical Science)
Psy (Psychology)
Soc (Sociology)
Sp (Speech)
Spa (Spanish)

Catalog numbers ending with the number one (as Eh 101) indicate that the course is ordinarily to be considered as the part of a continuation course consisting of two quarters work; the catalog number of the second part of the course ends with the number two (as Eh 102). Granting credit in these courses is not necessarily dependent upon completing the sequence. However, to satisfy requirements in such subject areas,
it is generally necessary to take the continuation course.

The notation following the title of each course indicates the quarter hours of credit granted during each of the quarters involved and the distribution between class and laboratory hours.

Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The college reserves the right to withdraw any course for which the demand seems insufficient. The term credit indicates the number of “quarter hours credit” granted upon the successful completion of a course.

**PRE-LIBERAL ARTS OR GENERAL COURSE**

Associate in Arts Degree

This program is arranged for students who plan to continue general or liberal arts courses. The student should elect as early as possible the college where he plans to complete the last two years of work for the bachelor’s degree. Substitutions of courses in the program may be made upon the recommendation of the adviser and with the approval of the Dean.

**FIRST YEAR**

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**PRE-TEACHER EDUCATION**

Associate in Arts Degree

**ELEMENTARY EDUCATION**

This program is designed for those who plan to teach in elementary schools.

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GENERAL CATALOG — 1970-71

PRE-BUSINESS ADMINISTRATION
Associate in Arts Degree
This program is designed for those who are interested in following a career in accounting and business administration.

FIRST YEAR

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<th>FALL</th>
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PRE-MEDICAL TECHNOLOGY
Associate in Arts Degree
This program comprises the courses required in the first two years in medical technology curriculum.

FIRST YEAR

<table>
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<tr>
<th>FALL</th>
<th>Hrs.</th>
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PRE-LAW
Associate in Arts Degree
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PRE-MEDICINE OR PRE-DENTISTRY

Associate in Arts Degree

The courses listed in this program are suggested for those students who plan to enter the profession of medicine or dentistry. Upon completion of this program, the student may be admitted to a senior institution to complete the preparation for admission to a school of medicine or dentistry.

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PRE-PHARMACY

Associate in Arts Degree

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PRE-AGRICULTURAL-SCIENCE
Associate in Arts Degree

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PRE-SECRETARIAL SCIENCE
Associate in Arts Degree

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APPLIED SCIENCE — TERMINAL PROGRAMS*

Terminal programs are designed for students who wish to prepare for a career through a short intensive program and at the same time enjoy the rewards of some college general education.

A student can begin a terminal program any quarter and upon
completion of requirements will receive an Associate in Applied Science Degree or Certificate.

It is possible for one to change his objective, either to a terminal program, or from a terminal program to a transfer program.

Programs offered in this area are:

- Accounting
- Data Processing Technology
- Management and Supervision Technology
- Nursing Science (R.N.)
- Recreation Leadership
- Secretarial Science

### ACCOUNTING
Associate in Applied Science Degree

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### DATA PROCESSING TECHNOLOGY
Associate in Applied Science Degree

The development of new instruments for processing and solving scientific, business, and industrial problems has created a demand for technicians in the information data processing field.

The curriculum in data processing technology provides opportunity for the student to acquire an understanding of the basic principles of computer circuit design and the operation and programming of modern electronic digital computers.

*History 202 and/or Physical Science 101-102 may be substituted for Physics.*
### GENERAL CATALOG — 1970-71

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### MANAGEMENT AND SUPERVISION TECHNOLOGY

Associate in Applied Science Degree

This program is designed for those individuals who desire to be managers or supervisors in business and industry. It is a program which offers training in the basic principles of supervision such as planning, organizing, directing, controlling, and coordinating business and industrial endeavors. This training also covers techniques of personnel management, the history and development of the labor movement, significant economic developments, methods of improvements, cost determinations, the history of wages, problems of accidents and fires, the role of the supervisor in developing employees through training and basic principles of control.

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NURSING SCIENCE
Associate in Applied Science Degree (Registered Nurse)

This program offers a carefully organized curriculum for the education of nurses. The seven quarter curriculum provides a balance of general education and specialized courses. The courses in nursing are designed to provide theoretical knowledge combined with clinical practice, so as to prepare the student for suitable responsibilities and positions. Special emphasis is placed upon preparation for the direct nursing care of patients in the five major clinical areas: medicine, surgery, obstetrics, pediatrics, and psychiatry.

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RECREATION LEADERSHIP
Associate in Arts Degree

This curriculum is offered for men and women who aspire to become leaders in the ever-growing field of recreation. The basic objective is to provide comprehensive study of various types of recreational activities and employment possibilities.

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SECRETARIAL SCIENCE
Associate in Applied Science Degree

This program is designed for those who will not continue after two years of college study.

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DEPARTMENT OF BUSINESS
Secretarial Science and Business Administration

**Bus. 101. Introductory Typewriting.—3 credits**

An introductory course in the touch system of typewriting for students with no previous instruction in typewriting who desire a knowledge of the basic keyboard skills and fundamental applications. Students exempted from Bus. 101 will register for Bus. 102. Exemption from Bus. 101 will require knowledge of typewriting fundamentals and ability to type a minimum of 40 correct words per minute.

**Bus. 102. Intermediate Typewriting.—3 credits**

Emphasis on correct technique, different methods of practice used to develop skill and increase speed and accuracy. Methods of tabulation and review of letter writing. Prerequisites: Bus. 101 or equivalent.
Bus. 103. Advanced Typewriting.—3 credits.  5 (1)

Further development of typewriting skills through the use of drills for speed and accuracy. Application of typewriting technique to acceptable production standards in the preparation of business letters, statistical reports, manuscripts, business forms, special communication forms, minutes of meetings, and legal papers. Upon completion of the course, students should have a minimum typing rate of 50-60 net words per minute. Prerequisite: Bus. 102.

Bus. 104. Problems in Typewriting.—3 credits.  5 (1)

Continuation of fundamental skill development with special attention to advanced problems as well as to speed and accuracy; rough drafts, legal papers, tabulation. More detailed emphasis on the use of common types of office duplicating machines. Preparation of stencils and ditto masters from rough draft copies are stressed for students majoring in Secretarial Science.

Bus. 105.—Production Typewriting.—3 credits  5 (1)

This course is designed to train the student possessed of basic skills to produce with efficiency typewriting work that would be acceptable in the most exacting business office.

Bus. 111. Introductory Shorthand.—5 credits.  5 (1)

Mastery of principles of Gregg shorthand. Emphasis on accuracy in reading and writing shorthand notes. Elementary dictation and transcription.

Bus. 112. Intermediate Shorthand.—5 credits.  5 (1)

Review of principles of Gregg shorthand. Emphasis on accuracy and speed in dictation and transcription, correct English, and typewriting style.

Bus. 113. Advanced Shorthand.—5 credits.  5 (1)

Review of principles. Acquisition of broad general vocabulary. Production of mailable letters and acceptable articles. Use of Gregg standards and tests. Development of facility in writing shorthand that will meet business standards.

Bus. 121. Introduction To Business.—5 credits.  5 (1)

A survey course designed to acquaint the student in Business with the American business as a dynamic process. This course acquaints the student with the ways in which business functions by describing how business is owned, organized, managed and controlled. It also provides the student with an understanding of business terms that will help him when pursuing more advanced courses or entering upon a business career. This course gives the student reliable and accurate facts about
opportunities in business so that he may choose his business career intelligently.

**Bus. 130. Office Machines.—5 credits.**

This survey course is designed to develop an acquaintanceship knowledge of modern-day office machines. The operation of the adding, calculating, duplicating and voice writing machines is taught.

**Bus. 151. Business Mathematics.—5 credits.**

Practical mathematics of the home and business world. Drill in the fundamental processes of arithmetic. Study of present-day business practices relating to checkbook balances, check registers, reconciliation of bank statements, cash records, decimals, fractions, percentages, sales tickets, repair orders, invoices, accounts, statements, markups, commissions, credits and interest, and bank discounts. This course should precede or be taken concurrently with first quarter accounting. Highly recommended for all students in terminal general business program. (Not acceptable as a General Education course in lieu of Math. 101 or 112.)

**Bus. 211-212. Dictation And Transcription.—3 credits, each quarter 5 (1)**

Advanced theory and phrasing, speed building, dictation and transcription covering vocabularies of representative businesses; spelling, vocabulary and punctuation; experience in office-type dictation and transcription into mailable letters. Prerequisite: Shorthand 113 or equivalent and Bus. 103.

**Bus. 215. Business Communications.—5 credits.**

The students will study the fundamentals of English to the end that a better knowledge of oral and written business communication is attained. Students are taught: 1. The basic principles of semantics; 2. The fundamental concept of appearance, language and style in business communication; 3. To become conscious of enunciation and pronunciation in everyday conversation; 4. To learn to differentiate among facts, inferences, and value judgment; 5. To use words precisely so that “two-valued thinking” is eliminated; 6. To experience writing (a) good-news messages, (b) special good-will letters, (c) dis-appointeding messages, (d) persuasive messages; 7. To develop effective techniques for finding a job; 8. To write reports; 9. To understand the laws that affect business communication; 10. To speak correctly. Prerequisite: Bus. 101.

**Bus. 221. Secretarial Office Procedures.—5 credits.**

The presentation of general office practices and procedures through instruction in filing, mailing, office machines, transcription, composition of business letters, and preparation of business forms. Office production standards are emphasized in the preparation of all materials. Prerequisite: Bus. 103 and Bus. 211.
Bus. 235. Principles Of Marketing.—5 credits. 5 (1)

A general but critical survey of the field of marketing, covering international industries and commerce, distribution of resources, factors of distribution, and transportation.


5 credits each quarter.

An introductory course designed to provide basic preparation in business practice and accounting. The course includes the theory of modern accounts and the procedure for recording and reporting business transactions.

Bus. 244-245. Intermediate Accounting.—5 credits each quarter. 5 (1)

Theories of general financial accounting with problems illustrating their application. Prerequisite: Elementary Accounting.

Bus. 248. Cost Accounting.—3 credits. 3 (1)

Accounting for cost in manufacturing enterprises. Emphasis on fundamental principles of cost accounting, basic records and procedures, cost reports and their interpretation. Prerequisites: Principles of Accounting.

Bus. 250. Principles Of Insurance.—5 credits. 5 (1)

Course designed to treat the social and economic aspects, the fundamental principles and the organizational structure of insurance. Special emphasis is given to overall understanding of life insurance. Fire, accident and health, automobile, transportation, and fidelity and surety bonds are also considered.

Bus. 252. Business Finance.—5 credits. 5 (1)

Business organization and control; corporation securities; management of fixed capital, working capital income; reserve, surplus, dividend, policies; investment banking and securities market; failure and reorganization. Prerequisite: Economics.

Bus. 261. Business Law.—5 credits. 5 (1)

Legal principles covering contracts, agency and employment, commercial paper, sale of goods, partnerships, corporations, insurance and bankruptcy presented from the standpoint of the layman. Both theory and case methods are used.

MANAGEMENT AND SUPERVISION

MST 101. Principles of Management. 3 credits or 5 credits. 3 (1); 5 (1)

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad
and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces.

**MST 102. Supervisor's Training Techniques.** 3 (1); 5 (1)

3 credits or 5 credits.

A study of the supervisor's responsibility for developing employees through training, orientation and induction, vestibule and on-the-job techniques, job instruction principles, apprenticeship training, technical training, supervisor training and management development cooperaton with outside agancies, and the use of advisory committees.

**MST 103. Management And Supervision.** 3 (1); 5 (1)

3 credits or 5 credits.

A study of the supervisor's responsibility for job methods improvement, with emphasis on basic principles of work simplification, motion study fundamentals, and time study techniques.

**MST 111. Elements Of Supervision.—5 credits.** 5 (1)

An introductory course covering, in general terms, the total responsibilities of a supervisor; organization, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.

**MST 211. Office Management.—5 credits.** 5 (1)

An introduction to office organization and layout; the selection, training, and promotion of personnel; the supervision of office functions.

**ELECTRONIC DATA PROCESSING (EDP)**

**EDP 101. Introduction To Data Processing.—5 credits.** 5 (1)

Basic methods, techniques, and systems of manual, mechanical, and electronic data processing. Covers the history and development of data processing, manual and machine accounting equipment and systems, punched card data processing, punched tape or integrated data processing, and electronic or automatic processing. Prequisite: Bus. 101 or equivalent or may be taken concurrently.

**EDP 102. Data Processing Machines.—5 credits.** 5 (1)

Basic operation and control of pre-data processing machines. Control panel wiring and programming of data processing machines. Pre-requisite: EDP 101.

**EDP 103. Advanced Data Processing.—5 credits.** 5 (1)

This course is a continuation of EDP 102 and is required for students to complete the course in Data Processing Technology.
DEPARTMENT OF ENGLISH  
AND FOREIGN LANGUAGES

**Eh 001. Interdepartmental Communications Clinic.**—5 credits.  
5 (1)

The communication clinic is provided for those students who have special problems in basic communication skills. The student is enrolled in the clinic upon referral of any instructor. This referral is made at the end of the fourth or sixth week in each quarter. Hours in the workshop are scheduled during a joint conference with the student, the referral instructor, and the workshop director to determine the specific communication problems of the student. At the end of the quarter the student’s progress is evaluated at a second conference of the referral instructor, the student, and the workshop director.

**Eh 099. Basic English.**—5 credits.  
5 (1)

A course designed for entering students whose English placement test scores indicate inadequate preparation for English 101. Review of the fundamentals of written communications with emphasis on grammar, spelling, vocabulary, punctuation, sentence and paragraph construction and reading comprehension. Students in English 099 are required to pass the course before taking English 101.

**Eh 101-102. Communication Skills.**—5 credits.  
5 (1)

Practice in the skills of writing, speaking, reading and listening. In addition, practice is given in writing composition and the study of various types of literature.

**Eh 103. Advanced Composition.**—5 credits.  
5 (1)

Practice in expository writing beyond that offered by Freshman Composition.

**Eh 121-122-123. Improved Reading Skills.**—1 credit.  
1 (2)

The purpose of the course in improving reading is to increase the effective use of skills employed in the total reading situation and to promote an optimum combination of comprehension and speed for each individual student. Selected reading materials and aids will be used to stimulate faster reading rates and to increase concentration, comprehension, and retention. Students who show a deficiency on tests will be required to enroll for this course.

**Eh 125. Improved Reading Skills.**—3 credits.  
3 (2)

This course is designed to give college students new insights into how our language functions and how it can be more effectively taught through making use of oral vs. written language, through developing word recognition, perception and conception skills and through developing comprehension skills and an awareness of the regularity of our language from the reader's point of view.
Eh. 212. Children’s Literature.—5 credits.  
Covers the reading interests — imagination and factual — of children from two to sixteen years of age; offers learning experiences of the delightful uses to which children have put their reading.

Eh. 231. Creative Writing.—5 credits.  
This course stresses mastery of the techniques of writing in a literary style. The short story, novelette, verse and essays will be studied. Individual experimentation and evaluation of writing will be encouraged. Prerequisite: Permission of the instructor.

Eh 236. Journalism.—5 credits.  
Study and practice in newswriting, newspaper style, and mechanical practice.

Eh 251-252. Survey Of American Literature.—5 credits.  
Survey of representative American writers from the colonial period to the mid-nineteenth century. Prerequisite: Eh 102.

Eh 261-262. Survey Of English Literature.—5 credits.  
A survey of English literature with emphasis on the development of English poetry and prose from Beowulf to the present. Prerequisite: Eh 102.

Eh 271-272. World Literature.—5 credits.  
A critical and analytical study of the major authors of the Western World who are considered closest to our cultural and intellectual heritage.

SPEECH (SP)

Sp 110. Fundamentals of Speech.—5 credits.  
A study of the basic principles of speech to assist the student to improve his voice, articulation and vocabulary and to enable him to become more proficient in everyday use of language and fundamentals of public speaking.

Sp 221. Argumentation and Debate.—5 credits.  
Designed for students interested in debating. Includes procedures in formulating an argument, logic reasoning; methods of argumentation including preparing the case, formulating the brief, and analyzing the techniques of persuasion.

FRENCH

(French 101, 102, or their equivalent are taken in sequence and are prerequisite to all subsequent courses in French.)
Fr. 101. Introductory French I.—5 credits.  

Designed for the beginning student in French, this course offers a foundation in the language. The course is open to students with no language background and to those with less than two years of high school French whose language placement test indicates a need for further foundation work.

Fr. 102. Introductory French II.—5 credits.  

A continuation of French 101. Pre-requisite: French 101, or one year of high school French and consent of the instructor based on language placement scores.

Fr. 201-202. Intermediate French.—5 credits each quarter.  

A continuation of French 102. Prerequisite: French 102, or two years of high school French and consent of the instructor based on language placement scores. Students who present two or more units of French upon entering the college may be placed in this course. Grammar review, pronunciation, conversation, diction, and introduction to French history and literature.

SPANISH

(Spanish 101, 102, or their equivalent are taken as a sequence and are prerequisite to all subsequent courses in Spanish.)

Spa. 101. Introductory Spanish I.—5 credits.  

Designed for the beginning student in Spanish, this course offers a foundation in the language. The course is open to students with no language background and to those with less than two years of high school Spanish whose language placement test indicates a need for further foundation work.

Spa. 102. Introductory Spanish II.—5 credits.  

A continuation of Spanish 101. Prerequisite: Spanish 101, or one year of high school Spanish and consent of the instructor based on language placement scores.

Spa. 201-202. Intermediate Spanish.—5 credits each quarter.  

A continuation of Spanish 102. Prerequisite: Spanish 102, or consent of instructor based on language placement scores. Students who present two or more units of Spanish upon entering the college may be placed in this course. Grammar review, pronunciation, conversation, diction, and introduction to Spanish literature.

GERMAN

Gr. 101. Elementary German I.—5 credits each quarter.  

Designed for beginning students in German, this course offers a
foundation in the language. The course is open to students with no language background and to those with less than two years of high school German whose language placement test indicates a need for further foundation work.

Gr. 102. Elementary German II:—5 credits each quarter. 5 (1)

A continuation of German 102. Prerequisite: German 102, or two years of high school German and consent of the instructor based on language placement scores.

Gr. 201-202. Intermediate German.—5 credits each quarter. 5 (1)

A continuation of German 201. Prerequisite: German 201, or two years of high school German and consent of the instructor based on language placement scores. Students who present two or more units of German may be placed in this course. Reading in selected texts from modern writers of short stories, with conversation and composition based upon theme, collateral reading, and review of syntax.

DEPARTMENT OF FINE ARTS

ART

Art 101. Art Appreciation.—3 credits. 3 (2)

The study of the visual arts for the development of criteria for judgment and the enjoyment of art expression, with a brief survey of major art styles of cultures as a background for the understanding of contemporary art. Open to all students. Not required for art majors and cannot be applied. No prerequisite.

Art 102-103. Introduction To Art.—2 credits each quarter. No lect. 2 (2)

An introduction to the graphic and visual arts. By experiment with many media, the student is introduced to the relationships of line, space, color, texture, and form. The student's awareness of creative design is expanded, he gains power to express his experience graphically, and the areas of taste and judgment are explored.

Art 201. History Of Art.—5 credits. 5 (1)

This course provides an historical development of the major artistic achievements of the Western world in painting, sculpture, and architecture.

Art 204. Art For Elementary Teachers.—3 credits. 3 (2)

This course is designed to aid potential elementary school teachers in the creative use of color, linear forms and other materials that could be used to afford a creative outlet for elementary school children. It is further designed to aid in the designing of borders and bulletin boards.
MUSIC

MU 101. History And Appreciation Of Music.—3 credits. 3 (1)

A survey of art music from the Renaissance through the contemporary era. Representative masterpieces are critically examined as products of their period and composers.

MU 105-106-107. Chorus.—Fall, Winter, Spring. 1 (2)
1 credit each quarter.

Designed primarily as a medium of recreation and esthetic expression, this course also provides a performing acquaintance with a variety of types and periods in choral literature. Open to all students without audition.

MU 108. Class Voice And Elementary Theory.—1 credit. 1 (2)

A combination course designed to provide the skills needed for more effective participation in choral and other performance groups in school, church, and community.

MU 111. Music Theory.—5 credits. 5 (1)

A study of the fundamentals of musicianship and beginning harmony, tonal, rhythmic, and melodic dictation. Required of music majors.

MU 112. Music Theory.—5 credits. 5 (1)

A continuation of Music 111. Required of music majors.

MU 175. Elementary School Music.—5 credits 5 (1)

Designed for students majoring in Elementary Education. The course deals with the type of music that should be taught, how to teach it, and its place in the total school program.

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 101-102-103 (W). Physical Education. 1 (1)
Fall, Winter, Spring—1 credit each quarter.

Required of all freshman women. This course includes the administering of physical fitness tests and posture studies. Instruction and practice in skills and techniques and the application of rules for volley ball, badminton, tennis, archery, track, and field events.

HPR 101-102-103 (M).—Physical Education 1 (1)
Fall, Winter, Spring.—1 credit each quarter.

Required of all freshmen men. This course include the administering of motor ability tests and conditioning exercises, and instruction in rules for touch football, volley ball, soccer, track, and softball.
HPR 105. (M&W) Personal and Community Health.—5 credits 5 (1)

The first phase of this course is designed to acquaint the student with personal and mental health problems. The second phase is concerned with community health, the prevention and control of communicable diseases, the understanding of chronic and degenerative diseases, and the understanding of depressives and stimulants. Sensible habits of living will be emphasized. Teaching in some areas will be directed toward physiology and anatomy of the human body. (co-ed).

HPR 170. Rhythms—Traditional Steps.—3 credits. 3 (1)

Theory and practice in teaching basic skills in rhythmic activities.

HPR 171. Folk, Square, and Social Dancing.—3 credits. 3 (1)

Introduces methods and materials of folk, square, and social dancing. Attention is given to terminology skills selections, and presentation of dances.

HPR 201-202-203 (W). Physical Education. 1 (1)

Fall, Winter, Spring.—1 credit each quarter.

Required of all sophomore women. This course includes the administering of physical fitness tests and posture studies. Instruction and practice in skills and techniques and the application of rules for volleyball, badminton, tennis, archery, track, and field events.

HPR 201-202-203 (M).—Physical Education 1 (1)

Fall, Winter, Spring.—1 credit each quarter. 1 (1)

Required of all sophomore men. This course includes the administering of motor ability tests and condition exercises, and instruction in rules for touch football, volleyball, soccer, track, and softball.

HPR 210.—Swimming, Diving, and Water Related Sports. 3 (1)

Includes the basic terminology, skills, and techniques of selected programs.

HPR 217. Gymnastics.—3 credits. 3 (1)

Skills and techniques for learning apparatus, stunts, and tumbling.

HPR 228. Games and Rhythms.—2 credits. 2 (1)

A theory and activity course teaching leadership of recreation activities, and mechanics of party planning. Knowledge of social games which are used as methods and tools for presenting social recreation activities. Field trips may be required.

HPR 231. First Aid.—3 credits. 3 (1)

Standard and accepted principles of First Aid.
HPR 232. Introduction to Physical Education.—2 credits.  
Opportunities and responsibilities associated with physical education leadership. Theory, history and principles of physical education.

HPR 243. Directed Practice in Community Recreation.—2 credits.  2 (4)

This course gives practical experience to students who are training for recreational leadership, by providing actual supervised work at various playgrounds and recreational facilities.

HPR 244. Sports Officiating (Men).—2 credits.  2 (2)

Theory and practice are combined in a study of the organization and techniques of officiating competitive athletic activities. The student obtains comprehensive instruction on rules and officiating techniques with practical experience required in men’s intramural, varsity programs, and community recreation programs and leagues.

HPR 245. Camping and Outdoor Recreation.—3 credits  3 (1)

Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

HPR 247. Introduction to Community Recreation.—3 credits.  3 (1)

A basic course for recreation majors including the nature, scope and significance of leisure and recreation as a social force in contemporary society. Special emphasis placed on the role of the professional leader in organizing recreational programs in a variety of settings. Required for all recreation majors.

HPR 250. Theory of Football (Men).—1 credit.  1 (1)

A course covering current problems and new trends in football, with special emphasis on basic fundamentals, team defense and offense.

HPR 251. Theory of Basketball (Men).—1 credit.  1 (1)

A course covering current problems and new trends in basketball, with special emphasis on basic fundamentals, team defense and offense.

HPR 252. Theory of Wrestling (Men).—1 credit.  1 (1)

A course covering current problems and new trends in wrestling with special emphasis on rules, conditioning, teaching techniques and strategy.

HPR 253. Theory of Baseball (Men).—1 credit.  1 (1)

A course designed to develop a thorough understanding of baseball. Special emphasis is placed on individual proficiency and team strategy.

HPR 254. Theory of Track and Field.—1 credit.  1 (1)

A course covering each track and field event and emphasizing the understanding of techniques and training methods essential to successful
performance. Collegiate track and field rules and procedures to follow in conducting a meet will be discussed.

DEPARTMENT OF NATURAL SCIENCES

BIOLOGY

Bio 101. General Biology.—5 credits. 3 (1) 2 (2)

An introductory course designed for non-science majors, dealing with plants and animals, and stressing unifying topics of cellular structure and metabolism, reproduction and heredity. It includes a generalized survey of the diversity and ecology of living things and consists of a study of comparisons of organization and function within individual groups.

Bio 102. General Biology.—5 credits. 3 (1) 2 (2)


Bio 103. General Biology.—5 credits. 3 (1) 2 (2)

A continuation of Biology 102. Prerequisite: Bio. 102.

Bio 111. General Zoology.—5 credits. 3 (1) 2 (2)

An introduction to the fundamental principles of zoology with emphasis on chemistry, morphology, physiology, reproduction, environmental relations and taxonomy of representative members of different phyla of non-chordate animals. This course is designed for students majoring in science or science oriented areas.

Bio 112. General Zoology.—5 credits. 3 (1) 2 (2)

A continuation of Bio. 111 and additionally emphasizing a study of chordate animals and their economic importance. Prerequisite: Bio 111.

Bio 121. General Botany.—5 credits. 3 (1) 2 (2)

A general survey of the major plant groups with emphasis on morphology, physiology, anatomy, reproduction, environmental relationships, and taxonomy of representative members of the different divisions of plants. This course is designed for students majoring in science or science oriented areas.

Bio 122. General Botany.—5 credits. 3 (1) 2 (2)

A continuation of Bio 121. Prerequisite: Bio 121.

Bio 201. Human Anatomy And Physiology.—5 credits. 3 (1) 2 (2)

An introductory course featuring structure and function of the human body with emphasis on respiration, digestion and nutrition, metabolism, senses, reproduction, and the physiology of muscles, nerves and the endocrine glands. Prerequisite: Bio 102, Bio 112 or Bio 122.
Bio 202. Human Anatomy And Physiology.—5 credits.  
3 (1) 2 (2)
A continuation of Bio 201. Prerequisite: Bio 201.

Bio 221. Microbiology.—5 credits.  
2 (1) 3 (1)
An introductory study of the morphology, physiology and taxonomy of bacteria, molds, yeasts, and their microorganisms. Prerequisites: Bio 102, Bio 112 or Bio 122.

CHEMISTRY

Ch 101. General Inorganic Chemistry.—5 credits.  
3 (1) 2 (2)
An introduction to inorganic chemistry including studies of atomic structure, periodic classification, stoichiometry, the kinetic molecular theory, states of matter and transitions between states. Prerequisite or corequisite: Mh 102.

Ch 102. General Inorganic Chemistry.—5 credits.  
3 (1) 2 (2)
A continuation of Ch. 101 including studies of chemical bonding, oxidation and reduction, solution, ionization and electrochemistry. Prerequisite: Ch 101.

Ch 103. General Inorganic Chemistry And Qualitative Analysis.  
5 credits.  
3 (1) 2 (2)
A continuation of Ch 102 including studies of chemical kinetics and chemical equilibria; fundamental concepts in qualitative analysis with special emphasis on ionic equilibria, solubility product and related principles and on their uses in separating and identifying analytical groups. Prerequisite: Ch 102.

Ch 201. Analytical Chemistry—Qualitative Analysis.  
2 credits.
A study of the theory and related calculations for making systematic qualitative determinations of cations and anions. Prerequisite: Ch. 103.

5 credits.  
2 (1) 3 (2)
A study of theory and methods used in making quantitative determinations of the components of chemical substances. Classical methods and limited instrumental methods will be considered.

Ch 203. Analytical Chemistry—Quantitative Analysis.  
5 credits.  
2 (1) 3 (2)
A continuation of Ch. 202. Prerequisite: Ch 202.

Ch 211. Organic Chemistry I.—5 credits.  
3 (1) 2 (3)
First of a three-quarter sequence of courses which will include a
study of the properties, structure nomenclature reactions and preparations of aliphatic and aromatic compounds. Prerequisite: Ch. 103.

Ch 212. Organic Chemistry II.—5 credits.  
A continuation of Ch. 211. Prerequisite: Ch 211.

Ch 213. Organic Chemistry III.—5 credits.  
A continuation of Ch 212. Prerequisite: Ch 212.

PHYSICAL SCIENCE

PS 101. Physical Science Survey.—5 credits.  
A course for non-science majors dealing with weather physics, geology, astronomy, chemistry, and their implications in the atomic and space age. No requisites.

PS 102. Physical Science Survey.—5 credits.  
A continuation of PS 101. Prerequisite: PS 101.

PHYSICS

Phy 201. General Physics with Calculus I.—5 credits.  
An introductory calculus based course designed to give the student a basic understanding of the fundamentals of physics through a study of the concepts and principles of mechanics, heat, sound, light, electricity and magnetism, atomic and nucleonics. Basically designed for the pre-engineering student. Prerequisite: Mh 113; corequisite: Mh 214.

Phy 202. General Physics with Calculus II.—5 credits.  
A continuation of Phy 201. Prerequisites: Phy 201, Mh 214, corequisite: Mh 215.

Phy 203. General Physics with Calculus III.—5 credits.  

Phy 211. General Physics I.—5 credits.  
An introductory course designed to give the student a basic understanding of the fundamentals of physics. Subject areas include: mechanics, heat, sound, magnetism, electricity, light and a survey of modern physics. Prerequisite: Mh 113 or the equivalent.

Phy 212. General Physics II.—5 credits.  
A continuation of Phy 211. Prerequisite: Phy 211.

Phy 213. General Physics III.—5 credits.  
A continuation of Phy 212. Prerequisite: Phy 212.
ELECTRONICS

EI 101. Basic Concepts And DC Circuits.—5 credits.

Provides a brief background and history of the Electrical and Electronic field; the atomic structure of matter as related to Electronics; a knowledge of the construction and application of measuring devices (voltmeters, ohmmeters, ammeters) as related to DC current. Theory of magnetism; the effects of resistance, capacitance and inductance in DC circuits. The induction of electromotive force and a study of the laws (Ohm's Law, Kirchhoff's Law) associated with DC circuits.

EI 102. Fundamentals Of AC and DC Circuit Analysis.—5 credits. 5 (1)

Presents a study of the basic principles of alternating current; vectors; phase relationships; inductive reactance and impedance; capacitive reactance and impedance; AC circuit analysis; series resonant circuits; parallel resonant circuits; transformer theory and application.

EI 103. Vacuum Tube and Semi-Conductor Fundamentals.—5 credits

This course gives the student a detailed knowledge of vacuum tube and solid state theory, diode, triodes construction and characteristics; vacuum tube tetrodes and pentodes; beam power and multisection tubes; tetrode power and special-purpose transistors, multigrid and special purpose vacuum tubes; interpreting specs.

EI 201 Basic Electronic Circuit and Systems.—5 credits. 5 (1)

An introduction to basic circuitry for industrial and communication applications; power supply circuits; basic amplifiers; loud speakers; microphones; phonographs pick-up devices; oscillator circuits; radio frequency amplifiers; transmitter; receivers and special receiver circuits; FM transmitters and receivers; single side bank; transistor applications to basic circuits.

EI 202. Advanced Electronic Circuit Technology.—5 credits. 5 (1)

This course is designed to provide an understanding of the advanced concepts of electronics. An introduction to non-sinusoidal wave shapes; multi-vibrators; blocking and shock excited oscillators; wave shaping circuits; limiters; clammers and counters; sweep generator circuits; special power supply considerations; circuit system applications; television transmitters and receivers; pulse circuit transistor application.

EI 203. Industrial and Microwave Electronic Technology.
5 credits.

A thorough study of motors and generators; synchros and synchro control systems; serve control devices and systems; introduction to micro waves and microwave oscillators; microwave transmitters; microwave duplexers and antennas; amplifiers and microwave mixers.
microwave receiver; multiplexing; radar detection and navigation system.

MATHEMATICS

MH 099. Basic Mathematics.—5 credits. (Institutional)  5 (1)

A first course in college mathematics for students who do not have a satisfactory knowledge of high school mathematics. Unless exempted by examination, this course is prerequisite for all courses in the mathematics department taken for major credit. Topics include: arithmetic, elementary properties of triangles, quadrilaterals, circles, elementary concepts of algebra. Prerequisite: Consent of the instructor. (Institutional credit only.)

MH 101-102. Freshman Mathematics.—5 credits.  5 (1)

This course is designed to provide the student, who does not plan to follow more advanced courses in mathematics, with the fundamental concepts of mathematics. Topics to be discussed include: algebra, trigonometry, and plane geometry with practical applications as well as some topics from modern mathematics. Prerequisites: One year of high school algebra and one year of high school geometry or consent of instructor.

MH 112-113. Algebra and Trigonometry I and II.—10 credits  5 (1)

Set theory, graphs, theory of equations, factoring polynomials, radicals, relations and functions, permutations and combinations, probability, distance in the plane, trigonometric functions, trigonometric identities and equations, inverse functions, solutions of triangles, complex numbers and polar coordinates, applications of trigonometry, matrices and determinants, partial fractions.

MH 201. Slide Rule And Logarithms.—5 credits.  5 (1)

This course attempts to give the students a working knowledge of the slide rule based on an understanding of logarithms. A study of both is made with the following slide rule scales being considered. A, B, C, D, K, CI, S. T., and L. Prerequisite: Two years of secondary algebra, or consent of instructor.

MH 214. Analytic Geometry And The Calculus.—5 credits.  5 (1)

Curves and equations, straight lines, conic sections, transformation of axes, limits, continuity, differentiation of algebraic functions. Prerequisite: MH 113 or equivalent.

MH 215. Analytic Geometry And The Calculus.—5 credits  5 (1)

Differentiation of exponential and logarithmic functions, applications to geometry and physics, parametric equations, hyperbolic functions, curvature, elementary concepts of integration. Prerequisite: MH 214.
DEPARTMENT OF NURSING

Nur. 100. Orientation of Nursing.—2 credits.

This course is an introduction to the philosophy and responsibilities of semi-professional nursing and the role of the semi-professional nurse. Emphasis is placed on the social, economic, and cultural forces that have and are influencing nursing and nursing education. Prerequisite: 40th percentile P. N. G. Test.


This course is designed to help the student develop an understanding of the physical and biological sciences and to reinforce principles of the social and behavioral sciences as they assist the individual in maintaining homeostasis. It includes concepts, principles and techniques basic to all nursing care. The focus is on the beginning skills of patient care and the nurse patient relationship in the laboratory and hospital settings. Use of the problem-solving process, development of communication skills, and use of pre- and post conferences in the clinical setting are the emphasis of the teaching learning process used in the course. Prerequisites: "C" or above in each college course taken (minimum of 18 qr. hrs. of college work) and Nursing 100 with satisfactory progress.

Nur. 102. Fundamentals of Nursing.—6 credits

Nursing 102 is a continuation of Nursing 101, stressing basic concepts in nursing and fundamental skills in patient care. Emphasis is placed on the nurse's role in diagnostic and therapeutic measures. Prerequisites: Nursing 101 with satisfactory progress.

Nur. 110. Nursing Care of the Physically Ill.—6 credits

An integrated course of medical and surgical nursing, which includes a study of adult patients treated medically and surgically; emphasis is on care required by patients with gastrointestinal and cardiovascular problems and diabetes mellitus. Also includes study of the care of adult patients who have common surgical procedures and require minimal rehabilitation. Pharmacology, nutrition and mental health concepts are integrated throughout the course. Prerequisite: Nursing 102 with satisfactory progress.

Nur. 201. Maternal and Infant Nursing.—6 credits

This course presents the nursing care of women before, during, and after delivery, care of newborn infants. Related nutrition, Pharmacology and mental health concepts are integrated throughout the course. Community resources are included. Prerequisite: Nursing 110 with satisfactory progress.


The content of this course presents the nursing care of children with
problems arising from fluid and electrolyte and hormonal imbalance and problems of ventilation, circulation and limited motion. Pharmacology, nutrition and mental health concepts are integrated throughout the course. Prerequisite: Nursing 110 with satisfactory progress.

Nur. 210. Nursing Care of the Mentally Ill.—8 credits. 4 (1) 2 (4)

The content of this course involves nursing intervention anxiety, withdrawal, projection, aggression, and socially unacceptable behavior. The focus is on the development of a therapeutic nurse—patient relationship, the application of nursing principles and behavioral concepts basic to the care of the patient in the psychiatric setting. Related pharmacology is included. (conferences, discussions and clinical practice). Prerequisites: Nursing 201, 202, Psychology 201, with satisfactory progress.

Nur. 220. Advanced Nursing Care of the Physically Ill.—8 credits. 4 (1) 2 (4).

Nursing 220 is a continuation of nursing 110. This course presents the nursing care of patients with long-term illness and those requiring intensive rehabilitation; emphasis on patients with problems associated with respiratory, musculoskeletal and nervous system. Included are patients whose surgical intervention require intensive rehabilitation. Pharmacology, nutrition and mental health concepts are integrated throughout the course. Prerequisites: Nursing 110, 210 with satisfactory progress.

Nur. 280. Community Nursing.—6 credits. 3 (1) 2 (3)

A study of community health problems and services. It involves the interaction of the student with individuals, families, and community resources. Readings, conferences, and minor investigation by the student of a community health problem.

Nur. 284. Seminar in Nursing.—2 credits. 2 (1)

This course presents present trends in nursing, major nursing organizations, and ethical, legal, and occupational responsibilities and opportunities of the semi-professional nurse. Prerequisite: Nursing 220 with satisfactory progress.

Nur. 270. Nursing Team Membership.—4 credits. 2 (1) 1 (4)

This course relates principles of administration and supervision to organization of nursing care. Emphasis is on specific nursing care problems; planning and implementing nursing care plans. The nursing team concept is stressed. Prerequisite: Nursing 220 with satisfactory progress.

DEPARTMENT OF SOCIAL SCIENCES

Ec. 201. Principles and Problems of Economics.—5 credits 5 (1)

An introductory course in economic principles and trends of eco-
nomic theory and application of theory to prices, wages, rents, and profits.

Ec. 202. Principles and Problems of Economics.—5 credits. 5 (1)

A problem approach to the study of the role of governmental monetary and fiscal policies as a means to achieve full employment and high levels of income and consumption. Prerequisite: Economics 201.

Gy. 101. Principles of Physical Geography.—5 credits. 5 (1)

An introduction to geography through a systematic study of two bases: man and his physical environment, each intimately interwoven one with the other and mutually reciprocal in their relationship.

Gy. 201. North American Geography.—5 credits. 5 (1)

A study of the inter-regional geographic patterns of our country, territories, and neighboring lands with special note of its environmental factors, its human factors and its region.

Hy. 101-102. Western Civilization.—5 credits 5 (1)

A survey of the civilization of the western world. It traces the most characteristic aspects of the civilization treated, and it concentrates on the forces which have molded western institutions from ancient to modern times. A study of the economical, social, cultural, and political movements which have produced the modern world and the interrelation-ship of nations.

Hy. 201. American History.—5 credits 5 (1)

A survey of American History from colonization to 1865. The course emphasizes the economical, political, social, and cultural developments of the country during this period. A study is made of the conditions which led to the conflict with European countries and finally to the War Between the States.

Hy. 202. American History.—5 credits. 5 (1)

A study of the reconstruction period and of the political, economical, sociological, geographical, cultural, and intellectual forces which have influenced the history of the American peoples since 1865.

Pol. 211 American National Government.—5 credits 5 (1)

A study of the constitutional framework and institutions of the national government including an examination of the existing processes and function of the government. Attention is also given to the elements of American political life, the role of government and the rights and duties of individuals.

Pol. 221. State and Local Government.—5 credits 5 (1)

A study of the structure and functions of state government in the United States and its relation to federal and local governments. The
course stresses the most important contributions of local governments to the federal system. Alabama government is compared with other state governments.

Ps. 201. General Psychology.—5 credits. 5 (1)

Introduction to basic principles of psychology with a survey of research methods, learning, cognition, motivation, emotion, human development, personality and basic concepts of social behavior.

Ps. 211. Abnormal Psychology.—5 credits. 5 (1)

An approach to the study of mental illness including: neuroses, psychomatic and character disorders—a survey of clinical conditions; diagnosis and treatment methods. Prerequisite: Psychology 201 with at least the grade of "C" for the transfer student.

Ps. 231. Psychology Of Human Relations.—5 credits. 5 (1)

Student of inter-personal relations concerning motivation, emotions, and learning with reference to their application to on the job situations. Evaluation of plans, practices, and techniques furthering favorable relations in the business office are emphasized.

Soc. 201. Introductory Sociology.—5 credits. 5(1)

A systematic study of the evolution of group life. Its objective is to investigate the basic structure of human society, to identify the main forces that hold groups together or weaken them, and to learn the conditions that transform social life. Emphasis is placed on such topics as socialization, social organization, collective behavior, social stratification, and social conflict and control.

Soc. 211. Social Problems.—5 credits. 5 (1)

A study of the major social problems in American society in the light of modern sociological and psychological research and theory. Each analysis of the nature, dimensions, and causes of a given social problem is then related to the patterns of deliberate social action in which the community is engaged, or could be engaged, toward mitigation of the problem. Prerequisite: Soc. 201 with at least the grade of "C" for the transfer student.

Soc. 221. Marriage And Family.—5 credits. 5 (1)

This course aims to investigate the modern family from the standpoint of the personal development of its members and the mores of the community. Emphasis is placed on the impact of industrialization of traditional family functions, the problems of marriage, divorce, desertion, illegitimacy. Prerequisite: Consent of Instructor.
EDUCATION

Ed. 101. Introduction To Education.—5 credits.  5 (1)

This course gives the student a view of the whole field of education. The objectives are to introduce the student to the techniques and procedures used in carrying out a modern-day program of education. There will be a detailed study of administrative duties; national, state, and local responsibilities; and the development of an understanding of the reasons for present practices in the public school system.

Ed. 232. History Of Education In The United States.—5 credits.  5 (1)

A course designed to shed light on the development of education relative to aims and objectives, methods and curriculum and political and philosophical basis of education. It includes a study of professional education of teachers, educational administration and supervision and a survey of the development of schools and educational practices in the United States.

Ed. 215. Philosophy Of Education.—5 credits.  5 (1)

An inquiry into the philosophic bases of the educational systems of ancient, medieval, and modern civilizations, and their effect upon present-day educational curricula, methods, and organizations. Prerequisite: Ed. 101.

Note: Numbers at right of page following course titles indicate number of periods per week; encircled numbers indicate hours per period; i.e., 5 (1), 2 (2) indicates five 1-hour lectures and two 2-hour laboratory periods.
APPLICATION FOR ADMISSION
THEODORE ALFRED LAWSON STATE JUNIOR COLLEGE
Route 10, Box 486
BIRMINGHAM, ALABAMA 35228

Date

To the Registrar:

I hereby make application for admission to Theodore Alfred Lawson State Junior College for the academic year 19...... - 19...... I wish to enroll at the beginning of thequarter (Fall, Winter, Spring, Summer)

Name in full—( ) Mr.; ( ) Mrs.; ( ) Miss

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<th>(First)</th>
<th>(Middle)</th>
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Legal Residence

(Street) (City) (State)

Present Address (if different from above)

Date of Birth

(Month) (Day) (Year)

Place of Birth

(City) (State) (County)

Name of Parent (or Guardian)

Address of Parent

(Street) (City) (State) (County)

Occupation of Parent

Name of Your High School

Address of High School

(Street) (City) (State)

(Over)
Date of Graduation or to be Graduated ...........................................

Give names of any other high or special schools or colleges attended and dates of attendances.

(Name of School) (City) (State) 19...... to 19......

(Name of School) (City) (State) 19...... to 19......

(Name of School) (City) (State) 19...... to 19......

Are you under academic probation or suspension from any college?...............

If so, name the college ..........................................................

In what area do you intend to major? ...........................................

Choice of Future Vocation ......................................................

State the College you plan to enter after leaving Theodore Alfred Lawson State Junior College ...................................................

References:

1................................................................. (Address)

(Name) .................................................................

2................................................................. (Address)

(Name) .................................................................

3................................................................. (Address)

(Name) .................................................................

A photograph of the applicant must accompany application. Upon graduation, your high school transcript is to be mailed to the Registrar.

If you are transferring from another college, you should have a transcript forwarded from the college.

................................................................. (Telephone) ................................................................. (Signature of Applicant)