LAWSON STATE COMMUNITY COLLEGE

General Catalog

1974–75
LAWSON STATE COMMUNITY COLLEGE

is a state supported institution offering two years of post-secondary education with programs as follows:

General Education
Transfer — For students who expect to continue their education in colleges and/or universities
Terminal — for students who expect to complete their formal education upon graduation from Lawson State

Technical Education
Occupational Education
Adult Education and Community Services
GENERAL CATALOG — 1974-75

LAWSON STATE COMMUNITY COLLEGE
BIRMINGHAM, ALABAMA

AUTHORIZED AND
ACCREDITED BY

Alabama State Department of Education
Southern Association of Colleges and Schools
and
The Commission on Occupational Education Institutions
of the
Southern Association of Colleges and Schools

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

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

Volume 9 August 1974 Number I
Dr. Leon Kennedy
President
Lawson State Community College
# TABLE OF CONTENTS

| ALABAMA STATE BOARD                     | 8 |
| OF EDUCATION                           | 8 |
| LOCATION-ADMINISTRATION AND CONTROL    | 7 |
| ADMINISTRATIVE STAFF                   | 14 |
| FACULTY                                | 16 |
| SUPPORTIVE STAFF                       | 21 |
| COLLEGE CALENDAR                       | 22 |
| GENERAL INFORMATION                    | 27 |
| HISTORY                                | 34 |
| BUILDINGS                               | 34 |
| HOUSING FACILITIES                     | 34 |
| PHILOSOPHY                              | 34 |
| GENERAL ADMISSION                      | 34 |
| FEES AND COSTS                         | 34 |
| TRANSPORTATION                          | 34 |
| GENERAL REGULATIONS                    | 47 |
| CONDUCT                                | 47 |
| ATTENDANCE AND ABSENCES                | 47 |
| ASSEMBLIES                             | 47 |
| SCHEDULE CHANGES                       | 47 |
| FINANCIAL AID PROGRAM                  | 47 |
| STUDENT PERSONNEL SERVICES             | 47 |
| AUTOMOBILE REGULATIONS                 | 47 |
| BOOKSTORE                              | 47 |
| STUDENT HEALTH SERVICES                | 47 |
| SPECIAL ACTIVITIES AND PROGRAMS        | 47 |
| ADULT EDUCATION AND COMMUNITY SERVICES | 47 |
| FRESHMAN ACADEMIC DEVELOPMENT PROGRAM  | 47 |
| READING ENRICHMENT PROGRAM             | 47 |
| VETERANS AFFAIRS                       | 47 |
| ACADEMIC REQUIREMENTS                  | 52 |
| GRADING SYSTEM                         | 52 |
| GRADE REPORTS                          | 52 |
| FINAL EXAMINATIONS                     | 52 |
| QUALITY POINTS                         | 52 |
| DEAN'S LIST                            | 52 |
| PREREQUISITES                          | 52 |
| MAXIMUM AND MINIMUM                    | 52 |
| COURSE LOADS                           | 52 |
| GRADUATION                             | 52 |
| DEGREE REQUIREMENTS                    | 52 |
| PROGRAMS OF STUDY                      | 74 |
| ACADEMIC DIVISION                      | 74 |
| The General Education Program          | 74 |
| University Parallel Programs           | 74 |
| Applied Science-Career Programs        | 74 |
| COURSE DESCRIPTION                     | 74 |
| PROGRAMS OF STUDY                      | 104 |
| TECHNICAL DIVISION                     | 104 |
| Building Occupations                   | 104 |
| Needle Occupations                     | 104 |
| Service Occupations                    | 104 |
| Business Occupations                   | 104 |
| Related Subjects                       | 104 |
| COURSE DESCRIPTION                     | 104 |
LOCATION

Lawson State Community College is located in Jefferson County, in the southwest section of Birmingham, beyond Powderly, a 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, from which the campus is also easily accessible by the same media.

The institution 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

This institution is under the control of the State Board of Education. The President of the Institution is directly responsible to the State Board of Education through the State Superintendent of Education.
## ALABAMA STATE BOARD OF EDUCATION

**GOVERNOR GEORGE C. WALLACE**  
President

**DR. LEROY BROWN**  
Superintendent of Education

**DR. HAROLD C. MARTIN**  
Vice Chairman

<table>
<thead>
<tr>
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<th>Name and Address</th>
<th>Term</th>
</tr>
</thead>
</table>
| First                  | Dr. James D. Nettles  
Box 12  
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| Second                 | Mrs. Isabelle B. Thomasson  
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| Third                  | Mrs. S. A. Cherry  
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| Fourth                 | Mrs. Bettye Frink  
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Fairfield, Alabama 35064

The Honorable Raymond R. Parmer
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Tuskegee Institute, Alabama 36088

Dr. Leon Kennedy, President (Ex Officio)  
Dr. A. C. Dickinson, Dean of Institution (Ex Officio)  
Mrs. Betty Berry, Project Director  
Department of Nursing (Ex Officio)
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versity

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A.B. Miles College

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ARTHUR GRANT ..................... Business Manager
B.S. Southern University; Additional Study: University of Alabama

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AMOS, EMILY HARRIETT (1969) ................. .Music
B.M. Birmingham-Southern College; M.M. George Peabody College
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ANDERSON, CONNIE HENDERSON (1972) .......... .English
B.S. Miles College; M.S.L. Western Michigan University

BASKIN, WILBERT (1965) ......................... Data Processing
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Data Processing

BELL, EVA F. (1950) ......................... General Business/Technical Division
B.S. Central State College, M.S. Alabama A&M University; Addition-
al Study: University of Alabama

BELL, JOHN W. (1968) ...................... Brick Masonry/Plastering/
Technical Division
Type I Certificate; Additional Study: Alabama A&M University
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BERRY, BETTYE F. (1971) ..................... Nursing & Project Director
B.S. Tuskegee Institute; M.S. Indiana University; Additional Study:
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BILLINGSLEY, ZETTIE C. (1950) ........ Individually Prescribed
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BLACKWELL, ELIZABETH A. (1971) .......... English
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BRADLEY, DAVID L. (1950) .................. Dry Cleaning/Laundry/
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Type I Certificate; Additional Study: Baptist Industrial Academy,
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BURKES, ROBERT E. (1973) .................... Chemistry
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CALLIGAN, ROBERT (1973) ..................... English
B.S., M.A. Murray State University; Additional Study: University
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CAMPBELL, ANDREW C. (1958) ............... Supervisor of Instructions/
Technical Division
B.S. Alabama State University, M.S. Alabama A&M University

CAREY, MABLE (1966) ......................... Business Education
B.S. Knoxville College; M.S. Ed.S. Indiana University; Additional
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CARTER, EVA (1972) ......................... Business Education
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CATLIN, OSCAR (1973) ....................... Physical Education
B.S. Morehouse College; M.S., M.Ed. University of Southern Cali-
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A.B. Miles College; M.A. University of Michigan; Additional Study:
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B.A. Stillman College; Additional Study: Alabama State University
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DICKERSON, BLANCHE (1970) ......................... Business Education
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DRAKE, JOHN (1965) .................................. History
B.S., Ed.M. Alabama State University; Additional Study: Univer-
sity of Cincinnati, University of Alabama

DUCKETT, CHARLES R. (1971) ........................ Biology
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FREEMAN, DAVID (1973) .............................. Counselor
A.B. Miles College; M.Ed. Alabama State University

FORD, BENNIE (1971) .................................. Biology
B.S. William Carey College; M.S. University of Oklahoma; Ph.D.
University of Oklahoma

GARDNER, EDNA (1966) .............................. Business Education
B.S. Hampton Institute; M.A. University of Alabama; Additional
Study: New York University, University of Alabama

GARNER, THOMAS (1950) ........................... Commercial Foods/Technical Division
Type I Certificate; Additional Study: Alabama A&M University,
Miles College, Lawson State Community College

GASTON, PATRICIA (1972) ........................... Sociology
A.B. Miles College; M.A. Atlanta University

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HILL, C. SHERMAN (1970) ............................................. Psychology
A.B. California State University; M.A. Ed.S. University of Alabama

HILL, GLORIA D. (1950) ................................................. Health Careers/Technical Division
Type I Certificate; Additional Study: Norwood Nursing School, Wayne University, Alabama A&M University

HOSEY, JESSE (1973) ..................................................... Physical Education
B.S. Alcorn A&M College; M.A. Tennessee State University

HOWARD, EDGAR L. (1956) .............................................. Commercial Sewing/Technical Division
B.A. Miles College; Additional Study: Alabama A&M University

HOWARD, MATTHEW (1971) .............................................. Chemistry
B.S. Alabama State University; M.S. Ed. Tuskegee Institute; Additional Study: Howard University; Texas Southern University; University of Mississippi

HUDSON, HOWARD (1965) .............................................. Mathematics
B.S. Alcorn A&M College; M.S. Atlanta University; Additional Study: Kansas State, Tugaloo College, University of Alabama

JACKSON, EARNEST (1969) ............................................. Carpentry/Technical Division
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JOHNSON, GWENDOLYN (1972) ......................................... Nursing
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JORDAN, CHARLES (1967) ............................................. Mathematics
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KNOX, LUCILLE W. (1965) ............................................... English and Division Chairman
A.B. Miles College, M.A. Northwestern University; Additional Study: Birmingham-Southern College, Northwestern University, Samford University

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LEONARD, ROY (1972) .................................. Auto Body and Fender/Technical Division
Type II Certificate

LLOYD, BARBARA (1972) .............................. Nursing
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NICHOLS, SUSAN (1970) ................................ Nursing
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PARCHMAN, WILLIAM W. (1972) ........................ Counselor
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PHILLIPS, THEOPHILUS (1958) ........................ Electricity/Technical Division
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VICKERS, LOVELL (1966) .......... Electronics
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WEBB, ECHOLS C. (1958) .......... Auto Body and Fender Repair/Technical Division
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WHITE, MARY (1973) .......... English
B.S. Miles College; M.A. University of Alabama; Additional Study: Indiana University, University of Alabama

B.S. Tuskegee Institute; M.S. Alabama A&M University

WILSON, GERALDINE (1970) .......... Physical Education
B.S. Tuskegee Institute; M.A. Lell State University

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SUPPORTIVE STAFF

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Additional Study: University of Alabama

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Additional Study: Alabama A&M University

McKINNEY, MATTIE, Certificate ......... Secretary to the Acting Dean
Technical Division

Allen, Jeanette, Certificate .................. Aide, FAD
Barham, Brenda, B.S. ......................... Library Clerk
Bloom, Gertrude, A.S. ......................... Library Clerical Assistant
Bell, Sheryl, A.A. .......................... Financial Aid Office
Bowen, Barbara, B.S. ......................... Accountant
Burfert, Ruby, Certificate .................... Business Office
Carter, Willie, B.S. ........................ Accountant
Davis, Carl, B.S. ........................... Veteran Affairs
Davis, James, B.S. ........................... Accountant, Federal Programs
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Hampton, Brenda .......................... Technical Division
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Hollis, Sylvester, B.S. ......................... Veterans Affairs
Howell, Betty J., Certificate ................ Cooperative Education
Hunter, Felicia J., B.S. ...................... Student Personnel
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Johnson, Shirley .......................... Office of Admissions
King, Alfreda, A.S. ........................ Right to Read Office
Lee, Geraldine, B.S. ......................... Institution Research Aide
McKinley, Lorene ........................ Nursing Office
Patton, Marie ............................ Bookstore Clerk
Peagler, Betty, A.A. ........................ FAD Office
Peterson, Shelia, B.S. ...................... Veteran Affairs
Reed, Mary, B.S. .......................... Financial Aid Office
Steverson, Bessie, Certificate ............... Office of Admissions
Stephens, Ronnie ........................ Instructional Aide, FAD
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Ware, J. L. ............................... Public Relations
Washington, Louise, Certificate ............ Business Office
White, Geraldine, Certificate ................ Grantsman's Office
CALENDAR
1974-75

FALL QUARTER, 1974
August 26-30, Monday-Friday....................Counseling for Entering Students
September 2, Monday...............................**Labor Day
September 3, Tuesday.........................Faculty Planning, Student Testing
September 4, Wednesday......................**Freshman Registration and Orientation
September 5, Thursday..........................*Classes Begin
September 5-6, Thursday-Friday................Registration
September 9, Monday.............................Classes Begin
September 10, Tuesday..........................Change in Registration Begins
September 13, Friday............................Change in Registration Ends
September 27, Friday............................Last Day to Withdraw with Partial Refund and Without Penalty
October 14, Monday..............................Mid-Term Progress Reports
November 11, Monday............................**Veteran’s Day
November 18-20 Monday-Wednesday..............*Final Examinations
November 21, Thursday..........................*Grade Reports Due
November 25-26, Monday-Tuesday.................Final Examinations
November 27, Wednesday........................Grade Reports Due
November 28-29, Thursday, Friday...............**Thanksgiving Holidays

WINTER QUARTER, 1974
November 22, Friday..............................*Registration
November 25, Monday.............................*Classes Begin
December 2, Monday.............................Faculty Planning, Student Testing
December 3-4, Tuesday-Wednesday..............Registration
December 5, Thursday............................Classes Begin
December 6, Friday...............................Change in Registration Begins
December 11, Wednesday........................Change in Registration Ends
December 19, Thursday........................**Christmas Holidays Begin 9:30 p.m.
January 3, Friday................................**Classes Reconvene
January 10, Friday...............................Last Day to Withdraw with Partial Refund and Without Penalty
January 23, Thursday............................Mid-Term Progress Reports
February 24-25, Monday-Tuesday...............*Final Examinations
February 26, Wednesday........................*Grade Reports Due
March 4-5, Tuesday, Wednesday................Final Examinations
March 6, Thursday..............................Grade Reports Due

*Technical Division
**Joint Activity
SPRING QUARTER, 1975

February 27, Thursday..............................................*Registration
February 28, Friday..................................................*Classes Begin
March 7, Friday......................................................Faculty Planning, Student Testing
March 10-14, Monday -Friday.................................**Spring Holidays and AEA
March 17, Monday......................................................*Classes Reconvene
March 17-18, Monday-Tuesday.................................Registration
March 19, Wednesday................................................Classes Begin
March 20, Thursday...................................................Change in Registration Begins
March 25, Tuesday.....................................................Change in Registration Ends
March 28, Friday........................................................Annual AAJC Meeting
April 9, Wednesday....................................................Last Day to Withdraw With Partial Refund and Without Penalty
April 24, Thursday....................................................Mid-Term Progress Reports
May 20-21, Tuesday-Wednesday.........................*Final Examinations
May 22, Thursday....................................................*Grade Reports Due
June 2-3, Monday-Tuesday.....................................Final Examinations
June 4, Wednesday....................................................Grade Reports Due
June 5, Thursday..................................................**Commencement

SUMMER QUARTER, 1975

May 22, Thursday......................................................*Registration
May 23, Friday..........................................................*Classes Begin
June 9, Monday..........................................................Registration
June 10, Tuesday.......................................................Classes Begin
June 12, Thursday....................................................Change in Registration Begins
June 18, Wednesday..................................................Change in Registration Ends
July 2, Wednesday....................................................Last Day to Withdraw With Partial Refund and Without Penalty
July 4, Friday............................................................**Independence Day
July 7-18, Monday-Friday...........................................*Vacation
July 15, Tuesday.........................................................Mid-Term Progress Reports
July 21, Monday..........................................................*Classes Reconvene
August 11-15, Monday-Friday.................................*Faculty Workshop
August 18, Monday....................................................*Classes Reconvene
August 19-20, Tuesday-Wednesday.........................Final Examinations
August 21, Thursday..................................................Grade Reports Due
August 27-28, Wednesday-Thursday.......................*Final Examinations
August 29, Friday.......................................................*Grade Reports Due

*Technical Division
**Joint Activity
CALENDAR
1975-76

FALL QUARTER, 1975
August 25-29 Monday-Friday .......... Counseling for Entering Students
September 2, Tuesday .............. **Faculty Planning, Student Testing
September 3, Wednesday ........... *Orientation for all Freshmen
September 4, Thursday ............. *Classes Begin
September 4, 5, Thursday & Friday .......... Registration
September 8, Monday .............. Classes Begin
September 9, Tuesday ............... Change in Registration Begins
September 12, Friday ............... Change in Registration Ends
September 26, Friday ............... Last Day to Withdraw With Partial Refund and Without Penalty
October 13, Monday ................. Mid-Term Progress Reports
November 11, Tuesday .............. Veteran’s Day
November 18,19, Tuesday, Wednesday .......... *Final Examination
November 20, Thursday ............. *Grade Reports Due
November 21-24, Friday & Monday .......... Final Examinations
November 25, Tuesday .............. Grade Reports Due

WINTER QUARTER, 1975
November 21, Friday ...................... *Registration
November 24, Monday ................. *Classes Begin
November 26, Wednesday ............ Faculty Planning, Student Testing
November 27-28, Thursday & Friday .... **Thanksgiving Holidays
December 1, Monday ................. *Classes Reconvene
December 1-2, Monday & Tuesday .......... Registration
December 3, Wednesday ............. Classes Begin
December 4, Thursday ............... Change in Registration Begins
December 9, Tuesday ................. Change in Registration Ends
December 19, Friday (9:30 P.M.) .......... **Christmas Holidays Begin
January 5, Monday ................... **Classes Reconvene
January 6, Tuesday ................. Last Day to Withdraw with Partial Refund and Without Penalty
January 21, Wednesday .............. Mid-Term Progress Report
January 20-23, Tuesday-Friday .......... *Final Examinations
February 24, Tuesday ............... *Grade Reports Due
March 1-2, Monday & Tuesday .......... Final Examinations
March 3, Wednesday .......... Grade Reports Due

*Technical
**Joint Activity
SPRING QUARTER, 1976

February 25, Wednesday ................................................................. *Registration
February 26, Thursday ................................................................. Classes Begin
March 3, Wednesday ................................................................. Faculty Planning, Student Testing
March 4, 5, Thursday, Friday ............................................................. Registration
March 8-12 Monday-Friday ............................................................ **Spring Holidays, AEA Convention
March 15, Monday ................................................................. **Classes Begin
March 16, Tuesday ................................................................. Change in Registration Begins
March 22, Monday ................................................................. Change in Registration Ends
March 26, Friday ................................................................. Annual AAJC Meeting
April 2, Friday ................................................................. Last Day to Withdraw with Partial Refund and Without Penalty
April 19, Monday ................................................................. Mid-Term Progress Reports
May 17-18, Monday & Tuesday ............................................................... *Final Examinations
May 19, Wednesday ................................................................. *Grade Reports Due
May 28, 31, Friday, Monday ............................................................ Final Examinations
June 1, Tuesday ................................................................. Grade Reports Due
June 2, Wednesday ................................................................. **Commencement

*Technical Division
**Joint Activity

SUMMER QUARTER, 1976

May 20, Thursday ................................................................. *Registration
May 21, Friday ................................................................. *Classes Begin
June 7, Monday ................................................................. Registration
June 8, Tuesday ................................................................. Classes Begin
June 9, Wednesday ................................................................. Change in Registration Begins
June 29, Tuesday ................................................................. Last Day to Withdraw with Partial Refund and Without Penalty
July 5, Monday ................................................................. **Independence Day Celebration
July 12-23, Monday-Friday ............................................................... *Vacation
July 12, Monday ................................................................. Mid-Term Progress Reports
July 26, Monday ................................................................. *Classes Reconvene
August 16-20, Monday-Friday ............................................................... *Work Shop
August 16-17, Monday & Tuesday ............................................................. Final Examinations
August 18, Wednesday ................................................................. Grade Reports Due
August 23-24, Monday, Tuesday ............................................................. *Classes Reconvene
August 25-26, Wednesday, Thursday ............................................................... *Final Examinations
August 27, Friday ................................................................. *Grades Due

*Technical Division
**Joint Activity
HISTORY

Lawson State Community College is an educational complex located in the western section of Jefferson County with two main campuses: Lawson State Community College-Technical Division and Lawson State Community College-Academic Division.

As a result of the Wallace-Patterson Trade School Act of 1947, the Wenonah State Technical Institute was established in 1949, Dr. T. A. Lawson was appointed director of the Institute.

Lawson State Junior College was established by Act Number 93 of the Alabama State Legislature in 1963 under the aegis of Governor George C. Wallace. In addition to serving as director of the Technical Institute, Dr. T. A. Lawson assumed responsibilities as the first president of the Junior College in 1965.

In 1971, Dr. Leon Kennedy was appointed president of Lawson State Junior College and director of Wenonah State Technical Institute.

On October 1, 1973, Wenonah State Technical Institute and Lawson State Junior College became one institution. This merger brought into existence the larger and more viable institution now known as Lawson State Community College. An active 2,200 students are currently served by the College.

PHILOSOPHY

LAWSON STATE COMMUNITY 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 policy, and endeavors to provide high level instruction at the lowest possible cost. Lawson State exists primarily to prepare citizens for places of leadership and service in society. As a result, the College encourages each student to gain personal satisfaction through developing his potential, acquiring social awareness, accepting civic responsibility, and promoting better human relations.

It is the special obligation of the College to work with the disadvantaged. Many of its students come with socioeconomic backgrounds which render them unprepared to perform at a college level. The College continuously seeks to help these students find themselves as they participate in special activities focused on the creative development of instruction, job-oriented learning pursuits, developmental programs, and innovative provisions for independent study where each student can develop at his own rate. Faculty reaction to an Advanced Institutional Development Program Questionnaire in 1973 revealed that these students would be allowed to work in a non-punitive environment.

The merger of Lawson State Junior College with Wenonah State Vocational Technical Institute in 1973 created the larger institution now known as Lawson State Community College. Because of this consequent expansion, the College again reviewed its philosophy. It was found that this merger extended the special obligation of the College
to synthesize its intellectual and technological competence with the existing needs of the community. The College planned more programs in adult education, more programs for students who are strongly job-oriented, and more tuition-free programs in civic, social, economic and cultural development.

The general consensus of the administration, faculty, students and others directly concerned with the institution is that the purpose of the College is basically the same, for the College still exists primarily to prepare citizens for gainful employment and advancement in the world of work, for living as good citizens, and for giving able leadership and service in their society.

MORE SPECIFICALLY, LAWSON STATE COMMUNITY COLLEGE BELIEVES THAT:

Each student who completes a terminal program should perform skillfully in the occupational area of his choice.

Students who complete transfer programs should be academically prepared to transfer to four year colleges and universities fully recognized as bona fide applicants for the next level of concentration.

Students who complete developmental programs in English and mathematics should perform effectively on the college level.

As a result of appropriate counseling and guidance services each student should be able to make wise choices regarding his academic plans as well as his personal and social development.

Adults who are unemployed, underemployed, and those in search of retraining either to remain employed or for self-enhancement should gain further knowledge through general education courses and selected courses designed to develop specialized skills.

Students should be able to pursue training in a non-punitive environment in all teaching-learning activities.

The cultural level of the community should be raised through various recreational, civic, cultural and other community improvement projects.

BUILDINGS

The institutional plant includes eleven buildings. On the academic campus there are five buildings: Administration, Library, Science, Academic, and the Fine Arts—Physical Education building. On the Technical campus there are six buildings: The Administration Building, Technical Building #1, Technical Building #2, a Greenhouse, a Dormitory for women and the President’s residence.

All buildings are modern, several are air-conditioned and designed to produce an environment conductive to optimum effectiveness in teaching and learning.

The Administration Building on the academic campus accommodates, the major administrative offices, the Business Division, the Computer Center, and the Freshman Academic Development Coordinator’s office. The ground floor houses the Student Center and the Bookstore.
The Library Building is designed to meet students informational and recreational needs. Special features in the Library are the Browsing Nook; Reading Laboratory; Language Laboratory and the Audio-Visual Laboratory. Other facilities located in Library Building include the conference room, a kitchenette, dining room and a faculty lounge. Also located in the building are seminar rooms; a periodical room; a small auditorium, and librarians' office. Of special interest, located in the building, is the Ebony Room which houses one of the finest collections in the area by and about the black man. This room was opened on March 2, 1970 and the collection was dedicated as the Martin Luther King Jr., Afro-American Collection.

Classrooms and laboratories for Physics, Chemistry, Biology, and Mathematics are housed in the Science Building. Offices and work spaces for instructional personnel in the Science Department are also available in this building.

The Academic Building houses classrooms for English, Social Science, History and General Education, on the second floor. The Nursing Division and the Electronic Laboratory occupy the ground floor. Also, located in this building are the offices for Instructional Personnel, the Institutional Craftsman and Cooperative Education. Laboratories for drafting and instrumentation are also available.

Classrooms for Music, Art, Drama, Physical Education and General Education are located in the Fine Arts and Physical Education Building. Space is also provided for close-circuit television.

In Technical Building #1 classes in Radio and Television, Plumbing and Heating, Electricity, and Automotive Body and Fender Repair are taught. The Student Government Office is also located in this building.

Barbering, Fabric Care, Carpentry, Brickmasonry and Commercial Sewing classrooms can be found in Technical Building #2.

The Administration building on the Technical campus accommodates, on the first floor, the Administrative office, and classrooms for Related Mathematics and Commercial Foods. The Dining Room, Conference Room, and Auditorium are also on the first floor.

A Student Lounge, Cosmetology classrooms and a Health Career Laboratory are provided on the ground floor of this building.

A modern, spacious home of the President of the College is also provided on the Technical Campus.

NON-DISCRIMINATION

Lawson State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States, shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by the institution. Under this assurance, the institution is
committed not to discriminate against any person on the ground of race, color or national origin in the admission policies and practices or any other policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property. Any person who believes himself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI of the Act and Regulation issued thereunder may, by himself or a representative, file with the United States Commissioner of Education or with institution a written complaint. A written complaint may also be filed concurrently with the Commissioner of Education by the institution.

GENERAL ADMISSIONS

ADMISSION REQUIREMENTS FOR COLLEGE PROGRAMS

I. Students Who Have Never Attended College
   A. Graduates of regionally and 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 study 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 or satisfactory scores on the General Education Development Test.
   D. An applicant who does not have a high school diploma or the equivalency certification may be admitted if he has earned one less than the corresponding equivalent credits for high school graduation that are required by the Alabama State Board of Education through its accrediting standards. The number of credits required for graduation at the close of the school year in which the student last attended shall be the number considered in carrying out this policy.
   E. Applicants may be admitted conditionally pending receipt of high school transcripts or other necessary requirements for admission. No student will be allowed to continue past his initial quarter or have a transcript of grades sent to another institution until all requirements for admission are met.

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 Lawson State Community College.
A. Only those courses completed at other post-secondary institutions with a passing grade or better will be accepted for transfer.

B. Transfer students whose cumulative grade point average is less than 2.00 on a 4.00 scale will be admitted only on academic probation and they will be subject to the same probation and suspension regulations as returning students at Lawson State Community College.

C. Any applicant who is on academic suspension from another post-secondary institution may be considered for admission to the Community College upon appeal to the College Admissions Committee.

D. Students who are on permanent academic suspension from other institutions may, after 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 Lawson State Community College except upon appeal to the College Admissions Committee.

III. Students Seeking Re-Admission

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

B. Former students, previously enrolled at this 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 a college elsewhere during this period, official transcripts are to be mailed to the Admissions Office.)

IV. Special Students

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

V. Residence Requirement

When parents of an applicant set up residence with the applicant in Alabama, such applicant should be considered as a resident of the State as long as residency as stated above is maintained in the State.

The applicant cannot set up residence and qualify as a resident student by renting an apartment or living with someone else for the first year of such residency.

PROCEDURE FOR MAKING APPLICATION FOR ADMISSION TO COLLEGE PROGRAMS

I. Students Entering Lawson for the First Time

A. Obtain an application packet either in person of by written request from the Admissions Office. (There is a request form in the back of this catalog). This action should be taken as
early as possible prior to the quarter in which the student plans to enroll. Applications should be submitted at least ten days prior to the registration period.

B. Fill out the included forms carefully and accurately.

C. Return these completed forms to the Admissions Office together with a recent photograph.

D. Students should request that transcripts be sent.
   1. High School graduates should request that the high school from which they graduated mail an official transcript of their scholastic record directly to the Admissions Office.
   2. Transfer students should request that official transcripts from all colleges attended be sent to the Admissions Office.

E. Students will be advised when to report.
   1. High School graduates will be advised by letter of the date on which they are to report for testing and orientation.
   2. Transfer students will be advised by letter of the date on which they are to report for registration.

II. Students Seeking Re-Admission

A. Obtain and fill out a re-admission form from the Admissions Office.

B. Students requesting re-admission will be informed of the date on which they are to report for registration.

III. Eligibility of Persons with Criminal Records

The president of each junior college is authorized to appoint a screening committee to rule on the eligibility of persons with criminal records wishing to attend Alabama State junior colleges. Said committee makes its recommendation to the president in writing and the president is authorized to deny admission to the student.

EVENING PROGRAMS AND CONTINUING EDUCATION

Lawson State Community College provides an educational program for people who are unable to attend college during the day. The evening program is multi-purpose in function. It is designed to offer courses to meet the needs of persons who wish to complete the first two years of a four-year college program; those who wish to take two years of college work in some professional area and terminate their education at this point; or those who wish to acquire proficiency in a technical skill. It is also designed to meet the needs of persons who wish to increase their proficiencies and broaden their educational and cultural backgrounds. This program is an extension of the day program. The evening courses and the faculty are the same as those of the day college. As the College expands, the programs of the evening courses will expand proportionately. The College will at times, as financial means and physical facilities permit, attempt to meet the student and community needs.
PROBATION AND SUSPENSION

1. Any student who does not achieve a grade point average of 1.50 (D+) on all quarter credit hours attempted during any quarter or fails to achieve a cumulative grade point average of 1.50 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 1.50 grade point average on credit hours attempted during the first quarter of work taken after being placed an 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 when he achieves a cumulative grade point average of 1.50

6. A second suspension will result at the end of the quarter on probation if a 1.50 is not achieved. The second academic suspension will be on 12 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 five quarter hours of work in any one quarter may be suspended for one quarter.

10. Any quarter that a student does not achieve a grade point average of 1.00 (D), he is subject to suspension for one quarter.

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

TUITION AND FEES

I. Academic Programs

A. Application fee for all new students.................$ 5.00
   (non refundable)

B. The following tuition and fees are required for all Students.

1. Full-time students:
   General tuition, per quarter......................... 67.50
   (Registration fee included in above)

2. Part-time students (less than 12 quarter hours):
   Tuition per quarter hour (Not to exceed a total of
   $67.50 per quarter).................................. 6.50

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

A. Application fee for all new students.................. $ 5.00
   (non-refundable)

B. TUITION RATES:
   Full-time (per month).......................... 20.00

C. LATE REGISTRATION FEE:
   Incurred if registration is not completed on designated
   date without special provision being made........... 10.00

BOOKS, TOOLS, UNIFORMS, SUPPLIES AND / OR
   EQUIPMENT

The Technical Division handles, stores, issues, and sells books,
tools, supplies and equipment to students. The necessities and the re-
quired uniforms are to be secured after enrollment under school su-
 pervision. The Veterans Administration pays for all disabled veterans
students. The Vocational Rehabilitation Service pays for such pur-
 chases made by all rehabilitation students. Books and tools will be
brought and paid for by all other students. Your instructor cannot give
you the best of training unless you have in your possession the re-
quired books and tools. The instructor will furnish a list of each. A
thirty (30) day period to purchase books and tools is given all students.
Uniforms will have been paid for by all students with their initial pay-
ment at the time of enrollment.

E. REFUND POLICY

A student who officially withdraws from the college before
completing the term may claim a partial refund under cer-
tain conditions. If such withdrawal is made after registration,
but before classes begin, he may claim a full tuition refund.
He may not claim a refund after the end of the third week.
During the first three weeks, the following proration of tui-
ton will be refunded:

Withdrawal during first week ........... 75% of fees refunded
Withdrawal during second week ........... 50% of fees refunded,
Withdrawal during third week ........... 25% of fees refunded
After the close of third week ............ No fees refunded

GENERAL REGULATIONS

TRANSPORTATION

Expess school buses will provide free transportation for enrolled
students within the school transportation area. Students should con-
tact the office of the Director of Auxiliary Services for information
about transportation routes. All students riding on school buses are
requested to carry an insurance policy providing against injuries sus-
tained while riding these buses.
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 deemed appropriate 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 expected to attend regular assemblies, as well as any special features considered essential to progress at the College.

SCHEDULE CHANGES

A. Schedule Change

1. Drop / Add

A student who has a justifiable reason for making a schedule change may do so during the official Change in Registration period by: (1) obtaining a Drop/Add form from the Records Office, (2) reporting to the Business Office to pay fees for course changes, and (3) turning in receipt and Drop/Add Form to the Records Office.

2. Changing from Credit to Audit

Students registered for credit may change to audit at any time up through the date of Mid-quarter.
FINANCIAL AID

Lawson State Community College makes every effort to help those students who sincerely desire to pursue a college education. For those students who need financial assistance, various financial aid programs are available.

There are several categories of financial aid: Loans, grants and work-study. Every effort is made to tailor a program of financial support to meet the needs of the individual student. This usually involves one or a combination of the various types of aid. Most aid programs are renewable each year.

Although the college attempts to assist all needy students, it recognizes that the responsibility for the cost of education rests first with the family.

Application Procedure

In order to be considered for financial assistance, a student must:
1. Submit the Parents' Confidential Statement or Student's Financial Statement to the proper regional office of the College Scholarship Service.
2. Be accepted for admission by Lawson State Community College.
3. Demonstrate financial need.

Renewal of Financial Aid

1. Financial assistance is awarded annually and must be applied for annually.
2. Students seeking renewal of aid should secure and submit the Parents' Confidential Statement or Student's Financial Statement form to College Scholarship Service not later than April 15 for financial assistance requested for the following fall quarter.

TYPES OF FINANCIAL AID AVAILABLE

LOANS

FEDERALLY INSURED STUDENT LOAN

Federally Insured Student Loan — This program was designed to assist students from middle or upper income families. Under the provisions of this program an undergraduate may borrow from the bank or other financial institutions as much as $1500 a year.

A student from a family with an adjusted income if less than $15,000 a year pays no interest while he is in an eligible junior college, senior college, university or technical school.

Repayment or principal and interest begins not earlier than nine months or later than one year after graduation or withdrawal from school. During the repayment period the student is responsible for the payment of interest as well as principal.
NURSING STUDENT LOAN

These loans are available to eligible students enrolled in a full-time or half-time course of study leading to an Associate Degree in Nursing. The maximum Nursing Student Loan available to an individual borrower in an academic year or its equivalent may not exceed $2,500, or the amount of the student’s financial need, whichever is the lesser. The maximum amount of loan may not exceed $5,000 for the completion of the associate degree.

Interest is at 3 per cent and repayment begins on a monthly basis nine months after the borrower ceases to be a full or half-time student and may be repaid over a ten year period.

Part of the loan can be cancelled for each complete year of professional public or non-profit nursing service.

NURSING SCHOLARSHIP GRANTS

This program is available for students who have been accepted for enrollment as full or half-time undergraduate students in the nursing program. To receive scholarship assistance, a student must be of exceptional financial need and require such assistance to pursue the specified course of study at the college in the particular year.

The maximum amount of scholarship award for an academic year is $2,000 or the amount of the student’s need, whichever is lesser.

Nursing students with exceptional financial need are eligible for a grant up to $1,500 per year. The major criterion for an award is a demonstration of exceptional financial need.

COLLEGE WORK-STUDY PROGRAM

Students who need a job to pay for college expenses are potentially eligible for part-time employment both on and off campus.

Students may work a maximum of 15 hours per week while attending classes and 40 hours when not attending classes. The hourly wage will not be less than the minimum wage.

All interested persons are invited to apply to:
Director of Student Financial Aid
Lawson State Community College
3060 Wilson Road, S.W.
Birmingham, Alabama 35221
Telephone: 788-1666 Ext. 33
STUDENT PERSONNEL SERVICES OFFICE

The Office of Student Personnel Services provides personnel, educational and vocational assistance to all students enrolled in Lawson State Community 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.

An orientation program is available to all new students. The program is designed to provide the new student with a knowledge of the physical environment of the campus and the college community, to provide the student with specific and individual counseling for his initial registration. Provision will be made for individual conferences among students, counselors and faculty.

Various kinds of tests are administered according to the need and related matters with the student personnel staff. The staff specializes in obtaining information about course equivalencies, requirements at other colleges, and transferring to other institutions.

Students are encouraged to make wise use of all services made available by the Student Personnel Office. Every student enrolled is assigned a faculty advisor. Students are encouraged to discuss their plans, problems, and needs with their faculty advisers or other members of the counseling staff.

BOOKSTORE

Located in the Student Union Building is the College bookstore, a convenient place where students may purchase textbooks, supplies, and course-related materials. In addition to academic materials, students will find a selection of non-academic items such as Cougar sweatshirts and windbreakers, decals, etc.

STUDENT HEALTH SERVICES

The College maintains a health service station staffed by a Registered Nurse from 8 a.m. to 4 p.m., Monday through Friday.

The College renders first aid and emergency care as may be deemed feasible. The nurse determines if the student requires the attention of a physician and makes referrals if indicated.

In cases of emergencies, the student is sent to the hospital for emergency treatment.

The College does not assume any financial responsibility for the students who are advised to obtain medical aid, nor is the College responsible for furnishing transportation for the students who may need medical or emergency treatment.

During the fall registration period, accident insurance is available to the students at the student's expense.

Participation in the insurance program in general, is voluntary; however, for students who ride the school bus it is compulsory.
SPECIAL ACTIVITIES AND PROGRAMS

STUDENT ACTIVITIES

The students of Lawson State Community College are encouraged to participate in the extra-curricular activities and organizations. Organizations are formed and recognized by the College when students and faculty have shown an interest in and dedication to specific goals and activities. All such organizations (Clubs) must be recognized and approved by the Director of Student Activities as consistent with the philosophy and purpose of the College, must be kept within provisions of Alabama statues, and must be organized, and then chartered by the Student Government Association, and official college recognition and status.

STUDENT GOVERNMENT

The governing body of the students in the Student Government Association, popularly known as SGA. The SGA is composed of five officers elected by the entire student body, the president of the freshman and sophomore classes, the Inter-Club Council, and elected representatives from the two classes.

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 decorations for various school 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.
poor academic performance among normally intelligent students will be sought.

<table>
<thead>
<tr>
<th>First Quarter</th>
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<tbody>
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<tr>
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<tr>
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<td>Math 102</td>
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<td>P.E. 102</td>
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<td>Reaction Ideas</td>
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<td>News Analysis</td>
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<td>Math 112</td>
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<tr>
<td>P.E. 103</td>
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</tr>
</tbody>
</table>

**READING ENRICHMENT PROGRAM**

Lawson State Community 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. The College also provides programs in reading enrichment for students who desire to further and improve reading skills and appreciation.

Constant evaluation of the reading program revealed a need to serve more students in small groups and as individuals; therefore, a proposal was submitted to the Federally sponsored Right to Read Commission. The proposal was accepted and the College has a Right to Read Community Based Center for planning and implementing the best, and most effective programs for its students and the community.
The Right to Read Community Based Center has developed to Department status with a reading specialist as director, a Unit Task Force for immediate administrative planning and a staff of teachers, tutors and clerical assistants.

COURSES ARE DESIGNED WITH STUDENT DEVELOPMENT AND ENRICHMENT IN MIND

The basic reading and study skills program of Lawson State Community College is developed to encourage every participating student to become a more effective reader. Through more effective training, each student's reading habits are controlled in such a way that he is benefited and encouraged to continue a skill—building program for a reasonable period in a very modern and up-to-date laboratory equipped with tapes, cassettes, electronic and manual machines, paperbacks, films, programmed materials, etc. Primarily, emphasis is on the improvement of vocabulary comprehension, reading rate and overall reading achievement, for the College agrees with Dr. Paul Leedy that, "... we can learn to read better than we do. For reading is knowing what to do with a printed page. Reading is knowing where to look to discover main ideas and supporting details. Reading is knowing how to appreciate the organization of thought and how to interpret and evaluate that thought as it lies open upon the page before us."

COMMUNICATIONS 101
THE INTERMEDIATE DEVELOPMENT PROGRAM II

This course is developmental and is offered for students whose basic skills are strong and who wish to continue their basic skills development to its optimum. Materials for this program are selected from the "Thematic Approach"; materials are usually determined by specifically expressed interests and needs. Students have the opportunity of training from:

1. filmstrips on the Controlled Reader and from related books with programmed selections and tests to improve comprehension skills.
2. student study—discussion groups and rap sessions.
3. vocabulary in programmed selections and from student subject-matter interests.

COMMUNICATIONS 121-122-123

The purpose of this course is to encourage students who are not scheduled through communications I and II to accept training for reading improvement by the employment of effective use of skills in a total situation by:

1. training in a combination of improved comprehension techniques.
2. selecting reading materials to stimulate interests
3. increasing power to concentrate, comprehend, retain and express ideas
COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a pilot program open to majors in all transfer disciplines offered at the College. The objective of the program is to provide a balanced education where occupational experience is an integral part of formal education, and theory is blend-ed with practice. In addition to regular classroom and laboratory experiences, the program acquaints the student with the world of work and a professional environment. The additional objectives of the program are to provide relevance in the education process and direction in career planning, and to bring business, industry, and governmental agencies close to the educational program of the College.

VETERANS AFFAIRS

For educational benefits, a veteran must submit both copies of his Certificate of Eligibility to the proper school officials for completion. A veteran must re-certify for educational benefit when he

1. re-enters college after an interruption of his educational pro-
   gram;
2. begins each fall quarter;
3. begins each summer quarter.

Twelve (12) credit hours are required for full-time payment; nine (9) credit hours through eleven (11) credit hours is considered ¾ time; six (6) credit hours through eight (8) credit hours is considered ½ time. Students enrolled for less than ½ time received pay for tuition and fees. No payment will be made for institutional credit (5) unless a veteran is taking ½ or more of his courses for college credit. Five (5) hours of institutional credit will be computed as two (2) hours for purposes of determining a veteran's eligibility for payment.

A veteran enrolled in the Cooperative Program may elect the Cooperative Plan or the Institutional Plan for his educational benefits. If he elects the Cooperative Plan, he must remain under this plan for a cycle (2 quarters) before he can change to the Institutional Plan.

ALABAMA G.I. AND DEPENDENTS EDUCATIONAL
BENEFIT ACT (PUBLIC LAW 634)

Persons who are war orphans, unmarried widows, and dependents of deceased or disabled veterans (40% or more service connected disability) are eligible to enroll for training at this institution under the above described law. The Veterans Administration will pay com-pensation for training under this law. Eligibility for this provision must be certified by the Department of Veterans' Affairs, State of Alabama.

SOCIAL SECURITY

To be eligible for social security benefits, a student who qualifies must be pursuing a full-time course of study (12 credit hours). No benefits will be paid a student who drops below full-time.
ACADEMIC REQUIREMENTS

GRADING SYSTEM

Letter grades are assigned in 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 students' parents or guardian.

A. Grade Reports

1. No change from credit to audit will be permitted after this date. Changes must be made with the instructor and in the Office of Admissions and Records. Students who choose to change from credit to audit are required to attend classes in the same manner as students who must perform normal class activities. The only exception to this is that the audit study is not required to take the final examination.
2. If the audit student's absences exceed the allowable number or if the audit student does not perform class activities assigned to him by the instructor, the instructor may change his grade from Audit to F on the Final Grade Report. Students who have already exceeded the number of allowable absences may not change from credit to audit.

B. Withdrawals

1. Withdrawal from a Course
A student who wishes to withdraw from a course after the official Change in Registration period may do so by obtaining a "Withdrawal from Course" form in the Records Office and by processing the form. During the first three weeks of classes, the student will receive a grade of W for any course dropped.

2. Withdrawal from the College
A student may withdraw at any time during the term by obtaining a "Withdrawal from the College" form from the Records Office and having it processed. Official notices of withdrawal will be sent to the instructors, to the Department of Records, and, for Veterans, to the Office of Special Services. A grade of W (withdrawal not failing) will be assigned provided the above procedure is followed and the student is passing at the time of withdrawal. A grade of F will be assigned if the student does not follow the above procedure or if he is doing failing work at the time of withdrawal.

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

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 grades of A, B, C, D and 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.
Willie Moore, a student in the Extended Day Programs receives Louisiana State's highest honors for 1974.
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 average of 3.0 for the quarter.

PREREQUISITES

A student who fails in the first course of a sequence cannot take the succeeding course 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.

CLASS ATTENDANCE

Students are expected to attend all classes. Any student who has a total number of absences which exceed twice the number of class meetings per week in a class for which he is registered will receive the grade of FA for the course.

Students should check the Student Handbook for further information.

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. An average student earns 48 quarter hours in three quarters.

GRADUATION

Lawson State Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science Degrees and the Certificate of Completetion.

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. 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.

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

d. The Certificate of Completion is awarded when the student satisfactorily completes a program in his area of concentration.
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 Lawson State Community 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 admission conditions.
Dr. Augustus C. Dickinson  
Academic Dean  
Academic Division
PROGRAMS OF STUDY
ACADEMIC DIVISION

THE BASIC CURRICULUM FOR GRADUATION

THE GENERAL EDUCATION PROGRAM

The general education program is defined in a behavioral sense affirming that which prepares a man to live more fully as a person and more effectively as a citizen. Students enrolled in Lawson State differ greatly in experiences, needs, capacities, aspirations, and interests. Therefore, the general education program aims to help each student increase his competence in

1. Exercising the privileges and responsibilities of democratic citizenship.
2. Developing a sound set of moral and spiritual values by which he guides his life.
3. Developing qualities of leadership and initiative.
4. Expressing ideas clearly in speaking and writing; developing skills to read and listen with understanding.
5. Using the basic mathematical and mechanical skills necessary in everyday life.
6. Using methods of critical thinking for the solution of problems and for discrimination among values.
7. Understanding his cultural heritage so that he may gain a perspective of his time and place in the world.
8. Understanding his interaction with his biological and physical environment so that he may better adjust to and improve that environment.
9. Maintaining good mental and physical health for himself, his family and his community.
10. Sharing in the development of a satisfactory home and family life.
11. Achieving a satisfactory vocational adjustment.
12. Taking part in some form of satisfying creative activity and in appreciating the creative activities of others.

I. The General Education Program for Associate in Arts Degree

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Hours' Credit</th>
</tr>
</thead>
</table>

Division of Language Arts

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

Division of Social Sciences

- History .............................................................................. 10

These units may include American History or History of Western Civilization.
Other Social Sciences .................................................. 10
This area includes Economics, Geography, Psychology, American Government, and Sociology.

Division of Science and Mathematics
Science and Mathematics ............................................. 20
Course work may be selected from Biology, Chemistry, College Mathematics, College Algebra, Trigonometry, or Physical Sciences.

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

Division of Fine Arts
Art, Music or Speech .................................................. 6

Total Basic Credits .................................................... 72
Additional Credits ..................................................... 24

Total ................................................................. 96

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 outlined in this catalog.

II. The General Education Program for Associate in Science Degree

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Hours' Credit</th>
</tr>
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<tbody>
<tr>
<td>Division of Language Arts</td>
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</tr>
<tr>
<td>English—Freshman Composition</td>
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</tr>
<tr>
<td>Literature—World, American or English Literature</td>
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<tr>
<td>Afro-American Literature, Journalism, Dramatic Arts</td>
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</tr>
<tr>
<td>Division of Social Sciences</td>
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<tr>
<td>General Social Science</td>
<td>10</td>
</tr>
<tr>
<td>History, Economics, Geography, Psychology, Political Science, Sociology</td>
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<tr>
<td>Division of Science and Mathematics</td>
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<tr>
<td>Science</td>
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<tr>
<td>Biology, Chemistry, Physical Sciences</td>
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<td>Mathematics</td>
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<tr>
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*Must be in the field of concentration or related fields.
In addition to the General Education Program listed above, the student must complete a Specific University Parallel Program.

UNIVERSITY PARALLEL PROGRAMS

Transfer programs leading to the Associate in Arts and the Associate in Science Degrees, are offered in the following areas:

- Agriculture
- Art
- Business Administration
- Dentistry
- Dramatic Arts
- Economics
- Health, Physical Education & Recreation
- Journalism
- Law
- Legal Secretary
- Liberal Arts or General Education
- Mathematics
- Medical Secretary
- Medical Technology
- Medicine
- Music
- Pharmacy
- Science
- Secretarial Science
- Social Work
- Teacher 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 advisors at the junior college before registering for professional courses.

COURSE ABBREVIATIONS

The following are the official catalog course abbreviations to be used by Lawson State Community College.

- Art (Art)
- Bio (Biological Science)
- Bus (Business)
- Ch (Chemistry)
- Ec (Economics)
- Ed (Education)
- EDP (Electronic Data Processing)
- Eh (English)
- El (Electronics Media Technology)
- Fr (French)
- Gy (Geography)
- HPR (Health, Physical Education and Recreation)
- Hy (History)
- Jou (Journalism)
- Lta (Library Technical Assistant)
- MST (Management and Supervision)
Catalog numbers ending with 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 project areas, it is generally necessary to take the continuation course.

The rotation following the title of each course indicates the quarter hours 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.

### Transfer Programs

#### 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

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
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<td>Eh 102</td>
<td>Sp 110</td>
<td>Qr. Hrs.</td>
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<td>Mh 102 or 113</td>
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Second Year

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<thead>
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<th>Winter</th>
<th>Qr. Hrs.</th>
<th>Spring</th>
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<td>Pol 211</td>
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<td>Ps. 101</td>
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<td>Bio 101</td>
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<td>16</td>
<td>Art 101</td>
<td>3</td>
<td>Bio 102</td>
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</tbody>
</table>

PRE-BUSINESS ADMINISTRATION

(Transfer)

Associate in Science Degree

This curriculum is designed for the first two years of a business administration major who plans to transfer to a senior college or university to complete his work for a bachelor’s degree in the area of business administration.

First Year

<table>
<thead>
<tr>
<th>Courses</th>
<th>Qr. Hrs.</th>
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<tbody>
<tr>
<td>English 101-2</td>
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</tr>
<tr>
<td>Math 101</td>
<td>5</td>
</tr>
<tr>
<td>History 101-102 or 201-202</td>
<td>10</td>
</tr>
<tr>
<td>Bus 241 (Accounting)</td>
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</tr>
<tr>
<td>English 271 or 261</td>
<td>5</td>
</tr>
<tr>
<td>Bus 101 (Typewriting)</td>
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<tr>
<td>HPR (Elective)</td>
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<td>Bus 121 (Introd. to Bus)</td>
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Total: 48

Second Year

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</thead>
<tbody>
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<td>Bus 242-243 (Accounting)</td>
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<tr>
<td>Eco 201-202</td>
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<tr>
<td>Bus 215 (Communications)</td>
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<tr>
<td>Psy 201</td>
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<tr>
<td>Art 101 or Mus 101</td>
<td>3</td>
</tr>
<tr>
<td>Bio 101-102 or Chem 101-102</td>
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</tr>
<tr>
<td>HPR (Elective)</td>
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PRE-BUSINESS EDUCATION AND SECRETARIAL SCIENCE

(Transfer)

Associate in Science Degree

This curriculum is recommended for the first two years of a business education major who plans to transfer to a senior college or university to complete his work for a bachelor’s degree in the area of business education.

*These electives may be in any related subject in the area of business. The student should refer to requirements of the college or university to which he plans to transfer. He should also consult his academic advisor.
### GENERAL CATALOG — 1974-75

#### First Year

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### PRE-PHARMACY

Associate in Science Degree

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### PRE-AGRICULTURAL-SCIENCE

Associate in Science Degree

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*Elect any of the following: Economics 202; Marketing 235; Bus Law 261 or any other business subject.*
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### PRE-TEACHER EDUCATION

Associate in Science Degree

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

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### PRE-MEDICAL TECHNOLOGY

Associate in Science Degree

This program comprises the courses required in the first two years in medical technology curriculum.

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PRE-LAW
Associate in Arts Degree

This program is designed for those who plan to study law.

First Year

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PRE-MEDICINE OR PRE-DENTISTRY
Associate in Science 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.

First Year

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APPLIED SCIENCE-TERMINAL PROGRAMS*

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

*With approval of advisor may substitute other business courses.
A student can begin a terminal program any quarter and upon completion of requirements will receive a certificate or an Associate in Applied Science Degree.

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

Programs offered in this area are:
- Accounting
- Allied Health Linkage Program
- Architectural and Engineering Technology
- Electronic Data Processing Technology
- Electronic Media Technology
- Law Enforcement
- Legal Secretary
- Library Technical, Assistant
- Management and Supervision Technology
- Medical Secretary
- Nursing Education
- Recreation Leadership
- Secretarial Science
- Social Worker Technician

ACCOUNTING
Associate in Applied Science Degree

The accounting curriculum is designed to prepare students for employment in the increasing growth or our competitive business society. The accounting profession is important to the complete spectrum of business, ranging from governmental to small private business.

Positions are available to accountants in general accounting, auditing, payroll accounting, income tax, and other specialized fields.

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### Second Year

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ALLIED HEALTH LINKAGE PROGRAM

Allied Health Career Programs are offered in conjunction with the Regional Technical Institute, University of Alabama in Birmingham. These programs allow a student to complete the general education requirements at Lawson State Community College and the clinical and laboratory training at the Regional Technical Institute. After completing the requirement of both institutions the student will be awarded an Associate in Science or Associate in Applied Science Degree from Lawson State Community College. Students presently may specialize in the following areas:

Physical Therapy Assistant
Medical Laboratory Technician
Optometric Technician
Inhalation Therapy
Radiological Technology
Biomedical Equipment Technician
Dietetic Technician
Electroencephalographic Technician
Medical Records Technician
Medical Assistant
Emergency Medical Technician

PHYSICAL THERAPY ASSISTANT

This program is designed for those who desire to aid in improving or restoring a patient's functional ability as well as preventing any additional detrimental physical and mental effects of disease or injury. You work under the direction of a physical therapist.

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog.

MEDICAL LABORATORY TECHNICIAN

This program is designed for those who desire work in a medical laboratory, hospital, clinic or physician's office.

First Year

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog.
OPTOMETRIC TECHNICIAN

This program is designed to train an individual who can function as a receptionist and office assistant as well as perform many of the technical skills required to work for an optometrist, ophthalmologist or optician.

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</table>

Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources catalog.

INHALATION THERAPY

This program is designed for those who wish to work with patients having respiratory disorders and diseases. The Therapist is responsible for administering special breathing treatments and therapy under the doctor's prescription. He is skilled in the maintenance and adjustment of the specialized equipment used in this profession.

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources catalog.

RADIOLOGICAL TECHNOLOGY

Radiological Technologists are trained in the use of x-rays as a diagnostic tool. Under the supervision of the radiologist, he is proficient in the use of complex diagnostic and therapeutic equipment, proper positioning of patients, and processing radiographs.

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Second Year
Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog.

BIOMEDICAL EQUIPMENT TECHNICIAN

This program is designed to train technicians in the operation, servicing, maintenance, installation and calibration of medical equipment, under the supervision of biomedical engineers.

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Second Year
Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources catalog.

Dietetic Technician

This program is designed for students who desire to work in planning nutritious and appetizing meals to help people maintain or recover good health. The Dietetic Technician will be trained to perform many of the technical skills ordinarily performed by a Dietitian. The program is designed for those students interested in employment in a hospital, nursing home, schools, or food and nutrition research programs.

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Second Year
Specific courses required are offered in conjunction with the Regional Technical Institute, University of Alabama.
ELECTROENCEPHALOGRAPHIC TECHNOLOGY

This program is designed to train students as EEG (electroencephalographic) technicians for diagnosing brain disease and infections through electroencephalography—a system of mechanically detecting and recording the electrical activity of the brain. The curriculum will include a general knowledge of medicine, anatomy, and physiology as well as some technical knowledge for simple repairs and replacements of equipment.

First Year

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog. Second Year of this program will be completed at the University of Alabama, Birmingham, Alabama.

MEDICAL RECORDS TECHNICIAN

This curriculum is designed to train the student in maintaining medical and surgical information on each patient, including case histories of illnesses or injuries, physical examination findings, reports on X-rays and laboratory tests, physicians orders and notes, and nurses notes.

First Year

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog. Second Year of this Program will be completed at the University of Alabama, Birmingham, Alabama.

Some of the courses to be taken are:
- Hospital, indexing, filing & microfilming
- Hospital Coding
- Medical Transcription
- Medical-Legal Aspects
- Hospital Statistics
- Hospital Management & Supervision
MEDICAL ASSISTANT

This curriculum is designed to train students as Medical Assistants to help physicians examine and treat patients as well as keep abreast of the reams of paperwork that flow in the wake of current medical treatment. The students will be trained to perform tasks such as preparing patients for examination medical treatment and surgery.

First Year

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog. Second Year of this Program will be completed at the University of Alabama, Birmingham, Alabama.

EMERGENCY MEDICAL TECHNICIAN

The student will study emergency care of the injured or extremely ill patient. The curriculum is designed to develop skills in airway management, hemorrhage control, cardiopulmonary resuscitation fracture management and emergency childbirth procedures. Completion of this program will permit the student to pass the test for state licensure on the EMTI level.

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Second Year

Specific courses required and their descriptions may be found in the School of Community and Allied Health Resources Catalog. Second year of this program will be completed at the University of Alabama, Birmingham, Alabama.

ARCHITECTURAL AND ENGINEERING TECHNOLOGY

This curriculum is intended to prepare students for employment as craftsmen, engineering aides or technical illustrators. A student may study in the field of architecture, machine design, surveying or structural drafting as well as technical illustration. Students who complete the suggested program are capable of skilled, neat, rapid letter-
ing and line work as well as the drafting and layout expected of a technical illustrator or a junior draftsman. Supplemental courses in the curriculum provide the student with a broad engineering and general education background which will qualify him for senior drafting and supervisory positions as he develops skills on the job.

The curriculum will provide an accelerated program for those students who desire to complete the architectural or mechanical drafting courses with the specific purpose of entering immediate employment in a design office, the construction industry or as a mechanical draftsman. Within the curriculum, three options are available: Certificate in Architectural Technology, Certificate in Engineering Technology, and an Associate in Applied Science Degree in Engineering Technology.

REQUIREMENTS

Requirements for Certificate Program ........... 81 quarter hours
(12 Month Program)

Requirements for Associate in Applied Science Degree ..................... 131 quarter hours
(21 Month Program)

ARCHITECTURAL TECHNOLOGY

First Year

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Total: 20

ENGINEERING TECHNOLOGY

This curriculum is designed for students desiring to acquire skills and knowledge in Mechanical Drafting.

*The student may substitute for Cooperative Education Program.
First Year

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ELECTRONIC DATA PROCESSING TECHNOLOGY

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

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ELECTRONIC MEDIA TECHNOLOGY

The prevalent use of electronic equipment in education/communication media has created additional career opportunities for those individuals who are interested in this field.

The development of “media centers” utilizing video tape systems, film projectors, closed circuit television and electronic oriented audio/
visual devices, requires skilled operators and maintenance specialists.

This program is designed to enable students to acquire sufficient competence in the operation, installation and maintenance of video recorder/playback systems, closed circuit television systems, film projectors, and other allied audio/visual equipment. Within the curriculum three options are available: Certificate in Electronics, Diploma in Radio and T.V. Repair and an Associate in Applied Science in Electronic Media Technology.

**Requirements**

**Requirements for certificate Program**
(12 Months Program)

77 quarter hours

**Requirements for Diploma Program**
(18 Months Program)

109 quarter hours

**Requirements for Associate in Applied Science Degree**
(21 Months Program)

127 quarter hours

**First Year**

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17 quarter hours

**Second Year**

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18 quarter hours

**LAW ENFORCEMENT**

**Associate in Applied Science Degree**

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### LEGAL SECRETARY

Associate in Applied Science Degree

This program is concerned with Business Behavior and Ethics as applicable to the Legal Secretary: A Study of Legal Terminology; and Dictation and Transcription emphasis on office correspondence, and on legal forms and documents.

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### LIBRARY TECHNICAL ASSISTANT

Associate in Applied Science Degree

The Library Technical Assistant Curriculum is designed to prepare persons for supportive work in libraries of all types: public schools and colleges, county libraries, hospitals, government agencies and churches. The curriculum will enable students to support and assist professional librarians in library work.

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Suggested electives: Psy 101, Soc 101; Bio 101; Fr 101; Sp 101; Bus 130; Hy 221.

**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.

**First Year**

**MAJOR REQUIREMENTS**

- MST 101 Principles of Management 5
- MST 102 Supervisor's Training Techniques 5
- MST 103 Management Supervisor's Training 5
- MST 111 Elements of Supervision 5
- MST 211 Office Management 5
- MST 215 Small Business Management 5
- MST 231 Management Seminar 5

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**GENERAL REQUIRED COURSES**

- English 101 Communications Skills 5
- English 121 Improved Reading Skills 2
- Mathematics 101S Arithmetic for College Students 5
- Physical Ed. (elect) 3
- Economics 201 Principles of Economics 5
- Business 215 Business Communications 5
- Psychology 231 Psychology of Human Relations 5
- Business 241-242 Principles of Accounting 10
- Business 243 Intermediate Accounting 5
- Business 151 Business Mathematics 5
- History 201-202 or 101-102 American History of Western Civilization 10
- Speech 110 Fundamentals of Speech 5
- Art or Music Art Appreciation or Music Appreciation 3
- *EDP-1—Elective 5

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**108 hours**

**MEDICAL SECRETARY**

Associate in Applied Science Degree

This program is designed for the training of students who are seeking a career as a Medical Secretary or the General Secretary

*Course chosen with consent of advisor.*
whose goal is a medical office position. Special emphasis is given to various types of forms and reports found in a medical office. Medical procedures, medical terminology and medical dictation is given.

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NURSING EDUCATION

Associate in Applied Science Degree

The Division of Nursing Education provides for its students a well organized two-year curriculum which includes general education and nursing courses. The program is designed to prepare both men and women to become registered nurses who can function with intellectual and technical competency in bedside nursing care. It combines studies at the College with a planned and guided experience in patient care in hospitals and health agencies in Jefferson County.

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. With this educational background, the graduate is prepared for beginning bedside nursing positions in all clinical nursing areas. Furthermore, the general education which the student acquires will help him to be a more effective, productive citizen in his community.

ADMISSION REQUIREMENTS

To be eligible for admission to the Nursing Division, a student must meet all regular admission requirements and must:
1. Attain the 40 percentile on the Pre-Nursing and Guidance examination.
2. Be in good health as determined by a medical examination.
3. Have a satisfactory interview with a member of the Nursing faculty.
4. Have written approval by the Alabama Board of Nursing (A legal requirement for all applicants).
5. Obtain an acceptable score on the mathematics placement test or make a grade of “C” or above in mathematics 101S.
RETENTION AND PROMOTION

Students registered in The Nursing Program are expected to carry a program of instruction on a collegiate level and maintain an average of "C" or a 2.0 average each quarter.

Progression through the Nursing Program requires a student to make at least a "C" in each nursing course taken in one quarter. A grade of "D" must be removed by repeating the course before registering for additional nursing courses.

A student may take any nursing course only two times. A student may be terminated from the Nursing Program after failure to pass a course the second time.

Student's progress is also evaluated through achievement on tests published by the National League for Nursing along with faculty evaluation.

TRANSFERS

Students transferring from another college must have a 2.0 grade point average "C" in nursing courses before they will be considered as a transfer student to the nursing division. All transfer students are admitted on an individual basis, and must be in good standing with the institution from which they are transferring.

RE-ADMISSION

Any student who withdraws from nursing or has his/her progress interrupted during the academic year, must apply for re-admission one quarter prior to the date of intended re-admission.

Students must have a cumulative average 2.0. Any changes in the curriculum or procedures will be enforced at the time of re-admission.

The nursing division expects students to conduct themselves according to principles of high morality and honor so that they will not bring discredit to the division.

GRADUATION REQUIREMENTS

1. The student must have a minimum grade point average of 2.0 and a "C" for each course.

2. The student must receive a score in the fiftieth percentile on all National League for Nursing Comprehensive tests.
   a. Maternal Child Nursing
   b. Medical-Surgical Nursing
   c. Psychiatric Nursing

3. The student must complete a minimum of 120 hours of prescribed courses; 56 quarter hours in General Education and 64 quarter hours in the area of nursing.

4. Student must spend the last 3 quarters at Lawson State Community College in Nursing.
First Year

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Second Year

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Total Credit 120 hrs.
General Education 56 hrs.
Nursing Education 64 hrs.

RECREATION LEADERSHIP

Associate in Applied Degree

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

SECRETARIAL SCIENCE

Associate in Applied Science Degree

This program is designed to provide training for individuals to meet the demands for college-trained personnel in the secretarial field. It provides student with experiences for professional level jobs by providing a sequence of courses directed toward this goal after
completion.

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SOCIAL WORKER TECHNICIAN

Associate in Applied Science Degree

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COURSE DESCRIPTION

Catalog numbers ending with the number one (as EH 101) indicate the course is ordinary to be considered as the first part of a continuation course consisting of two quarter's 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.

Numbers at the right of the page following course titles indicate the number of periods per week; numbers in parentheses indicate hours per period; for example 5(1) and 2(2) indicate five one-hour lectures and two two-hour studio or laboratory periods.
DIVISION OF BUSINESS EDUCATION

Odessa Powell, Chairman

Secretarial Science and Business Administration (BUS)

Bus. 101. **Introductory Typewriting.—5 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 who have more than one year high-school credits in typewriting may enroll in this course for audit only. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior institution to which they plan to transfer.)  

Prerequisite: Bus. 101 or one or two years' high-school credit.

Bus. 102. **Intermediate Typewriting.—5 credits**  
Emphasis on correct technique and different methods of practice used to develop skill and increase speed and accuracy. Methods of tabulation and review of letter writing. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior institution to which they plan to transfer.)  

Prerequisite: Bus. 101 or one or two years' high-school credit.

Bus. 103. **Advanced Typewriting.—5 credits**  
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. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior institution to which they plan to transfer.)  

Prerequisite: Bus. 102.

Bus. 111. **Introductory Shorthand.—5 credits**  
Principles of Gregg shorthand theory; development of skill in reading from printed and written shorthand. Students who have more than one year high-school credit in shorthand may enroll in this course for audit only. No previous shorthand experience required. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior institution to which they plan to transfer.)  

Prerequisite: Bus. 101 or equivalent.

Bus. 112. **Intermediate Shorthand.—5 credits**  
Development of speed and accuracy in dictation and transcription. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior institution to which they plan to transfer.)  

Prerequisites: Bus. 101 or equivalent.

Bus. 113. **Advanced Shorthand.—5 credits**  
Further development of speed and accuracy in dictation and an introduction to the transcription of mailable letters. (Students other than those majoring in Secretarial Science and those who plan to transfer to senior institutions should check the catalog of the senior
institution to which they plan to transfer.) Prerequisites: Bus. 102 and 112.

**Bus. 121. Introduction to Business.—5 credits**

A survey course designed to acquaint the student with business organization, procedures, and methods. Covers principles of taxation, insurance, marketing, finance, and factors of production. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.)

**Bus. 131. Business Machines.—5 credits**

A survey course designed to acquaint the student with the use and operation of various business machines. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.)

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

Practical mathematics of the home and business world. Drills 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, account statements, mark-ups, commissions, credits and interest, and bank discounts. This course should precede or be taken concurrently with first-quarter accounting. (Not acceptable as a General Education course in lieu of Math 101 or Math 111. Not generally accepted for transfer credit. Student should check catalog of four-year institution to which they plan to transfer.)

**Eco. 201. Principles of Economics.—5 credits**

Study of Economic principles and analysis primarily with nature of production and distribution, problems of income and consumption; supply and demand theory; basic national income theory, money and banking systems; fiscal monetary theory; and operation of product markets.

**Eco. 202. Principles and Problems of Economics.—5 credits**

Continuation of Eco 201, with emphasis on price theory and allocation of productive service, including the economic principles underlying production, exchange, rent, wages, interest, and government regulations.

**Bus. 211. Transcription.—5 credits**

Continued emphasis on speed building in dictation and on the transcription of mailable letters in conformity with standards used in offices. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.) Prerequisites: Bus. 103 and Bus. 113.

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

A course of instruction and exercise material to help the student to speak and to write readily the clear, correct, forceful English required in the transaction of present day business. Emphasis is placed chiefly on letters for various purposes, their content and form. Oral communications are also stressed. This course comprises a concentrat-
ed effort on all types of business communications. Prerequisite: Bus.
101 or equivalent.

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

A finishing course for those who plan to be secretaries. Emphasis
is placed on the development of secretarial duties and the qualities
requisite for success, and on the development of secretarial personality
and occupational skills. (Students other than those majoring in
Secretarial Science and those who plan to transfer to senior institutions
should check the catalog of the senior institution to which they plan
to transfer.) Prerequisite: Bus 103 and 211 or concurrently with ap-
proval of Division Head.

**Bus. 222. General Office Procedures.—5 credits**

This is a terminal course to assist in operating college-level stu-
dents for supervisory and administrative positions in business, govern-
ment, education, and military offices. It shows the relationships of
office function, office services, and office facilities. Provision is made
for an introduction to the basic ideas and concepts of Data Processing
through the use of a practice set to record, classify, summarize, calcu-
late, and sort information in an efficient manner. (Students other than
those majoring in Secretarial Science and those who plan to transfer
to senior institution should check the catalog of the senior institution
to which they plan to transfer.) Prerequisite: Bus. 103 or equivalent.

**Bus. 223. Income Tax.—5 credits**

A study of federal and state laws as they relate to the determina-
tion of taxable income for the individual and corporation; emphasis
on preparation of returns and tax planning. (Not generally accepted
for transfer credit. Students should check catalog of four-year institu-
tion to which they plan to transfer.) Prerequisites: Bus. 242.

**Bus. 224. Filing and Records Management.—5 credits**

This course is designed to assist students in handling recent de-
velopments in business filing and records management. The course
includes functional filing systems for correspondence, unit record
cards, tapes; performance evaluation and retrieval of computer in-
formation. The material is presented in a manner to give a back-
ground of the fundamentals of good management starting with
manual and mechanical systems so that computer applications can
be understood in terms of the basic concepts. (Students other than
those majoring in Secretarial Science and those who plan to transfer
to senior institutions should check the catalog of the senior institution
to which they plan to transfer.)

**Bus. 225. Medical Secretarial Practices and
Procedures.—5 credits**

Training for a career as a medical secretary or the general
secretary whose goal is a medical office position. Special emphasis
is given to various types of forms and reports found in a medical of-
ifice, medical procedures, and medical terminology. Medical dictation
will be given. Prerequisite: Bus. 211.

**Bus. 231. Principles of Salesmanship.—5 credits**

A specific course emphasizing the relationship of product and
market, industrial and consumer retailing, methods of market anal-
ysis, salesmanship and sales methods. (May not be acceptable for transfer credit. Check with senior institution catalog.)

**Bus. 233. Principles of Retailing.—5 credits** 5 (1)
A study of the principles and practices of retailing, including planning, policies, and procedures of distribution. (May not be acceptable for transfer credit. Check with senior institution catalog.)

**Bus. 234. Principles of Advertising.—5 credits** 5 (1)
A study of the principles and practices of effective advertising. (May not be acceptable for transfer credit. Check with senior institution catalog.)

**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. (May not be acceptable for transfer credit. Check with senior institution catalog.)

**Bus. 241. Principles of Accounting I.—5 credits** 5 (1)
The accumulation and use of accounting data in business operations; examination of fundamental procedures and records; study of problems of income measurement, such as depreciation, inventory valuation, and credit losses; the operating cycle and the preparation of financial statements. Prerequisite: None.

**Bus. 242. Principles of Accounting II.—5 credits** 5 (1)
Fundamental accounting procedures and practices applicable to partnership and corporations; the use of cost data, budgetary controls, and cost-volume-profit relationships in business decisions; analysis and interpretation of financial reports for use by creditors, investors, and management. Prerequisite: Bus. 241.

**Bus. 243. Intermediate Accounting I.—5 credits** 5 (1)
Continuation of principles underlying financial statements; current assets; current liabilities; income determination; emphasis on accounting theory. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.) Prerequisite: Bus. 242.

**Bus. 244. Intermediate Accounting II.—5 credits** 5 (1)
Investigation of electronic data-processing applications in accounting with application of EDP; application of quantitative techniques of accounting; feasibility studies; preparation of information for EDP; information retrieval and application of quantitative tools in systems. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.) Prerequisite: Bus. 242.

**Bus. 248. Cost Accounting.—5 credits** 5 (1)
Managerial application of basic concepts and techniques of industrial accounting procedures that provide data for planning and costs under job-order and process systems; estimated and standard costs: direct costing and gross profit variations. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.) Prerequisite: Bus. 242.
Bus. 250. Principles of Insurance.—5 credits
An introduction to the general theory of insurance for both personal and business uses. The course covers the insurance contract, its analysis, company organization and operations as well as certain basic policies. (May not be acceptable for transfer credit. Check with senior institution catalog.)

Bus. 252. Principles of Finance.—5 credits
A study of corporate capital and cash structure, and cash requirements, sources and methods of business financing; comparative investment potentials, security analysis, and stock market operation. (May not be accepted for transfer credit. Check with senior institution catalog.) Prerequisite: Bus. 121.

Bus. 261. Business Law.—5 credits
An introductory course covering legal principles, contracts agency and employment, negotiable instruments, bailments and sale of goods. (Not generally accepted for transfer credit. Students should check catalog of four-year institution to which they plan to transfer.)

DIVISION OF ENGINEERING
ARCHITECTURAL TECHNOLOGY

AT 111 Introduction and Orientation of
Architectural Technology—5 credits
A survey of the evaluation of architectural styles from primitive architectural to the contemporary present day systems—engineered building complexes and the relationships that these architectural periods have on our present day construction methods. The student will evaluate building and be made aware of the aesthetics of good architecture.

AT Lab 161 Introduction and Orientation of
Architectural Technology Laboratory—2 credits
Open Laboratory for students working on selected projects in drafting providing opportunity for development of individual interest.

AT Lab 162 Fundamentals of Drafting Technique
Requirement for Engineering Technology—3 credits 10 (3)
An introduction to fundamental principles of drafting, which includes the selection of instruments and their use; lettering; applied geometry; orthographic drawing and sketching; pictorial drawing and sketching; sections and conventions; dimensioning, and the study of the various types of drafting, such as mechanical, architectural, electrical, marine, structural and civil.

AT 122 Architectural Drafting and Design I—5 credits
Review of drafting principles and methodology. Special emphasis is given to new materials which have been developed through technological advances.
AT Lab 172 Architectural Drafting and Design I
Laboratory—3 credits
10 (3)
Laboratory will consist of practice in lettering and drawing details of various types of construction, freehand sketching and detailing, preparation and execution of preliminary and working drawings of an assigned residential project with introduction to related materials, construction systems and structural design of the project.

AT Lab 173 Architectural Drafting—5 credits
3 (5)
This course introduces residential design and wood-frame construction; principles of light construction detailing using accepted standards of practice, investigation into materials and methods; principles of specification reading; blueprint interpretation; use of reference materials and manufacturers catalogs; the methods employed in preparation and assembly of a materials notebook for a design of building projects.

AT 133 Architectural Drafting and Design II—5 credits
5 (5)
This course introduces steel frame buildings, commercial or institutional, and the problems involved in their representation, development of complete working drawings and details of complex structures; strong emphasis on accepted production and drafting techniques and utilization of applicable structural design systems.

AT Lab 183 Architectural Drafting and Design II
Laboratory—5 credits
15 (5)
Laboratory will consist of drafting practice and production of structural design systems; including free hand drawing in pencil and ink; field trips to construction projects and drafting offices.

AT 131 Architectural Drafting for Building
Construction—5 credits
5 (5)
Introduction and design of materials and equipment used in the mechanical and electrical service systems of buildings; study of design principles and installation methods of plumbing and sanitation. Lighting and electrical wiring, air conditioning and climate control, water supply systems and fire protection; methods of acoustical treatment in buildings. This course introduces the interrelationship of architecture and engineering considerations and functions.

AT 144 Architectural Drafting and Design III—5 credits
5 (5)
This course consists of principles and methods in development of a commercial or public building requiring site analysis and design through use of concrete structures.

AT Laboratory 194 Architectural Drafting and Design III Laboratory—2 credits
5 (2)
Laboratory will consist of practical experience in drafting and design of concrete structures.

ENGINEERING TECHNOLOGY

ET 111 Mechanical Drafting and Design I—5 credits
5 (5)
This course will include principles of orthographic projection, lettering, procedures and conventions; sections and conventions, screw
threads and fasteners; principles of tolerance dimensioning for precision-mating parts.

**ET Lab 161 Mechanical Drafting and Design I**—2 credits 5 (2)
Laboratory will consist of practice supplementing the lecture.

**ET 122 Mechanical Drafting and Design II**—5 credits 5 (5)
Course will include the principles of intersections and developments, pictorial drawing, charts and graphs, structural drawing, inking and reproduction methods.

**ET Lab 172 Mechanical Drafting and Design II Laboratory**—5 credits 15 (5)
Laboratory will consist of practice supplementing the lecture.

**ET 121 Introduction to Metallurgy**—5 credits 5 (5)
History of metals, definitions, terms of metals, iron and steelmaking; physical and mechanical properties, basic structure and nature of metals; melting, solidification, phases and phase diagrams; steel heat treating principles and processes, effects of alloying additions.

**ET 133 Mechanical Drafting and Design III**—5 credits 5 (5)
Study of gears, cams, roller chain and sprocket design; detail and assembly drawing; piping layouts.

**ET 183 Mechanical Drafting and Design III Laboratory**—5 credits 15 (5)
Laboratory practice supplementing the lecture.

**ET 131 Introduction to Technical Illustration**—5 credits 5 (5)
This course will include the fundamentals of illustration for technical publication, using isometric, axonometric, perspective, exploded views, use of various media will be studied.

**ET 144 Introduction to Basic Principles of Statics and Structural Mechanics**—5 credits 5 (5)
Introduction to the basic principles of static and structural mechanics and to the effects of loads and loading on building frames. Methods are developed for determining preliminary sizes of key building elements in a framing system.

**ET Laboratory 194 Introduction to Basic Principles of Statics and Structural Mechanics Laboratory**—5 credits 15 (5)
Laboratory practice supplementing the lecture.

**EP 141 Measurements and Plane Surveying**—5 credits 5 (5)
Principles of elementary plane surveying; field practice and mapping; determination and evaluation of errors in measurements.
ET 142 Materials and Processes—5 credits 5 (5)
General lecture, lecture-discussion, or lecture-laboratory course designed to provide a knowledge and understanding of new developments, materials, equipment, or processes in the field.

ET 211 Mechanical Drafting and Design IV—5 credits 5 (5)
Study of gears, cams, roller chain and sprocket design; detail and assembly drawing; piping layouts.

ET 261 Mechanical Drafting and Design IV Laboratory—5 credits 15 (5)
Laboratory practice supplementing the lecture.

ET 212 Materials Testing and Analysis—5 credits 5 (5)
Techniques of specimen preparation and microscopic examination (metallurgy) mechanical testing, heat treating, temperature measurement (pyrometry), non-destructive testing.

ET 222 Strength of Materials—5 credits 5 (5)
Study and design of bending moments combined with tension and compression, analysis and design of compression members, study and design of reinforced concrete beams, slabs and compression; and lateral force analysis of small buildings.

ET Laboratory 272 Strength of Materials Laboratory—5 credits 15 (5)
Laboratory practice supplementing the lecture.

ET 233 Civil Engineering Drafting—5 credits 5 (5)
Introduction to principles of structural detailing, mapping, plotting from survey notes, preparing contour maps, details of drains, culverts, cuts and fills.

ET Laboratory 283 Perspective, Shades and Shadows—3 credits 10 (3)
Development of skills in preparing three-dimensional linear illustrations; principles of isometrics and perspective drawing; casting of shades and shadows of architectural and structural elements; landscape patterns and three-dimensional objects, freehand outdoor perspective sketching.

ELECTRONIC DATA PROCESSING TECHNOLOGY

EDP. 101. Unit Record Equipment.—5 credits 5 (1)
This course evolves around the principle of IBM accounting with emphasis on machine function, operation, and board-wiring. To implement the unit-record approach, an introduction to flow-charting and design is also covered. The unit-record equipment taught include the card punch, card sorter, collator, reproducer, and accounting machine. Problem solving in the lab is also required. Prerequisite: Bus. 101 or consent of instructor.

EDP. 102. Introduction to Computer Science.—5 credits 5 (1)
A general introductory course to computer analysis, theory and application covering the history and development of computers; the logic and principles of stored program and number systems; the I/O
units, C.P.U. and an introduction to the programming languages. Prerequisite: EDP 101 or consent of instructor.

EDP. 103. Basic Fortran.—5 credits 5 (1)
An introduction to the Fortran language including the basic concepts of I/O, branching, arithmetic and logic statements. Flow charting as applied to a programming language is incorporated. Students will be taught to operate the equipment during Lab sessions. Prerequisite: EDP 102.

EDP. 201. Advanced Fortran.—5 credits 5 (1)
This course covers advanced Fortran programming theory and applications including the use of commercial sub-routines, sub-programs, functional library, and Fortran Compilers and Disk for manipulating information. Problem solving in the Lab is required. Prerequisite: EDP 103.

EDP. 202. Report Program Generator (RPG).—5 credits 5 (1)
A symbolic programming language oriented to commercial and scientific applications with emphasis on the easy-to-use technique for writing specifications which produce a variety of business reports. Prerequisite: Consent of the instructor.

EDP. 203. Basic Assembly Language.—5 credits 5 (1)
A symbolic assembly language oriented to commercial applications to show the capabilities and limitations of an actual computer by using the operational codes and instruction format of 1130 Basic Assembly Language. Prerequisite: EDP 102.

EDP. 204. Common Business Oriented Language (COBOL).—5 credits 5 (1)
An artificial high-order language, procedure-oriented, English-like and designed primarily for writing data file procedures for business. The use of COBOL statements, applications and the logic involved in writing programs will be taught. Program writing and debugging are required. Prerequisite: EDP 102 or consent of instructor.

EDP. 205. Systems Design.—5 credits 5 (1)
An analysis and review of existing systems and documentation from installations using medium-to-large size computers. Field trips, guest speakers, and case studies are included. Prerequisite: Programming.

MANAGEMENT AND SUPERVISION TECHNOLOGY (MST)

MST. 101. Principles of Management.—5 credits 5 (1)
This course introduces the student to the information management concept and automation in the modern office. Emphasis is geared to organizing planning, controlling, administrative operations through cost reduction in such areas as systems; procedure analysis; forms design; and control. This course also includes training in leadership and human relations in office administration covering the staffing and supervision of office activities and current personnel policies and practices.

MST. 102. Supervisor’s Training Techniques.—5 credits 5 (1)
This course emphasizes promotional and executive training at all
levels of management; supervisory training involving knowledge of the work and responsibilities of the positions to be supervised. It also includes training involving the human relationship and personal traits evident in skillful training, skillful planning and skillful leadership.

MST. 103. Management and Supervision.—5 credits 5 (1)
A study of the supervisor’s responsibility for job method improve-
ment, with emphasis on organizing, leadership control, planning,
training, rating, promoting and improving employee-management
relations.

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, promoting, 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; and the supervision of office
functions. Emphasis is also placed on all types of oral and written
managerial business communications.

MST. 215. Small Business Management.—5 credits 5 (1)
A study of small business operations with proper balance be-
tween business functions and the management functions of planning,
organizing, actuating, and controlling. This course gives the student
concepts and principles of business management rather than facts
about particular types of small business operations. Topics covered
include: problems in initiating the business: financial and administra-
tive control, marketing programs and policies, and legal and govern-
ment practices.

MST. 221. Management Internship.—5 credits 5 (1)
A course providing practical experience, under faculty super-
vision, in a local business firm. This course may be arranged by the
Division Head.

MST. 231. Management Seminar.—5 credits 5 (1)
Consideration of current problems, issues, and developments in
the area of management. Students are guided through individual
projects and outside research related to their area of concentration
and employment training.

DIVISION OF LANGUAGES AND FINE ARTS
Lucille W. Knox, Chairman

Eh. 099. Basic Communications Skill.—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 communication with emphasis on
grammar, spelling, vocabulary, punctuation, sentence and paragraph
meaning and construction and reading comprehension. Students in
English 099 are required to pass the course in basic reading and
English before taking English 101. (Enrollment based on scores from
CPG Test.)
Eh. 101-102. Communication Skills.—5 credits  
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  
Practice in expository writing beyond that offered by Freshman Composition.

Eh. 121-122-123. Improved Reading Skills.—2 credits  
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 improved comprehension skills for each individual student. Selected reading materials and aids will be used to stimulate desirable reading rates and to increase concentration comprehension, and retention. All first and second quarter freshmen are advised and encouraged to enroll in this course. Students enrolled in the Basic English classes are automatically enrolled in the Basic Study and Reading Skills program.

Eh. 125. Improved Reading Skills.—3 credits  
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. 200. Afro-American Literature.—5 credits  
A study of novels, dramas, short stories, poetry, and essays from representative Afro-American writers.

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. 251-252. American Literature.—5 credits  
A study of representative American writers from the colonial period to the contemporary. Prerequisite: Eh 102.

Eh. 261-262. English Literature.—5 credits  
A study 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 5 (1)
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 5 (1)
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.

DRAMATIC ARTS

D.A. 121. Introduction to the Dramatic Arts.—5 credits 5 (5)
This course presents a general approach to the organization of the theater; it is especially designed to develop the student’s knowledge and appreciation of the theater arts through contemporary and historic study of the drama.

D.A. 201. Acting Techniques.—5 credits 5 (5)
A study of the principles and techniques of acting. Training in pantomime, stage, movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises.

D.A. 112. Stagecrafts and Acting Survey.—5 credits 5 (5)
This course constitutes participation in the dramatic productions of the quarter. Credits will be given for the satisfactory planning and execution of major technical work on the productions.

JOURNALISM

JOU. 101. Survey and History of Journalism.—5 credits 5 (5)
An introduction to communication theory to understand and attempt to control the forces that shape mass communication. A brief history of journalism.

JOU. 111. Introduction to Journalistic Writing, Ad Editing.—5 credits 5 (5)
A course for the beginning journalist, primarily features giving the student a working knowledge of copyreading and headline writing, as well as an acquaintance with type faces, picture editing, page makeups and responsibilities of the news editor.

JOU. 236. Journalism.—5 credits 5 (1)
Study and practice in newswriting, newspaper style, and mechanical practice.

JOU. 237. Newspaper Laboratory.—5 credits 5 (1)
Student’s responsibility is to write, edit, and make-up campus newspaper. Prerequisite: JOU. 236.

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  
5 (1)  
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  
5 (1)  
A continuation of French 101. Prerequisite: French 101, or one year of high school French and consent of the instructor based on language placement scores.

5 credits each quarter.  
5 (1)  
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  
5 (1)  
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 placement test indicates a need for further foundation work.

Spa. 102. Introductory Spanish II.—5 credits  
5 (1)  
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.

5 credits each quarter.  
5 (1)  
A continuation of Spanish 102. Prerequisite: Spanish 102, or consent of instructor based on 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.

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  
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 judgement are explored.

Art 201. History of Art.—5 credits
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
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
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. 103-106-107. Chorus.—Fall, Winter, Spring.
1 credit each quarter
Designed primarily as a medium of recreation and 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
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
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
A continuation of Music 111. Required of music majors.

MU. 175. Elementary School Music.—5 credits
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.

DIVISION OF NURSING
Betty Berry, Project Director

Nur. 101. Fundamentals of Nursing.—6 credits
This course is an introductory course designed to serve as a basis upon which future courses in nursing can be built. It includes concepts, principles and techniques basic to all nursing care, the identification of normal basic need of all individuals and an understanding of the variation of needs in illness and in wellness. The focus is on beginning skills of patient care and the nurse-patient relationship in
the laboratory and hospital settings. Three hours lecture; six hours laboratory per week.

**Nur. 102. Fundamentals of Nursing.**—8 credits  
3 (1); 2 (4)

A continuation of Nursing 101 considers principles and techniques not previously explored. Emphasis is placed on the nurse’s role in diagnostic and therapeutic measures. Prerequisites: Nursing 101. Four hours lecture, eight hours laboratory per week.

**Nur. 103. Maternal and Newborn.**—6 credits  
3 (1); 2 (3)

Utilizing the family centered approach, nursing principles and techniques are used in the care of mothers during the maternity cycle, and newborn infants. This approach is made through understanding the normal maternity cycle and the newborn child. Adaptations are made to include complications that occur during the maternity cycle. Related nutrition, Pharmacology and community resources are included. Prerequisites: Nursing 101 and 102. Lecture three hours. Laboratory six hours per week.

**Nur. 104. Nursing Care of the Mentally Ill.**  
8 credits

Nursing 104 is study of the emotional factors which affect adjustment as well as major psychiatric illnesses. 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 patients in psychiatric setting. Related pharmacology is included. Prerequisites: Nursing 101, 102, and 103. Lecture four hours, laboratory four hours per week.

**Nur. 201. Nursing Care of the Physically Ill.**  
8 credits

An integrated course of medical and surgical nursing which includes a study of major health problems of adult patients. The focus is on further development of a therapeutic nurse-patient relationship, the application care of the patient in general hospital setting. Emphasis is on dynamics of human behavior and psycho-dynamics of personality development. Pharmacology, nutrition and mental health concepts are integrated throughout the course. Emphasis is placed on the problem solving approach. Prerequisite: Nursing 101, 102, 103, and 104. Four hours lecture; eight hours laboratory per week.

**Nur. 202. Advanced Nursing Care of the Physically Ill (1).**—8 credits  
4 (1); 2 (4)

Nursing 202 is a continuation of Nursing 201. Considers major health problems not previously explored. Prerequisite: Nursing 101, 102, 103, 104 and 201. Lecture four hours, laboratory eight hours per week.

**Nur. 203. Nursing Care of the Child.**—8 credits  
4 (1); 2 (4)

Introduction to the nursing care of children with emphasis on normal child growth and development patterns, and nursing problems related to the psychological, physiological and social needs of the ill child. Pharmacology and nutrition are integrated throughout the course. Prerequisite: Nursing 101, 102, 103, 104, 201 and 202.

**Nur. 205. Seminar In Nursing.**—8 credits  
4 (1); 2 (4)

An integrated approach to the study of patients with major health
problems. Emphasis is placed on specific nursing problems in each of the five clinical areas of nursing: Obstetrics, Psychiatry, Medicine, Surgery, and Pediatrics. Nursing 101, 102, 103, 201, 202 and 203. Four hours lecture and eight laboratory per week.

Nur. 211. Clinical Nursing.—4 credits

Emphasis is placed on concepts and principles including: (a) Organizing of Nursing care, (b) Implementing nursing care plans, and (c) Planning nursing care. The roles and functions of the technical nurse are also stressed. Nursing 101, 102, 103, 104, 201, 202, 203, and 205 are prerequisite.

DIVISION OF
HEALTH, PHYSICAL EDUCATION AND RECREATION

Physical Education is required for six consecutive quarters. Only one credit per quarter is permitted or transferable to meet the six (6) quarters requirements.

Unless otherwise approved by the Academic Dean, each student who lacks Physical Education must register for an activity course in the first and succeeding quarters of residence until all requirements are met.

HPR. 105. (M&W) Personal and Community Health. 3 credits.

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, 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. Modern Dance I.—2 credits

Designed to acquaint the student with developmental exercises for control of muscular action, balance, use of body movements and the relation of music to dance.

HPR. 171. Modern Dance II.—2 credits

(Prerequisite: Physical Education 170). Offers further study of movement and rhythmic fundamentals. Emphasis is placed on dance composition and production.

HPR. 174. Folk, Square, and Social Dancing.—2 credits

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

HPR. 245. Camping and Outdoor Recreation.—3 credits

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

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 programs in a variety of settings. Required for all recreation-majors.

**HPR. 250. Theory of Football (M).—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 (M&W).—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 (M).—1 credit** 1 (1)
A course covering current problems and new trends in wrestling with a special emphasis on rules, conditioning, teaching techniques and strategy.

**HPR. 253. Theory of Baseball (M).—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.

**HPR. 255. Badminton (M&W).—1 credit** 1 (1)
To teach the fundamental skills and strategy of badminton as a carry over sport.

**HPR. 256. Tennis (M&W).—1 credit** 1 (1)
Designed to teach the student the fundamental skills and strategy of tennis as a carry over sport.

**HPR. 257. Softball (M&W).—1 credit** 1 (1)
A course designed to develop a thorough understanding of softball. Special emphasis is placed on individual proficiency and team strategy.

**HPR. 258. Volleyball (M&W).—1 credit** 1 (1)
A course covering current problems and new trends in volleyball with special emphasis on basic fundamentals, team defense and offense.

**HPR. 259. Archery (M & W).—1 credit** 1 (1)
A course designed to teach the students the fundamental skills and strategy of Archery as a carry over sport.

**DIVISION OF SCIENCE AND MATHEMATICS**
Lillie K. Singleton, Chairman

**Bio. 101. General Biology.—5 credits** 4 (1); 1 (2)
An introductory course designed for science majors and para-
medical students. This course stresses the unifying topics of cellular structure, metabolism, reproduction and heredity in all organisms.

**Bio. 102. General Biology.—5 credits**  
4 (1); 1 (2)

A generalized survey of the diversity and ecology of living organisms. It consists of a comparative study of the organizations and functions among taxonomic groups. This course is designed for both the science major and non-science major.

**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: (for all students except those in Nursing) Bio. 101.

**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**  
3 (1); 2 (2)

A study of bacteria, fungi, rickettsiae, and viruses in relation to human medicine. Pathogenicity, clinical systems, treatment, epidemiology, and control are stressed. Laboratory sessions are required. Prerequisite: Bio. 102.

**Ch. 100. Preparatory Chemistry.—3 credits**  
3 (1)

A special studies course designed for those with no high school chemistry or who did not achieve a satisfactory score on the placement examination. Emphasis is placed on fundamental concepts of the atomic elements, the periodic chart, the metric system, and fundamentals of mathematics.

**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. 101.

**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 103.

**Ch. 211. Organic Chemistry I.—5 credits**  
2 (1); 2 (3)

First of a three-quarter sequence which includes a study of properties, structure, nomenclature, reactions and preparations of aliphatic and aromatic compounds. Prerequisite: Ch 103.

**Ch. 212. Organic Chemistry II.—5 credits**  
2 (1); 2 (3)

A continuation of Ch 211. Prerequisite: Ch 211.
Ch. 213. Organic Chemistry III.—5 credits
A continuation of Ch 212.

PHYSICAL SCIENCES

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

PS. 102. Physical Science Survey.—5 credits
A continuation of PS 101. No prerequisites.

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 mechanics, heat, sound, light, electricity and magnetism, atomics and nucleonics. Basically designed for the preengineering student. Prerequisites: Mh. 113, Mh. 214.

Phy. 202. General Physics with Calculus II.—5 credits
A continuation of Phy. 201. Prerequisites: Phy. 201, Mh. 214, 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 survey of modern physics. Prerequisite: Mh. 113.

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.

ELECTRICITY/ELECTRONICS

El 111 Fundamental Concepts of DC—5 credits
Provides a brief background and history of the electrical and electronics field; the atomic structure of matter as related to electricity/electronics; introduction to theory and application of measuring devices.

El Lab 161 Fundamental Concepts of DC Laboratory—5 credits
Laboratory includes the use of voltmeters, ammeters, ohmeters, and oscilloscopes.

El 122 Fundamental Concepts of AC—5 credits
A study of alternating current circuits; transformer action and waveform; phasor diagrams; inductive and capacitive reactances; impedance and admittance; equivalent circuits, introductory electronics theory.
El Lab 172  Fundamental Concepts of AC Laboratory—5 credits 15 (5)
Laboratory will include the use of the oscilloscope, practical utilization of transformers, practice, capacitors and inductors in A-C circuits.

El 133  Solid State—5 credits 5 (5)
This course is an introduction to electronics hardware and its use. Lectures are used to analyze the operation of solid state and other electronic devices.

El 183  Lab—5 credits 15 (5)
The laboratory course provides for an investigation of basic principles of electronic devices. Experiments include static and dynamic characteristics of vacuum tube, transistors, diodes and other electronic devices, and their application in fundamental circuits.

El 134  Survey—2 credits 5 (2)
A survey of the field of electronics and its effect on modern world; and introduction to the terminology and the equipment used.

El 144  TV I Technology—5 credits 5 (5)

El Lab 194  TV I Technology Laboratory—3 credits 10 (3)
The practical application Radio/TV theory. An introduction to trouble shooting.

El 141  Drawing— 5 (2)
An introduction to layout, and design of electrical/electronics systems. Electrical/Electronics symbols; analysis of wiring diagrams.

El 211  TV II Technology (color)—5 credits 5 (5)
Covers the basic principles of color television, the operation of receivers and the fundamentals of installation and servicing.

El 261  Lab  TV II Technology Laboratory—3 credits 10 (3)
Emphasis is on Industry-recommended procedures for trouble shooting and servicing each section of the Television receiver. Color receiver “set-up” procedures and C R T installation and adjustment are also included.

El Lab 262  Operations Maintenance of Closed Circuit—3 credits 10 (3)
This course is designed to provide students with practical knowledge of equipment used and the operation and maintenance of Cable TV system.

El 222  TV III Technology—5 credits 5 (5)
A study of Radio/TV transmitters antennas, transmissions and studio equipment.

El Lab 272  TV III Technology Laboratory—3 credits 10 (3)
Advance troubleshooting techniques and procedures. Antenna installation.
El 273  Operation & Maintenance of A/V Equipment  10 (3)
       Provides an excellent opportunity for students to exhibit the
knowledge and skill acquired during training, and obtain additional
practical experience.

MATHMATICS

Mh. 099.  Basic Mathematics.—5 credits (Institutional)  5 (1)
       A first course in mathematics for students who have pursued a
minimum number of mathematics courses in high school, or who have
limited mathematics background knowledge. Unless exempted by
examination, this course is prerequisite to all mathematics courses
pursued for transfer credit. Prerequisites: None.

Mh. 101S.  Arithmetic for College Students.—5 credits  5 (1)
       This course covers systems of numeration; basic operations on
whole numbers, fractions and decimals; ratio and proportion; per-
cents; and a light introduction to such algebraic topics as negative
numbers, equations, and basic geometry. It is offered for terminal or
transfer students who recognize a need for developing arithmetic
skills.

Mh. 101.  Freshman Mathematics.—5 credits  5 (1)
       This course is designed to meet the mathematical requirement of
all transfer students and to strengthen the foundations of other stu-
dents who plan to pursue advance courses in mathematics. Topics in-
clude: algebra, trigonometry, and plane geometry with practical ap-
plications as well as some topics from modern mathematics. Pre-
requisites: One year of high school algebra and one year of high
school geometry, or consent of instructor.

Mh. 102.  Freshman Mathematics.—5 credits  5 (1)
       A continuation of Mh. 101. Prerequisite: Mh. 101.

101-AT.  Freshman Mathematics (Audio-Tutorial).—
          5 credits  5 (1)
       This course is designed for students who desire self-paced in-
dividualized instruction in basic mathematics through the use of
Audio tapes and programmed materials. Topics covered are numeral
and binary operations, properties of whole numbers, operations in-
volving natural numbers, integers, rational and real numbers; factor-
ing and equation solving.

102-AT.  Freshman Mathematics (Audio-Tutorial).—
          5 credits  5 (1)
       This course is a continuation of Freshman Mathematics 101-AT.
Topics covered are quadratic equations, fractional equations, radicals,
exponents; functions, relations and graphs; systems of Linear equa-
tion, Inequalities, stated problems.

Mh. 112.  Algebra and Trigonometry I.—5 credits  5 (1)
       Topics considered are: set theory, graphs, theory of equations,
factoring polynomials, radicals, relations and functions, permutations
and combinations, probability, distance in the plane, matrices and
determinants, and partial fractions. Prerequisite: Mh 101 and Mh
102 or consent of instructor.
Mh. 113. Algebra and Trigonometry II.—5 credits 5 (1)
Topics considered are: Trigonometric functions, identities and equations, inverse functions, solutions of triangles, complex numbers, polar coordinates, and applications of trigonometry. Prerequisite: Math 112.

Mh. 201. Slide Rule and Logarithms.—3 credits 3 (1)
This course gives 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,Cl, S,T, and L. Prerequisite: Two years of high school algebra, or consent of instructor.

Mh. 214. Analytic Geometry and the Calculus. 5 (1)
5 credits.
Topics considered: curves and equations, straight lines, conic sections, transformation of axes, limits, continuity, differentiation of algebraic functions. Prerequisites: Mh. 113. or equivalent.

Mh. 215. Analytic Geometry and the Calculus. 5 (1)
5 credits.
Topics considered: Differentiation of exponential and logarithmic functions, applications to geometry and physics, parametric equations, hyperbolic functions, curvature, elementary concepts of integration. Prerequisite: Mh. 214.

Mh. 216. Analytic Geometry and the Calculus. 5 (1)
5 credits.
Topics considered: the Riemann Integral; application of the integral, infinite series; multiple integrals and analytic geometry of three dimensions. Prerequisite: Mh. 215.

Mh. 217. Analytic Geometry and the Calculus. 5 (1)
5 credits.
Topics considered: Partial derivatives, elementary equations, introduction to vectors, calculus, theory of convergence, theory of series and sequences, and Fourier series. Prerequisite: Mh 216.

DIVISION OF SOCIAL STUDIES
Thelma Catlin, Chairman

An. 101. General Anthropology.—5 credits 5 (1)
An introduction to the principles, concepts, and methods of anthropology. This course traces and emphasizes the origin and evolution of man, the modern races, and the pre-history of mankind.

An. 102. Cultural Anthropology.—5 credits 5 (1)
A study of the nature of culture, personality, and social organization. Emphasis is placed on the customs of pre-literate people. Prerequisite: An. 101 with at least the grade of “C” for transfer students.

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. 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.

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. Prerequisite: Ed. 101.

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

Hy. 221. History of the AFRO-American Experience.—5 credits 5 (1)
A survey of the experience of black people in the United States, from the African background to the struggles of today.

Hy. 231. Alabama History.—5 credits 5 (1)
The course concerns itself with the exploration, settlement, territorial period and historical events which led to the statehood of Alabama and extending to the present time. Special emphasis is
allocated to the social, economic, and political developments within the State of Alabama.

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 process 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.

Psy. 100. Orientation.—1 credit 1 (1)
An introduction to aid students in the transition from high school to college. This course is designed to help the student work up to his capacity by developing his basic qualities. Freshman tests will be discussed and interpreted. Orientation is coordinated with guidance and counseling services.

Psy. 201. General Psychology.—5 credits 5 (5)
Introduction to basic principles of psychology with a survey of research methods, learning, cognition, motivation, emotion, perceptions, human development, personality and basic concepts of social behavior.

Psy. 211. Abnormal Psychology.—5 credits 5 (1)
An approach to the study of mental illness. Topics covered in this course include abnormal reactions to frustrations, psychotherapy and theories of personality structure.

Psy. 221. Human Growth and Development.—5 credits 5 (5)
A study of the physical, mental, emotional and social development of the child from birth through adolescence, and into old age. The influences of the home, the school, the society upon this development is emphasized. Attention is also given to the characteristics and needs of children at different levels. Prerequisite: Psychology 201.

Psy. 231. Psychology of Human Relations.—5 credits 5 (5)
An introductory study of the application of psychological principles in a variety of situations; industrial, business, government and society. It offers practical experience in the study of inter-personal and intra-personal relations with reference to their application to on-the-job situations and within the world of work.

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  
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  
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.

SOCIAL WORKER TECHNICIAN

Psy. 230. Group Therapy.—5 credits  
An introduction to aid the students in understanding group theory, group dynamics, and group procedure. The focus will be an individual within the group as well as the group as an entirety. The class meeting will also function as practice and experience in an actual group.

Psy. 241. Social Psychology.—5 credits  
A study of psychological phenomena affecting the individual as a result of his group identifications such as familial, racial, religious, vocational, and political; studies of processes of social interaction, role behavior, forms of group organization. Prerequisites: Psy 201 or Soc 201 with at least the grade of "C" for the Transfer student.

Psy. 251. Psychological Testing Theory.—5 credits  
Basic theory and principles of many of the more standard group and individual tests; also includes considerable emphasis on statistics. Prerequisites: Psy 201 and Psy 251.

Psy. 252. Personality Tests.—5 credits  
Examinations, exploration, analysis, and group personality tests. Prerequisites: Psy 251.

Psy. 253. Intelligence, Interests, and Vocational Tests.—5 credits  
Examination, exploration, analysis, and application of several more widely used individual and group intelligence, interest, and vocational tests.

Psy. 260. Social Worker Technician Practicum.—3 credits  
The student will be able to spend most of the time out in the field and under supervision. He will be obtaining actual experience in his chosen specialty.

Soc. 230. Introduction to Social Work.—5 credits  
An initial orientation to the nature and scope of social work; its history and philosophy; professional training for social work; methods and objections of its special fields, its organization on the state and national levels.
Soc. 231. Case Worker—3 credits
An introductory course to help familiarize the student with the procedures and equipment used to obtain and record data concerning individuals and clients.

LAW ENFORCEMENT

Le. 102. Police Organization and Administration.—5 credits
General principles of organization and administration of law enforcement; structure of organization; police management; recruitment; selection, of the modern law enforcement agency; and the future professionalization of the police service.

Le. 203. Police Patrol Functions.—5 credits
Duties and responsibilities of the uniformed Police Patrol. Distribution and supervision of the force; the extent of Patrol participation and the choice of Patrol methods and other problems of Patrol.

Le. 204. Criminal Investigations.—5 credits
The theory and scope of criminal investigation; responsibility and duties of the investigator; collection and preservation of evidence; the police science laboratory; investigation of specific crimes; and interrogation techniques. Prerequisite: Le. 101 and Le. 102.

Le. 207. Criminal Law I.—5 credits
The study of the substantive crime and their punishment; elements of various crimes; rules of evidence; and criminal procedure and mechanics of the courts. Prerequisite: LE 101 and LE 102.

Le. 208. Criminal Law II.—5 credits
An analysis of the laws of arrest, search, and seizures; confessions and signed statements; the study and evaluation of evidence and proof; particular attention is given to application in Alabama. Prerequisite: 207.

Le. 211. Introduction To Forensic Sciences.—5 credits
A study of general criminalistics; handwriting and questioned document examinations; fingerprint science; tool mark examination; the polygraph and its uses.

Soc. 212. Juvenile Delinquency.—5 credits
A history of the juvenile court system in the United States; an analysis of delinquency and the family structure; the police function with juveniles and preventive measures under court supervision and law enforcement; the rehabilitation of the delinquent and the programs of social institutions in treatment and control of delinquency.

Soc. 213. Introductory To Criminology.—5 credits
The nature and extent of crime in the United States; criminal and delinquent behavior and theories of causation; the criminal personality and career orientation; and principles of prevention, control and treatment.

LIBRARY TECHNICAL ASSISTANT

LTA 101 Introduction To Library Services.—3 credits
General introduction to the history and philosophy of libraries
and library services with emphasis on the role of the library technical assistant. A study of the card catalog, systems of classification and arrangement, uses of indexes and simple reference books.

LTA 102 Library Resources.—3 credits
An intensive study of special reference works, periodicals, vertical file, card catalog and limited non-book materials.

LTA 201 Acquisition and Circulation Techniques.—3 credits 3 (5)
Sources and principles of book selections, ordering and the activities involved in the circulation of books and other library resources.

LTA 202 Educational Media Equipment and Materials 3 (5)
3 credits
A study of the uses, operation and maintenance of projection and sound equipment. Production of simple materials with emphasis on bulletin boards, dry mounting, transparencies, tapes, and other newer media. Sources, cataloging, and scheduling of equipment and materials are studied.

LTA 203 Library Technical Processing.—3 credits 3 (5)
Preparation, arrangement, maintenance of books, periodicals, and AV materials for effective library service, including practice in the techniques of library classification and cataloging.

LTA 204 Library Practicum.—3 credits 3 (5)
Practice course designed for students placed in library situations where skills learned are used along with scheduled seminar.
Ezekiel Hughes
Acting Dean
Technical Division
PROGRAMS OF STUDY

TECHNICAL DIVISION

OCCUPATIONAL PROGRAMS

CERTIFICATE OF COMPLETION

The following programs are offered which lead to a certificate depicting proficiency in a specific occupational area. Graduates of these programs are prepared for immediate employment.

BUILDING OCCUPATIONS

Brick Masonry and Plastering
Electricity
Carpentry

NEEDLE OCCUPATIONS

Commercial Sewing

SERVICE OCCUPATIONS

Appliance Repair
Barbering
Cosmetology
Radio and Television Repair

Auto Body and Fender Repair
Commercial Foods
Health Careers
Waiters, Waitresses & Bell Boys

BUSINESS OCCUPATIONS

General Business
Clerk-Typist-Secretarial Science

Data Processing

RELATED SUBJECTS

Related Communication Skills

Related Mathematics

COURSE DESCRIPTION

APPLIANCE REPAIR—AR

Classroom and shop experiences are concerned with the theory of electrical circuitry, the principles of home gas appliances, simple gearing, linkages, and lubrication in the operation, maintenance, and repair of components including relays, time switches, pumps, and agitators used in appliances such as washers, dryers, vacuum cleaners, toasters, water heaters, household refrigerators and air conditioning units, stoves and other small and major appliances. Related training is provided in human relations, the use of tools, test equipment, and service manuals and in making cash estimates for repairs.

AR-101

A study in orientation, basic tools, fundamentals of electricity, measurement of electricity, electrical meters, OHM's law-circuit fundamentals, A.C. current, related mathematics I (whole numbers, fractions, decimals and formulas) and communication (basic grammar review and general occupational forms).
AR-102
Magnetism, shop techniques, electric irons, toasters, electric waffle bakers and sandwich grills; casseroles, roasters and broilers; electric coffee makers, electric space heaters, related mathematics II (concepts, A.C. circuits, series circuits) and related communication skills II (concepts, A.C. circuits, series circuits) and related communication skills II (occupational communication, bid and contractual agreements, meeting the public, job attitude and interviews).

AR-103
A study of fractional horsepower motors, food mixers and blenders, fans and blowers, vacuum cleaners, electric floor polishers, electrical code requirements for electrical appliances, electrical water heaters, and electrical ranges I.

AR-104
Skills are developed in repairing electrical ranges II, gas appliances, electrical washing machines, automatic clothes dryers (gas and electric) electric dish washers, and garbage disposals.

AR-105
A study of fundamentals of refrigeration (household), refrigeration tools and materials, basic refrigeration system, compression system, electric motors, and related math III.

AR-106
Skills in domestic Hermetic systems and mechanisms, servicing and shop practice of domestic systems (refrigerator) household air conditioning (window units) conditioning servicing and related communication skills III.

AUTO BODY TECHNOLOGY—AB
This course is designed to train students to repair damaged bodies and body parts of automobile vehicles, such as automobiles and light trucks. A student learns to examine damaged vehicles and estimate cost of repairs, remove upholstery, accessories, electrical and hydraulic window-and-seat operating equipment, and trim to gain access to vehicle body and fenders. He will fill depressions with solder or other plastic material; remove excessively damaged fenders, panels, and grilles, using wrenches and cutting torch, and attach replacements by bolting or welding them in parts. He will also gain skills in straightening bent frames using hydraulic jack and pulling devices. He learns to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, refinish repaired surface by painting with primer coat and sanding it smooth; to aim headlights, align wheels, and bleed hydraulic brake system; and paint surfaces after performing body repairs.

AB-101
This consists of orientation, welding and related mathematics (numbers, fractions and decimal fractions).

AB-102
The student is trained in repairing damaged sheet metal and related communications (comprehensive reading, vocabulary of trade,
report writing, human relations, oral communication and letter writing).

AB-103
Skills are developed in panel replacement, interior and exterior trim and refinishing.

AB-104
Additional skills are developed: remove, replace, and/or install interior, exterior trim and hardware. A study of fuel areas and related mathematics (percentages, application linear measurement and metric system).

AB-201
A study of estimating and damage reporting, automotive electricity.

AB-202
Skills are developed in refinishing and replacement.

BARBERING—BR

Barbering is a course which offers the student both theory and practical experience in all phases of hair cutting and styling, shampooing, shaving, massaging, facials, and scalp treatment. In addition to this background of knowledge and practical application, the student will be instructed in the ethics of barbering and the basic principles of barber shop management. It is a course whereby students learn the manipulative skills and scientific theory essential to getting and holding a job and meeting the requirements of today's standards for barbers.

BR-101
Development of skills in shaving I, haircutting I, shampooing I, hair styling I, facials I, scalp treatment and cosmetic preparation I, orientation I, care and use of tools I, personal hygiene I, bacteriology I, sanitation and sterilization I, and physiology I.

BR-102
There is further skill development in shaving II, hair-cutting II, hair styling II, scalp treatment and cosmetic preparation II, facials II, shampooing II, systems of the body II, skin and appendages II, common elementary chemistry and pharmacology II.

BR-103
Skills are developed in cosmetic preparation III, techniques and specialized haircutting III, shop management and business practices III, shaving III, haircutting III, hair styling III, scalp treatments and cosmetic preparation III, facials III, and shampoos III.

BR-104
Additional development of skills in shaving IV, haircutting IV, shampooing IV, facials IV, scalp treatment and cosmetic preparation IV, related mathematics (whole numbers, fractions, decimals, and percentages) communication skills IV, (comprehensive reading, spelling, effective written expression and effective oral expression).
CARPENTRY & CABINETMAKING—CC

Carpentry
Classroom and shop experiences involving layout, fabrication, assembly, installation, and repair of structural units. Emphasized in instruction are the care and use of hand and power tools, equipment and materials; common systems of frame construction and the principles involved in drafting, blueprint reading, applied mathematics and materials estimating.

Cabinetmaking
Specialized class and practical work experiences concerned with mass production of products such as window frames, molding, trim, and panels; and with making such products as furniture, store fixtures, kitchen cabinets, and office equipment. Instruction includes training in cutting, shaping, and assembling parts by means of hand tools and woodworking machines; refinishing furniture; installing hardware, e.g., hinges, catches, and drawer pulls; planning layouts; blueprint reading; drafting; and features of various kinds of woods.

CC-101
This includes introduction and orientation, the use of tools (hand and power) equipment, a basic introduction to lumber and materials and related mathematics (whole numbers and fractions).

CC-102
A study of basic introduction to wood finishing, sizes and dimension, joints, job planning, related mathematics (decimals) and communication skills (comprehensive reading).

CC-103
A study of assembly, cabinet and building hardware, surface decorations, related mathematics (percentage) communication skills (spelling) special projects.

CC-104
Development of skills in wood finishing, using laminated plastics, using related mathematics (measurements) communication skills (oral communication) and special projects.

CC-201
Skills are developed in layout and excavation, foundations, form building, floor framing, wall and ceiling framing, related mathematics (ratio and proportion) and communication skills (writing).

CC-202
Training is given in roof framing, stair construction, exterior finishing, interior finishing and communication skills (job application, good work habits, customer relations and fellow-worker relations).

COMMERCIAL FOOD PREPARATION AND SERVICE
Organized specialized learning experiences which include Theory, laboratory, and shopwork as they relate to planning, selection, purchasing, preserving, preparing and servicing food and food products. Included is the study of a variety of foods and their nutritional values, food processing, quantity cooking, storing, equipment and sanitation in food handling and management. Instruction emphasized quantity
food service activities in commercial food service establishments such as restaurants, cafeterias, drive-ins, tearooms, bakeries and meat, fish, and poultry markets; in other retail food shops which are operated independently or are located in enterprises such as hotels, travel terminals, industrial plants, hospitals or clubhouses and in special food services such as those associated with airline catering or with take-out food establishments.

CF-101
An introduction to commercial food preparation and service with emphasis on laboratory orientation, career opportunities, health, personal hygiene and communication skills I.

CF-102
This course places emphasis on menu planning, introduction to elementary cooking, and the various types of foods, dressings, and their nutritional values.

CF-103
An introduction course covering the classification of sandwiches, toasts, quick breads, making of quick breads, breakfast foods and fruits.

CF-104
This course evolves around the principle of milk, cheese, and eggs and its nutritional values. It also includes meats and meat products. In addition cuts of meats and methods of cooking meats are identified.

CF-201
A course designed to develop a thorough understanding of meats, gravies, sauces, classification and kinds of poultry, selecting poultry, cleaning of poultry, methods of cooking poultry, poultry stuffing, and sauces, seafoods, seafood sauces, breads.

CF-202
A course designed to teach the student the fundamental skills of making dough for rolls, sweet dough formulas, fillings and toppings for sweet dough, types and classes of desserts. He is also taught communication skills.

COMMERCIAL SEWING—CS

Commercial Sewing is an integrated treatment of the basic techniques of the needle trades by hand and machine which embraces dressmaking, tailoring, fashion designing and related sewing fields. The course is designed to train men and women for entrance into and progress in the needle trades to develop skills in simple and complicated sewing for the family, home, factory and the commercially self-owned dress or tailor shop. Although the course content may be directed more specifically toward one phase than another, it establishes a basic foundation for many job classifications.

CS-101
This training consists of orientation, power machine operations, trade technology, simple garment construction (plain skirts) repairing, alterations, shop mathematics (multiplication, addition, subtraction,
Pictured above is the college's recruitment and PR Van on one of its recent field trips. This modern and well equipped Winnebago Camper is used primarily as a mobile site unit for recruitment and public relations work throughout metro Birmingham.
and division of whole numbers and fractions, reading measuring devices, business mathematics) Communication skills (vocabulary building and spelling, the dictionary, and using word power).

CS-102
The skills developed are making blouses and skirts, dressmaking, shop mathematics (problem solving in unit measure, estimating yardage) and communication skills (reading improvement, sentence structure, letter writing).

CS-103
Additional skills are developed: Making trousers, slacks and shorts by commercial and drafted patterns, lingerie, shop mathematics (percentage and discounts, averages and general problems) communication skills (speaking, listening and personal relations).

CS-104
A study in orientation and garment construction (jackets, coats and vests).

CS-201
Garment construction is continued, emphasizing topcoats.

CS-202
This is in depth training in complex alterations and remodeling, in a study of human relations, and displaying and selling.

COMMUNICATION SKILLS
This course is designed to improve communication skills as they are related to job success. Course content includes learning activities which will help the student in his occupational goal and in finding, getting, and keeping a job.

COSMETOLOGY—CO
Provides beauty services for customers: Suggests coiffure according to physical features of patron and current styles, or determines coiffure from instructions of patron. Styles hair by cutting, trimming, and tapering, using clippers, scissors, and razors. Shampoos hair and scalp with water, liquid soap, dry powder, or egg, and rinses hair with vinegar, water, lemon, or prepared rinses. Applies water or waving solutions to hair and winds hair around rollers, or pincurls and fingerwaves hair. Applies bleach dye, or tint, using hands or cotton pads, to color customer's skin to determine if customer is allergic to solution. Suggests cosmetics for conditions, such as dry or oily skin. Applies lotion and creams to customer's face and neck to soften skin and lubricate tissues. Massages scalp and gives other hair and scalp-conditioning treatments for hygienic remedial purposes. Performs other beauty services, such as massaging face or neck, shaping and coloring eyebrows or eyelashes, removing unwanted hair, applying solutions that straighten hair or retain curls or waves in hair, and waving or curling hair. Cleans, shapes, and polishes fingernails and toenails.
CO-101
The study embraces orientation, introduction to cosmetology, hygiene and good grooming, bacteriology, sanitation, sterilization, shampooing, hair rinses, scalp and hair treatments, hair styling, hair shaping, manicuring, wiggery, facial treatment and make-up, cold waving and chemical straightening, hair coloring and lightening, safety precautions, related mathematics and communication skills.

CO-102
Skills are developed in sanitation and sterilization, shampooing, hair rinses, scalp and hair treatments, hair styling, hair shaping, manicuring, wiggery, facial treatments and make-up, cold waving and chemical hair straightening, hair coloring and lightening, thermal waving, anatomy, dermatology, safety precautions, related mathematics and communications skills.

CO-103
This is more training in sanitation and sterilization, shampooing, hair rinses, scalp and hair treatments, hair styling, manicuring, wiggery, facial treatments, thermal waving, anatomy, dermatology, trichology, nails, chemistry, beauty salon management and safety precautions.

CO-104
A continuation of sanitation and sterilization, shampooing, hair rinses, scalp and hair treatments, wiggery, facial treatments and make-up, cold waving and chemical hair straightening, hair coloring and lightening, thermal waving, anatomy, dermatology, trichology, nails, chemistry, beauty salon management, and safety precautions.

DATA PROCESSING—DP

Data Processing is based around the principles of IBM accounting in which the basic pieces of unit record equipment are used. The purpose is to provide the student with the necessary skills in key punching, board wiring, and peripheral equipment.

DP-101
The skill of Key Punching and card sorting are developed.

DP-102
Skills are developed in board wiring, accounting, machine operation, and the interpreter.

ELECTRICITY TECHNOLOGY—EL

Organized subject matter and experience which include theory, laboratory, and shopwork as each relates to planning functions, generating and transmitting electricity, installing and maintaining electrical equipment and components. Specialized classroom and practical instruction related to the maintenance of a variety of industrial machinery driven by electric motors or which are electrically controlled. Instruction emphasizes practical application of mathematics, the science of circuit diagrams and blueprint reading, sketching and other subjects essential to preparation for employment in the electrical occupations.
EL-101
An introduction to basic electricity, matter and energy, history and OHM's Law.

EL-102
An introduction to basic electricity using alternating current, transformers, wave forms, resistors, resonance, and filters.

EL-103
Designed to teach students the skills and practical applications of wiring. This include residential wiring, commercial wiring and industrial wiring.

EL-201
An introductory course in transformers, which includes principles of transformers, single phase transformers, three-phase transformers, and instrument transformers.

EL-202
A theory and activity course in motors and generators using A.C. and D.C. network theorems.

EL-203
A detailed study of electrical controls using magnetic controls, interlocking devices, and pilot devices.

EL-204
A detailed study of electrical controls, static controls fundamentals, transistors, SCR and trial control, heat and light control.

FABRIC CARE—FC

Fabric Care is a method of cleaning wearing apparel and other household textiles by emersing in dry solvent with aid of mechanical action, soaps, detergents, chemicals and formulas.

Fabric Care requires a high degree of skill and much training to master its many intricacies.

FC-101
This embraces introduction to fabric care and shop orientation, checking clothes into shop, garment tests, cleaning, basic and related mathematics and communication skills.

FC-102
Skills in cleaning, basic and related mathematics and communication skills are developed.

FC-103
The skills developed are spotting, basic and related mathematics and communication skills.

FC-104
Skills in wet cleaning, use of solutions, basic and related mathematics and communication skills are developed.

FC-201
Skills are developed in pressing, basic and related mathematics, and communication skills.
FC-202
Skills are developed in finishing, laundering, shop management, basic and related mathematics, and communication skills.

GENERAL CLERICAL—GC
A well-rounded curriculum that gives students the opportunities to gain skills and knowledge in typewriting, office machines, filing, mathematics, fundamentals of data processing, human relations, and office procedures. These skills will enable a student to enter into the procedures in a general office situation. The program also stresses the importance of developing desirable attitudes and personality traits.

In addition to the skills gained, the student acquires a broad background of knowledge that will enable him to adapt to the ever-changing world of work.

GC-101 Introduction to Typewriting
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, along with business English and business mathematics.

GC-102
Emphasis on correct technique and different methods of practice used to develop skills and increase speed and accuracy. Methods of tabulation and review of letter writing are also studied.

GC-103
Further development of typewriting skills through the use of drills for speed and accuracy. Application of typewriting techniques to acceptable production standards in the preparation of business forms, special communication forms, minutes of meetings and legal papers.

GC-104 General Clerical
A continuation of 103 with the addition of machine transcription.

HEALTH CAREERS
The Health Careers program offers students a core year of education while they gain experience in various clinical areas before making their final career choices. It is dual in purpose in that students may select a terminal or open-end course as they acquire basic skills.

HC-101
Orientation to health occupation opportunities, communication skills, basic mathematics, introduction to psychology, fundamentals.

HC-102
Communication skills, related mathematics, psychology, fundamentals, introduction to anatomy and physiology, introduction to clinical areas/specialty.

HC-103
Communication skills, fundamentals, anatomy and physiology, biology or chemistry, clinical experiences.
HC-104
Clinical experiences, electives according to career choices, communication skills.

MASONRY—BM

The course covers the basic concepts of building construction with emphasis on laying masonry materials, such as: brick concrete blocks, glass blocks, terra cotta materials, and structural clay tile. It also covers transit reading for the purpose of laying out and leveling foundations for buildings. In addition to masonry, each student will study blueprint reading and trade drawing, mathematics, estimating, layout and safety.

The course is designed in an orderly manner to carry the learner step by step from the simple to the complex. It is flexible enough to consider innovations and the capability of each student.

BM-101
An introduction to masonry, which includes the history, proper dresswear, behavior in shop, classroom and school. Emphasis is placed on usage of tools, equipment, plans, and layout.

BM-102
A study of basic principles of foundations, footings, blueprint reading and communication skills.

BM-103
A study of commercial construction I, walls and partitions. Residential construction, related drawing and blueprint reading.

BM-104
A study and practical work in construction of residential chimneys and fireplaces, miscellaneous masonry construction, commercial construction II, ornamental brick work.

BM-201
Advanced course in the application of building barbecue pits and planters. Working with arches and pre-fabricated masonry panels.

RADIO AND TELEVISION TECHNICIAN—RT

The course in radio and television includes the study of matter, the presence of electrons and protons in the atom, and the arrangement of the electrons and protons to make up the electrical components and devices. Each electrical component and device will be identified and its characteristics studied to the extent of proving mathematically and experimentally its behavior and electrical properties acting alone and in combination with other components and devices in a circuit. Then these components and devices will be calculated and connected into groups to make an electrical circuit. These electrical circuits will be arranged and grouped in order to make a workable system with emphasis on the theory and repair of systems such as radios, televisions, tape players, record players, public address systems and inter-communications system.
RT-101
Provides a brief background and history of basic electricity and D.C. current.

RT-102
Provides a brief background and history of basic electricity and A.C. current.

RT-103
An introduction to electronic hardware and its usage. Lectures explain the theory and operational characteristics of vacuum tubes and solid state services.

RT-104
A detailed study of radio receivers and audio system circuitry and solid state service.

RT-201
A study of black and white television, deflection and synchronization systems along with practical demonstration and application of system discussed.

RT-202
A study of black and white television, picture and sound system, along with practical demonstration.

RT-203
This course places emphasis primarily on “practice” involved in the application of solid state theory, color television, monochrome circuitry and color circuitry.

RT-204
This is a continuation of 203.

WAITERS, WAITRESSES AND BUS BOYS

Develops expertise in the art of serving food and beverages, emphasizing both the technical and the personal sides. Topics include psychology of service, guest relations, table settings, merchandising the menu, wines and beverages, salads, desserts, supper service, room service, banquet service, harmony with the kitchen staff and French menu terms.

WB-101
This course attempts to give students a working knowledge of serving food to patrons at counters and tables of coffee shops, lunchrooms and other dining establishments where food services are formal and informal and perform services as determined by the establishments where food services are formal and informal and perform services as determined by the establishment’s size and practices.

NIGHT PROGRAMS

The Night Program consists of commercial food, brick masonry, health careers and plumbing and heating. These are one-half-time programs and are in session Monday, Wednesday and Thursday nights.
There is being considered courses 33. These are short-term programs which allow an individual to become skilled in an area in 33 days.

The 33 series include house framing, hair cutting, and metal repair (automobiles).

**TECHNICAL WRITING**

While basic fundamentals of writing will be stressed in this course, narrative and essay-type writing will be discontinued in favor of the more business-like expository style. Unity, clarity, economy, readability, and accuracy will now become more important than prose for beauty. Good business letters and acceptable report writing will be the aim of the course.

**BASIC MATHEMATICS**

Basic Mathematics is designed to teach the fundamental processes and concepts which are necessary in developing skills and trades that will make an individual productive in a competitive labor force.

**Algebra I**

A study of basic concepts and operations of Algebra; Algebraic symbols; signed numbers, equations of first degree; special products and factoring-fractions and applications.

**Algebra II**

This course is designed to train the student in mathematical skills required in our technical and industrial society. The course consists of a review of systems of equations in two and three unknowns—use of determinants in solving simultaneous equations; exponents, roots and radicals; logarithms and applications, quadratic equations; variation; and graphical methods.
APPLICATION FOR ADMISSION

Here

LAWSON STATE COMMUNITY COLLEGE

3060 Wilson Road

BIRMINGHAM, ALABAMA 35221

To the Registrar: Date

I hereby make application for admission to Lawson State Community College for the academic year 19... - 19......

I wish to enroll at the beginning of the _____________________________ quarter (Fall, Winter, Spring, Summer)

Name in full—( ) Mr.; ( ) Mrs.; ( ) Miss _____________________________ (Social Security No.)

(First) (Middle) (Last)

Legal Residence _____________________________

(City) (State) (Street)

Present Address (if different from above) _____________________________

Date of Birth _____________________________ Age _____________________________

(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

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 Lawson State Community

College

References:

1. (Name) (Address)

2. (Name) (Address)

3. (Name) (Address)

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)
# INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Accounting</td>
<td>60</td>
</tr>
<tr>
<td>Administration</td>
<td>14</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>30</td>
</tr>
<tr>
<td>Adult Education</td>
<td>42</td>
</tr>
<tr>
<td>Advisory Committees</td>
<td>9</td>
</tr>
<tr>
<td>Appliance Repair</td>
<td>104</td>
</tr>
<tr>
<td>Auto Body Technology</td>
<td>105</td>
</tr>
<tr>
<td>Barbering</td>
<td>106</td>
</tr>
<tr>
<td>Basic Curriculum</td>
<td>52</td>
</tr>
<tr>
<td>Biology</td>
<td>91</td>
</tr>
<tr>
<td>Buildings</td>
<td>28</td>
</tr>
<tr>
<td>Business</td>
<td>75</td>
</tr>
<tr>
<td>Calendar</td>
<td>22</td>
</tr>
<tr>
<td>Carpentry &amp; Cabinetmaking</td>
<td>107</td>
</tr>
<tr>
<td>Commercial Food Preparation and Service</td>
<td>107</td>
</tr>
<tr>
<td>Commercial Sewing</td>
<td>108</td>
</tr>
<tr>
<td>Conduct</td>
<td>35</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>110</td>
</tr>
<tr>
<td>Course Description</td>
<td>74</td>
</tr>
<tr>
<td>Data Processing Technology</td>
<td>82</td>
</tr>
<tr>
<td>Dean's List</td>
<td>49</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>52</td>
</tr>
<tr>
<td>Degrees Offered</td>
<td>52</td>
</tr>
<tr>
<td>Education Teacher</td>
<td>58</td>
</tr>
<tr>
<td>Electricity Technology</td>
<td>111</td>
</tr>
<tr>
<td>Electronics</td>
<td>93</td>
</tr>
<tr>
<td>Fabrics Care</td>
<td>112</td>
</tr>
<tr>
<td>Fees</td>
<td>33</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>36</td>
</tr>
<tr>
<td>French</td>
<td>86</td>
</tr>
<tr>
<td>General Clerical</td>
<td>113</td>
</tr>
<tr>
<td>General Information</td>
<td>27</td>
</tr>
<tr>
<td>General Regulation</td>
<td>34</td>
</tr>
<tr>
<td>Grading System</td>
<td>47</td>
</tr>
<tr>
<td>Graduation</td>
<td>49</td>
</tr>
<tr>
<td>Health Career</td>
<td>113</td>
</tr>
<tr>
<td>History</td>
<td>97</td>
</tr>
<tr>
<td>Instructional Staff</td>
<td></td>
</tr>
<tr>
<td>Library Technical Assistant</td>
<td>100</td>
</tr>
<tr>
<td>Location</td>
<td>7</td>
</tr>
<tr>
<td>Management and Supervision</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>83</td>
</tr>
<tr>
<td>Masonry</td>
<td>114</td>
</tr>
<tr>
<td>Mathematics</td>
<td>95</td>
</tr>
<tr>
<td>Music</td>
<td>88</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>91</td>
</tr>
<tr>
<td>Nursing Science</td>
<td>88</td>
</tr>
<tr>
<td>Philosophy and Objectives of College</td>
<td>27</td>
</tr>
<tr>
<td>Physical Education, Health and Recreation</td>
<td>92</td>
</tr>
<tr>
<td>Physics</td>
<td>92</td>
</tr>
<tr>
<td>Pre-Dentistry</td>
<td>59</td>
</tr>
<tr>
<td>Pre-Law</td>
<td>59</td>
</tr>
<tr>
<td>Pre-Medical Technology</td>
<td>58</td>
</tr>
<tr>
<td>Pre-Medicine</td>
<td>59</td>
</tr>
<tr>
<td>Pre-Pharmacy</td>
<td>57</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>52</td>
</tr>
<tr>
<td>Quality Points</td>
<td>48</td>
</tr>
<tr>
<td>Radio &amp; Television Technician</td>
<td>114</td>
</tr>
<tr>
<td>Reading Enrichment Project</td>
<td>44</td>
</tr>
<tr>
<td>Refunds</td>
<td>34</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>35</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td>73</td>
</tr>
<tr>
<td>Spanish</td>
<td>87</td>
</tr>
<tr>
<td>Speech</td>
<td>86</td>
</tr>
<tr>
<td>State Board of Education</td>
<td>8</td>
</tr>
<tr>
<td>Student Activities</td>
<td>41</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>39</td>
</tr>
<tr>
<td>Student Personnel Services</td>
<td>39</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>5</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>30</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>46</td>
</tr>
<tr>
<td>Waiters, Waitresses &amp; Bus Boys</td>
<td>115</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>48</td>
</tr>
</tbody>
</table>