

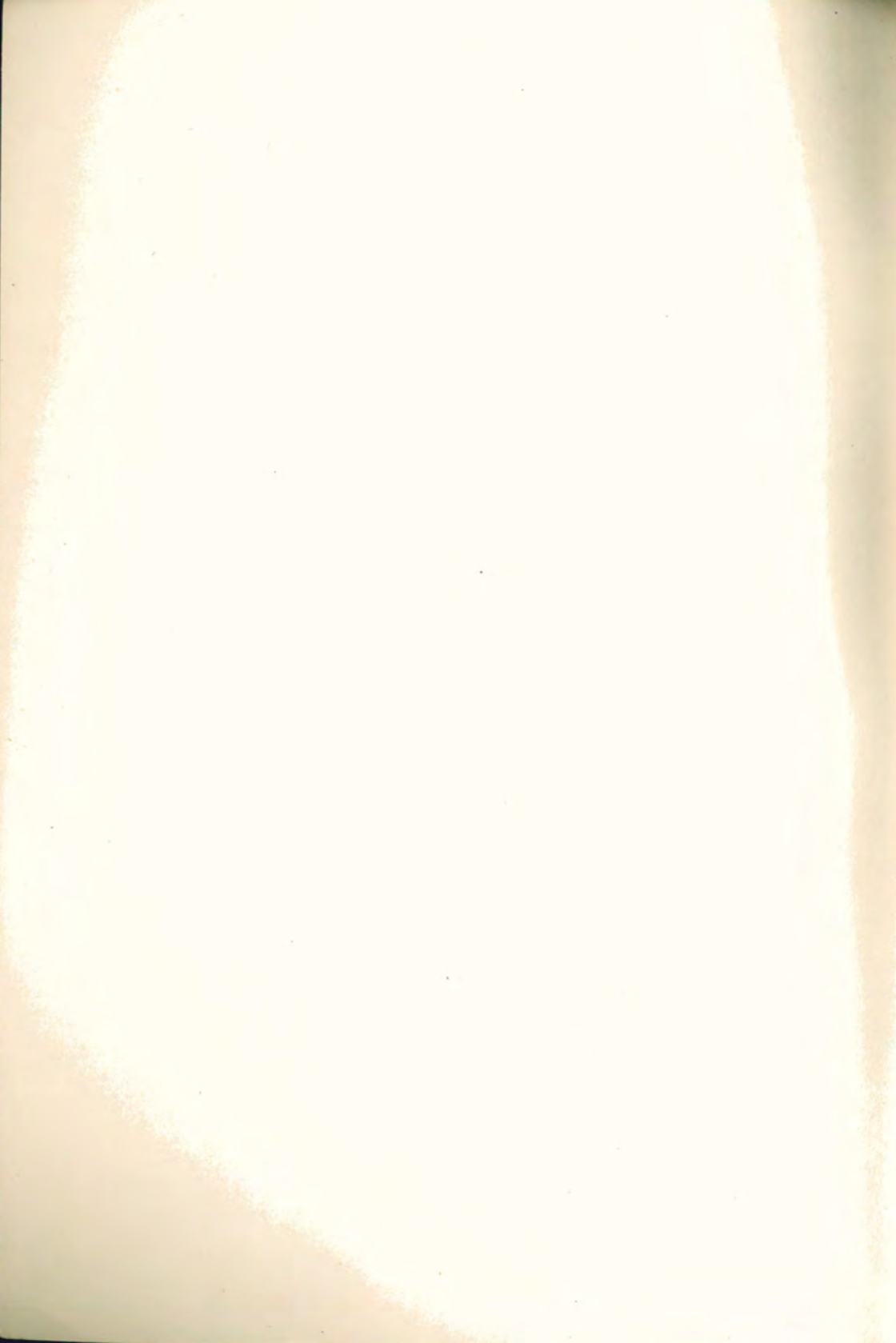
Announcements For
1959-1960

TEXARKANA

COLLEGE

Texarkana, Texas

Catalogue No. 29
April 1959



Texarkana College

TEXARKANA, TEXAS

FOUNDED SEPTEMBER, 1927

Catalogue

1958 - 1959



Announcements

1959 - 1960

A PUBLIC JUNIOR COLLEGE OWNED AND OPERATED

by the

TEXARKANA COLLEGE DISTRICT

TABLE OF CONTENTS

College Calendar	5
Board of Regents and Officers of Administration	6
Faculty Committees	7
Faculty	8
General Information	13
Classification, Affiliation, Standing	13
Buildings and Grounds	14
Bus Transportation	15
Some Advantages of Junior College Training	16
Objectives of Texarkana College	16
Student Activities	17
Tuition and Fees	20
Refunds	23
Scholarships, Loans	24
Job Placement	24
Prizes and Awards	25
Requirements for Admission	25
Requirements for Graduation	27
Rules and Regulations	28
Teachers Certificates	32
Vocational Rehabilitation	33
Suggested Courses of Study	35-40
Course Description by Departments	41
Agriculture	41
Business Administration	42
Education	45
Engineering	47
English	48
French and Spanish	49
Home and Family Life Education	50
Mathematics	51
Music	53
Philosophy and Psychology	55
Science	56
History	58
Economics	59
Political Science	59
Geography	59
Sociology	59
Speech	60
Physical Education	61
Adult Evening Program	63-68

A JUNIOR COLLEGE OF THE FIRST CLASS

APPROVED AND ACCREDITED

by

THE ASSOCIATION OF TEXAS COLLEGES

THE SOUTHERN ASSOCIATION OF COLLEGES
AND SECONDARY SCHOOLS

TEXAS EDUCATION AGENCY

MEMBERSHIP

in

THE SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

THE AMERICAN ASSOCIATION OF JUNIOR COLLEGES

TEXAS ASSOCIATION OF JUNIOR COLLEGES



COLLEGE CALENDAR

1959 - 1960

REGULAR SESSION

* **Early Registration** - The Registrar's Office will be open for early registration July 1 through August 30 each Monday through Friday. 9:00 - 12:00 A. M. and 2:00 - 4:00 P. M.

September 1	9:00 A. M. Meeting of the Faculty
September 1	1:00 P. M. Registration of Former Students
September 2	9:00 A. M. College Entrance and Aptitude Tests
September 2 - 5	8:00 A. M. - 5:00 P. M. - Completion of Registration
September 1 - 4	7:00 P. M. Registration for Evening Classes
September 8	Classes Begin
November 11	Wednesday - Veterans Day Holiday
November 26 - 27	Thanksgiving Holidays
December 17 - 28	Christmas Holidays
December 29 - Tuesday	Classes Resumed
January 1 - Friday	New Years Holiday
January 18 - 23	Registration for Second Semester
January 23	End First Semester
January 25	Official Opening Date of the Second Semester
	Classes Begin
April 15 - 18 - Friday through Monday	Easter Holidays
May 22	Baccalaureate
May 27	Commencement - End of Regular Session

SUMMER SESSION 1960

First Term Day Classes
June 6 - July 15

Second Term Day Classes
July 18 - August 26

Summer Night Session
June 6 - July 30

* Students who take advantage of this early registration will have the opportunity for better counseling and will be able to get a more satisfactory schedule.

BOARD OF REGENTS

and

OFFICERS OF ADMINISTRATION

BOARD OF REGENTS

E. Hale Parker	President
Thomas A. Bain	Vice-President
W. R. Kelly	Secretary
James C. Evans	Dr. William R. Patterson
John V. Massey	Burnham P. Jones
W. S. Chance	Robert T. Hughes

OFFICERS OF THE ADMINISTRATION

H. W. Stilwell	President
W. P. Akin	Dean and Registrar
Murray Gordon	Assistant to the Registrar
Lucile Couch	Dean of Women
Gwendolyn Dean	Librarian
Newton E. Lewis	Director, Evening College Division and Vocational Education
Cecil L. Boykin	Auditorium Manager

SECRETARIAL

Lucy V. Colapret	Secretary to the President
Ruby Neil Keathley	Secretary to the Dean

FACULTY COMMITTEES

1959 - 1960

Curriculum Committee

Claude O. Pinkerton.....Chairman
Newton E. Lewis
Edith Larson
Carmon McFerran
M. A. Meals
Clarence E. Hall
Leon Smith
Allen C. Nunn

Catalogue Committee

Betty L. Carter.....Chairman
Walter E. Willis
Carl L. Paul
Bridget Jean Wright
Balma Taylor

Student Interest, Activities, and Organizations Committee

Lucile CouchChairman
Kenneth Braden
Paul McFerran
D. L. Kinnaird
Ruth Fomby
Jean Bell
Leon Smith
C. C. Burrus

Public Relations and Adult Education Committee

Lucille Cunningham
Mary Ann Duke
Dorothy Dell Jacobs
Kenneth C. Keathley
Clarence E. Hall

Library Committee

Gwendolyn Dean.....Chairman
Edith S. Larson
Margaret B. Montgomery
Lois N. Duck
B. J. Murdock

FACULTY 1958 - 1959

- H. W. STILWELL President
 B. A., M. A., University of Texas
 LL. D., Southwestern University
- W. P. AKIN Dean and Registrar
 B. S., Southern Methodist University
 M. A., University of Texas, University of
 Minnesota, University of Colorado
- CLARA JEAN BELL Physical Education
 B. S., Trinity University
- JAMES H. BENNETT Chemistry
 B. S., Southern State College
- C. L. BOYKIN Speech
 B. S., M. A., West Texas State College
- KENNETH O. BRADEN Assistant Coach - Physical Education
 B. A., East Texas State College
- BYRON B. BROWN Assistant Coach - History
 B. S., Southwestern University
 M. Ed., The University of Texas
- C. C. BURRUS Physics and Chemistry
 B. A., Howard Payne College, M. A., East
 Texas State College, University of Texas
- J. H. CALVERT Business Administration
 B. S., M. S., East Texas State College,
 University of Colorado
- BETTY L. CARTER French - English
 B. A., Lambuth College
 M. A., Louisiana State University
- LUCILLE L. CUNNINGHAM Spanish - Education
 B. S., M. A., Texas Christian University

- LUCILE COUCHDean of Women
B. A., Baylor University
M. A., University of Texas, University of Chicago
- GWENDOLYN DEANLibrarian
B. S. E., University of Arkansas
M. S. in L. S., East Texas State College
- LOIS N. DUCKEnglish
B. A., Baylor University
M. A., East Texas State College, University of
New Mexico
- MARY ANNE DUKEHome Making
B. S., North Texas State College
M. S., Texas Woman's University, University of
Texas, Iowa State College
- LUCILLE ELGINEnglish
B. A., Ouachita College
M. A., East Texas State College
- RUTH FOMBYMathematics
B. A., Hendrix College
M. A., East Texas State College
- C. O. FOWLERMathematics
B. S., M. S., East Texas State College, University
of Houston, Florida State University
- CLARENCE E. HALLEngineering
M. S., University of Tennessee
- DOROTHY DELL JACOBSBusiness Administration
B. B. A., University of Texas
M. B. A., East Texas State College
- KENNETH C. KEATHLEYMusic
B. S., North Texas State College
M. A., Sam Houston State Teachers College
- D. L. KINNAIRDSocial Science
B. A., Hardin - Simmons
M. A., North Texas State College, University of Texas

- EDITH S. LARSON Social Science
 B. A., Carlton College, M. A., University of
 Minnesota, University of California
- NEWTON E. LEWIS Agriculture
 B. S., Texas Agriculture and Mechanical College
 M. Ed., Texas Agriculture and Mechanical College
- CARMON McFERRAN Mathematics
 B. S. E., Arkansas State Teachers College
 M. Ed., East Texas State College, Stanford University
- PAUL McFERRAN Physical Science
 B. S., Arkansas State Teachers College
 M. S., East Texas State College, Harvard University,
 Florida State University
- JOEL R. McGEE III Biology
 B. A., East Texas State College
- MAURICE A. MEALS Business Administration
 B. S., M. B. A., East Texas State College
- ROBERT RAY MILLS Business Administration
 B. S., M. Ed., East Texas State College
- MARGARET B. MONTGOMERY English
 B. A., M. A., Southern Methodist University,
 Ecole Normale de Musique, Paris, France
- BILLY J. MURDOCK Social Science
 B. S., Southern State College
 M. A., East Texas State College
- ALLEN C. NUNN Biology
 B. S., University of Texas, Southwestern Medical School
- CARL LOFSTROM PAUL Social Science
 B. S., University of Houston
 M. A., University of Houston, University of California,
 University of Texas

- CLAUDE O. PINKERTONEnglish
 B. A., M. A., East Texas State College, Abilene Christian
 College, University of Texas, University of Colorado
- WILLARD PYLEBiology - Social Science
 B. S., Arkansas A. and M. College, University of
 Arkansas
- LEON SMITHMusic
 B. M., M. M., University of Texas
- DUNCAN W. THOMPSONAthletic Director and Coach
 B. A., East Texas State College
- BALMA C. TAYLOREnglish
 B. A., M. A., East Texas State College
- WALTER E. WILLISEnglish
 B. A., Southwest Texas State Teachers College,
 M. A., University of Texas, Columbia University,
 Northwestern University
- BRIDGET JEAN WRIGHTBusiness Administration
 B. S., B. A., University of Arkansas
 M. B. A., East Texas State College

PART TIME INSTRUCTORS

- EUGENE J. BIAGIOLITraffic Management
- FLOYD E. COOLEYPolitical Science
 B. A., M. S., University of Texas
- CLAUDE D. FRANKSPsychology
 M. S., East Texas State College
- JAMES W. HUGHESBusiness Administration
 B. B. A., M. S., L. L. B., University of Texas
- ROBERT L. SANDERSHistory
 B. S., M. S., East Texas State College

- GROVER D. SAWYER Sociology
 B. S., Southwestern State College
 M. S., East Texas State College
- T. D. WATSON Business Administration
 M. Ed., East Texas State College
 B. S., Southeastern State College

VOCATIONAL AND ADULT EDUCATION

- FRANCES R. CAMPBELL Personal Improvement
- O. E. KING Apprentice, Electrical
- EVA LANDGRAF, R. N. Vocational Nursing
- AMMA WONER, R. N. Vocational Nursing

GENERAL INFORMATION

FOUNDING

Texarkana College was founded in 1927 as a public junior college and a part of Texarkana, Texas public school system. Under the leadership of H. W. Stilwell, Superintendent of the Texarkana, Texas Public Schools, the Board of Trustees and a group of other citizens worked throughout 1926 and most of 1927 to develop and bring to fruition the idea of a junior college for Texarkana.

When the College was ready for occupancy in 1927, Mr. Stilwell was named as its first president, a position which he still holds. Mr. W. P. Akin was chosen for the position of Dean of the College, and he likewise is still serving in that capacity.

Members of the Board of Trustees who worked during 1926 and 1927 for the establishment of the College were: C. C. Bounds, President; Mrs. H. T. Fewell, Secretary; G. D. Garrett, Elmer L. Lincoln, E. M. Watts, H. M. Prator, and G. W. Middleton. The terms of Mr. Bounds and Mrs. Fewell expired in April 1927, before the College was opened, and they were replaced by G. D. Nichols and T. E. Fuller, who were members of the Board when the college opened its doors in September, 1927.

GOVERNMENT

The government of Texarkana College is vested in a Board of Regents consisting of nine members. Administration of the policies of the board is delegated to the President of the College.

CLASSIFICATION, AFFILIATION, STANDING

Texarkana College is approved and accredited as a two-year college by the Texas Education Agency, The Association of Texas Colleges, and The Southern Association of Colleges and Secondary Schools. The College is also a member of The Texas Association of Public Junior Colleges, The Texas Association of Junior Colleges, The Southern Association of Junior Colleges, The Texas Eastern Athletic Conference, and The National Commission on Accrediting. With careful planning, credits earned at Texarkana College are transferable to senior colleges and universities.

LOCATION

The new Texarkana College is located on the northwest border of the city of Texarkana, Texas, at the junction of Robison Road and Tucker Street, about three miles from the downtown business district. The campus adjoins the Sherwood, Oaklawn and Westlawn Additions to the city, and is near the Beverly, Broadmoor, Brookhaven, Avondale, Brown and Watts additions.

The twin cities of Texarkana, Arkansas - Texas, serving a four-states area and popularly referred to as the Gateway to the Southwest, have a combined population of approximately 55,000. Widely known as a manufacturing, shipping, transportation, and railroad center, Texarkana is also noted for its lumber and dairy products. Located near the city is the U. S. Army Lone Star Ordnance Plant and the Red River Arsenal, second largest arsenal in the nation. Texarkana is also known for its many schools and churches, many of them conforming to the very latest ideas in school and church construction.

BUILDINGS AND GROUNDS

Texarkana College campus consists of forty beautiful acres. The buildings, constructed of brick, tile, and concrete, are modern in every respect. The Administration Building contains offices, classrooms, laboratories, the library and music studios. The Classroom Building has twelve classrooms and twelve offices for instructors. The Auditorium, which has a stage area of 2,900 square feet and a foyer area of 5,300 feet, is air conditioned. It was erected at a cost of approximately one-half million dollars, and seats 2,500. The Gymnasium houses the offices of the coaches and physical education teachers, as well as a regulation gymnasium floor, dressing rooms and showers. The Agriculture and Homemaking Building, the Athletic Dormitory and the Bus Shed and Shop are separate buildings located on the campus.

A 440 yard cinder track has recently been constructed. It has a 220 yard straight-a-way with ten lanes. There are eight lanes in the 440 track.

A modern baseball park is located on the campus.

In January, 1959, the new half-million dollar Student Center was opened. This structure, the prettiest on the campus, houses, in addition to a large lounge and a ballroom, a large cafeteria, snackbar, kitchen, bookstore, bowling alley, recreation room, post office, read-

ing room, duplicating room, student publications room, a chapel, two terraces, and a landing dock. Offices for the dean of student activities and for members of the faculty who sponsor student publications and the student council are also in the Student Center.

The beautiful and well-equipped library has approximately 7000 volumes, especially selected and recommended for junior college students. Three daily newspapers are available to the students in the reading room. The periodical library contains approximately 60 current subscriptions and more than ten percent are bound for permanent reference material.

The reading room is equipped with comfortable chairs and tables to serve 100 students at one time. Special features for the comfort and convenience of the students are the conference rooms for individual and group study and the browsing corner for recreational reading.

Preliminary plans for a new library building are underway. These call for a separate building which is planned for construction during 1959 - 1960. This building will be built to accommodate approximately 2500 student enrollment. It will be modern and up-to-date in all respects.

HOUSING

An athletic dormitory for housing athletes has recently been provided. Other dormitories are not available. Low rent apartments are available near the college in the Robison Courts Housing Units. These should be especially attractive to married veterans. Some are available for rental as low as twelve dollars and fifty cents per month.

Students desiring private board and room in Texarkana will be assisted in securing desirable accommodations.

BUS TRANSPORTATION

Bus transportation will be provided when it is feasible to establish bus routes. Highway conditions and connections and the number of students who desire to ride the bus will be determining factors in establishing routes. In some cases it may be possible to run feeder cars to connect with regular bus routes. A charge of \$10.00 each semester will be made for this service.

SOME ADVANTAGES OF JUNIOR COLLEGE TRAINING

1. In a junior college, students can complete two full years of the regular four-year college course, or of the specialized professional courses of engineering, law, medicine, and other pre-professional courses and get full credit for two years of work when they transfer to any senior college or university.
2. Students in the junior college are afforded the continued influence of the home community and church for two more years after their graduation from high school. Certainly students who have had this extra advantage can adapt themselves to their new surroundings when they do go away their last two years of college work.
3. In a junior college which has a rather small enrollment, young students have an opportunity for very close contact with their instructors, who counsel with them and give them the individual attention they need during their first two years in college.
4. Students in junior college also have much better opportunities to participate in student activities, make names for themselves, and to assume responsibilities, where they are not overshadowed by upper classmen of a four-year institution.
5. Certainly the expense of attending a junior college is far less than that of attending a large college or university away from home.
6. Statistical surveys prove that junior college graduates do as well as or better than students do who have had work their first two years in senior colleges or universities.

OBJECTIVES OF TEXARKANA COLLEGE

The objectives of Texarkana College are comparable with those of all other first-class public junior colleges in the United States and may be briefly summarized as follows:

1. To make American higher education more practical. Texarkana College recognizes that education should help one both to "make a life" and to "make a living."
2. To offer students who desire to enter the professions or to pursue a liberal education in a senior college or university their first two basic years at home.

3. To offer terminal courses for equipping young people in two years to earn a living and to be good citizens. Texarkana College offers the high school graduate a program which he can complete satisfactorily in the time he has available.
4. To make available an extensive program for adult education and evening classes for those who are employed. Classes on both the college level and in basic education are offered.

This adult education program is planned with the view of meeting the various needs of our people in this vicinity. The present trend is toward a demand for more courses of a cultural and citizenship type than for purely vocational work.

STUDENT ACTIVITIES

Texarkana College encourages and fosters worthwhile student activities under the direction of competent faculty advisors. This is done in the belief that students should experience the opportunity to realize their aspirations and cultivate their interests in popular lines of endeavor outside the classroom.

A general calendar for all student functions should be made up in consultation with the faculty committee on Student Interests, Activities, and Organizations during the first month of each semester. No student activity will be approved later than two weeks prior to the date on which this activity is to be held. An Inter-Club Council composed of a faculty sponsor and a representative from each student organization maintains the college activity calendar. All club and student organization activities are cleared through this council for date of specific functions.

All funds of every organization must be deposited in and disbursed from a central student activity account. Disbursement will be made on the presentation of properly executed vouchers.

The expense of social affairs given by various clubs must be paid by the organization sponsoring the function.

The college auditorium with a seating capacity of 2500 brings the very best cultural and educational entertainment to the Four States Area. It also provides facilities for college dramatic productions, musical programs, assemblies, and club meetings.

Student Council. — The Student Council of Texarkana College is composed of a group of students elected by their classmates and a faculty representative selected by the Dean of the College. The Student Council is a civic organization which assumes leadership in promoting worthwhile student enterprises. It also serves as an advisory organization representing the student body in its relations with the faculty and administration. Students who are elected to serve on the Student Council receive invaluable training and experience in civic leadership.

The Kennel. — The Kennel is the college newspaper, published by and for the students. Students who are interested in journalism find the opportunity of serving on the staff of The Kennel a real chance for practical experience in the field of their interest.

Tee Cee. — An organization for men of the college who desire to render service to both the college and the community. There is also opportunity for social contacts among the men and an opportunity for the development of leadership among them.

103 Workshop. — This is the college dramatic and speech organization which gives practical outlet to students who are interested in play production and other dramatic activities. Usually two full-length plays and a number of one-act plays are presented during the year.

Delta Psi Omega. — Students who meet the requirements may become members of this national dramatic fraternity.

College Chorus and Ensembles. — The Texarkana College Chorus provides worthwhile training in choral singing for interested students and presents a number of public programs during the year.

Blue Jackets. — A service organization of young women who are chosen on the basis of scholarship, leadership and service. The membership is limited. This is a young women's civic organization which makes an unusual contribution toward the enrichment of college life.

Student N. E. A. — A professional organization, the membership of which is composed of students who think they may want to become teachers. Its objectives are to interest the best young men and women in education as a life career.

The Bulldog. — The Bulldog is the college annual presenting a pictorial review of the year's activities. This publication gives opportunity for application in many fields of student interest. Experience in advertising is provided as well as in editorial and art work.

Phi Theta Kappa. — National Junior College Honorary Scholastic Society which has as its aims the promotion of scholarship, the development of character, and the cultivation of fellowship among the students. To be eligible for active membership, a student must be of good moral character and must possess recognized qualities of citizenship as judged by a faculty committee. At the time of election the student must be within the upper scholastic ten percent of the regularly enrolled student body. The chapter endeavors to send every year a delegation to the national convention. This contact with outstanding college students throughout the United States is a stimulating and worthwhile experience.

The Starlettes. — The "Starlettes" is a new organization designed to add glamour and prestige to each girl's college career. It is a drill team which concentrates on precision dance routines. The hours of practice are long and the girls are expected to keep at least a scholastic average of "C." The girls are chosen on the basis of ability in poise and dance, showmanship, and attitude. Each girl in the organization is a special representative from the college, and she is mindful of her duties. She is proud of the uniform she displays and eager to offer her services to her community and spirit to Texarkana College.

Band. — The Bulldog Band is three organizations in one. It is a marching band throughout the football season; it participates in all home football games, and travels in chartered buses to some of the most important out-of-town games. A Stage or Dance Band is selected from those students who have had stage band experience or from those who can otherwise qualify. After football season the marching band becomes the Concert Band and plays concert music the entire second semester.

Athletics and Sports. — Texarkana College encourages the physical and social development of students by sponsoring a program of intramural athletics to meet the desires and needs of its students. At various times campus groups have participated in tennis, basketball, archery, and track and field events. Facilities for these sports are available for students who wish to participate in them. Inter-Collegiate and Conference competition are scheduled in Football,

Basketball (men and women), Track, Golf, Tennis (men and women) and Baseball. The Texarkana College is a member of the Texas Junior College Athletic Conference.

Music Club. — A national organization for student musicians affiliated with the National Federation of Music Clubs. This club sponsors higher type musical programs at the college.

Dollars and Sense Club. — A social and professional organization whose membership is open to all students taking business administration courses. The club promotes interest in the commercial department and aids students who are interested in a secretarial, clerical or business career. Social gatherings and educational field trips are among the club's activities.

The French Club. — Each year thirteen students making the highest grades in Beginner's French are invited to join **Les Treize Junes Francais**, a French club, based on the principles of **L'Alliance Francaise**. All second year students are members.

Alpha Beta Nu. — A social and professional organization whose membership is open to any student interested in home and family life education. Organized in 1955, when the new department was started, Alpha Beta Nu is affiliated with the Texas and American Home Economics Association.

Los Comedores. — Spanish club for students interested in a better understanding of the Spanish language and the peoples speaking it.

Phi Rho Pi. — The National Honorary Forensic Society for Junior Colleges. Its purpose is to promote the interests of oratory, extemporaneous speaking, debate, radio speech, dramatic interpretation and other speech activities. Membership is conferred only upon regular junior college students in good standing who have represented their college in inter-collegiate forensic contests, or who have achieved distinction in public speaking.

TUITION — FEES — REFUNDS

The school year is divided into two semesters of eighteen weeks each and a summer session. The students are charged accordingly for all fees.

Schedule of General Charges For All Students Each Semester

The charges as listed cover tuition and all general fees required for the number of semester hours indicated.

Full time students registered	
for 12 or more semester hours	\$87.50
Registered for 11 semester hours.....	82.50
Registered for 10 semester hours	75.00
Registered for 9 semester hours.....	67.50
Registered for 8 semester hours.....	60.00
Registered for 7 semester hours.....	52.50
Registered for 6 semester hours.....	45.00
Registered for 5 semester hours.....	37.50
Registered for 4 semester hours.....	30.00
Registered for 3 semester hours.....	22.50
Registered for 2 semester hours.....	15.00
Registered for 1 semester hour.....	15.00

Students who are not residents of the State of Texas are charged a non-resident fee, which under the Texas Statutes shall be an amount equivalent to the amount charged students from Texas by similar schools in the state in which the said non-resident student shall be a resident, providing that this fee is not less than the fee charged Texas residents. The application of this provision of the law is that residents of Arkansas attend the Texarkana College for the same registration fees as are required of Texas residents.

The residents of other states will pay the Texas non-resident charge unless it is found that the state of which they are residents can comply with the exemption as stated in the Texas Statutes as follows:

“Non-resident registration fees shall not apply to Junior Colleges located immediately adjacent to State boundary lines, which institutions shall collect from each non-resident student an amount equivalent to the amount charged students from Texas by similar schools in the state of which the said non-resident student shall be a resident.”

Course Fees:

Laboratory and equipment use fees shall be charged each semester as follows:

Chemistry	\$3.00
Biology	3.00
Physics	3.00
Surveying	3.00
Office Machines	5.00
Typewriting	2.50
Class Piano	5.00
Foods	5.00

Tuition for private music is in addition to all regular charges.

Tuition for private music for students enrolled in other classes and paying regular fees:

Two 30 minute lessons per week	\$50.00
One 45 minute lesson per week	37.50

Tuition each semester for students registered for private music only:

Two 30 minute lessons per week	\$75.00
One 45 minute lesson per week	57.00

Graduation Fee:

A graduation fee of \$5.00 will be charged all students who graduate. This fee will cover all graduation expenses. It is payable April 1 by all students who graduate.

Transportation Fee:

A charge of \$10.00 each semester for those riding buses will be made for transportation.

Students will be admitted free of other charges to athletic events and other student activities under the regulations as set up.

Transcript Fee:

A transcript fee of \$0.50 will be charged for each additional

transcript after the first one has been issued at the request of the student. No transcript of work done at the Texarkana College will be issued for any student who does not have a clear financial record.

Refunds:

Students attending the regular session who withdraw before the end of the session will be refunded tuition and fees on the following schedule:

First week	100%
Second week	80%
Third and fourth weeks	60%
Fifth and sixth weeks	20%

No refund will be made if withdrawal is made after the sixth week.

No refunds will be allowed students who do not officially withdraw from college. Discontinuance of attendance without making proper arrangements with the office of the Registrar does not constitute official withdrawal. Refunds will be calculated from the date of official withdrawal and not the last date of attendance.

Exemption of Veterans. —

Men and women who are citizens of Texas and who served in the armed forces and were honorably discharged therefrom (except certain limitations for age, personal requests, and period of service) and who are not eligible for educational benefits provided for veterans by the U. S. Government, are exempted from certain required fees but not for deposits, course fees, and certain fees fixed for all students. To obtain this exemption a photostatic or certified copy of the discharge papers and a notarized statement by the veteran that all benefits have expired must be presented to the registrar for record.

Since the college receives state aid only on those students who are registered on November 1 of the regular session, and who have completed fewer than 64 semester hours of credit, veterans who are not registered on this date, or who have completed 64 or more hours of credit, will not be eligible for the above exemption. That is, persons not registered for the first semester will not be eligible for exemption the second semester of this year.

SCHOLARSHIPS, LOANS AND EMPLOYMENT

Employment. —

The college cannot guarantee to find part-time work for those students who wish to work for a part of their college expenses, but everything possible will be done to assist worthy students in finding such work. A Student Placement Service is maintained for the primary purpose of helping students secure part-time employment. This service also includes personal interviews, the maintenance of personal records, and the listing of job opportunities.

This service also assists graduates and ex-students of the Texarkana College in finding employment in their chosen fields of work.

Scholarships. —

Scholarships which are good for one regular session are awarded by the Texarkana College to the first honor graduate of affiliated high schools.

The Alpha Pi Chapter of Delta Kappa Gamma society, an honorary organization of women teachers, offers a scholarship to a young woman of ability who is especially interested in teaching.

The Altrusa Club of Texarkana grants each year a two-year scholarship to an outstanding girl from both the Texas Senior High and the Arkansas Senior High School.

The Texarkana Pilot Club provides a scholarship to an outstanding woman graduate of both the Texarkana, Texas and the Texarkana, Arkansas High Schools.

The Atlanta Rotary Club provides a scholarship for an outstanding graduate of the Atlanta High School. The award is made on the recommendations of the high school and the regulations as set up by the Club.

The Texarkana Kiwanis Club, the Texarkana Rotary Club and the Texarkana Civitan Club have each provided a scholarship for a student from the Texarkana, Arkansas High School and the Texarkana, Texas High School. These students are selected under the regulations set up by the respective clubs.

The National Postal Transport Association, Texarkana Branch, awards a scholarship to a high school graduate designated by the committee of the Association.

The Junto Club awards a scholarship to a girl from both the Texarkana, Arkansas and the Texarkana, Texas High Schools.

Several individuals and organizations have provided scholarships for individual students of their own selection, thus assisting a number of worthy students to attend the Texarkana College.

Several business concerns of Texarkana, Arkansas, have made possible the awarding of scholarships to the First Honor Graduates of the Arkansas High Schools. The following firms made contributions to this fund this year: The State National Bank, S and S Supply Company, Southwestern Electric Power Company, and Crow-Burlingame Company.

Loan Funds. —

The Gazette and News Student Loan Fund. — The late Mr. C. E. Palmer of the Texarkana Gazette and Daily News made available a loan fund to be used as personal loans to students when needed for emergencies. The fund will be administered by the Student Council.

Texarkana Rotary Club Student Loan Fund. — The Texarkana Rotary Club maintains a student loan fund which is available for college students. Arrangements have been made with the Student Loan Committee for small short-time loans to be negotiated directly by the Dean of the College. These loans will be made to care for some immediate needs of the student.

Federal Loans under the provisions of the National Defense Education Act of 1958 are now available at the Texarkana College. Students interested in these loans should make inquiry to the Dean of the college for details and applications.

Other organizations and individuals have funds which are available as loans. These funds are obtainable at a low rate of interest and repayment is not expected until the student has an opportunity to begin earning after completing the college course.

PRIZES AND AWARDS

The Rotary Club Good Citizen Award is presented to the student chosen by the faculty for outstanding citizenship qualities during the year.

The Blue Jacket Award goes to the student selected by the students as the best all-round student for the year.

REQUIREMENTS FOR ADMISSION

Applicants for admission must have their high school or college transcripts sent before registration or present them at the time of registration. Students will facilitate registration by sending their entrance credits at least two weeks before the opening of the semester. Registration will not be complete without these credentials.

High School graduates who are applicants for admission must have transcripts of their high school credits. Applicants who have attended college must have their college transcripts. Students who have attended another college will not be admitted on their high school records even though no work was completed at the college attended. Applicants for admission are urged to file transcripts at least two weeks before registration. This will facilitate registration procedures. All applicants for admission whose transcripts are not on file will be required to report for individual conferences before registration is begun.

Hazing. — The student pledges himself neither to encourage nor take part in hazing in the college.

Vaccination. — All students are expected to present evidence of successful vaccination against smallpox.

For Admission Without Condition. — For full admission without condition to academic or commercial courses for credit, graduation from a standard, affiliated high school with at least fifteen units of high school credits, including three units in English, is required. Electives must be chosen from the list approved by State Departments of Education. For students who expect to continue work toward a degree the following prescribed units are recommended:

English — 3 units.

Mathematics — 2 units.

Social Science — 2 units. (At least one unit in history.)

Language — 2 units, or Science — 2 units.

Not more than four units in Vocational courses are usually acceptable.

Surplus Admission Units. — Only in foreign languages and mathematics may surplus high school units be converted into college credit.

A student having entrance credit in solid geometry in excess of full admission will receive two hours of college credit, provided six hours of mathematics are completed in college with an average grade of C. Under similar conditions two semester hours of college credit may be granted for trigonometry.

A student with credit for more than two units in a foreign language and a total credit of more than 15 admission units may receive

college credit at the rate of three hours of credit for each excess foreign language unit by completing six hours of the next higher course in college with a grade of C or better.

Admission by Examination. — Students who are not high school graduates may absolve deficiencies in entrance requirements by taking examinations. Other aptitude and placement tests will be given as counseling indicates they are needed or advisable.

Admission by Individual Approval. — Any person over twenty-one years of age, or any student who has served in the Armed Forces of the United States, provided he is at least 18 years of age, may, at the discretion of the college, be admitted without examination, to any class below the sophomore level. Satisfactory completion of college work carried together with tests and other devices will be used for satisfying the 15 units entrance requirements. Students admitted in this manner must satisfy the entrance requirements before graduation.

Admission to Vocational and Non-Credit Courses. — Any person who shows a need for these types of courses will be admitted.

Advance Standing. — Students presenting a satisfactory transcript of credits and an honorable dismissal from a recognized and approved college will be allowed credits toward graduation for the work satisfactorily completed.

REQUIREMENTS FOR GRADUATION

Sixty semester hours of work, exclusive of Physical Training, are required for graduation. Since most college degrees require more than 120 semester hours of work and since senior colleges usually except 66 semester hours, or one half the number of hours required for a degree, it is recommended that students complete at least this amount of work in their two years at junior college.

For the Associate Degree the required courses are:

English 12 hours. Three hours of Speech may be substituted for three hours of English.

Texas and Federal Government (Constitutions) 3 hours.

United States History 6 hours.

Additional courses required for:

Associate in Arts —

Mathematics, Foreign Language, Fine Arts, Humanities, and/or Social Sciences. 18 semester hours.

Associate in Science —

Mathematics and Natural Sciences. 18 semester hours.

Associate in Business —

Major in the field of Business with 18 hours in this field.

A Junior College Diploma will be issued those students completing 60 hours of work and maintaining 60 quality points.

Other substitutions must be approved by the Dean and the faculty.

The remaining hours may be chosen to meet the needs of the student.

Eighteen semester hours must be of sophomore standing. The student must complete a minimum of fifteen semester hours in residence at the Texarkana College in the second year.

In addition to the quantitative requirement, a student must have a total of 60 grade points on all work presented for graduation. Grade points are awarded on the following basis.

Grade of A — 3 points for each semester hour.

Grade of B — 2 points for each semester hour.

Grade of C — 1 point for each semester hour.

Grade of D — 0 points for each semester hour.

RULES AND REGULATIONS

Late Registration. — A fee of \$1.00 will be charged all students who enroll after the last registration day of any term.

Change of Course. — After a student is once registered he may not change any of his courses except upon the permission of the Dean. A fee of \$1.00 will be charged for the change of any course. Ordinarily, a course may not be begun after the second week of school.

Transcripts. — A transcript of credits will be issued free of charge after each period of attendance. A charge of 50c will be made for each additional transcript.

Adding and Dropping Courses. — After the first registration for the session a student may add a course only upon securing the approval of the Dean and the payment of a fee of \$1.00.

For sufficient cause, a student may drop a course at any time upon securing the consent of the Dean.

On the recommendation of the instructor concerned, and on the approval of the Dean, a student may be required to drop a course because of neglect or lack of preparation.

To drop a course without permission of the Dean means to sever one's connection with the College. Persistent absence from class amounts to dropping the course.

Student Load. — The normal load for a student is five courses. Less work usually leads to laxity of study habits, and a greater number of courses is likely to be an overload and result in the lowering of the standard of work. Students who desire to take either less or more than the normal load must secure the approval of the Dean, who will be governed entirely in the permission given for an irregular load by the requirements which may be approved from time to time by standard college practices.

Class Attendance and Absence. — Regular and punctual attendance upon classes, laboratories, conferences, and other exercises at which the student is due is required.

Absences are reported daily by the instructors to the Registrar. Absences are also recorded by the instructor on his class report, which is filed with the Registrar at the end of the semester. Errors in the records of absences of students may be corrected in writing by the instructor concerned, if done promptly.

For reasons deemed justifiable by the Dean, students' absences may be excused. Application for excused absences must be made by the student as soon as possible after the absence occurs. When absences are excused, the student is given the privilege of making up work missed. No work missed may be made up unless the absences are counted as excused by the Dean. An excused absence does not automatically give the student credit for work missed, but is a permit to make satisfactory arrangements with the instructors for getting the assignments missed completed.

Dropping From Rolls Because of Absences. — Persistent absences from classes, laboratories, or other meetings, including assemblies and conferences at which the student is due, shall be sufficient cause for dropping the student from the rolls of the college. Four unexcused absences from any class will automatically drop that stu-

dent from that class, and will automatically suspend him from the college enrollment unless the Dean finds extenuating circumstances that would in his judgment grant the student the privilege to continue in other courses. Unexcused absences that would cause the student to be dropped from 3/5 of his registered load will be the basis for automatic suspension from the college. An absence before or after a holiday or on the day of a quiz or test that has been announced in advance will count as two absences.

Marking System. — The following marks will be used in estimating the quality of work of the student: — A (excellent), B (good), C (fair), D (pass), E (failure), F (bad failure with privileges of continuing in course).

A student who makes the grade of E on any subject may secure credits for that subject without taking the subject over, provided he is able to pass a second examination. The examination may be taken with the next examination of the same class or at special examinations set by the Dean and publicized by being posted on the official bulletin board. The second examination must be taken not more than twelve months after the student has received the grade of E. In order to be entitled to take the second examination a student must petition the Dean for the examination at least seven days before the time set for it.

In a course continuing beyond one semester, the instructor, at the end of the following semester, may if in his opinion the circumstances warrant, raise an E of an earlier semester to a D because of good work done during the following semester by sending the Dean the proper notice for approval.

The satisfactory completion of special assignments submitted in writing by the instructor and approved by the Dean may remove a condition grade of "E."

The grade of a student who removes a condition by any method other than repeating the course becomes "D" in the course in which the condition has been removed.

In order to receive credit for a course upon which a student has made F, the course must be repeated.

Reports. — Reports on the work of students will be issued at the end of the ninth week and at the end of the semester. It is to be understood that the report at the end of the ninth week covers the instructor's estimate of the student's work for the first nine weeks of the semester. It does not indicate that a student is certain to pass or to fail the course, but does enable the parent and student to judge the quality of work during the first half of the semester. This mid-semester report will enable parents and students to know when stu-

dents need extra attention in order to pass or to make better grades at the end of the semester.

In addition to these reports, the College will at the end of the fifth and at the end of the fourteenth weeks notify all parents when the work of the student is not satisfactory.

Students who are over twenty-one years of age and who are attending college at their own expense, by applying to the Dean, may receive their reports.

Quizzes and Tests. — Quizzes and tests will be given at such times and in such a manner as the instructors deem advisable. These should be of such nature as to stimulate the student in his work and should have a diagnostic function as well as being used for the purpose of giving marks. All tests and quizzes should be based on sound educational practices.

Semester Examinations. — At the end of each semester there will be given a semester examination of two hours in length. The purpose of this examination is to lead the student to make a general review of the whole course, and to reveal how well he can use the knowledge which he has obtained of the course. The examination given at the end of the year may cover the work of both semesters. This means that examinations, as well as class tests and quizzes, may be cumulative. On all written examinations, either term or monthly, the student's use of English as well as the general form of his paper will be taken into account in making up the grade.

Absence From Term Examination. — Any student absent from a semester examination will not receive credit for the course. If his absence has been due to sickness or to other imperative causes, upon the approval of the Dean he may be permitted to take a postponed examination. The permission of the Dean should be secured for the postponed examination before the absence, if at all possible, and if not possible, then immediately after the examination. The postponed examination will be given either at a time set by the Dean and advertised on the official bulletin board, or at the time of the next regular examination period. A postponed examination must be taken within one year after the first examination was missed. Students expecting to take postponed examination at any time must notify the Dean at least seven days ahead of the scheduled examination of their specific intention to take the examination.

Incomplete Class Work. — If a student is unable on account of sickness or other imperative causes to complete the class work of any course before the term examination, he may petition the Dean to per-

mit him to complete the course after the examination. If this petition is granted, the work must be completed within one year, and credit will be allowed at the discretion of the instructor. When students are granted permission to postpone the completion of the class work in any subject, they must take the examination at the regular time scheduled unless in the opinion of the Dean the examination ought also to be postponed. At no time should an "Incomplete" be given as a substitute for a Failure.

Special Observation. — Any student who fails at the end of any term to pass in at least 50 percent of his work will be readmitted in the succeeding terms only after special conference of the student and parents with the President and Dean, and only upon approval of both President and Dean. When students are so readmitted, they will be placed under special observation for such length of time as the Dean may think necessary. During the time of this special observation weekly reports will be mailed to parents of the student's progress in his college courses. During this time, if a student is absent from class without excuse or in any wise neglects his work, at the discretion of the President and Dean he may be immediately dropped from the roll.

For neglect of work, absence, or other causes deemed advisable, students may, at the discretion of the President and Dean, be placed on special observation, and may remain in school on condition that they meet the special requirements which the Dean and the President deem advisable.

General Regulations. — In general, students will be expected to control themselves as young men and young women from cultured, well-reared families should act. Any improper conduct will be handled by the Dean as the circumstances seem to demand. If specific rules and regulations become necessary, they will be announced from time to time.

TEACHERS' CERTIFICATES

Certificates to teach school are granted by the Texas Education Agency and the State Department of Education of Arkansas, based on the work completed in the Texarkana College. Students desiring certificates should use care in selecting their course of study so as to meet the requirements for the type of certificate they desire to secure.

In some cases courses required for certificates cannot be transferred to other colleges to meet degree requirements other than in the Schools of Education.

VOCATIONAL REHABILITATION

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

ST. MICHAEL SCHOOL OF MEDICAL TECHNOLOGY

The Texarkana College is affiliated for the two years of pre-medical technology course. The work is fully approved and acceptable in the St. Michael School of Medical Technology which is a medical technology school approved by the Registry. After the completion of the two years at the Texarkana College, the students may complete the work for a Medical Technologist in Texarkana.

THE TEXARKANA COLLEGE BUCHANAN FOUNDATION SCHOOL OF NURSING

Plans are being developed for the opening of an Associate in Science program with a curriculum leading to Registered Nurse. Announcement will be made of definite plans as soon as these are completed.

ADVANCE APPLICATIONS FOR FUTURE REGISTRATION

In view of the expected increase in college enrollments many colleges are inaugurating plans to limit their enrollments. Although the Texarkana College does not anticipate such action, application for future registration will be accepted. Such applications will give the prospective students priority consideration and will give them a better chance of acceptance in case limitations on enrollment become necessary.



SUGGESTED COURSES OF STUDY

The following courses are suggested from the requirements in general of representative universities. Students who plan to transfer to other colleges should check the courses with the catalogues of the college to which the transfer is to be made.

AGRICULTURE

FRESHMAN

Course	First Semester	Hours	Course	Second Semester	Hours
Biology 406	Botany	4	Agronomy 301		3
Chemistry 801a		4	Mathematics 300		3
Mathematic 307		3	Chemistry 801b		4
Agri Economics 306		3	Biology 404	Zoology	4
English 1a		3	English 1b		3
P. E.		1	P. E.		1

SOPHOMORE

First Semester		Second Semester	
Chemistry 412	4	Chemistry 410	4
Agriculture 312	3	English 317	3
English 313	3	Government 311	3
Government 310	3	Economics 313	3
Economics 312	3	Agriculture 204	2
P. E.	1	P. E.	1

ARTS AND SCIENCES

Leading to A. B. Degree

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Mathematics	3	Mathematics	3
Foreign Language	4	Foreign Language	4
History	3	History	3
Science	3	Science	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 112a	3	English 12b	3
Foreign Language	3	Foreign Language	3
Government 310	3	Government 311	3
Psychology 310	3	Electives	6
Elective	3	P. E.	1
P. E.	1		

PRE-LAW**FRESHMAN**

First Semester		Second Semester	
English 1a	3	English 1b	3
History 1a	3	History 1b	3
Mathematics	3	Mathematics	3
Science	3	Science	3
Speech 303	3	Speech 304	3
P. E.	1	P. E.	1

Foreign language strongly recommended

SOPHOMORE

First Semester		Second Semester	
English Literature	3	English Literature	3
History 15a	3	History 15b	3
Government 310	3	Government 311	3
Economics 312	3	Economics 313	3
Psychology 310	3	Sociology 302	3
Accounting 611a	3	Accounting 611b	3

PRE-MEDICAL**FRESHMAN**

First Semester		Second Semester	
English 1a	3	English 1b	3
Chemistry 801a	4	Chemistry 801b	4
French 401	4	French 402	4
Biology 801a	4	Biology 801b	4
Elective or Math. 301	3	Elective or Math. 302	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English Literature	3	English Literature	3
Physics 801a	4	Physics 801b	4
Government 310	3	Government 311	3
French 312	3	French 313	3
Psychology 310 or Biol. 412	3	Biology 413	4
Chemistry 412	4	Chemistry 410	4
P. E.	1	P. E.	1

DEPARTMENT OF EDUCATION**Elementary Education****FRESHMAN**

First Semester		Second Semester	
English 1a	3	English 1b	3
Education 305	3	Education 301	3
Soc. 301	3	Geog. 301	3
Education 308	3	Education 309	3
Science (Biology)	3	Science (Biology)	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
Literature	3	Literature	3
Government 310	3	Government 311	3
History 15a	3	History 15b	3
Education 315	3	Education 310	3
Education 316	3	Psychology 310	3
Science or elective	3	Science or Elective Ed. 317	3
P. E.	1	P. E.	1

Secondary Education

(Junior High or Senior High)

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Science	3	Science	3
Literature	3	Mathematics	3
Education 305	3	Education 301	3
History	3	History	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
Literature	3	Literature	3
Government 310	3	Government 311	3
Psychology 310	3	Education 313	3
Sociology 302	2	Sociology 303	3
Education 312	3	Elective Ed. 313	3
P. E.	1	P. E.	1

DEPARTMENT OF BUSINESS ADMINISTRATION

One Year Terminal — Secretarial

First Semester		Second Semester	
English 1a	3	Business English 308-T	3
Mathematics 305	3	Office Practices 306-B	3
Bookkeeping 305-A	3	Bookkeeping 305-B	3
Office Practices 306-A	3	Commercial Law 315 or Elective ..	3
Typing	3	Typing	3
Shorthand 301 or 302	3	Shorthand 302 or 303	3

SOPHOMORE

First Semester		Second Semester	
English 313	3	English 317E	3
Mathematics 313	3	Mathematics 314	3
Physics 510a	5	Physics 510b	5
Engineering 311	3	Engineering 310	3
P. E.	1	P. E.	1

U. S. History and Government for Texas Schools.

Some differentiation for various types of Engineering in the Sophomore year. Geology, Quantitative Chemistry, Economics, Speech may be required. Total 18 - 20 hours.

Drafting Technology

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Mathematics 300	3	Mathematics 302	3
Engr. Draw 301	3	Engr. Draw. 302	3
Engr. Draw. 201	3	Engr. Draw. 305	3
History 15a	3	Engr. Prob.	1 or 2
Slide Rule	1 or 2	History 15b	3

SOPHOMORE

First Semester		Second Semester	
Speech 305	3	English 317E	3
Engr. Draw. 303	3	Engr. Draw. 304 (Arch.)	3
Engr. Draw. (Sheet Metal)	3	Engr. Draw. (Maps & Graphs)	3
Physics 801a	4	Physics 801b	4
Surveying	3	Government 310	3

DEPARTMENT OF MUSIC

Leading to A. B. Degree with Major in Music

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
History 15a	3	History 15b	3
Music Theory 406	4	Music Theory 407	4
Music Literature 310	3	Speech 303	3
Applied Music	2	Applied Music	2
Chorus	1	Chorus	1
*Ensemble	2	Ensemble	2
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
Literature	3	Literature	3
Psychology 310	3	Psychology 310	3
Harmony 410	4	Harmony 411	4
Applied Music	2	Applied Music	2
Chorus	1	Chorus	1
*Ensemble	2	Ensemble	2
Education 305	3	Elective	3

For the A. B. Degree with a major in Music, Foreign Language (French) should be taken in both Freshman and Sophomore years.

* Enrollment as approved by the Department.

DEPARTMENT OF HOME AND FAMILY LIFE EDUCATION

(Homemaking)

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Homemaking 301	3	Homemaking 412	4
Homemaking 402	4	Homemaking 403	4
Chemistry 1a	3	Chemistry 1b	3
History 15a	3	History 15b	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 313	3	Eng. 314 or Speech 303	3
Biology 404	4	Biology 412	4
Government 310	3	Government 311	3
Homemaking 303	3	Homemaking 302	3
Homemaking 304	3	Homemaking 310	3
P. E.	1	P. E.	1

Suggested electives: Homemaking 304 and Homemaking 310; Speech 303 and 304; Education 314; Sociology 302 and 303.

Journalism and Library

The requirements for the Journalism and Library Courses are the same as for Arts and Science courses in the Freshman and Sophomore year.

COURSE DESCRIPTION BY DEPARTMENT

The college year is divided into two semesters for the long session and two terms of six weeks each for the summer session. In no case will a course be offered for which there is not sufficient demand. As a rule, registration of ten students will be required in any course for it to be offered.

Explanation of Numbering. — The first digit of a three-digit course indicates the value of a course in semester hours, but when the value of a course is six semester hours, the first digit is omitted. Courses numbered 0 to 9 are primarily freshman courses. Second-year students may be allowed to take some courses in this group. However, the major portion of a second-year student's work should include courses numbered from 10 to 19. In general, these courses are for second-year students and are not open for freshmen. However, in special cases where the prerequisites have been met, first-year students may be permitted to take such courses upon the recommendation of the instructor in the course and with approval of the Dean.

Terminal Courses. — Courses designed primarily to meet the vocational and cultural needs of students who do not plan to work for a degree are designed as terminal courses. Courses designated by a number with a T are ordinarily not transferable for college credit but do carry terminal credit towards a junior college diploma.

DEPARTMENT OF AGRICULTURE

Agriculture 301. — Fundamentals of Crop Production. Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of seed bed; commercial fertilizers; manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies. Two lectures, two laboratories.

Agriculture 204. — **Farm Shop.** A course involving carpentry and woodwork, tool sharpening, preparation of simple drawing and bills of materials, blueprint reading, and rafter cutting. 1 hour lecture, 3 hours laboratory.

Agriculture 313. — **General Horticulture.** A survey of the general field of horticulture; the growth and fruiting habits of horticultural plants; a study of the principles and practices of propagation, including seedage, cuttage, graftings, and special methods; a study

of the planting, care, culture, harvesting, handling, and utilization of fruit and vegetable crops. 2 hours lecture; 2 hours laboratory.

DEPARTMENT OF BUSINESS ADMINISTRATION

301. — Elementary Typewriting. Mastery of the keyboard by the touch method; a study of basic machine operation and care of the typewriter; corrective and accuracy drills; development of techniques; and an introduction to letter writing and simple tabulation.

301x — 1 hour credit. 301y — 2 hours credit.

302. — Intermediate Typewriting. A course designed to develop both speed and accuracy. Study includes special problems in letter arrangement, tabulated reports, problems in centering, rough drafts, and manuscript writing.

Prerequisite: Typing 301 or one year of typewriting in high school.

303. — Advanced Typewriting. An advanced course in typewriting with special emphasis on business correspondence, legal reports, statistical reports, telegrams, business forms, and duplication.

Prerequisite: Typing 302 or two years of typewriting in high school.

301. — Beginners' Shorthand. — Emphasis is placed on brief forms and the most frequently used phrases. A reading knowledge of shorthand must be developed.

302. — Intermediate Shorthand. Emphasis is placed on dictation and transcription as well as vocabulary building and development of speed. Transcription acceptable for mailing is required.

303. — Advanced Dictation and Transcription. Continued speed building with stress placed on rapid and accurate transcription acceptable for mailing. Special attention is given to advanced phrasing and to meeting requirements for civil service examinations.

304. — Specialized Dictation and Transcription. Terminology of specialized occupations; such as, legal, medical, petroleum, and insurance. Congressional record terms and expert shorthand speed shortcuts. Continued emphasis on speed building with rapid, accurate, mailable transcripts.

4ab. — Business Principles. An orientation course designed to acquaint the student with the modern business world. The course

includes a brief presentation of characteristics of business organization, business records, financial organization risks, personnel, marketing, business association and business and its public.

315. — Commercial Law. A terminal course in business law on such subjects as contracts, negotiable instruments, insurance, agency bailments, property and carriers. The case-discussion-lecture method is used in teaching the course. Actual law cases are used as a basis for all subjects covered.

306-A. — Office Practice. A course designed for students who are interested in clerical or secretarial work. Business ethics, grooming for business, proper work habits and attitudes, development of an employable personality, office mail, telephone techniques, receptionist duties, banking and financial duties, securing employment, and systems of filing. Assignments are given under actual office conditions as nearly as possible.

306 B. — Office Machines. Instruction and practice in operating the office machines most often used in business. A working knowledge of calculating, adding, duplicating, and transcribing machines is required. Stencil preparation. Stress is given to developing skill on at least one type of calculator and one type of duplicator.

308-T. — Business Correspondence and English. Attention will be given to the composing of the different types of business letters and forms. The fundamentals of English mechanics — grammar, punctuation, spelling, sentence structure, paragraphing, and vocabulary building are included.

307-T. — Industrial Safety. A study of accident costs, causes of accidents, fundamentals of accident prevention, and the planning and operating of industrial plants for safety.

310. — Office Management and Practices. This course is a survey of the office from the standpoint of: Organization, Practices, Building and Equipment, Personnel and Supervision, and Executive Control of office work.

308. — Income Tax Accounting. A course in Federal Income Taxation which includes a study of the development of this very important phase of our national economy, the laws concerning such taxation, the regulations issued thereunder, and the concept of taxable income as interpreted by the U. S. Department of Internal Revenue.

316-A, B, C, D. — Transportation Principles and Practices. Services, operations and characteristics of major carrier agencies. Rates and tariffs; routes; commodity movements; regulation; shipper-

carrier relationships; claims; competition and coordination; current problems and policies.

317. — Public Relations. Methods and policies used by business organizations to create and maintain public goodwill. Relation of the organization to public agencies, customers, suppliers, employees. Studies of public relations systems in current use.

321. — Training and Supervisory Techniques. Study of the responsibility of the supervisor for leadership in planning and directing the work of employees. Special attention is given to the training of new employees, including improvement of work operations, morale, and the methods and techniques of training that have been used successfully in business and industrial organizations.

322. — Sales Management. Consideration of the methods and problems of sales department organization and administration. Includes sales research; selection, recruiting and training of personnel; sales territories or areas; pay of sales personnel; quotas; sales promotion; supervision; costs; operating policies.

318 - 320. — Industrial Management, Production, Planning and Control. A study of the principles of plant layout, materials handling and control, production planning, production methods, and with consideration of present day issues and new trends in production technique. Time and Motion studies.

311. — Industrial Supervision and Foremanship. The aim of this course is two-fold; first, to train students in the principles, methods, and techniques of industrial supervision; and second, to offer students training in the principles, methods, and techniques for training supervisors and foremen. Students are given actual practice in group discussion methods for solving supervisory problems. Thirty-two phases of the supervisory job are considered, including giving of orders, safety and accident prevention; reducing wastes, discipline, orientation, planning job instruction, improving processes and methods, labor problems.

312. — Retail Selling. Participation of each student in demonstration sales and analysis of practical selling cases. Study of selling principles. Includes what salespersons should know about customers; development of sales talks.

314. — Credits and Collections. Types of credit, credit terms, credit department organization and operation, source of credit information, credit appraisal, collection devices, creditors' legal aids, handling embarrassed and insolvent accounts. Emphasis on practical applications of credit and collection principles.

319. — Fundamentals of Advertising. Relationship of advertising to other business functions; economic and social influence of advertising; study of campaigns; appropriations and media; survey of activities of those engaged in advertising work.

611-ab. — Principles of Accounting. The analysis and recording of business transactions; business vouchers and books controlling accounts; proprietorship; partnership, and simple corporation accounting; financial statements.

321. — Intermediate Accounting. Designed to develop a better and more comprehensive knowledge of accounting; accounting records; end-of-period procedures; correction of profits of prior periods; accounting statements; comparative statements; analysis of working capital; miscellaneous ratios; profit and loss analysis; corporation accounting, including organization, capital stock transactions and surplus. Prerequisite, Business Administration 611b.

322. — Intermediate Accounting. A comprehensive examination of cash and receivables; inventories; tangible fixed assets; intangible fixed assets; investments; liabilities; reserves; determination of net income; statement of application of funds. Prerequisite, Business Administration 321.

305A. — Elementary Accounting. Elementary accounting covering a study of the basic principles of double entry bookkeeping and their application to business, including the organization of accounts and the preparation of accounting statements. Recommended for all business administration students who have not had one unit credit in high school bookkeeping.

305 B — Accounting for Secretaries. A course in practical bookkeeping designed to aid an owner or an employee of a small business in installing and maintaining a bookkeeping system. Also systems of bookkeeping for secretarial positions. Primarily a terminal course. Prerequisite B. A. 5a or one year of high school bookkeeping.

Note: Credit in typewriting and bookkeeping as a rule is acceptable only in the school of Business Administration.

DEPARTMENT OF EDUCATION

305 — Introduction to Education. Brief survey of the field of Education. The teacher and the profession, the American school sys-

tem, including the background, development, administrative organization, and supervision.

301. — Introduction to Educational Psychology. A brief summary of the psychological principles underlying the learning and teaching processes.

302. — Classroom Organization and Control. Study of the problems of the management of the schools, schedules, tests and measurements, and discipline. Special emphasis placed on rural conditions. Observations.

316. — Methods in Elementary Physical Education. The principles of physical education; the theory and practices in graded activities for the elementary school.

317. — Health Problems in the Elementary School. Personal and Community Hygiene. Methods and materials for the health program and teaching of health in the elementary grades.

406-07. — Public School Art. The teaching of public school art in the elementary grades. Training in writing and drawing as requested by the State Department of Education construction work; elementary free-hand and mechanical perspective; elementary design and color; lettering and poster work; art appreciation in elementary grades.

308. — Public School Music. The same as Mu. Ed. 308.

309. — Music Teaching in the Elementary Grades. Same as Mu. Ed. 309.

310. — Handwriting Methods. This is a laboratory course in both cursive and manuscript writing designed particularly for students who want to learn how to write correctly through proper observance of muscular movement, slant, letter formations, alignment, and spacing. Methods for teaching penmanship in the grades are stressed.

312. — Adolescent Psychology. A study of the changes in development and behaviour during the adolescent years. Special emphasis on psychology and sociological needs of the student in junior and senior high school level.

313. — Introduction to Secondary Education. A study of the development and organization of secondary education. Basic principles of high school teaching and management.

314. — Child Psychology and Development. A study of the development and behaviour of the young child. Emphasis is given to

the study of physical, psychological, and sociological needs for the child.

315. — Children's Literature. A survey of the field of children's literature and proper placement for creative reading in the various grade levels. Method of teaching literature in the elementary grades.

DEPARTMENT OF ENGINEERING

201. — Industrial Freehand Sketching. Basic techniques of freehand drawing in line and tone: delineation of form, texture, materials, sketching, and industrial application of freehand drawing.

206ab. — Engineering Problems. Development of skills and orderly methods essential for engineering computations. Basic calculating techniques involving the application of fundamentals in the use of algebra, plane and solid geometry, trigonometry, logarithms and the slide rule.

301. — Engineering Drawing. Technical drawing, including free hand lettering, theory of orthographic projections, auxiliary views, sections revolutions, intersections and development of surfaces. Axonometric projection, working drawings, tracings and duplication. Nine hours lecture, supervised study, and individual instructions.

302. — Descriptive Geometry. Principal views, auxiliary and oblique views, visualization of plans, insecton of lines and planes, surfaces and developments, surface and intersections, and warp surfaces. Nine hours lecture, supervised study, and individual instruction. Prerequisite Engineering Drawing 301.

303. — Architectural Drawing. Standard architectural details, conventional representatinon and practice, detail and assembly drawing. The course includes the planning and execution of simple and practical architectural projects. Topographical drawing, tracing, and free-hand lettering constitute a part of this course. Prerequisite Drawing 301.

304. — Architectural Drawing. A continuation of Engineering Drawing 303; Architectural details in various types of construction; working drawings and techniques of presentation.

305. — Machine Drawing. Application of the graphic language to engineering purposes; engineering sketches; machine fastenings; conventional practice; machine details and working drawings. Prerequisite: Engineering Drawing 301.

311. — Surveying. Elementary surveying. The fundamentals of the use of surveyor's tape, level, transit, and plane table. Calculations of land area and traverses. Application in field problems. 2 lectures, 3 hours field practice.

310. — Engineering Mechanics. Statics, resultants and equilibrium of force systems, analysis of forces acting on structures and machines, friction, centroids, movements of inertia of areas. Prerequisites Physics 401 and Math 12a.

306. — Sheet Metal Layout. A review of geometric construction, followed by the three divisions of sheet metal pattern layout, namely; parallel line, radial line, and triangulation. Prerequisite Engineering Drawing 301.

307. — Maps, Charts and Graphs. Map drafting, emphasis lettering, symbols, scales, lease maps, township maps, highway maps and pipe line maps; charts and graphs.

DEPARTMENT OF ENGLISH

1a. — Composition and Rhetoric. This is a practical course in the study of grammatical construction and writing for the purpose of teaching clarity and correct expression and to afford adequate practice in all forms of prose discourse. Since the main purpose of the course is to develop the ability to write with clarity, force, and correctness, many short themes are written both in and outside of class.

1b. — Composition with Rhetoric. Vocabulary building. Creative writing through an analytical study of the modern short story. The novel. Argumentation. -Collateral reading.

12a. — English Literature. A general survey course of English literature from "Beowulf" to the Romantic movement, as it relates to the people and the country from which it comes. A comprehensive study of an English novel.

12b. — English Literature. A study of the English literature from the Romantic movement to the present time. A research paper on some phase of the English mode of life as it is reflected in the literature.

313 - 314. — English Literature and American Literature. A study of the masterpieces that have contributed to the formation of present day American and English culture. Representative types of English and American Literature.

14ab. — World Literature. A study of the basic ideas in the world's greatest heritage, with emphasis on the common bonds of humanity, the common problems in living, and the interrelations of literary thought. English 14b and 314 may not be counted.

317. — Composition and Report Writing. Composition and report writing with emphasis on clear and logical writing. Designed primarily for Business Administration students. Practice in clear and concise reporting of facts. Business reports.

317E. — Composition and Report Writing. With emphasis on clear logical writing, with study of scientific writing. Practice in scientific writing. Practice in scientific exposition and beginning reports, designed for science majors and engineering students.

5ab. — Journalism, News Gathering and Reporting. Instruction and practice in interviewing and writing; discussion of news sources, news values, and various types of news stories. Laboratory work on college paper.

308-T. — Business English. Same as Business Administration.

301. — Bible - Survey of The Old Testament. The development of the religion of Israel, traced through the literature of the Old Testament; the major religious concepts and writings in historical settings.

302. — Bible - Survey of the New Testament. The meaning and message of the New Testament, with a brief introduction to each of the books within it.

DEPARTMENT OF FOREIGN LANGUAGES

Many students overlook the fact that practically all universities require a foreign language for Liberal Arts degrees. Moreover, the leading universities require one or two languages for higher degrees. Today, with the increasing closeness of communication among different parts of the world, an elementary knowledge of the leading foreign languages has become more than an important part of an educated person's equipment.

401. — Beginners' French. Three lectures and two practice hours a week for one semester. Intensive study of French grammar with emphasis on pronunciation, diction, conversation, and sight reading.

402. — Intermediate French. Prerequisite: French 401 or two units of high school French or an appropriate score on placement test. Three lectures and two practice hours a week for one semester. Continuation of French 401.

312. — Composition and Reading. Prerequisite: French 402. Three lectures a week for one semester.

313. — Continuation of French 312. One semester. Three lectures a week.

401. — Beginners' Spanish. Three lectures and two practice hours a week for one semester. Intensive study of Spanish grammar with emphasis on pronunciation, diction, conversation, and sight reading.

402. — Intermediate Spanish. Prerequisite: Spanish 401, two units of high school Spanish, or an appropriate score on placement test. Three lectures and two practice hours a week for one semester. Continuation of Spanish 401.

312. — Composition and Reading. Prerequisite: Spanish 402. Three lectures a week for one semester.

313. — Continuation of Spanish 312. One semester. Three lectures a week.

Spanish 300 - 301. — Practical Spanish. A course designed for those with little or no knowledge of Spanish and who wish to become acquainted with the practical side of the language rather than grammar. Emphasis on pronunciation, conversation, and practical easy reading. Vocabulary building.

DEPARTMENT OF HOME AND FAMILY LIFE EDUCATION

Purposes of the Department:

The purposes of this department are: (1) the preparation of students for more satisfying personal and family living now and later, (2) the preparation of students (majors) for entering senior college home-making departments, (3) to develop adult leadership in home and family life education in this community.

301. — Elementary Clothing. Includes planning a co-ordinated wardrobe, developing skill in the selection and care of clothing, improving techniques in the construction of garments.

302. — Clothing Construction. Emphasis on developing skill in construction of garments. Fabrics may include the new blends, and a tailored garment may be made.

303. — Principles of Design. To give basic knowledge of art principles and experience in art as it functions in the life of the individual, the home, the office, the school and the community. Field trips are made to study furniture, rugs, interior and exterior designs, and accessories. Open to men and women.

304. — Social Fundamentals. To develop an interest in, an understanding of, and a consideration for others. Class activities include the study of introductions, conversation, public manners, with practice provided in the form of class teas, cook-outs, and field trips. Open to men and women.

402 - 403. — Food and Nutrition. Emphasis on nutritive value of food, menu planning, selection, preparation and serving of family meals, storage of food, use of equipment, time, and money.

412. — Textiles. Study of fibers, yarns, construction of fabrics and finishes with a view of helping the consumer to detect adulterations and aid one in selecting and caring for fabrics used for clothing and for the home.

310. — Problems in Family Living. Developing an awareness and understanding of personal problems facing college youth today, and the relationship these have to personal happiness now and successful family living now and later. Gaining skill in applying new techniques in area of family budgeting, family conflict and family crises. Credit will not be allowed for both Hm. 310 and Sociology 312.

302. — Home Nursing. A thirty-hour course which meets the requirements for Red Cross Certificate in Home Nursing. Acceptable in lieu of one semester of physical training for women. A general review of public health, care of patient in bed, mother and baby care, communicable diseases, and care of isolated patients, and the convalescent. One semester hour terminal credit.

DEPARTMENT OF MATHEMATICS

206ab. — Engineering Problems. Use of the slide rule in the solution of problems involving various fields of engineering and trigonometry. This course may be taken as an elective and should be

taken by students majoring in mathematics, science, or engineering. Two class periods each week.

205. — Solid Geometry. The elements of solid geometry with applications. This course is offered as an elective and should be taken by students majoring in mathematics or engineering. Two class periods each week.

300. — Intermediate Algebra. Thorough review of the fundamental processes. Emphasis on factoring, equations and their solution, graphs, and function, system of equations, quadratics, ratio and proportion, progression, and logarithms. Solution of practical problems. Designed for those students who have only one year of high school algebra.

301. — College Algebra. Brief review of high school algebra, equations and their solution, function and graphs, system of equations, ratio, proportion and variation, progressions, mathematical induction and the binominal theorem, enequalities, complex numbers, theory of equation, logarithms, permutations, combinations, and probabilities and determinants.

301-E. — College Algebra. The same general topics as covered in Mathematics 301. More emphasis and intensive study of portions needed by engineering students. This course is designed for the pre-engineering student.

302. — Plane Trigonometry. Functions of the acute angles, logarithms, logarithmic solution of right angles, trigonometric functions of any angle, radian measure, variations and graphs of the functions, the fundamental identities, addition formulas and related topics, oblique triangles, polar-co-ordinates, and inverse trigonometric functions.

303. — Mathematics of Finance. Review of the fundamental operations, application of equations, functions and graphs, ratio proportion and variations, simple interest, discounts, partial payments, logarithms, statistics, compounding interest, annuities, amortization and sinking funds, valuation of bonds, and depreciation.

305. — Business Mathematics. This course covers the simpler exercises and everyday business calculation: drill in fundamentals, short methods, fractions, percentage, proportion, interest and discount, stocks and bonds, depreciation, taxes, and insurance are included.

306. — Basic Mathematics for General Education. Recommended for elementary education majors. A language of numbers,

exponents, and variation. Comparing numbers, the arithmetic of measurement, ways of expressing relationships, people and mathematics.

308. — Analytic Geometry. Prerequisite: Mathematics 300 or 301 or 302. Co-ordinates and loci, the straight line, transformation of co-ordinates, the circle, tangents, equations of loci, parametric equations, polar co-ordinates, properties of the conic sections, transcendental curves.

312. — Calculus. Variables, functions, and limits. Derivatives and differentials for polynomials and applications. Differentiation and integration of algebraic functions. Mathematics 308 as a prerequisite or in parallel.

313. — Calculus. Differentiation and integration involving transcendental functions together with applications. Improper integrals, approximate integration, indeterminate forms, mean value theorems.

314. — Calculus. Centroids, moments of inertia, pressure, work, partial derivatives, Taylor's series, multiple integrals, hyperbolic functions, ordinary differential equations.

307. — Mathematics for Agriculture. Basic algebra, percentage, fundamentals of trigonometry, agriculture problems. For students of Agriculture.

307-T. — Basic Technical Mathematics. Includes a thorough review of arithmetic; basic algebra and trigonometry with the solution of problems related to shop mechanics. -Slide-rule, logarithms, and vectors introduced.

SCHOOL OF FINE ARTS

DEPARTMENT OF MUSIC

The music Department is equipped to provide the basic music-academic courses which will enable candidates for any music degree to transfer (with junior standing) to any accredited senior college or university. In addition, study in piano, voice and violin is available, both for potential music majors and minors, and for those interested only in improving their ability in one of these applied music fields. Study in one of these areas is expected of those planning to work to-

ward a music degree. In addition, practical musical experience in vocal and instrumental ensembles.

101. — Mixed Chorus. Part singing of classical, and semi-classical music. Open to both trained and untrained voices.

102. — Mixed Chorus. Advanced four-part singing. Ensemble work. Program music.

406. — Music Theory. Fundamental principles of music theory, sight singing, ear training, manuscript writing. Credit may not be given for both Music 306 and Music Education 308.

407. — Music Theory. Continuation of Music 306. More advanced study of the elements of rhythm, chord structure and tonality through ear training and harmonic diction.

403. — Harmony. Four part writing and harmonizing of choral melodies. Advanced harmonic diction and keyboard work.

404. — Harmony. Aural and written study of the higher harmonic forms. Seventh chords, modulation, and altered chords. -Continuation of sight singing and keyboard harmony.

308. — Music Education. A study of the elements and materials of music, singing, sight reading, and tone thinking. Basic course designed to give teachers a foundation for teaching music in the elementary grades.

309. — Music Education. Methods and materials for teaching public school music. A study is made of the characteristics of children at each age-level, the musical results which may be expected of them, and various suitable materials and methods for teaching music in the public school.

610ab. — Introduction to Music Literature. A course designed to introduce the student to a broad world of music and establish a philosophy and practice of study for use in listening. Methods in presenting the listening lesson to classes from kindergarten through high school are studied.

201V - 02V. — Freshman Voice. Principles of correct breathing; proper use of organs of articulation; study of words and fundamentals of tone production. -Simple songs in English and Italian; Sieber and Lutgen I studies. Two thirty minute private lessons per week; six hours' practice.

210V - 11V. — Sophomore Voice. Studies in velocity, flexibility, staccato, legato scales. Vaccai studies; classic songs and arias

by Bach, Handel, Schubert, Schumann. Two 20 minute private lessons per week; six hours practice.

201P - 02P. — Freshman Piano. All major and minor scales in comfortable tempo, in parallel and contrary motion. Tonic chords and arpeggios: Bach two-part Inventions; Czerny Op. 299; Hanon studies; Mozart and Haydn Sonatas; Schubert Impromptus; Mendelssohn Songs without words. Two thirty-minute private lessons per week; six hours' practice.

210 - 11P. — Sophomore Piano. Scales (4 notes to 112); dominant and diminished seventh chords and arpeggios; Bach Three-part Inventions and French Suites; Cramer; Pichna studies; easier pieces of Chopin, Schumann, Schubert and modern composers. Two 30-minute private lessons; six hours' practice.

Music 311. — Music Appreciation. A course designed for non-music majors for the development of a genuine appreciation and enjoyment of outstanding music of all types. The emphasis is placed on listening supplemented by a minimum of discussion and reading.

For those students not qualified to carry College level applied Music, preparatory courses in violin, piano and voice are available. Placement in applied Music will be made on individual basis.

Private Instruction. — Individual and group instruction in voice and piano will be arranged for as many students as the instructor has the time for. There will be special fees for this type of instruction.

DEPARTMENT OF PHILOSOPHY AND PSYCHOLOGY

310. — Introduction to Psychology. A survey of the field of general psychology. Prerequisite: Sophomore standing.

313. — Industrial Psychology. Principles of applied psychology; personality development; the adjustment concept — direct attack, substitution, evasion, and retreat; psychology applied to hiring, rating promoting, and supervising of workers; scientific testing, employee morale; principles of psychological research.

314. — Personnel Administration. A course in the principles and prevailing procedures in the selection, employment, placement, pay, training and separation of workers; problems in the administration of the personnel program, personnel accounting, employee incentives, etc.

315 — Ethics: Personal and Social Conduct. Origin and growth of moral ideas: the search for a moral standard; some of the historical moral philosophies; a theory of right and wrong, good and evil; ethical method; applications. Prerequisite: Sophomore standing.

306. — The Psychology of Personal Adjustment. A course designed to bring to students the practical principles of positive mental hygiene. Emphasis is on the application of mental hygiene principles to help individuals achieve efficiency, happiness, and fullness in their daily living.

DEPARTMENT OF SCIENCE

413. — Comparative Vertebrate Anatomy. Comparative anatomy and physiology of vertebrate organ systems; adaptations; evolutionary history of vertebrate. Three lectures and three hours laboratory a week.

412. — General Bacteriology. A study of the characteristics and activities of micro-organisms and their relation to health and disease. An introduction to pathogenic organisms with major emphasis on history; morphology, infection, control, immunization and laboratory techniques.

801ab. — General Biology. An introductory course designed for those who wish to meet the medical and degree requirements in biological science. The morphology and physiology of representative plants and animals. General biological problems. Principles of hygiene and sanitation. Study of local flora and fauna. Three lectures, recitations, and quizzes; four hours laboratory each week. For medical and science students.

403. — Physiology and Hygiene. A study of physiology and hygiene, designed particularly for nurses, medical technicians and physical education majors. Three lectures and three hours of laboratory.

404. — General Zoology. A general introduction into the history and branches of the biological fields. A brief survey of animal kingdom. Emphasis on human reproduction and principles of heredity. Three lectures and three hours of laboratory.

1ab. — General Chemistry. The fundamental principles of general chemistry. Emphasis on application to daily living. For the general student. Two hours lecture and three hours laboratory each week.

306. — General Botany of Seed Plants. The seed plant as a living unit; external and internal structures in relation to life processes reproduction and life history; economic and ecological significance. Two hours lecture, three hours laboratory.

801ab. — General Inorganic Chemistry. The fundamental principles of pure chemistry. Applied and descriptive chemistry. Qualitative analysis. (Note: Chemistry 801ab satisfies the requirements for general chemistry for admission to Class A medical colleges.) Three lectures, recitations, quizzes; four hours laboratory each week.

810ab. — Principles of Organic Chemistry. Three hours lecture and four hours laboratory each week. Prerequisite: Chemistry 801ab.

410. — Chemistry. Designed for home economics and agriculture majors. An introduction to aliphatic and aromatic compounds with particular emphasis on carbohydrates, proteins, and vitamins. Three hours lecture and three hours laboratory per week. Four semester hours credit.

512. — Quantitative Analysis. The theory and practice of fundamental quantitative analytical procedures. Gravimetric and volumetric methods are employed. Special emphasis on the development of laboratory techniques. Three lectures and eight hours of laboratory. Chemistry 801b prerequisite.

2ab. — Physical Science. Survey of the field of Physical Science. Special emphasis on principles and application. Will not meet requirements for physics or chemistry. Lectures, recitations, quizzes, and laboratory.

3ab. — General Science, Nature Study, and Conservation. Survey course in science and nature study designed to give elementary teachers background in scientific methods and materials for use in elementary grades. Specific emphasis on plants, animals, natural resources.

601ab. — Geology - Physical Historical Geology. Processes modifying the earth's surface; material of the earth's crust; history of plant and animal life in geologic time. Importance in engineering problems.

801ab. — Physics. General Physics, designed primarily for students who will need additional work in science such as pre-medical, pharmacy, geology, architecture, but who do not expect to do additional work in engineering or physics.

510ab. — Engineering Physics. A comprehensive course for students of engineering and the physical sciences, providing the back-

ground for engineering courses as well as for advanced courses in physics. Cultivation of the capacity to utilize the fundamental concepts in the solution of problems is emphasized. Elements of mechanics, heat, sound and acoustics, electricity and magnetism, light, and nuclear physics. Prerequisite or in parallel Mathematics 312. — Calculus.

DEPARTMENT OF SOCIAL SCIENCE

1ab. — Survey of Western Civilization. Historical survey of the origin and development of institutional cultural life from earliest times to the present. Movement of universal significance and the continuity of human history are emphasized. The course is designed primarily to stimulate the student's ability to understand modern problems.

4ab. — History of England. A general survey of the social, economic, constitutional, and educational development of Great Britain. Recommended for pre-law students and those expecting to major in English.

15ab. — History of the United States. First semester: History of the United States to the end of the Civil War. Discovery, exploration, and settlement. Political and economic development. The Revolution and the formation of the nation. The Constitution. Territorial expansion. The Slavery controversy. The Civil War. Second semester: Reconstruction. Monetary problems. Commerce, trusts, and the tariff. Industrial expansion. The United States as a World Power. The World War. The progressive movement, domestic problems of the twenties, the depression, and the New Deal. The Second World War and the problems of peace.

310. — American Government. Basic ideas of government, federal, state and interstate relations; individual rights; and political parties. Political structures of the national, state, and local governments as outlined in the Federal and Texas Constitutions. This course satisfies the statutory requirements for teacher certification.

311. — American Government. Legislative, executive, and judicial functions in federal, state, and local governments. Survey and appraisal of such problems as civil service, taxation, fiscal policy, foreign relations, national defense, business and labor problems, welfare and social security, agriculture, and conservation.

312. — Comparative Governments. A study of the governments

of Great Britain, France, Russia, and other foreign countries with some comparisons with the government of the United States. A practical, up-to-date application of the workings of these governments will be made.

301-302. — Geography - Principles of Geography. The study of human society in relation to the physical conditions and the natural resources of the earth. This course should make clear such factors of natural environment as location, climate, relief and forests with emphasis on human response to these factors. Conservation of natural resources.

313. — World Affairs. Chief problems confronting the world today. Relations with other nations. International trade. The United Nations, its organization, accomplishments, associate organizations, potentialities. Designed to give adults a comprehensive view of present world problems.

312 - 313. — Principles and problems of Economics. A general study of basic principles in economics. Production, distribution, exchange, consumption, business cycles, and their relationships to national annual income. Principles underlying monetary and banking systems. Mechanism and economy of international trade. Industrial unrest and conflict, labor unions, and settlement of disputes. Social security. Problems of population. Diffusion of income. The second semester emphasizes the problem aspect.

314. — Labor Relations. Trends in industrial relations; the industrial relations policy; evolution of the management attitude toward labor; trends in labor-management relations; collective bargaining; negotiating a labor contract; administering the labor agreement; labor legislation; labor-management conflict and co-operation; fact-finding and the profit dollar; social, political and economic significance of labor-management relations.

302. — Principles of Sociology. A general introduction into the behavior of individuals in social groups, particularly a study of important phases of the life as culture, population, institutions, social control, and the major social processes. Analysis of the simpler relations of daily living as illustrative material. Reading, reports, and quizzes.

311. — Social Problems. Survey of some of the major difficulties to which American society is seeking adjustment. A detailed analysis of courses, social significance, and constructive programs pertinent to difficulties. One problem to be selected for intensive study. Prerequisite: Soc. 302 or sophomore standing.

312. — Marriage and the Family. A brief summary of the fam-

ily as an institution. Problems of the marriage relationships and adjustments for a successful marriage.

313. — Introduction to Criminology. Introduction to the study of crime with special emphasis on increasing problems of Juvenile Crime. Theories of criminology and penology, criminal courts, Punishment and treatment of criminals. Probation and parole. Special emphasis on local situations.

316. — Criminology and Juvenile Delinquency. Continuation of the study of problems in Sociology 313 with special emphasis on juvenile delinquency. Juvenile courts; extent, causes and prevention of juvenile crime. Punishment, special emphasis and survey of local situations..

DEPARTMENT OF SPEECH

303. — Public Speaking, Parliamentary Law. Vocabulary building. Voice and diction. -Selection of material for various types of speeches. Methods of speech organization and platform ethics. Namely: introductory, informative, entertaining, and persuasive. Public discussion methods.

304. — Public Speaking. Various types of platform speeches.

305. — Business and Professional Speech. Fundamentals of oral communication; study of special types and techniques of speeches most common to business and professional people; practice in business situations; oral reports, sales talks. Panel and committee discussions, and occasional speeches.

306 - 307. — Dramatics. A thorough course in the technique of acting. A study of the fundamental principles of acting, body expression, characterization, dramatic interpretation, pantomime, make-up, lighting, and play production. Practical application through work on scenes and one-act plays in class and public production.

308. — Radio and Television. A beginning course in announcing, programming, production, and copy writing. A study of word pronunciation, diction, interpretation, and effective communication. Prerequisite: six hours of Speech.

DEPARTMENT OF PHYSICAL TRAINING

101 - 102. — Physical Training for Men and Women. Freshman physical training course. Exercises, games, and athletics which contribute to the well being and happiness of the individual; tennis, hiking, badminton, dancing, golf, swimming, and archery are representative. Two hours per week. One hour credit each semester.

103. — First Aid. The American Red Cross Standard First Aid Course. A twenty-hour course open to all students. Meets requirements for Red Cross Certificate. Acceptable in lieu of one semester hour terminal credit.

103x — Standard. 103y — Advanced. 103z — Instructors.

111 - 112. — Physical Training for Men and Women. Sophomore physical training with activities similar to P. T. 101 - 102.

303. — Physical Education. Orientation and Introduction. Designed as a professional orientation in physical education and health education, safety and recreation. Brief history, philosophy and modern trends of physical education, teacher qualifications, vocational opportunities, expected competencies and skill testing comprise the contents of the course.

306. — Health and Safety Education. Personal and community health and safety. A study of personal and community health and safety. Emphasis placed on causative factors of various diseases and accidents with a study of preventative measures. -Special emphasis on the school child.

Physical Education 316 and 317 are the same courses listed as Education with the same numbers.

306x - 306y - 306z — One hour credit each.



TEXARKANA COLLEGE

THE EVENING SCHOOL AND
ADULT DIVISION



Texarkana, Texas
1959 - 1960

"If You Want to Learn, We'll Help You"



THE EVENING SCHOOL AND ADULT DIVISION

Newton E. Lewis, Director

The national program of adult education is growing at a phenomenal rate. People everywhere are learning that the need for more education does not end with the termination of full-time school attendance. New problems continue to appear and usually their solution requires additional study of the changing conditions which produced them.

THE EVENING COLLEGE makes it possible for residents of this area to continue their education without interrupting their normal daily activities. For those who wish to complete a specialized college program there are available many courses through which appropriate credit may be earned. If the major interest is in self-improvement or occupational readjustment, courses — credit and non-credit — designed for the specific purposes desired can be provided.

College credit courses are conducted on a semester basis and meet all the requirements of the accreditation organization with which the college is affiliated. Most of these classes meet on the college campus but during the past year some of them were organized and conducted at other centers. When the enrollment is sufficient and a qualified instructor is available, this plan may be extended to other communities in the college service area.

Non-credit courses may be organized when desired for any length of time necessary. They may be general in scope or directed toward a specific objective. They include discussion groups, technical training, hobby activities, and special interest groups and cover a wide range of subject matter and educational activity.

GENERAL INFORMATION

Complete information regarding credit courses, including admission requirements, tuition, class attendance, the marking system, and other operating procedures will be found in the general catalogue.

Tuition for non-credit courses is determined by the actual cost of conducting each course, including instruction and any special facilities that may be required. As a result the cost per course varies but in no case is it great enough to constitute a problem for anyone who is genuinely interested in further education. Since all non-credit courses are operated at cost, necessary books and supplies are furnished by the student.

There are no prescribed educational requirements for non-credit courses. Interested students who can profit from the instruction to be given will usually be approved.

Veterans who wish to receive educational benefits under Public

Law 550 should visit the Veteran's Administration office in the Post Office building or call at the College in advance of the registration date.

COURSES

These are tentative lists of courses to be offered during the 1959-1960 school year. Since the major purpose of the Evening School is to serve the educational needs of the people in its area, the final selection of courses will be determined by the expressed needs and interests of its students. Other courses may be added when requested by twelve or more individuals. Any course may be discontinued when circumstances warrant such action.

COLLEGE CREDIT COURSES

Courses from the class schedule (tentative) for the 1959 - 1960 Evening School are listed as follows. Course descriptions and information regarding such other items as college level of the courses and prerequisites may be found in the general catalogue.

Art — Commercial Art.

Business — Typewriting; Shorthand; Sales Management; Retail Sales; Business Law; Office Machines; Office Management; Income Tax Accounting; Time and Motion; Industrial Supervision and Foremanship; Industrial Training Methods; Credits and Collections; Advertising; Principles of Accounting; Intermediate Accounting; Public Relations; Freight Traffic Management (Fundamentals of Transportation.)

Education — Public School Art; Public School Music; Adolescent Psychology; Child Psychology.

Engineering — Engineering Drawing; Descriptive Geometry; Architectural Drawing; Shop Drawing; Blueprint Reading.

English — Composition and Rhetoric; English Literature; American Literature; Business English.

Mathematics — Slide Rule; Intermediate Algebra; College Algebra; Trigonometry, Analytic Geometry; Calculus; Basic Mathematics.

Psychology — Introduction to Psychology; Industrial Psychology; Personnel Administration.

Science — General Inorganic Chemistry; General Biology; Physics.

Social Science — History of the United States; American Government (State and Federal); Geography; Principles and Problems of Economics; Principles of Sociology; Social Problems; Introduction to Criminology; Criminology and Juvenile Delinquency.

Speech — Business and Professional Speech.

Physical Education — First Aid; Recreation Planning and Direction.

NON-CREDIT COURSES

Non-credit courses may be planned for any subject or activity, for such length of time as may be desired. Classes may start at any time and meetings may be held wherever suitable facilities are available. The length and frequency of class sessions can be adjusted to serve the needs of the group.

Agriculture — Practical evening courses, such as:

Welding — Welding principles and practices applied to operations.

Live Stock Nutrition — What and when to feed livestock for maximum profit.

Practical Arithmetic — A review of fundamentals and their application to the practical situations you encounter every day.

Blueprint Reading — How to read and use blueprints in the skilled trades. Each course is planned for and uses actual blueprints of a specific trade.

Economic Changes and Trends. — Informal group discussion of a vital subject led by a capable instructor.

Estimating — Basic principles applied to building trades.

Industrial Instruments — Pressure; temperature; process controls, and other automatic devices used in industry.

Practical Philosophy — A review of basic principles applied to everyday living.

Auto Mechanics — Specialized courses for employed auto mechanics such as:

Automotive Transmissions — Maintenance and repair of the different types of automatic transmissions.

Carburetors — Theory of carburetion, maintenance and repair of common types of carburetors.

Electrical System — Ignition, lighting, special circuits, accessories.

Landscaping — Homes, institution grounds, public areas.

Flower Arranging — Make sure your flowers tell the story you want told. Learn how to arrange them for any occasion.

Money Management — How to keep your credit good, your investments sound, and at the same time have most of the things you want.

Fundamentals of Electricity — Can be planned for skilled craftsmen or for any group that just wants to learn more about electricity.

Air Conditioning — Basic Principles and installation, maintenance, and repair of equipment.

Television Servicing — Special courses for technicians now employed in the industry.

Everyday Law. — Fundamental legal aspects of everyday business transactions. What to do in common procedures and when to seek the advice of an attorney.

Retail Sales Training — Instruction in sales techniques and public relations for sales employees in retail establishments. Trained salespeople are good for business.

Your Telephone — How to make it a business asset; not a liability.

Meet the Public — If you want to make a good impression on other people, you will profit from this course.

Building Trades Mathematics — Fundamentals applied to practical building trades problems.

Apprentice Training — Available for any of the skilled trades.

Show Card Writing — How to prepare show cards that attract customers.

Reading Improvement — A course designed for people who like to be efficient. If your work requires reading or if you read for self-improvement, learn how to increase your reading speed.

Bookkeeping — Designed specifically for owners and employees of small businesses. Accurate records mean more profit.

Vocational Nurse Training — A one-year program that prepares the student to become a Licensed Vocational Nurse.

In-Service Vocational Nurse Training — Short refresher courses for employed licensed vocational nurses.

Self-Improvement — A course for women who want to take active measures to improve their posture, poise, general appearance, personality. Individual instruction, including make-up, wardrobe and styling, voice and diction.

Hobby Groups — As many different groups as desired. Learn more about your favorite hobby or start a new one. Perhaps Bidding Better Bridge, Photography Phor Phun; Rock Hounds; Loafing Time Art; Arguments, Unlimited; Growing Greener Grass; or, you name it.

Let us know what courses **YOU** would like to have. Call or write **THE EVENING SCHOOL, TEXARKANA COLLEGE**, Texarkana, Texas. Telephone 32-6954.

“IF YOU WANT TO LEARN, WE’LL HELP YOU”

