


VASOR VR-310

VOLUME NINETEEN

NUMBER ONE



The **Texarkana**
COLLEGE
LOCATED IN
TEXARKANA
TEXAS

ANNOUNCEMENTS FOR
1947-1948



TEXARKANA COLLEGE
TEXARKANA, TEXAS

Founded September, 1927



CATALOGUE
1947-1948

~~~~~

A PUBLIC JUNIOR COLLEGE OWNED AND OPERATED

—by the—  
TEXARKANA COLLEGE DISTRICT



A JUNIOR COLLEGE OF THE FIRST CLASS  
APPROVED AND ACCREDITED

—by—

THE ASSOCIATION OF TEXAS COLLEGES  
and  
THE SOUTHERN ASSOCIATION OF COLLEGES  
AND SECONDARY SCHOOLS



Member of  
THE TEXAS JUNIOR COLLEGE ASSOCIATION  
and  
THE AMERICAN ASSOCIATION OF  
JUNIOR COLLEGES

BOARD OF EDUCATION AND OFFICERS  
OF ADMINISTRATION

BOARD OF EDUCATION

|                            |                  |
|----------------------------|------------------|
| D. A. SHOFNER . . . . .    | President        |
| A. W. ROBERTS . . . . .    | Vice-President   |
| BURNHAM P. JONES . . . . . | Secretary        |
| JAMES R. BRYANT            | M. D. HUDSON     |
| W. S. CHANCE               | ROY J. SINGLETON |

ADMINISTRATIVE OFFICERS

|                          |               |
|--------------------------|---------------|
| H. W. STILWELL . . . . . | President     |
| W. P. AKIN . . . . .     | Dean          |
| LUCILE COUCH . . . . .   | Dean of Women |

SECRETARIAL STAFF

WILLENE WADE DIXON    CURTISTINE PARSONS  
EVELYN LAWRENCE



---

**FACULTY 1947-1948****H. W. STILWELL, President**

B. A., M. A. University of Texas  
LL.D. Southwestern University

---

**COLLEGE DIVISION****W. P. AKIN, Dean**

B. S. Southern Methodist University, M. A. University of Texas,  
University of Minnesota, University of Colorado

**C. C. BURRUS, Physics and Chemistry**

B. A. Howard Payne College, University of Texas

**GRACE MAY COLEMAN, Music**

B. M. Ed. Louisiana State University

**BILL K. COPELAND, History, Government, Economics**

B. A., M. A. East Texas State Teachers College, University of Texas

**LUCILE COUCH, Dean of Women, Social Science & Biology**

B. A. Baylor University, M. A. University of Texas

Chicago University, Columbia University

**CHRISTINE CROCKETT, Art**

B. S. East Texas Teachers College, M. A. Columbia University

**JESSE J. DEAN, JR., Business Administration**

B. B. A. Baylor University

**JUANITA DeFORD, Business Administration**

B. A. East Texas State Teachers College, University of Texas

University of Oregon

**MARY SUE DUNKIN, Home Economics**

B. S. Texas State College for Women

**ROY L. GLASS, Mathematics**

B. S. East Texas State Teachers College, M. A., M. Ed. Peabody College

**CORINNE HENDERSON**, French and Spanish

B. A., M. A. University of Texas, University of California  
University of Mexico, University of Wisconsin

**EDITH S. LARSON** History, Economics

B. A. Carleton College, M. A. University of Minnesota  
University of California

**GLYDE PEAVY**, Librarian

B. S. North Texas State Teachers College, B. S. in Library Science  
University of Illinois

**CLAUDE O. PINKERTON**, English

B. A., M. A. East Texas State Teachers College, University of Texas

**WALTER E. WILLIS**, English

B. A. Southwest Texas State Teachers College, M. A. University of  
Texas, Columbia University, Northwestern University

### **PREPARATORY DIVISION**

**ROBERT B. WALZ**

B. A. Henderson State Teachers College, Louisiana  
State University

### **VOCATIONAL INSTRUCTION DIVISION**

**JOHN A. PENNINGTON**, Chief Coordinator

B. S. Northwestern State Teachers College, M. Ed. University of  
Oklahoma

**MURRAY GORDON**, Coordinator

B. C. S. College of City of New York, New York University

**GARLAND D. MOSS**, Coordinator

B. S. East Texas State Teachers College, Columbia University

**J. F. BENTLEY**, Coordinator

**ED L. BERRY**, Coordinator



## COLLEGE CALENDAR 1947-1948

FIRST SEMESTER  
.....

|                                       |                          |
|---------------------------------------|--------------------------|
| September 2-9 .....                   | Registration             |
| September 10 .....                    | Classes Begin            |
| November 27-30 .....                  | Thanksgiving Holidays    |
| December 19 .....                     | Christmas Holidays Begin |
| January 5 .....                       | Classes Resumed          |
| January 18-January 23, Inclusive..... | Examinations             |

SECOND SEMESTER  
.....

|                   |                 |
|-------------------|-----------------|
| January 26 .....  | Registration    |
| January 27 .....  | Classes Begin   |
| March 26-29 ..... | Easter Holidays |
| May 23 .....      | Baccalaureate   |
| May 24-27 .....   | Examinations    |
| May 28 .....      | Commencement    |

SUMMER SESSION  
.....

The regular Summer Session will consist of two terms of six weeks.

This calendar is subject to change by the Board of Education.

## General Information

**FOUNDING.** The Texarkana College was founded as a public junior college in 1927 as a part of the Texarkana, Texas Public School System. In 1940 the School Board was authorized by a special election to maintain a twenty cent tax for the Junior College. The Texas Legislature, realizing the importance of the place of the junior college in the State Program of Education, approved State Aid for the junior college in 1941, thus making a college education available to any young man or woman of the community.

**LOCATION.** Texarkana College is located at Sixteenth and Pine in Texarkana, Texas, a city with a population of more than 50,000, in the heart of the Four States Area. Texarkana College is situated in such a manner as to extend educational opportunities to students over a wide territory of Texas and Arkansas, and considerable portions of Oklahoma and Louisiana.

Texarkana is a trade center of four states. Its unusual railway advantages and its fine roads give many thousands of people in these four states an easy route to a natural shopping and trading center. Its large stores and great stock of merchandise offer a sufficient reason for Texarkana's commercial leadership in this area. Texarkana College is an equally progressive institution organized to serve the educational needs of the students living within a radius of fifty miles of the Twin Cities.

---

## Buildings and Equipment

**BUILDINGS AND EQUIPMENT.** The Administrative Building of Texarkana College is located on a beautifully landscaped campus, one mile from the downtown business district. The building was opened in September, 1927, with a \$200,000 valuation. It contains lecture rooms, administrative offices, commercial and natural science laboratories, a gymnasium, and library. The library contains more than 6,500 volumes, especially recommended for junior college students. Four daily papers are available to the students in the reading room. The periodical library contains some forty current subscriptions, and more than ten per cent are bound for permanent reference material. The reading room is equipped with comfortable chairs and work tables to serve some seventy students at a given time. The physics, biology, and chemistry laboratories are well equipped with some \$10,000 worth of apparatus.



The Texas Public Schools System also has an auditorium which is adequate for programs of various types. It has a seating capacity of some 1,000 and a large production stage, equipped with a modern lighting system, a new cyclorama, and various sets. The auditorium also has an orchestra pit and a concert grand piano.

The Homemaking Cottage is also available to the students of the college. The reception room is an ideal place for teas, buffet suppers, and club parties. It has a well appointed dining room and a modern kitchen adjoining the reception room.

The Texas Public School System also has a modern cafeteria which is located on the campus and serves delicious and wholesome meals to the students and faculty. The cost is nominal and the students enjoy the fellowship generated in the lunch room.

---

## Scope of Curriculum

SCOPE OF CURRICULUM. What shall the high school graduate do next? That is a problem. It confronts him more pointedly now perhaps than ever before in his life. Thus far he has taken school for granted. He has completed each grade in its turn. No choice on his part has been required. But graduation from high school marks a turning point. Decisions must be made which will greatly influence the rest of the student's life. It is important to take the long look. The student asks himself, therefore: Can I go to college? If so, which college? Can I afford it? What course shall I take? For what will such a course fit me? If I do go to college, how can I find employment? How can I learn what work is available? How can I be trained for the employment I may be able to find?

Neither in obtaining employment nor in selecting a college is the choice so simple as in former days. Where there used to be only a few well organized vocations, now there are more than 20,000. Their very multiplicity is confusing. The applicant needs guidance in learning of their existence and in preparing himself to meet their demands. On the other hand, instead of making the simple choice between going to college, today's graduate may choose among educational institutions of numerous types. There is the traditional four-year course in college or university. There is the professional course, requiring six, seven, or eight years beyond high school but offering several advantages not hitherto available at the college level.

Why, it may be asked, should anyone limit his college years to two? Junior colleges are not established to cut down the attendance of stu-

dents who have four college years ahead of them. But many who cannot afford four years can afford two years—especially if the two-year institution is less expensive and in or near the home town. Furthermore, there are students who do not want four years of college. Texarkana College meets the need of these people. It also serves large numbers who take their first two years in the junior college and then transfer to four year colleges or universities for the remainder of their courses. Finally, there are many who begin their courses in four-year colleges but drop out without graduation, and who would be happier if they had undertaken less and had finished what they started with an Associate of Arts degree.

Many students who are planning on four years of college find advantages in attending a junior college for the first two years. Usually it is less expensive. The student lives at home, and the fees are likely to be less. The opportunity to live at home permits an easier transition to the new habits of college life, with its greater responsibilities and independent methods of study. Many students express special appreciation of this advantage. They also have better opportunities to participate in student activities, to make names for themselves, and to assume responsibilities, where they are not overshadowed by the upperclassmen of a four-year institution. They also appreciate the opportunity given by the junior college for close acquaintance with the members of the faculty.

Every ambitious person wants to go to the top. How far he can go depends on several factors, among which are the following: How deeply interested is he? How well suited is he to the vocation he has chosen? How hard will he work? How intelligent is he? How much training will he take? The amount of his training is only one factor among several. Intelligence is only one. Industry is only one. In every technical and professional field there is more to be learned than can be mastered in two years. But the choice offered by the junior college is not between two years of college and four, it is between two years of college and none. The junior colleges undertake, in their terminal courses to help equip the young person in two years to earn a living and to be a good citizen. Texarkana College offers the graduate a program he can complete satisfactorily in the time he has available.

When one considers that there are 20,000 occupations, it is clear that there could not be 20,000 courses of study to train workers for them. Fortunately, the trainings overlap a good deal. This doubly fortunate—first, because there can be fewer courses; second, because the training for one field may help fit the student for several. These overlaps form a sort of "core" to all the courses. English is part of the core because, without talking and writing, business cannot be transacted, governments conducted, nor any other large-scale human relation-



ship enjoyed. Such subjects as political science, sociology, economics, psychology, and history are included, so that the student may learn the principles of human relationship. All this is intended to help the student discover his vocation in life.

Texarkana College is doing much to make American higher education more practical. It recognizes that education should help one both to "make a life" and to "make a living."

---

## Student Activities

**STUDENT ACTIVITIES**—Texarkana College encourages and fosters worthwhile student activities under the direction of competent faculty advisers. 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.

**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.

**ASSEMBLIES**—One hour each week is set aside for assembly which all students are scheduled to attend. The main purpose of the assembly is to create unity among the students. Programs are arranged by a student faculty committee under the general supervision of the Student Council.

**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.

**103 WORKSHOP**—This is the College dramatic and speech organization which gives practical outlet to students who are interested in play production and other speech activities. Usually two full length plays and a number of one-act plays are presented during the year. The 103 Workshop also sponsors debate, extemporaneous speech, and other speech activities.

**DELTA PSI OMEGA**—Students who meet the requirements may become members of this national dramatic fraternity. The members of this group participate in the contests of the Texas Junior College Speech Association.



**COLLEGE CHORUS**—The Texarkana College Chorus provides worthwhile training in choral singing to 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 to thirty. This a young women's civic organization which makes an unusual contribution toward the enrichment of college life.

**THE TEXARKANA COLLEGE RADIO PLAYERS**—During the session of 1945-1946 this group began the presentation of a weekly radio program over radio station KCMC in Texarkana.

**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.

## Tuition, Fees, and Deposits

### Residents of Texas and Arkansas

For students who are residents of Texas and Arkansas who are carrying a normal load of 12 to 17 semester hours inclusive, the fixed charges for each semester are:

|         |         |
|---------|---------|
| Deposit | \$ 3.00 |
| Tuition | 25.00   |
| Fees    | 10.00   |

For students carrying less than 12 semester hours of work \$10.00 will be charged for the first three semester hour course and \$2.50 for each additional semester hour for which the student registers.

Students carrying 18 hours or more of work will pay a tuition charge of \$28.00 and fees of \$12.00 each semester.

### Non-Residents of Texas and Arkansas

All regularly enrolled students whose legal residences are outside of Texas and Arkansas will be charged non-resident tuition and fees each semester as follows:

|         |         |
|---------|---------|
| Deposit | \$ 3.00 |
| Tuition | 75.00   |
| Fees    | 10.00   |

The above charges include text books, but do not cover expendable supplies. Fines and breakage are charged against the deposit. Any amount in excess of these items will be returned to the student.

The expense of social affairs given by the various clubs, unless open to entire student body, must be paid by the organization sponsoring the function.

All charges are due at the beginning of each semester. Permission to defer payment of any part of the semester charge must be secured at the time of registration. A minimum payment of one-half the semester charge is to be paid at registration. The balance is payable not later than November 1 for the first semester and April 1 for the second semester.

No transcript of work done in Texarkana College will be issued for any student who does not have a clear financial record.

**SCHOLARSHIP, LOANS, JOBS**—The college cannot guarantee to find part-time work for those students who wish to work for a part of their College expense, but everything possible will be done to assist worthy students to find such work. The office of the Guidance and Personnel Director has information concerning these opportunities.

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.

Several sources of loans are available. The most active of these agencies are the Rotary Club, the Business and Professional Women's Club, and the Lone Star Chapter of the Daughters of the American Revolution. 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.

Students interested in jobs, loans, or scholarships should communicate with the Dean.

---

## 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.

The Latonia Christopher Award is given the student who is selected for outstanding service during the year. This award is derived from the income from a fund set aside in honor of Mrs. Bruce Christopher.



## Requirements for Admission

Students will facilitate registration by sending their entrance credits at least two weeks before opening of the semester.

**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 Department of Education. For student 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.

**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 requirement. 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.

**ADVANCED 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

**REQUIREMENTS FOR GRADUATION—**Sixty semester hours of work are required for graduation. Since most college degrees require more than 120 semester hours of work and since senior colleges usually accept 66 semester hours or one-half the number of hours for a degree it is recommended that students complete at least this amount of work in their two years at junior college.

English—9 semester hours,

Social Science—9 semester hours,

American Government or U. S. History—6 semester hours, must be included in the sixty hours required for graduation. The remaining thirty-six 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 addition to the quantitative requirement a student must have a total of 120 grade points on all work presented for graduation. Grade points are awarded on the following basis:

Grade of A—4 points for each semester hour.

Grade of B—3 points for each semester hour.

Grade of C—2 points for each semester hour.

Grade of D—1 point for each semester hour.

**ASSOCIATE IN ARTS—**Students who complete the requirements for graduation will be granted the title of Associate in Arts,



## General 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 or dropped under any circumstances after the second week of school.

**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, assemblies, conferences, and other exercises which the student is due, is required.

Absences are reported weekly by the instructor to the Dean. 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 the absences of a student may be corrected in writing by the instructor concerned, if done promptly.

**LOSS OF CREDIT HOURS**—For three unexcused absences in excess of six per cent of the total number of class, laboratory, or other exercises at which the student is due each semester, one credit hour will be deducted from his total credit hours counted toward graduation and certificates.



**GAIN OF CREDIT HOURS**—Loss of credit hours because of absence may be offset in the following manner:

(a) Each free B above the C average for any semester will offset nine absences for that semester. An A shall count as two B's.

(b) Not to exceed twenty-two credit hours per semester may be allowed to any student for absence incurred through actual participation in approved student activities which are under the direct supervision of some officer of the Faculty, such officer to report to registrar approved participation lists, together with the time of departure and return when out-of-town trips are made.

**DROPPING FROM ROLL BECAUSE OF ABSENCE**—Persistent absence from classes, laboratories or other exercises, including assemblies and conferences at which the student is due, shall be sufficient cause for dropping him from the rolls of the College.

A student who is absent during any semester for more than one-fifth of the total number of exercises at which he is due during the semester is dropped from the rolls of the College for the remainder of the session, unless the Dean shall allow him to continue upon such conditions as the Dean may specifically set forth.

**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 published 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 credit 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 sent to the parents at the end of the ninth week and at the end of the semester. It is to be understood that the report sent 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 to judge the quality of the student's work during the first half of the semester. This mid-semester report will enable parents to know when students 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.

**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 EXAMINATIONS**—Any student absent from a semester examination will not receive credit for the course whose examination he misses. 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 examinations 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 permit 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.

**SPECIAL OBSERVATION**—Any student who fails at the end of any term to pass in at least 50 per cent of his work will be re-admitted 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 re-admitted, 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 admissible, 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 REGULATION**—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 State Department of Education of Texas 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.

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.

## Suggested Courses of Study

## ARTS AND SCIENCE—LEADING TO A. B. DEGREE

| Freshman              |        | Sophomore                  |             |
|-----------------------|--------|----------------------------|-------------|
| English 1ab .....     | 6 hrs. | English 12ab .....         | 6 hrs.      |
| Mathematics .....     | 6 hrs. | Foreign Language.....      | 6 hrs.      |
| Foreign Language..... | 6 hrs. | Government .....           | 3 or 6 hrs. |
| History .....         | 6 hrs. | Psychology or Ethics ..... | 3 hrs.      |
| Science .....         | 6 hrs. | Electives .....            | 6 or 9 hrs. |

## PRE-MEDICAL

|                       |        |                      |             |
|-----------------------|--------|----------------------|-------------|
| English 1ab .....     | 6 hrs. | English 12ab.....    | 6 hrs.      |
| Chemistry 801ab ..... | 8 hrs. | Physics 801ab .....  | 8 hrs.      |
| French 1ab .....      | 6 hrs. | Government .....     | 3 or 6 hrs. |
| Biology 801ab .....   | 8 hrs. | French 2ab .....     | 6 hrs.      |
| Electives .....       | 6 hrs. | Chemistry 10ab ..... | 6 hrs.      |
|                       |        | Psychology .....     | 3 hrs.      |

## PRE-LAW

|                   |        |                         |        |
|-------------------|--------|-------------------------|--------|
| English 1ab ..... | 6 hrs. | English 12ab .....      | 6 hrs. |
| History 4ab ..... | 6 hrs. | History 15ab .....      | 6 hrs. |
| Mathematics ..... | 6 hrs. | Government 310-311..... | 6 hrs. |
| Science .....     | 6 hrs. | Economics 312-313 ..... | 6 hrs. |
| Electives .....   | 6 hrs. | Accounting 811ab.....   | 8 hrs. |
|                   |        | Psychology .....        | 3 hrs. |

## ONE YEAR SECRETARIAL COURSE

|                             |        |                              |        |
|-----------------------------|--------|------------------------------|--------|
| English 1ab .....           | 6 hrs. | Business Principles 304..... | 3 hrs. |
| Shorthand 301, 302, 303.... | 9 hrs. | Commercial Law 305.....      | 3 hrs. |
| Typewriting 201, 202, 203.. | 6 hrs. | Office Practice and          |        |
| Bookkeeping 5ab .....       | 6 hrs. | Machines .....               | 3 hrs. |

## TWO YEAR SECRETARIAL COURSE

|                             |             |                          |        |
|-----------------------------|-------------|--------------------------|--------|
| English 1ab .....           | 6 hrs.      | Bookkeeping 5ab .....    | 6 hrs. |
| Shorthand 301-302 .....     | 6 hrs.      | English 313-317 .....    | 6 hrs. |
| Typewriting 201-202 .....   | 4 hrs.      | Accounting 811ab .....   | 8 hrs. |
| Bus. Mathematics 303-303    | 6 hrs.      | Economics 312-313 .....  | 6 hrs. |
| Business Principles 304.... | 3 hrs.      | American Government .... | 6 hrs. |
| Commercial Law 305.....     | 3 hrs.      | Advanced Shorthand 303   | 3 hrs. |
| Electives .....             | 3 or 6 hrs. | Office Practice .....    | 3 hrs. |



## PRE-ENGINEERING

|                              |         |                         |             |
|------------------------------|---------|-------------------------|-------------|
| English 1ab .....            | 6 hrs.  | English 12ab .....      | 6 hrs.      |
| Chemistry 801ab .....        | 8 hrs.  | Economics 312-313 ..... | 6 hrs.      |
| Mathematics 301-302-502..... | 10 hrs. | Government .....        | 3 or 6 hrs. |
| Drawing 301-302 .....        | 6 hrs.  | Mathematics 12ab .....  | 6 hrs.      |
| Electives .....              | 6 hrs.  | Electives .....         | 9 hrs.      |

## BUSINESS ADMINISTRATION

|                                  |        |                         |             |
|----------------------------------|--------|-------------------------|-------------|
| Mathematics .....                | 6 hrs. | Government .....        | 3 or 6 hrs. |
| Science .....                    | 6 hrs. | Accounting 801ab .....  | 8 hrs.      |
| English 1ab .....                | 6 hrs. | Economics 312-313 ..... | 6 hrs.      |
| History 1ab .....                | 6 hrs. | Psychology .....        | 3 hrs.      |
| Electives .....                  | 6 hrs. | English 12ab .....      | 6 hrs.      |
| or                               |        | Electives .....         | 6 hrs.      |
| Typewriting .....                | 2 hrs. |                         |             |
| Shorthand .....                  | 6 hrs. |                         |             |
| (Secretarial or Com'l. Teaching) |        |                         |             |

## FOR B. S. DEGREE

Science, Mathematics, and Electives may be substituted for Foreign Languages.

## 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.

## HOME ECONOMICS

A student may spend the first year in Texarkana College and the other three years in a senior college and receive a degree in Home Economics without loss of credit. The College does not offer two full years in Home Economics.

---

## Course of Study

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 the 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.

## Business Administration

201—ELEMENTARY TYPEWRITING—An intensive course in touch typewriting. Stress is placed upon accuracy and speed. For credit an attainment of 30 words per minute with accuracy of 90% is required. \*

202—INTERMEDIATE TYPEWRITING—A course designated to develop both speed and accuracy in typing. Stress is placed upon the proper set-up of letters and business and legal papers. For credit the attainment of 45 words per minute with accuracy of 90% is required. \*

203—ADVANCED TYPEWRITING—An advanced course in typewriting with special emphasis on business correspondence and legal forms. Mimeograph work will be introduced. For credit the attainment of 60 words per minute with 90% is required. \*

301—BEGINNERS' SHORTHAND—Emphasis is placed on vocabulary building and development of speed. A minimum of 80 words per minute in dictation with rapid transcription acceptable for mailing.

303—ADVANCED SHORTHAND—Development of a minimum speed in dictation of 100 words per minute with stress placed on rapid and accurate transcription. Special attention is given to advanced phrasing and to scientific and legal vocabularies.

304—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.

305—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 subject covered.



306—OFFICE PRACTICE AND SECRETARIAL TRAINING—A course designed for students who are interested in the secretarial field. It covers dictation and transcription review, office ethics, duplicating, filing and postal information, simple machines, interviewing callers, business conferences, telephone techniques, and employer relationship. Three hours credit.

811ab—PRINCIPLES OF ACCOUNTING—The analysis and recording of business transactions; business vouchers and books; controlling account; proprietorship; partnership, and simple corporation accounting; financial statements. Three discussions and three laboratory hours.

11ab—SURVEY COURSE IN ACCOUNTING—For engineering, medical, home economics and other professional groups. Basic principles of commercial accounting and the fundamentals of cost accounting. Prerequisite: Sophomore standing.

Note: Credit in typewriting as a rule is not transferable to senior colleges. Usually it is acceptable only in the school of Business Administration.

~~~~~

Education

305—INTRODUCTION TO EDUCATION—Brief survey of the field of Education. The teacher and the profession. The American school system 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 school, schedules, tests, and measurements and discipline. Special emphasis placed on rural conditions. Observation.

303—METHODS IN ELEMENTARY PHYSICAL EDUCATION—The principles of physical education; the theory and practices in graded activities for the elementary school. Designed to fulfill the three semester hour state requirement for teachers.

304—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.

306-07—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; elemen-

tary free-hand and mechanical perspective; elementary design and color; lettering and poster work; art appreciation in elementary grades. Summer.

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. Those successfully completing the required drills will be granted teachers' penmanship certificates.

312s—ADOLESCENT PSYCHOLOGY—A study of the changes during the different periods of childhood. Special emphasis on the characteristics and needs of the pupil in the junior high school period. Summer.

313s—INTRODUCTION TO SECONDARY EDUCATION—A study of the development and organization of secondary education. Basic principles of high school teaching and management. Summer.

Engineering

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, intersection 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

English

1a—COMPOSITION AND RHETORIC—A study of the principles of good writing necessary for recording the various types of thought development; namely, process, definition, classification, part cause to effect, effect to cause, effect to effect, and analysis. A comprehensive study of American expression through present day literature. A research paper. Collateral reading.

1b—COMPOSITION AND RHETORIC—Vocabulary building. Creative writing through an analytical study of the modern short story. The novel. Argumentation through the development of a complete brief. 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—ENGLISH 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.

317—COMPOSITION AND REPORT WRITING—Composition and report writing with emphasis on clear and logical writing. Designed primarily for Engineering, Science, and Business Administration students. Practice in clear and concise reporting of facts.

305—CHILDREN'S LITERATURE—A survey of the field of children's literature and proper placement for creative reading in the various grade levels.

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. Three lectures and four laboratory hours.

Foreign Languages

Many students overlook the fact that practically all universities require a foreign language for a Liberal Arts degree, and that most senior colleges require a foreign language for a Bachelor of Arts degree. 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 ever an important part of an educated person's equipment.

(Some universities require twelve semester hours in numbered courses in a foreign language; that is, two courses in College beyond either "A", the College Beginner's Course, or two years in high school).

FRENCH

A—BEGINNER'S FRENCH—The work comprises: careful drill in pronunciation, study of fundamental principles of grammar, easy reading, and simple conversation. Four semester hours credit.

1ab—COMPOSITION AND READING—The work comprises: reading from representative authors, conversation, review of grammar, French expressions in English, and oral and written composition. Prerequisite: French A or two units of high school French.

SPANISH

A—BEGINNER'S SPANISH—The work comprises: careful drill in pronunciation, study of essentials of grammar, easy reading material based on Latin America, simple conversation and cultural material concerning Latin America. Four semester hours credit.

1ab—COMPOSITION, READING, AND CONVERSATION—The work comprises: review of grammar, oral and written compositions, short stories from representative Spanish authors, conversation, reading from a Spanish newspaper, and further study of informational material concerning Latin American countries. Prerequisite: Spanish A or two units of high school Spanish.

Home Economics

301—INSTRUCTION TO THE STUDY OF CLOTHING—Selection, care, hygiene of clothing, construction problems in cotton and linen; personal budgets and accounts.

302—FOOD COMPOSITION AND PRINCIPLES OF COOKERY—Fundamental principles in selection and preparation of foods.

303—DESIGN—An introduction to the study of art in everyday life. Through various expressions this course aims for a few fundamental principles that will promote culture growth. Arts in the home, furniture, costumes, textiles, pottery, graphic arts, and civic arts. Three lectures and three laboratory hours.

Mathematics

300—INTERMEDIATE ALGEBRA—Thorough review of the fundamental processes. Emphasis on factoring, equations and their solution, graphs and function, systems 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 binomial theorem, inequalities, complex numbers, theory of equation, logarithms, permutations, combinations, and probabilities and determinants.

302—PLANE TRIGONOMETRY—Functions of the acute angles, logarithms, logarithmic solution of right triangles, trigonometric functions or any angle, radian measure, variations and graphs of the functions, the fundamental identities, addition formulas and related topics, oblique triangles, polar coordinates, and inverse trigonometric functions.

303—MATHEMATIC OF FINANCE—Review of the fundamental operations, application of equations, functions and graphs, ratio proportion and variations, simple interest, discounts, partial payments, logarithms, and statistics. *

304—MATHEMATIC OF FINANCE—Compound interest, compound discount, ordinary annuities, amortization and sinking funds, valuation of bonds, depreciation, life annuities and life insurance. Prerequisite, Mathematics 303. *

501-502—ALGEBRA, TRIGONOMETRY, AND ANALYTICAL GEOMETRY—Designed to meet the needs of science, mathematics, and engineering students. Five hours per week each semester.

12ab—CALCULUS—Functions and their graphs. Slope of a curve. Increments and limits, Derivatives and applications of derivatives. Integration. The definite integral. Applications. Double and triple integrals.

* Recommended for Business Administration and General Education students.

~~~~~

Music

101—MIXED CHORUS—Part singing of classical, semi-classical, and popular music. Open to both trained and untrained voices.

102—MIXED CHORUS—Advanced four-part singing. Ensemble work. Program music.

308-309—PUBLIC SCHOOL MUSIC—A study of the elements and materials of music, singing, sight reading, and tone thinking. Rhythm, form, melodic beauty, and moods in music suitable to the elementary grades. Basic course designed to give teachers a foundation for teaching music in the grades.

307—ELEMENTARY THEORY AND HARMONY—Fundamental principles of music theory and harmony. Sight singing, ear training, manuscript writing.

Philosophy and Psychology

310—INTRODUCTION TO PSYCHOLOGY—A survey of the field of general psychology. Prerequisite: Sophomore standing.

311—ETHICS—A beginning discussion of the history of ethical theory in relation to concrete problems of personal and social morality. Prerequisite: Sophomore standing.

Science

402—GENERAL BACTERIOLOGY—A study of the characteristics and activities of microorganisms and their relation to health and disease. An introduction to pathogenic organisms with major emphasis on history, morphology, infection, control, immunization and laboratory techniques.

1ab—BIOLOGY—General Biology. Less technical than Biology 801ab. Two lectures, quizzes; three hours laboratory each week.

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.

303—PHYSIOLOGY AND HYGIENE—A study of physiology and hygiene, designed particularly for nurses, medical technicians, and physical education majors.

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.

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.

10ab—PRINCIPLES OF ORGANIC CHEMISTRY—Three hours lecture and four hours laboratory each week. Prerequisite: Chemistry 801ab.

2ab—PHYSICAL SCIENCE—Survey of the field of Physical Science. Special emphasis on principles and application. Will not meet prerequisite requirements for physics and chemistry courses. Credit will not be allowed if either physics or chemistry is taken. Lectures, recitations, quizzes, and laboratory.

1ab—GENERAL PHYSICS—A general course in Physics. Lectures, recitation, and quizzes; three hours laboratory each week.

801ab—GENERAL PHYSICS—General course in physics designed for pre-engineering and science majors. Three lectures and four hours of laboratory.

~~~~~

## Social Sciences

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—The Constitution and government of the United States. Background. Formation of the Constitution. Analysis of the federal system. Citizenship and civil rights. Nominations and elections. The legislative development. The executive department and the civil service. The national judiciary. Functions, services and problems of the federal government. Foreign relations, territories and dependencies, and national defense.

311—AMERICAN GOVERNMENT—State and local government in the United States. Particular emphasis is placed upon the development, activities, and problems of state, county, and municipal governments of the states of Texas and Arkansas; included is a study of the constitutions of these two state.

312—PRINCIPLES OF ECONOMICS—A general study of basic principles in economics. Production, distribution, exchanges and con-

sumption. Principles underlying monetary and banking systems. Prices, supply and demand, business cycles. Mechanism and economy of international trade. Wages, interest, rent, and profits.

313—ECONOMIC PROBLEMS—Achievements and failure in our industrial system. Problems of management and integration of industry. Industrial unrest and conflict, labor unions, settlement of disputes. Social security. Problems of population. Problems of the price system. Regulation of utility rates. Control of business cycles. Problems of monetary stabilization and the control of banking. Protective tariffs and other trade barriers. International finance. Agricultural problems. Diffusion of income. Economic aspects of government. Comprehensive programs of economic policy.

310—PRINCIPLES OF SOCIOLOGY—A general introduction into the behavior of individuals in social groups, particularly a study of important phases of 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 causes, social significance, and constructive programs pertinent to difficulties. One problem to be selected for intensive study.



## 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.

304—PUBLIC SPEAKING—Various types of platform speeches; namely: introductory, informative, entertaining, and persuasive. Public discussion methods.

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—Microphone technique. Voice, diction and development of radio programs. Script writing, sound effects, and radio production. Weekly radio programs presented over KCMC.



## Physical Training

201-202—PHYSICAL TRAINING FOR WOMEN—Exercises, games, and athletics which will contribute to the well being and happiness of the individual; tennis, hiking, badminton, dancing, golf, swimming, and archery are representative. Three hours per week. One hour credit each semester.

---

## The Texarkana College Vocational Instruction Courses

The courses described below are known as the Texarkana College Vocational Instruction Courses. The Vocational Instruction Courses are terminal in nature and college credit is not given for the training.

Instruction is given in (1) **Trade and Industrial**, (2) **Commercial** and (3) **Vocational** Courses. Under this plan, the training institution places trainees in a suitable establishment for on-the-job training subject to the establishment having sufficient personnel, equipment and space to offer suitable training on the job in a specified course. The training institution visits the establishment that gives the on-the-job training weekly for a period of one hour in order to study the job, develop the training, and to adapt the Vocational instruction with on-the-job training. The College organizes and outlines a training program to cover each veteran's job objective and one copy of this training program is supplied the establishment and one copy is provided the trainee at the time of enrollment.

The Vocational Instruction course supplements and is in addition to the training received on-the-job, with a minimum of 200 clock hours of organized, systematic class instruction given to each trainee during a period of one year. Not less than four clock hours of organized, systematic class instruction is provided during any one week. The organized, systematic class instruction pertains to the particular vocational course which leads to the chosen objective. The class instruction conforms to a training program prepared by the College listing the subject matter as indicated for the particular course. All of the rules and regulations pertaining to conduct, discipline, absences, and standards of progress outlined elsewhere in the catalog apply to students enrolled in the Vocational Instruction courses.

The charge for the institutional training in the Texarkana College Vocational Instruction course included in the organized classroom instruction, and the training provided by the weekly visits to each trainee



while training on the job is \$37.80 per quarter. This charge is for the instructional services provided by the college, and does not cover training given by the on-the-job training establishment. Calendar same as for College Preparatory ~~Course~~ shown on Page 34.

## Vocational and Semi-Professional Courses

**TERMINAL COURSES**—Credit allowed for graduation from Junior College but non-transferable for degree credit.

**BOOKKEEPING**—A practical terminal course in bookkeeping covering the proprietorship, partnership, and corporation. Special emphasis is given to individual problems and specialized preparation for special types of bookkeeping both single and double entry. Six hours terminal credit.

**BUSINESS ENGLISH**—The fundamentals of English mechanics—grammar, punctuation, spelling, sentence structure, paragraphing, and vocabulary building are included; business correspondence and forms. Three terminal hours credit.

**BUSINESS MATHEMATICS**—This course covers the simpler exercises and everyday business calculations; drill in fundamentals short methods, fractions, percentage, proportion, interest and discount, stocks and bonds, depreciation, taxes, and insurance are included. Three terminal hours credit.

**OFFICE PRACTICE AND SECRETARIAL TRAINING**—A course designed for students who are interested in the secretarial field. It covers dictation and transcription review, office ethics, duplicating, filing and postal information, interviewing callers, business conferences, telephone techniques, and employer relationship. Three terminal hours credit.

**COMMERCIAL LAW**—A terminal course in business law on such subjects as contracts, negotiable instruments, insurance, agency, bailments, property, and carriers. The case-decision-lecture method is used in teaching the course. Actual law cases are used as a basis for all subjects covered. Three terminal hours credit.

**SHORTHAND, BEGINNERS**—An intensive study of Gregg Shorthand. Emphasis is placed on theory and a skill of 60 to 80 words per minute is developed in dictation.

**SHORTHAND, ADVANCED**—Advanced shorthand. Development of speed in dictation from 100 to 120 words per minute with stress on rapid and accurate transcription. Special attention is given to advanced phrasing and to scientific and legal vocabularies.

**TYPEWRITING**—A beginner's course. Mastery of the keyboard, care of machine, forms, arrangement of material, emphasis on accuracy.

**TYPEWRITING**—Business letters, legal forms, manuscript writing, tabulation, drill in speed and accuracy.

**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 of physical training. One semester hour terminal credit.

**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. The convalescent. One semester hour terminal credit.

**REFRESHER CIVIL SERVICE COURSE**—This course designed to give a thorough review for Civil Service examinations in the clerical fields.

## ~~~~~ College Preparatory Course

### SCHOOL CALENDAR:

The school terms are on the calendar quarter basis and begin July 1, October 1, January 1, and April 1 of each year. The quarters end on September 30, December 31, March 31, and June 30 of each year.

### FEES:

A fee of \$55.00 per calendar quarter is charged for each student enrolled in the College Preparatory Course.

### OUTLINE AND DESCRIPTION OF COURSE:

This course is designed specifically for and is open to all veterans and to all adults 20 years of age or over. The purpose of this course is to prepare adult students who lack a high school education to enter college. The classes are on the accelerated plan. Class work is based on individual assignment and the student may set his own pace as to his progress provided the assignments are completed in a reasonable length of time. The student will be under the supervision of an instructor and will receive individual instruction and assistance. A student may enter the course at any time and any of the below-listed subjects may be completed at any time during his period of enrollment. Upon completion of the particular subject a new subject is assigned so that the student's work will continue without interruption. Each subject is broken into



unit assignments depending upon the nature of the subject. As each unit is completed, a check of the work is made by the instructor and if satisfactory the student progresses to the next successive unit. Upon completion of the requirements set forth below, the student will be issued a diploma which will be consistent with the provisions as set forth by the accrediting committee of the Division of Supervision and Curriculum of the Texas State Department of Education.

Before a student can complete the course, he must have to his credit 16 units of work, five of which must be the following:

| Subject                | Unit of Credits |
|------------------------|-----------------|
| English .....          | 3               |
| Civics .....           | 1               |
| American History ..... | 1               |

The remaining 11 units are electives and can be taken from any of the following listed subjects:

#### Ninth Grade Group (Jr. High Subjects)

|                              |                           |
|------------------------------|---------------------------|
| English L9—H9                | General Mathematics L9—H9 |
| Algebra L9—H9                | Latin L9—H9               |
| Junior Business Training L—H |                           |

#### Tenth Grade Group

(Sophomore classification Senior High School)

|                      |                        |
|----------------------|------------------------|
| English L1—H1        | Latin L1—H1            |
| Algebra L1           | Latin L2—H2            |
| Modern History L & H | Band 1 & 2             |
| World History L—H    | Mechanical Drawing 1—2 |
| Ancient History L—H  | Plane Geometry H1—L2   |
| Economics            | Commercial Arithmetic  |
| Biology L1—H1        | Vocational Guidance    |
| Commercial Geography | (Occupation)           |
| Spanish L1—H1        | Speech 1—2             |
| Foods 1—2            | Design (Art) L1—H1     |

#### Eleventh Grade Group

(Junior classification Senior High School)

|                 |                   |                      |
|-----------------|-------------------|----------------------|
| English L2—H2   | Spanish L3—H3     | Trigonometry         |
| Civics L2—H2    | Clothing 3 & 4    | Texas History        |
| Commercial Law  | Band 3 & 4        | Journalism L—H       |
| Economics       | Typewriting 1 & 2 | Radio L—H            |
| Chemistry L2—H2 | Shorthand L—H     | Driver Education L—H |
| Spanish L2—H2   | Bookkeeping 1 & 2 |                      |



**Twelfth Grade Group**

(Senior classification Senior High School)

|                        |                   |
|------------------------|-------------------|
| English L3—H3          | Fundamentals Auto |
| Algebra H3             | Mechanics L & H   |
| American History L3—H3 | Drawing 3 & 4     |
| Physics L3—H3          | Solid Geometry    |
| Latin L3—H3            | Sociology         |
| Typewriting 3 & 4      | Spanish L3—H3     |

**NOTE:**

The symbols "L1, H1, L2, H2, L3, H3" indicate the first half and the second half of the subject. The "L" before the number indicates the first half and the "H" before the number represents the second half of the years work in the year which the subject was taken. The "1" symbolizes sophomore or 10th grade, "2" symbolizes the junior or 11th year and the "3" symbolizes the 12th grade or senior year.

The 9th grade or freshman grade work is indicated by the symbols of L9 or H9. The subjects of vocational classification are indicated by the digits 1, 2, 3, and 4 and may be scheduled for any student irrespective of his grade classification. Subjects with no symbol following them are independent one-half unit courses.

Veterans are allowed credit for completion of the course for military service as follows:

| <b>Subject</b>        | <b>Unit of Credit</b>                                                  |
|-----------------------|------------------------------------------------------------------------|
| Geography             | 1 (if overseas 6 months or in the Navy and in foreign waters 6 months) |
| Military Science      | 1 (if in the service 12 months)                                        |
| Vocational Experience | 2 (if in the service 24 months)                                        |

Each student is required to take four subjects, or the equivalent in time, and in addition he is required to be in one supervised study period each day. A student, therefore, is required to attend a minimum of five hours of formal study or class room work per day, five days per week.

## ~~~~~

### Adult Evening Program

Such courses as are in demand may be arranged to meet in the evening for persons not able to attend regular class work. Cultural and vocational courses will be included. This work may be of either college or non-college grade. The needs of adult students will be the basis in arranging this program.

## Enrollment 1946-1947

| College Division—                    | First<br>Semester | Second<br>Semester | Summer |
|--------------------------------------|-------------------|--------------------|--------|
| Freshmen.....                        | 297               | 288                | 72     |
| Sophomores.....                      | 107               | 130                | 133    |
| Post Graduate and Special.....       |                   | 2                  | 65     |
| TOTAL COLLEGE .....                  | 404               | 420                | 270    |
| Preparatory Division.....            | 119               | 109                | 59     |
| Vocational Instruction Division..... | 539               | 609                | 550    |



## Net Individual Enrollment

|                                        |       |
|----------------------------------------|-------|
| Regular Session—                       |       |
| Freshmen.....                          | 388   |
| Sophomores.....                        | 120   |
| Post Graduate.....                     | 2     |
| Summer Session.....                    | 270   |
| High School Veterans.....              | 187   |
| Vocational Instructional Division..... | 902   |
| TOTAL ENROLLMENT.....                  | 1,869 |
| Duplicates.....                        | 126   |
| NET ENROLLMENT.....                    | 1,743 |

## Index

|                                               |       |
|-----------------------------------------------|-------|
| Absences .....                                | 16    |
| Administrative Officers .....                 | 4     |
| Admission .....                               | 14-15 |
| Adult and Evening Classes.....                | 36    |
| Board of Education .....                      | 4     |
| Building and Equipment .....                  | 8     |
| Business Administration Courses .....         | 23    |
| Calendar .....                                | 7     |
| Changes in Course .....                       | 16    |
| Courses of Study .....                        | 21    |
| Education .....                               | 24    |
| Engineering .....                             | 25    |
| Examinations .....                            | 18    |
| English .....                                 | 25-26 |
| Faculty .....                                 | 5-6   |
| Foreign Languages .....                       | 26-27 |
| General Rules and Regulations.....            | 16-19 |
| Graduation .....                              | 15    |
| Home Economics .....                          | 27    |
| Junior College Functions and Curriculum ..... | 9-10  |
| Loans and Jobs .....                          | 13    |
| Location and Founding .....                   | 8     |
| Marking System .....                          | 17    |
| Mathematics .....                             | 27-28 |
| Music .....                                   | 28    |
| Physical Training .....                       | 32    |
| Preparatory Courses .....                     | 34-36 |
| Reports on Grades .....                       | 18    |
| Science, Physics, Chemistry, Biology .....    | 29    |
| Scholarships .....                            | 13    |
| Social Science .....                          | 30    |
| Speech .....                                  | 31    |
| Student Activities .....                      | 11    |
| Student Load .....                            | 16    |
| Teachers Certificates .....                   | 20    |
| Tuition and Fees .....                        | 12-13 |
| Statistics .....                              | 37    |
| Vocational Courses .....                      | 32-33 |



