Announcements For

1964-1965

Texarkana College

TEXARKANA, TEXAS

Catalogue No. 34

February, 1964

Texarkana College

TEXARKANA, TEXAS

FOUNDED SEPTEMBER, 1927

Catalogue

1963 - 1964

* * * * *

Announcements

1964 - 1965

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

THE SOUTHERN ASSOCIATION OF COLLEGES
AND SECONDARY SCHOOLS

TEXAS EDUCATION AGENCY

TEXAS STATE BOARD OF NURSE EXAMINERS

* * * * *

MEMBERSHIP

in

THE SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
AMERICAN ASSOCIATION OF JUNIOR COLLEGES
TEXAS ASSOCIATION OF JUNIOR COLLEGES

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COLLEGE CALENDAR
1964 - 1965

REGULAR SESSION

1964

August 31	Faculty Workshop—9:00 A.M. Student Center
August 31	Dormitories open — 1:00 P.M.
September 1	Freshman Orientation. All Freshmen required to attend at 9:00 A.M. Cafeteria open.
September 1	Test administration for all students who have not previously taken college aptitude test. 1:00 P.M. Main Building.
September 2	Registration of all former students.
September 3-4	Registration of all Freshmen and New Transfer students.
September 3-4	Registration of Night Students — 6:30 P.M.
September 7	Holiday — Labor Day.
September 8	Classes meet as scheduled.
November 6	End of nine weeks. Grades due in Registrar's office November 9.
November 11	Holiday — Veteran's Day
November 26-27	Thanksgiving Holidays begin at close of all work November 25. Cafeteria closed.
December 19	Christmas Holidays begin at close of all work on December 18.

1965

January 4	Class work resumed.
January 18-22	Final Examinations.
January 25	Faculty completes reports and prepares for second semester.
January 26-27	Registration for second semester.

January 28	Classes for second semester meet as scheduled.
March 31	End of nine weeks. Grades due in Registrar's office April 2.
April 17	Spring Holidays begin at close of all work April 16. Cafeteria closed.
April 21	Class work resumed.
May 21-27	Final Examinations.
May 23	Baccalaureate Exercises.
May 28	Commencement Exercises.

SUMMER SESSION 1965

First Term

June 3-4	Registration
June 7	Classes Begin
July 16	End of First Term

Second Term

July 16	Registration
July 19	Classes Begin
August 27	End Second Term

Night Session

June 3-4	Registration
June 7	Classes Begin
July 30	End of Session

BOARD OF REGENTS

and

OFFICERS OF ADMINISTRATION

1964 - 1965

BOARD OF REGENTS

James C. Evans ..... President
Mannie Stevens ..... Vice President
Dr. William R. Patterson ..... Secretary

John V. Massey	W. S. Chance
Dr. William E. Shields	Burnham P. Jones
Robert T. Hughes	Dr. T. J. Wilbanks

OFFICERS OF ADMINISTRATION

C. C. Burrus ..... Acting President
C. O. Pinkerton ..... Acting Dean-Registrar
Robert L. Arnold ..... Business Manager
Gwendolyn Dean ..... Librarian
B. J. Murdock ..... Director, Evening College Division and Vocational Education

SECRETARIAL

Mabel King (Mrs.) ..... Secretary to the President
Nell Wunnenberg (Mrs.) ..... Secretary to the Dean
Ruby Neil Keathley (Mrs.) ..... Assistant to the Registrar
Virginia D. Bridges (Mrs.) ..... Secretary to the Business Manager

FACULTY COMMITTEES

1963 - 1964

Administrative Council — President Burrus, Chairman, Dean Pinkerton, Mr. Arnold, Mr. Murdock, Mrs. Jacobs, Mrs. Tye, Mr. Fowler, Mr. McFerran, Miss Dean, Mrs. Keith, Mrs. Montgomery, Mr. Spencer, Mr. Akins

Admissions · Dean Pinkerton, Chairman, Mrs. Keathley, Mr. Murdock

Assembly — Miss Larson, Chairman, Mr. Payne, Mrs. Montgomery, Mrs. Fomby, Mr. Kyer, Mr. Owens, Dean Pinkerton, Miss Martin

Commencement — Mrs. Montgomery, Chairman, Mr. Mills, Mrs. Tye, Miss Couch, Mr. Wood, Mrs. Keith, Mrs. Elgin

Discipline Committee — Mr. McFerran, Chairman, Mrs. Fomby, Mrs. Duck, Mr. Spencer, Mr. Fox, Mr. Collins, Mr. Arnold

Guidance and Counseling — Dean Pinkerton, Chairman, Mr. Carlisle, Mr. Murdock, Mrs. Berry

Athletic — Mr. McFerran, Chairman, Mr. Fox, Mrs. Carter, Mr. Collins, Miss Nelson, Mr. Mills

Library — Miss Dean, Chairman, Miss Larson, Mrs. Elgin, Mr. Richardson, Mr. Williams, Mrs. Wright, Miss Crouch, Mr. Keathley

Student Publications — Mr. Willis, Chairman, Mr. Pyle, Mr. Fowler, Mr. Calvert, Mrs. Livingston

Catalogue — Dean Pinkerton, Chairman, Mrs. Barber, Mr. Calvert, Mrs. Wright, Mr. Murdock, Mrs. Tye, Mr. Hatchett

Career Day and Homecoming — Dean Pinkerton, Chairman, Miss Couch, Mr. McGee, Mrs. McFerran, Mr. White, Miss Nelson, Mr. Owens

Academic Scholarship — Mr. Wood, Chairman, Mrs. McFerran, Mr. Bennett, Mr. Spencer, Mrs. Carter, Mr. Pyle

Scholarships, Loans, and Financial Assistance — Mr. Calvert, Chairman, Miss Couch, Mrs. Duck, Mr. Arnold, Mr. Fowler

Student Activities — Dean Pinkerton, Chairman, Mr. Akins, all sponsors of organizations

The president and Dean are ex-officio members of all committees.

FACULTY 1963 - 1964

C. C. Burrus ..... Acting President
B. A., Howard Payne College
M. A., East Texas State College,
University of Texas

Claude O. Pinkerton ..... Acting Dean-Registrar
B.A., M.A., East Texas State College
Abilene Christian College, University of Texas,
University of Colorado, Michigan State University

Robert L. Arnold, Jr. ..... Business Manager
B.A., M.A., East Texas State College

Gwendolyn Dean ..... Librarian
B.S.E., University of Arkansas
M.S. in L.S., East Texas State College

Billy J. Murdock ..... Director, Evening College Division and Vocational Education
B.S., Southern State College
M.A., East Texas State College

Raynal Barber (Mrs.) ..... English
B.A., Ouachita Baptist College
M.A., Texas Christian University

James H. Bennett ..... Chemistry
B.S., Southern State College
University of Arkansas
East Texas State College

Ioan B. Berry (Mrs.) ..... Psychology
B.A., Louisiana State University
M.A., Columbia University

Elaine Bransford (Mrs.) R.N. ..... Nursing
B.S., University of Maryland

J. H. Calvert ..... Business Administration
B.S., M.S., East Texas State College,
University of Colorado

Gene O. Carlisle ..... Chemistry
B.S., East Texas State College

Betty L. Carter (Mrs.) ..... French
B.A., Lambuth College
B.A., Louisiana State University

Tom Collins .....Physical Education and Basketball Coach
B.S. Mid-Western University

Lucile Couch (Miss) .....Sociology-Education
B.A., Baylor University
M.A., University of Texas,
University of Chicago

Janie Olivia Crouch .....Spanish and English
B.A., M.A., Texas Women's University
University of Texas

Lois N. Duck (Mrs.) .....English
B.A., Baylor University
M.A., East Texas State College,
University of New Mexico

Lucille Elgin (Mrs.) .....English
B.A., Ouachita Baptist College
M.A., East Texas State College
University of London

Ruth Fomby (Mrs.) .....Mathematics
B.A., Hendrix College
M.A., East Texas State College
B.S., University of Maryland

C. O. Fowler .....Mathematics
B.S., M.S., East Texas State College,
University of Houston, Florida State University

Robert M. Fox .....Athletic Director and Coach
B.S., East Texas State College

Etha Hand (Mrs.) R.N. .....Nursing
B.S., Texas Women's University
Providence School of Nursing, Baylor University

Harold William Hatchett .....Economics and Spanish
B.S., Louisiana State University
M.B.A., East Texas State College,
North Texas State University

Lou Ella Humphrey (Mrs.) R.N. .....Vocational Nursing
Arkansas Baptist Hospital School of Nursing
Little Rock University, University of Texas

Dorothy Dell Jacobs (Mrs.) .....Business Administration
B.B.A., University of Texas
M.B.A., East Texas State College

Kenneth C Keathley ..... Biology
B.S., North Texas State University
M.A., Sam Houston State Teachers College
University of Oklahoma

Lillian K. Keith (Mrs.) R.N. ..... Nursing
B.S., Northwestern Louisiana State
M.S., University of Maryland

George Kyer ..... Music
B.A., Marshall University
M. Mu., University of Texas

Eva Landgraf (Mrs.) R. N. ..... Vocational Nursing
Providence Hospital School of Nursing
Baylor University, University of Texas

Edith S. Larson (Miss) ..... Economics-History
B.A., Carlton College, M.A., University
of Minnesota, University of California

Gene Livingston, R.N. (Mrs.) ..... Nursing
B.S., in Nursing, Texas Christian University

Otis O. Lumpkin ..... Art
B.S., University of Arkansas

Carmon McFerran (Mrs.) ..... Mathematics
B.S.E., Arkansas State Teachers College
M.Ed., East Texas State College,
Stanford University

Paul McFerran ..... Physics-Engineering
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
M.Ed., East Texas State College

Sue Martin ..... Speech and Dramatics
B.A., M.A., Stephen F. Austin State College
University of Wisconsin

Robert Ray Mills ..... Business Administration
B.S., M.Ed., East Texas State College

Margaret B. Montgomery (Mrs.) ..... English
B.A., M.A., Southern Methodist University
Ecole Normale de Musique, Paris, France
University of London

Norma Nelson (Miss) ..... Women's Physical Education
B.S., M.S., East Texas State College

Joe Glen Owens ..... Music
B.M., Baylor University
University of Houston

Frank Lynn Payne ..... Music
B.M., University of Arkansas
M.M., North Texas State University

Willard Pyle ..... Biology
B.S., Arkansas A. and M. College
University of Arkansas, East Texas State College

Grady L. Richardson ..... Agriculture
B.S., Texas A. and M. College
M.S., Texas A and M. College
Vanderbilt University, New Delhi University

J Eldon Spencer ..... Political Science
B.A., Texas Christian University
M.A., Texas Christian University
Post Graduate, University of Texas,
Texas Christian University

Robbie Tye (Mrs.) ..... Music
B.M., College Conservatory of Music, Cincinnati
University, Graduate Work, University of
Wyoming, Oklahoma City University, Mississippi
Southern State, University of Arkansas,
Southern Methodist University

Richmond P. White ..... Engineering
B.S., East Texas State College
M.S., East Texas State College

Robert Glen Williams ..... History
B.S., M.Ed., Stephen F. Austin College
University of Texas

Elizabeth G. Willis (Mrs.), R.N. ..... Nursing
B.S., University of Cincinnati
M.S., Western Reserve University

Walter E. Willis ..... English
B.A., Southwest Texas State Teachers College
M.A., University of Texas
Graduate study, Columbia University,
Northwestern University

Amma Woner, R.N. (Mrs.) .....Vocational Nursing
Texarkana Hospital School of Nursing
George Peabody College, University of
Arkansas, University of Texas

Henry W. Wood, Jr. ..... History
B.A., Ouachita Baptist College
M.A., East Texas State College
Graduate study, Baylor University,
University of Mississippi

Bridget Jean Wright (Mrs.) .....Business Administration
B.S., B.A., University of Arkansas
M.B.A., East Texas State College

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 held until his death in November, 1959. Mr. W. P. Akin was chosen for the position of Dean of the College, and served in that capacity until 1960 when he was named Vice President.

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 Red River Army Depot, 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

Campus. The Texarkana College campus now consists of eighty-eight beautifully landscaped acres. Through the efforts of the Garden Clubs of Texarkana a continuing program of beautification is in progress.

Administration Building. The completely air-conditioned administration building constructed of brick, tile, and concrete contains the administrative offices, science and business administration departments, and the library. Laboratories in both science and business administration are equipped with the most modern equipment. The library has approximately 10,000 volumnes especially selected and recommended for junior college students. Four daily newspapers are available to the students. The periodical library contains approximately 60 current subscriptions and more than ten per cent are bound for permanent reference material.

Classroom Building. The classroom building has twelve classrooms and twelve offices for instructors.

The College Auditorium. The Auditorium, which has a stage area of 2,900 square feet and a foyer area of 5,300 square feet, is air conditioned. It was erected at a cost of approximately one-half million dollars and seats 2,500.

The Texarkana College Student Center. In January, 1959, the new half-million dollar Student Center was opened. This structure, the prettiest on the campus, houses a large lounge and ballroom, a large cafeteria, snackbar, kitchen, bookstore, bowling alley, recreation room, post office, reading room, student publications room, a chapel, a terrace and a landing dock. The Continental Room provides facilities for small banquets and group meetings. Offices for the Dean of students, for activities, for members of the faculty

who sponsor student publications, and the student council are also in the Student Center.

The reading room is equipped with comfortable chairs and tables to serve 200 students at one time. Special features for the comfort and convenience of the students are conference rooms for individual and group study and the browsing area for recreational reading.

The Gymnasium. The Gymnasium houses the offices of the coaches and physical education teachers as well as a regulation gymnasium floor, dressing rooms, and showers.

The Music Building. The Music Building contains five practice rooms for the Bulldog Band, the College Choir, and various ensemble groups. Individual practice rooms are provided as well as offices for the music faculty. This building is completely air-conditioned and is modern in every respect.

The Technical Building. This building contains classrooms and laboratories for the Agriculture Department and for electronics. The Art Department studio is also located here. This building is completely air-conditioned.

The Men's Dormitory. This modern two-story brick building has accommodations for 100 men. It is divided into two wings housing fifty men in each wing. Rooms are also provided for single occupancy or for two men per room. Each wing has an apartment for the dormitory supervisors.

The Women's Dormitory. The Women's Dormitory is a modern two-story building housing 48 women in single or double rooms. A beautiful reception room is found on the first floor for entertaining guests. Also, on the first floor is an apartment for the dormitory supervisor.

Athletic Facilities. A modern football practice field is just north of the gymnasium. Surrounding the field is a 440-yard cinder track. It has a 220 yard straight-a-way with ten lanes. There are eight lanes in the 440 yard track. A lighted baseball field is also located on the campus, along with four lighted concrete tennis courts.

Science Building. Plans are now being developed for a science building. This will be air-conditioned and equipped throughout with the latest scientific equipment.

THE RESIDENCE OF STUDENTS

Residence Halls. Each room in the modern residence halls contains clothes closets, a study table, dresser, and two single beds.

Each student is required to furnish four sheets, pillowcases, pillow, blankets, bedspreads, towels, laundry bags, and curtains, all of which should be plainly marked with the owner's name.

Women Students. Women students are housed in the women's dormitory. Women students who do not live in their own homes must live in the women's dormitory or in homes approved by the Dean of Students, and no change in residence may be made without the approval of the Dean of Students.

Men Students. Men students are housed in a new brick dormitory. This dormitory is under the direct supervision of the Dean.

Application for Rooms in Residence Halls. An application for room reservation should be addressed to the Business Manager. No reservation is in effect until a student's application for admission is received and approved by the Dean.

An application for a room must be accompanied by a deposit of ten dollars which is refunded upon official withdrawal from the College or upon graduation. If an applicant finds it necessary to cancel a reservation, the deposit is refunded only if the cancellation reaches the office of the Business Manager three full weeks before the opening of the semester.

Occupancy. Residence halls are open for occupancy at 1:00 P.M. the day before Freshman Orientation and must be vacated by noon of the day following the close of the session. Space in college residence halls is limited, and assignments are made in the order applications are received, except that students in residence have first choice both in reservation and rooms.

All students living in the dormitories will be required to take their meals in the college cafeteria.

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 $20.00 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 can 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 for 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 primary objectives of the Texarkana College are to meet the educational needs of the region in which it is located. These needs are fulfilled in the following ways.

1. The offering of pre-professional and liberal arts courses that are fully accredited toward a baccalaureate degree.
2. The offering of vocational training, developing skills, and technical training on a semi-professional level.
3. The provision of continuing education to high school graduates and other adults in order to increase individual competence.
4. The provision of general and broad cultural advantages.
5. The provision of guidance in aiding students to find their place in society.

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 will 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. The Student Senate and the faculty sponsor maintain the college activity calendar. All club and student organization activities are cleared through the Student Senate 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. Through cooperation with the Texarkana Civic Music Association all students are admitted to the concerts presented by the Association upon presentation of a student activity card.

Student Senate. The Student Senate 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 Senate 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 Senate 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 woman's civic organization which makes an unusual contribution toward the enrichment of college life.

Student TSEA. A professional organization the membership of which is composed of students who think they may want to become teachers. Its objective is 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 per cent 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.

Band. The Bulldog Band is three organization 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, Track, Golf and Tennis. The Texarkana

College is a member of the Texas Eastern Athletic Conference.

The English Club. An organization of students interested in extending their personal enjoyment of literature in increasing their appreciation of literary forms and ideas, and in opportunities for creative writing. The membership is limited.

Music Club. A national organization for student musicians affiliated with the Music Teachers National Association. This club sponsors higher type musical programs at the college, and encourages attendance at the Civic Music programs.

Circle K. An international service organization for college men. Membership is based on character, scholarship, and the desire to be of service to the college and to the community.

Pre-Medical Club. A professional organization whose membership is open to pre-medical, pre-dental, and para-medical students of the college. The club makes information concerning the medical and dental professions available to its members and strives to inspire and encourage its members in their academic preparation.

Phi Beta Lambda. A social and professional organization affiliated with both the national and state 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 functions, business-industry tours, and business education workshops 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 Trieze Juenes Francais,* a French club, based on the principles of *L'Alliance Francais.* 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.

Science Club. The club seeks to enrich the program of students at the college through its aims: stimulation of the knowledge of science, promotion of scholastic excellence, aid in the perfection of scientific skills, opportunities for service to the community, and providing an understanding of the importance of science in life today.

Professional Nurses Club. An organization for professional nursing students. Its purpose is to foster interest in the nursing profession. The Professional Nurses Club is affiliated with the Texas Nursing Students Association and the National Student Nurses Association.

Delta Sigma Delta is a local fraternity which strives to cultivate scholarship, character, and fellowship among the male students on the campus. It contributes to the enrichment of college life at Texarkana College. Membership is limited.

Rodeo Club. An organization of students whose membership is open to anyone interested in the sport of rodeo. The purpose is to encourage active interest and participation in this competitive sport. The club sponsors rodeos during the fall and spring semesters.

REGULATIONS CONCERNING EXPENSES

All Fees Are Non-Refundable

Terms may be arranged for payment of room and board. No refund will be made on board unless a student is absent at least two weeks in succession.

Room — per semester .....$ 56.25
Board — per semester $191.25

LATE REGISTRATION FEE

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

PUBLICATION FEE

Publication fee for all regular students $5.00
(To cover cost of annual, *The Bulldog,* and the College paper, *The Kennel.* This fee is paid once a year.)

GRADUATION FEE

A graduation fee of $5.00 is paid by all who graduate from the Texarkana College. This fee includes cost of cap, gown, and diploma.

ROOM RESERVATION

Reservation, Breakage, and Key Deposit Fee
for all students residing in dormitory $10.00
(refundable at end of year on return of key and evidence of no breakage.)
Student parking sticker fee 50c

LABORATORY FEES
(Payable in Advance)

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

Chemistry	$ 3.00
Biology	3.00
Physics and Physical Science	3.00
Surveying	3.00
Office Machines	5.00
Typewriting	2.50
Foods	5.00
Data Processing	15.00

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:

One 30 minute lesson per week $30.00
Two 30 minute or 1 hour lessons per week $50.00

Tuition for preparatory students and special students taking private instruction in music only:

Two 30 minute (or one hour) lessons per week $60.00
(Per semester, payable at registration or in two equal payments of $30.00.)

TRANSPORTATION FEE

A charge of $20.00 each semester for those riding buses will be made for transportation.

TUITION

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 for the number of semester hours indicated. *These are due and payable upon registration.*

Full time students registered for 12 or more semester hours	$100.00
Registered for 11 semester hours	91.67
Registered for 10 semester hours	83.33
Registered for 9 semester hours	75.00
Registered for 8 semester hours	66.67
Registered for 7 semester hours	58.33
Registered for 6 semester hours	50.00
Registered for 5 semester hours	41.67
Registered for 4 semester hours	33.33
Registered for 3 semester hours	25.00
Registered for 2 semester hours	16.67
Registered for 1 semester hour	15.00

The above charges apply for auditing courses. 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."

Policy Concerning Refunds. —

Upon presentation to the Registrar of his receipt from the Auditor showing payment of the fee, any student withdrawing officially (a) during the first full week of classwork of a semester will receive a refund of 70 per cent of the applicable portion of the fee; (b) during the second week, 60 per cent; (c) during the third week, 40 per cent; (d) during the fourth week, 20 per cent; (e) during the fifth week and thereafter, nothing.

An immediate refund will not be made to a student who withdraws within fifteen days after the payment of his fees; but upon request, a check covering all refunds due will be mailed to the address left with the Registrar.

A student who enters the spring semester not knowing his fall semester grades and is required to withdraw because of failure in the work of the fall semester will have all of his registration and tuition fee for the spring semester refunded.

No refund provided for above will be granted unless applied for within one year after official withdrawal.

Exemption of Veterans. —

Men and women who are citizens of Texas, who are residents of Texas at the time of induction, 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 October 15 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 will attempt to find part-time work for those students who wish to work for a part of their college expense. 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 af-

filiated high schools.

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 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.

Dr. C. P. Klein provides scholarships for two students studying X-Ray Technology.

The Soroptimist Club of Texarkana provides two scholarships for students in Vocational Nursing.

The National Defense Transportation Association awards a scholarship to an area student on the basis of scholastic ability and need.

The East Texas Hospital Association awards a scholarship to a student of the William Buchanan Department of Nursing on the basis of scholastic ability and need.

The Texarkana Rotary Club provides 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 club.

The Rho Chapter of Alpha Delta Kappa Sorority provides a scholarship for a girl student who is a graduate of a Miller County high school.

The Texarkana Junto Club awards two scholarships to a girl from the Texarkana, Arkansas High School, and a girl from the Texarkana, Texas High School. These girls are selected by the faculties of the respective high schools.

The Southwestern Bell Telephone Company provides two scholarships for employees of the company.

The DeKalb Lions Club has provided a scholarship for a graduate of the DeKalb High School.

The American Business Women's Association of DeKalb provides a scholarship for a girl graduate of DeKalb High School majoring in business.

The Texas City Council of P.T.A. awards a scholarship to an outstanding graduate of the Texas Senior High School.

The Future Homemakers Club of the Texas Senior High School provides a part scholarship for a Texas High School girl majoring in homemaking.

Through the assistance of the following individuals and firms scholarships are awarded to a number of top ranking graduates of high schools in this area: The Texarkana National Bank, The State National Bank, The Texarkana Oaklawn Bank, The Borden Company, The Southwest Arkansas Electric Cooperative Corpora-

tion, The General Finance Company, The Crow-Burlingame Foundation, Booth Furniture Company, Southwestern Electric Power Company, Walsh-Lumpkin Drug Company, Mannie Stevens, The S & S Supply Company, and Belk-Jones 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 Senate.

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 Business Manager of the college for details and applications. The Rotary Club of Texarkana and the Texarkana Kiwanis Club provided the necessary matching funds for this program.

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.

The Hale Parker-Porter Akin Memorial Fund was established in 1963. The purpose of the Fund is to foster excellence in scholarship. An award will be made to an outstanding graduate each year at the spring commencement exercises.

HONORS AND DISTINCTIONS

Students enrolled for 12 semester hours or more who make a 2.8 quality point average are placed on the President's List. Those with a quality point average of 2.3 are placed on the Dean's List.

The College awards to graduates with the Associate of Arts Diploma, Associate of Science Diploma, or Associate of Business Diploma, distinction for excellent scholarship, as follows:

1. Diplomas with Special Distinction to all students having not less than a 2.8 grade point average on all their college work.
2. Diplomas with Distinction to all students having not less than a 2.3 grade point average on all of their college work.

REQUIREMENTS FOR ADMISSION

General Requirements: In order to be admitted to the Texarkana College a prospective student must (1) complete the application blank found as the last page of this catalogue, (2) arrange for a transcript of his credits to be forwarded by the last school attended, (3)furnish a statement from his physician that he is free of communicable diseases, and (4) furnish satisfactory test scores on the ACT or the CEEB Test. If he has not taken either of these tests, he must take the ACT Test on the afternoon of the Freshman Orientation day.

Students will facilitate registration by sending their entrance credentials at least two weeks before the opening of the semester. Registration will not be complete without these credentials. All Applicants for admission whose transcripts are not on file will be required to report for individual conferences before registration is begun.

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 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.

Health Certificate. All students entering Texarkana College for the first time will be required to file a health statement from a recognized physician.

The examining physician should certify that the student is free from communicable disease and that in his judgment the student suffers no condition that would endanger the health of other students and that he is physically fit to carry on regular college work.

X-rays, immunizations, and other laboratory tests should be satisfactory to the examining physician.

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

REQUIREMENTS FOR GRADUATION

Sixty semester hours of work, exclusive of Physical Training, are required for graduation. Two semester hours of Physical Training are also 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 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.

Physical Training — 2 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 62 hours of work and maintaining 62 quality points.

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 of 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.

RULES AND REGULATIONS

Transcripts. The first transcript issued will be free. Each one thereafter will carry a charge of $1.00.

Change of Classes. A student making a change in his class schedule after completion of his registration will follow this procedure.

1. Obtain proper forms from registrar's office.
2. Secure the signatures of advisor and of the professor in whose class he is enrolling or dropping.
3. Present forms to the Dean for approval.

A fee of $1.00 is made for each change.

Dropping of Classes. Courses may be dropped without penalty under the following circumstances:

1. Extreme illness, in which case a physician's certificate must be submitted and approved by the Dean.
2. Other circumstances beyond the student's control, approved by the Dean.

In the event of the above conditions the student will receive the grade WP (signifying passing at the time of withdrawal) or the grade of WF (signifying failing) as indicated by the instructor. Any withdrawal after the twelfth week of a semester shall be recorded WF, unless for one or two above reasons.

A student is allowed one absence for each hour credit the

course carries in a semester dating from the time the class began. No laboratory cuts. After four absences on the Monday, Wednesday, Friday schedule or three absences on the Tuesday and Thursday schedule, a student will automatically be dropped from the course. He may, upon written application to the Dean, give satisfactory explanation for his absences and show cause for being allowed to continue the course. To receive credit for a course the class must be met at least 80% of the time. (Late entrance, official trips, sickness and all absences are counted.)

Absences before and after holidays will count as double "cuts." If a student is tardy in arriving for his class three times, he will be counted as absent for one time.

When a student is dropped from a course because of excessive absences, a semester grade of "F" will be recorded for the course.

Assemblies. At the discretion of the Administration special convocations of the student body will be called. Each student will be expected to attend. Programs for these convocations will be arranged by an Assembly Committee, and every effort will be made to present programs of broad interest or of cultural value.

General Academic Regulations. The unit for counting credits is the semester hour. A semester hour is defined as an hour of class work a week or its equivalent in laboratory, pursued for one semester or 18 weeks.

The following grades are used in evaluating the students' work: A, B, C, D, and I. A, B, C, and D are passing grades; F is failure. A failure can only be removed by repeating the course in class. I, indicating incomplete work, or absence from examination by excuse, must be made up by mid-semester of the next semester of the student's residence; otherwise, the incomplete becomes a failure. W indicates withdrawal during the first three weeks. WP is withdrawal from a course and signifies that the student was passing the course at the time of the withdrawal. WF is withdrawal from a course and signifies that the student was failing the course at the time of withdrawal.

The value of each grade in quality points is as follows: A—3; B—2; C—1; D—0; F—0; per semester hour.

The normal load for full time students is five courses (15 to 17 hours) of academic work. Except by special permission of the Dean, students will not be permitted to take more than this normal load. Students holding jobs outside of their college work should not register for a full time academic load. The amount of college work permitted must be approved in relation to the job time requirement by the Dean. Registration for more than nine semester hours on a three day schedule must be approved by the Dean. No student holding full-time employment will be permitted to reg-

ister for more than nine semester hours. Students registered for day classes will not be permitted to register for night courses without the permission of the Dean.

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

Examinations. The examinations given consist of regular examinations and special examinations. Regular examinations are given at the end of each semester according to a schedule determined by the academic dean. These examinations are taken by all students. There are no exceptions.

Examinations given during the semester are to be scheduled at the discretion of the instructor, preferably on the completion of a unit of work. These should be given frequently enough so that a check on progress may be made and the student given the experience of evaluating the work covered.

Special examinations are those given to students to remove conditions on subjects when the condition was caused by time lost due to illness or some other emergency. In order to be permitted to take a special examination the student must secure the approval of the Dean and the teacher of the course. The request for this permission must be submitted in writing to the Dean within one week after the student returns to class. A fee of $1.00 is charged for each special examination.

Scholastic Requirements. A student must maintain a satisfactory scholastic standing in order to remain enrolled in Texarkana College. A "C" average (1.0 quality point average) is required for graduation. Full-time students failing to maintain a 0.6 quality point average will be placed on probation. A student taking less than 12 hours must make a grade point for each hour of credit taken or be placed on academic probation for one semester. One semester is given for removal from probation. The student who shows little progress in his work may be suspended at any time from the college.

Probationary status may be removed by attaing a 0.6 quality point average for the subsequent semester for full-time student, or a quality point average of 1.0 for those carrying less than 12 semester hours.

A student may apply in writing to the faculty academic committee to review his case before he is excluded from the college.

Any student on academic probation shall not be permitted to represent the college in any activity sponsored by the college. Any student who is on scholarship furnished by the college will be removed from the scholarship should he be placed on academic probation.

Conduct. The college expects and requires from every student decorous, sober, and upright conduct as long as he remains a member of the college.

While the administration and discipline committee cannot assume the full responsibility for the students not on the campus, they reserve the right to make such regulations at any time as may seem advisable, and the violation of the regulations on the part of the student may deprive him of the college privileges. Any time the college excludes a student whose conduct is deemed improper or is contributory to impeding the welfare of the college community, the student will not be eligible for re-entrance during the remainder of the semester in which he is excluded and the next semester. Summer school is not counted as a semester. Because Texarkana College students are well-known for their exemplary conduct, there are few stated restrictions. Gambling and use or possession of beverage alcohol are violations of college policy.

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. Similar assistance is also available from the Arkansas Rehabilitation Department.

VOCATIONAL NURSING PROGRAM

Texarkana College offers a twelve month program in Vocational Nursing which is designed to prepare the mature person for nursing care under the supervision of a registered nurse or physician. The program is approved by the Texas Board of Vocational Nursing and the Arkansas Board of Nurse Examiners. New classes begin in April and October of each year. Upon successful completion of the program a student is awarded a certificate of graduation; the title of L.V.N. is conferred upon the student passing the State

Examination for Licensing. Interested students should contact the Director of Vocational Nursing for further information regarding registration in the Vocational Nursing Program.

MEDICAL TECHNOLOGY

After completion of ninety semester hours of required pre-medical technology work at the Texarkana College, a student may complete the work for a Medical Technologist at one of the schools of medical technology in Texarkana. A statement regarding these schools is given below for information.

St. Michael School of Medical Technology. Work at the Texarkana College is fully approved by the St. Michael School of Medical Technology for the three years of pre-medical technology training. The St. Michael School of Medical Technology is approved by the Registry of the Board of Schools of Medical Technology.

After completing the three years of work at the Texarkana College, students may complete the work for a Medical Technologist in the St. Michael School of Medical Technology. This is not a degree program.

Those desiring the degree program may complete their first two years of work at the Texarkana College and transfer to Southern State College, Magnolia, Arkansas, for the third year of work. Upon completion of the fourth year of work at St. Michael's School of Medical Technology, Southern State College will award the Bachelor of Science Degree.

Wadley Hospital School of Medical Technology. Work at the Texarkana College is fully approved for the three years of pre-medical technology training by the Wadley Hospital School of Medical Technology. The fourth year is spent in the Wadley Hospital School of Medical Technology. Wadley Hospital is a hospital of 185 beds and its school is approved by the Registry of the Board of Schools of Medical Technology and the American Medical Association.

The Department of Pathology is directed by Dr. L. L. Duncan. Application for admission to the Wadley Hospital School of Medical Technology should be made during the second or third year of the college course.

This is not a degree program. Those desiring the degree program may complete their first two years of work at the Texarkana College and transfer to East Texas State College, Commerce, Texas, for the third year's work. Upon completion of the fourth year of work at Wadley Hospital School of Medical Technology, East Texas State College will award the Bachelor of Science Degree.

THE WILLIAM BUCHANAN DEPARTMENT OF NURSING OF THE TEXARKANA COLLEGE

The William Buchanan Department of Nursing was established in 1959 for the preparation of students to enter the field of nursing. On completion of the two-year course the student receives the Associate of Science Degree in Nursing. The Department is approved by the Texas State Board of Nurse Examiners and its graduates are eilgible to take the National Test Pool Examination to become registered professional nurses in Texas.

St. Michael's Hospital, Wadley Hospital, the Miller County Health Unit, and the Bowie County Health Unit are agencies through which the clinical activities for nursing students are obtained.

SUGGESTED COURSES OF STUDY

The following courses are general suggestions only taken from the requirements 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.

ANIMAL HUSBANDRY

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Chem. 801a	4	Chem. 801b	4
Biol. 406	4	Agronomy 301	3
Animal Husbandry 302	3	Eng. 601b	3
Eng. 601a	3	Math. 300 or 301	3
Poultry Science 304	3	Biol. 404	4
P.E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Chem. 512	5	Chem. 410	4
Hist. 615a	3	Eng. 317	3
Agri. Eco. 306	3	Hist. 615b	3
Eng. 313	3	Physics 801a	3
Govt. 310	3	Dairy Science 303	3
		Elective	3

FORESTRY

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Elective or Biol. 406	4	Chem. 801b	4
Chem. 801a	4	Eng. 601b	3
Engr. Drawing 301	3	Math. 302	3
Eng. 601a	3	Geog. 301	3
Math. 301	3	Biol. 404	4
P. E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Engr. 411	4	Eng. 605a	3
Agri. Eco. 306	3	Govt. 311	3
Speech 303	3	B. A. 611a	3
Govt. 310	3	Engr. 307	3
Physics 801a	4	Physics 801b	4

PRE-VETERINARY MEDICINE

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Animal Husbandry 302	3	Biol. 404	4
Chem. 801a	4	Chem. 801b	4
Eng. 601a	3	Eng. 601b	3
Math. 301	3	Math. 302	3
Biol. 406	4	Elective	3
P. E. 101	1	P. E. 101	1

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ANIMAL HUSBANDRY

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Chem. 801a	4	Chem. 801b	4
Biol. 406	4	Agronomy 301	3
Animal Husbandry 302	3	Eng. 601b	3
Eng. 601a	3	Math. 300 or 301	3
Poultry Science 304	3	Biol. 404	4
P.E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Chem. 512	5	Chem. 410	4
Hist. 615a	3	Eng. 317	3
Agri. Eco. 306	3	Hist. 615b	3
Eng. 313	3	Physics 801a	3
Govt. 310	3	Dairy Science 303	3
		Elective	3

FORESTRY

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Elective or Biol. 406	4	Chem. 801b	4
Chem. 801a	4	Eng. 601b	3
Engr. Drawing 301	3	Math. 302	3
Eng. 601a	3	Geog. 301	3
Math. 301	3	Biol. 404	4
P. E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Engr. 411	4	Eng. 605a	3
Agri. Eco. 306	3	Govt. 311	3
Speech 303	3	B. A. 611a	3
Govt. 310	3	Engr. 307	3
Physics 801a	4	Physics 801b	4

PRE-VETERINARY MEDICINE

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Animal Husbandry 302	3	Biol. 404	4
Chem. 801a	4	Chem. 801b	4
Eng. 601a	3	Eng. 601b	3
Math. 301	3	Math. 302	3
Biol. 406	4	Elective	3
P. E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 810a	4	Chem. 810b	4
Eng. 317	3	Eng. 313	3
Poultry Science 304	3	Physics 801b	4
Hist. 615a	3	Dairy Science 310	3
Govt. 310	3	History 615b	3
Physics 801a	4		

GENERAL AGRICULTURE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 801a	4	Biol. 404	4
Biol. 406	4	Dairy Science 310	3
Animal Husbandry 302	3	Eng. 601b	3
Eng. 601a	3	Chem. 801b	4
Agri. Eco. 306	3	Agronomy 301	3
P. E. 101	1	P. E. 101	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 313	3	Eng. 317	3
Govt. 310	3	Govt. 311	3
Poultry 304	3	Agri. 312	3
Agri. Engr. 204	2	Speech 304	3
Math. 301	3	Agri. 303	3
Elective	3	Elective	3

AGRICULTURAL ENGINEERING

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 801a	4	Chem. 801b	4
Engr. 301	3	Engr. 302	3
Eng. 601a	3	Eng. 601b	3
Hist. 615a	3	Hist. 615b	3
Math. 302	3	Math. 308	3
P. E. 101	1	P. E.	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Agri. Eco. 306	3	Agronomy 301	3
Eng. 612a	3	B. A. 315	3
Math. 312	3	Engr. 311	3
Physics 510a	5	Physics 510b	5
Govt. 310	3	Speech 305	3

ARTS AND SCIENCES
Leading to A. B. Degree

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	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 YEAR

1st Semester	Hours	2nd Semester	Hours
Sophomore Literature	3	Sophomore Literature	3
Foreign Language	3	Foreign Language	3
Government 310	3	Government 311	3
Psychology 310	3	Electives	6
Elective	3		

PRE-LAW

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	3
History 601a	3	History 601b	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 YEAR

1st Semester	Hours	2nd Semester	Hours
Sophomore Literature	3	Sophomore Literature	3
History 615a	3	History 615b	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 YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	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 YEAR

1st Semester	Hours	2nd Semester	Hours
Sophomore Literature	3	Sophomore Literature	3
Physics 801a	4	Physics 801b	4
Government 310	3	Government 311	3
French 312 or Biol. 412	3	French 313 or Elective	3
Chemistry 512	4	Biology 413	4

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.

DEPARTMENT OF EDUCATION

Elementary Education

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	3
Education 305	3	Education 301	3
Sociology 302	3	Geog. 301	3
Education 308	3	Education 309	3
Science (Biology)	4	Science (Biology)	4
P. E.	1	P. E.	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Literature	3	Literature	3
Government 310	3	Government 311	3
History 615a	3	History 615b	3
Education 306	3	Science or Elective	6
Science or Elective	3		

Public School Art advised.

Secondary Education

(Junior or Senior High School)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	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 YEAR

1st Semester	Hours	2nd Semester	Hours
Literature	3	Literature	3
Government 310	3	Government 311	3
Psychology 310	3	Electives	9
Sociology 302	3		
Elective	3		

DEPARTMENT OF BUSINESS ADMINISTRATION

One Year Terminal

Clerk, Typist, Stenographer, Secretary

1st Semester	Hours	2nd Semester	Hours
English 601a	3	Business English 308T	3
Mathematics 305	3	Office Machines 606b	3
Bookkeeping 305a	3	Typewriting 302 or 303	3
Office Practice 606a	3	Shorthand 302 or 303	3
Typing 301 or 302	3	Elective:	
Shorthand 301 or 302	3	Business Principles 604a	3
P. E. 101	1	or	
		Commercial Law 315	3
		P. E. 102	1

Two Year Terminal — Secretarial Science

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 308T	3
Mathematics 305	3	Mathematics 303	3
Business Principles 604a	3	Commercial Law 315	3
or		Business Principles 604b	3
Office Practice 606a	3	Office Machines 606b	3
Bookkeeping 305	3	Typewriting 302 or 303	3
Typewriting 301 or 302	3	Shorthand 302 or 303	3
Shorthand 301 or 302	3		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English 313	3	English 317	3
Accounting 611a	3	Accounting 611b	3
Economics 312	3	Economics 313	3
History 615a	3	History 615b	3
Government 310	3	Specialized Dictation 304	3
Typewriting 303	3	Electives:	
Shorthand 303	3	Commercial Law 315	3
		Psychology 313	3
		Government 311	3
		Speech 303 or 305	3

Leading to Four Year Course

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	3
Mathematics 300 or 301	3	Mathematics 303	3
Science	3	Science	3
History 615a	3	History 615b	3
Elective or Eco. 312	3	Elective or Eco. 313	3
B. A. 604a	3	B. A. 604b	3
P.E.	1	P. E.	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English 313	3	English 317	3
Accounting 611a	3	Accounting 611b	3
Government 310	3	Government 311 or Elective	3
Economics 312 or Elective	3	Economics 313 or Elective	3
Psychology 310	3	Elective	3
or			
Elective			

DATA PROCESSING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Freshman English 601a	3	Office Machines 606b	3
Business Principles 604a	3	Business Principles 604b	3
Data Processing 301	3	Data Processing 302	3
Mathematics 300 or 301	3	Mathematics 305 or 303	3
History 615a	3	History 612b	3
Elementary Accounting 605a	3	Elementary Accounting 605b	3
Physical Activity 101	1	Physical Activity 102	11

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Principles of Accounting 611a	3	Principles of Accounting 611b	3
Data Processing 310	3	Data Processing 311	3
Commercial Law	3	Report Writing Eng. 317	3
Principles of Economics 312	3	Problems of Economics 313	3
American Government 310	3	Industrial Psychology	3
Elective	3	Elective	3

DEPARTMENT OF ENGINEERING

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	3
Chemistry 801a	4	Chemistry 801b	4
Engr. 206a	1	Mathematics 308	3
Mathematics 301	3	Engr. 206b	1
Mathematics 302	3	Mathematics 312	3
Engr. Drawing 301	3	Descriptive Geometry 302	3
P. E.	1	P. E.	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English 313	3	English 317	3
Mathematics 313	3	Mathematics 314	3
Physics 510a	5	Physics 510b	5
Engineering 313	3	Engineering 310	3

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 YEAR

1st Semester	Hours	2nd Semester	Hours
English 601a	3	English 601b	3
Mathematics 300 or 301	3	Mathematics 302	3
Engineering 301	3	Engineering 302	3
Engineering 206a	1	Engineering 304	3
History 615a	3	Engineering 206b	1
Engineering 303	3	History 615b	3
P. E. 101	1	P. E. 102	1

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Speech 305	3	English 317	3
Engineering 305	3	Engineering 306	3
Engineering 309	3	Engineering 307	3
Physics 801a	4	Physics 801b	4
Surveying	4	Government 310	3

DEPARTMENT OF MUSIC

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Music Theory 401	4	Music Theory 402	4
Music Literature 601a	3	Music Literature 610b	3
*Applied Music (Major)	2	*Applied Music (Major)	2
Applied Music (Minor)	1	Applied Music (Minor)	1
English 601a	3	English 601b	3
History 615a	3	History 615b	3
Ensemble	1	Ensemble	1
P. E. 101	1	P. E. 102	1

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Harmony 403	4	Harmony 404	4
*Applied Music (Major)	2	*Applied Music Major)	2
Applied Music (Minor)	1	Applied Music (Minor)	1
Ensemble	1	Ensemble	1
Sophomore Literature	3	Sophomore Literature	3
Government 310	3	Psychology 310	3
Science	(4) 3	Science	(4) 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 Department.

MEDICAL TECHNOLOGY

FRESHMAN YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
English 601a	3	English 601b	3
Chemistry 801a	4	Chemistry 801b	4
Biology 404	4	Mathematics 302	3
Mathematics 300 or 301	3	Biology 403	4
History 615a	3	History 615b	3
P. E. 101	1	P. E. 102	1

Summer Session

1st Six Weeks	*Hours*	*2nd Six Weeks*	*Hours*
Chemistry 810a	4	Chemistry 810b	4

SOPHOMORE YEAR

1st Semester	*Hours*	*2nd Semester*	*Hours*
Chemistry 512	5	Government 310	3
Physics 801a	4	Physics 801b	4
Biology 413	4	Biology 412	4
English 313	3	English 314	3

Recommended Electives to complete 90 hours:

Speech 303	3	Typing 301	3
Sociology 302	3	French 401 or 402	8
Psychology 310	3	Spanish 401 and 402	8
Government 311	3		

WILLIAM BUCHANAN DEPARTMENT OF NURSING

FRESHMAN YEAR

1st Summer Session	*Hours*
English 601a	3
Science 401	4
Fall Semester	*Hours*
Nursing 601	6
Nursing 401	4
Biology 412	4
Sociology 302	3

2nd Summer Session	*Hours*
Psychology 310	3
Biology 403	4
Spring Semester	*Hours*
Nursing 413	4
Psychology 316	3
Nursing 610	6
English 601b	3

SOPHOMORE YEAR

1st Summer Session	*Hours*
History 615a	3
Nursing 602	3
Fall Semester	*Hours*
Government 310	3
Nursing 611	6
Nursing 612	6
Nursing 211	2

2nd Summer Session	*Hours*
History 615b	3
Nursing 602	3
Spring Semester	*Hours*
Nursing 613	6
Nursing 614	6

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. 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 29. In general, these courses are for second-year students and are not open for freshman. 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 toward a junior college diploma.

DEPARTMENT OF ART

301. — Basic Drawing. The fundamentals of drawing still life, landscape, and architectural subjects. Rendering in line, light and shade; and the study of aerial and linear perspective as related to form and space. Pencil, charcoal, pen and ink.

302. — Basic Drawing. Continuation of Art 301. Advanced problems in the fundamentals of drawing.

303. — Elementary Design. The basic principles of design and theory of color. The organization and arrangement of art elements and principles to express the artist's purpose. Pen and ink, tempera and water color.

304. — Elementary Design. A continuation of Art 303. Advanced problems in originating and rendering experimental designs using hand reproduction methods. Exploration of three dimensional design potentials.

306. — Introduction to Art. (Also listed as Public School Art 306) A survey of the development of art forms through history. A study of the basic principles of art, with special attention to the function of art in contemporary culture.

307. — Crafts. (Also listed as Art Education 307) A study of the philosophy of art in elementary education. Work in block printing techniques, weaving, batik, silk screen and modeling. Crayons, watercolor and graphic media. Prerequisite Art 301 or 306 or consent of the instructor.

311. — Life Drawing. Prerequisites: Art 301 and 302. Study of gesture, contour and modeling of the human figure with concentration on integrating movement, construction, proportions and mass into a unified whole. Charcoal, pen and ink, and wash.

312. — Life Drawing. Continuation of Art 311. Advanced problems in figure drawing with concentration on rendering of character and likeness. Charcoal, pen and ink, and wash.

315. — Elementary Oil Painting. A disciplined study of the use of the oil medium. Color mixing, methods of application on canvas and panels using still life and landscape subjects. Prerequisite: Consent of instructor.

316. — Elementary Oil Painting. Continuation of Art 315. Advanced techniques in oil painting. Landscape, figure and character studies.

321. — Advertising Art. A study of commercial art practices and techniques. Utilization of letter forms and design to create psychological appeal appropriate to advertising. Comprehensive and finished work for various commercial media.

322. — Advertising Art. Continuation of Art 321. Advanced problems in commercial art media. Direct application of finished commercial art forms.

DEPARTMENT OF AGRICULTURE

306. — Introduction to Agricultural Economics. (3-0) Credit 3. Field of agricultural economics and its relationship to other sciences. The characteristics of our economic system and basic economic concepts. Survey of the farm and the ranch and their organization and management; structure and operation of the marketing system; functional and institutional aspects of agricultural finance; and governmental policies and programs related to agriculture.

311. — Wildlife Conservation and Management. An introduction to wildlife and fish resources of the United States with special reference to Texas. The importance of plants and animals in our economic and cultural life. An account of what has happened to North American Wildlife and consideration of specific plans and methods for its rehabilitation, maintenance, and increase. (3-0) Credit 3.

204. — Agricultural Engineering. (1-3). Credit 2. A course for students in agricultural education and general agriculture involving carpentry and woodwork, tool sharpening, preparation of simple drawings and bills of materials, blueprint reading, rafter cutting, welding, soldering, pipe fitting, and the preparation and use of concrete.

301. — Fundamentals of Crop Production. (2-3). Credit 3. Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of the seed bed; commercial fertilizers; manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies.

302. — General Animal Husbandry. (2-3) Credit 3. An introductory course stressing the importance of livestock and livestock farming. General factors influencing efficiency in feeding, market value, breeding, health, and adaptability of various species to geographical and climatic regions are emphasized.

310. — Dairy Science. (2-3). Credit 3. A survey of the dairy industry; dairy breeds, standards for selection and culling, herd replacements, feeding, management, and health maintenance. Food value of milk, tests for composition and quality, utilization and processing of market milk and dairy products. Prerequisites: Chemistry 801.

304. — Poultry Production. (2-3) Credit 3. The breeds and types of poultry, culling poultry for egg production, incubation, brooding and feeding for growth and egg production, winter and summer management, housing and hygiene, preparing poultry for market, methods of marketing, practical application of these subjects of farm conditions. The practice consists of the identification of breeds and varieties, judging poultry for egg production, plans for poultry farms and poultry houses, identification of feeds.

312. — General Entomology. (2-2). Credit 3. A study of the principal orders of insects; the relation of anatomy and physiology of insects to control methods; the principal insecticides and their uses; the development habits and economic importance of the more common insects with control methods for the injurious species.

303. — General Horticulture. (2-2). Credit 3 hours. A survey of the general field of horticulture; the growth and fruiting habits of horticulture plants; a study of the principles and practices of propagation, including seedage, cuttage, graftage, and special methods; a study of the planting, care, culture, harvesting, handling, and utilization of fruit and vegetable crops. Prerequisite: Biology 406.

DEPARTMENT OF BUSINESS ADMINISTRATION

GENERAL BUSINESS

604ab. — 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. It broadens the student's understanding of the business field and provides background for further study.

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 legal cases are used as a basis for all subjects covered. Degree students should ascertain transfer value with college they plan to attend.

606-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 typical office situations as nearly as possible.

606b. — 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.

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.

Finance 326. — Money and Banking. Nature and functions of money, commercial banking, history of monetary standards and currency in the United States, credit and credit instruments, the money market, the Federal Reserve System, Agricultural Credit Institutions.

ACCOUNTING

B. A. 605a. — Elementary Accounting — First Course. An introduction to bookkeeping and accounting in which the principles of double-entry bookkeeping are studied. Emphasis is given to

each phase of the accounting cycle as the principles are applied to the single proprietorship type of business organization. The course is designed for students who wish to take a one or two year business course and for those who did not take bookkeeping in high school.

B. A. 605b. — Elementary Accounting — Second Course. This course is a continuation of B. A. 605a, with continued emphasis upon the various phases of the accounting cycle as the principles are applied to other types and larger business organizations. This course is designed for those who wish to take a one or a two year business course.

B. A. 611ab. — Principles of Accounting. This course is designed as a first year accounting course at the college level. The fundamental accounting principles are developed rapidly through their application to the single proprietorship, partnership, and corporate forms of business organizations. Modern concepts of net income determination and accounting valuation are stressed for the matching of revenues and related expired costs and for the financial statement presentation of assets and equities. The course is designed for those who are majoring in areas of Business Administration that require only six hours of accounting.

B. A. 811ab. — Principles of Accounting. In this course the fundamentals of accounting are developed rapidly in their application to single proprietorship, partnership, corporation, manufacturing, and cost accounting. The course will offer a comprehensive and intensive study of the procedures involved in net income determination, financial statement presentation of assets and equities, and financial statement analysis and interpretation. The course is designed primarily for those who plan to major in accounting.

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.

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.

312-313. — Principles of and Problems of Economics. A general studyof 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 units, and settlement of disputes. Social security. Problems of population. Diffusion of income. The second semester emphasizes the problem aspect. Economics 312 is a prerequisite for Economics 313.

MANAGEMENT

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.

307. — 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.

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.

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.

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 cooperation; fact-finding and the profit dollar; social, political and economic significance of labor-management relations.

MARKETING

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.

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 off sales personnel; quotas; sales promotion; supervision; costs; operating policies.

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.

325. — Principles of Marketing. The survey course of the marketing function and institutions; consumer motivation, population trends and the market, retailing, wholesaling, marketing industrial goods, marketing research, marketing legislation, pricing.

DATA PROCESSING

D. P. 301. — Unit Record Systems. This course offers the principles of operation in the punched card accounting machine system including key punches, sorters, accounting machines and summary punches. Special emphasis is given in this course to the key punch.

D. P. 302. — Accounting Methods. Instruction is given in the operation and wiring of accounting machines. A study is made of the applications of electric punch-card machines to accounts payable, accounts receivable, inventory control, payroll and other accounting problems.

D. P. 310. — Data Processing Systems. Methods and systems for processing business data. A broad range from manual, mechanical, and electro-mechanical systems to the use of the electronic computer is introduced. Machines used in data processing systems are studied. Some time will be devoted to basic techniques involved in the operation of the IBM 1620 Computer.

D. P. 311. — Electronic Data Processing for Business. A study of the electronic computer and its use in the solution of business problems. This course includes the study and input, memory, files, arithmetic, output, control and the stored program concept. Basic programming techniques for the IBM 1620 Data Processing System will be studied with emphasis on the Symbolic Programming System.

SECRETARIAL SCIENCE

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.

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. This is an introductory course for students who have not had previous instruction in shorthand. The shorthand alphabet, drills in vocabulary, phrases, and abbreviations. Skill in reading and writing from printed shorthand is developed.

302. — Intermediate Shorthand. This course is for students who have had previous instruction in 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 ac-

ceptable 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.

606-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.

606-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.

308T. — 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. Offered in the spring semester.

DEPARTMENT OF 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.

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; 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.

100. — 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.

DEPARTMENT OF ENGINEERING

206b. — Engineering Orientation. An introduction to the engineering profession. Representatives of the various engineering professions will be available for group discussions. The application of logical thinking, neatness of work and form will be stressed throughout in the solution of problems involving the fields of engineering. Topics such as the Use of the Slide Rule, Dimensional Equations, Principles of Motion and Mechanics will be treated.

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 plan, intersections, and warp surfaces. Nine hours lecture, supervised study, and individual instruction. Prerequisite Engineering Drawing 301.

303. — Architectural Drawing. Standard architectural details, conventional representation 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.

306. — Machine Drawing. A continuation of Machine Drawing 305. Application of the graphic language to engineering pur-

poses in areas of machine design and details. Student must meet requirements of extreme accuracy and detail in his drawings of complicated machine processes, and usage of technical charts is emphasized. Drawings will be in third angle projection as well as in axonometric projections. Prerequisite Engr. 305.

309. — 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.

308. — Industrial Freehand Sketching. Basic techniques of free-hand drawing in line and tone; delineation of form, texture, materials, sketching, and industrial application of free-hand drawing.

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: Mathematics 312.

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

DEPARTMENT OF ENGLISH

601a. — 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 communicate with clarity, force, and correctness, many short themes are written both in and outside of class.

601b. — Composition with Rhetoric. Logical thinking stressed through the study of expository writing in connection with the formal and informal essay. Vocabulary building collateral reading.

612a. — 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.

612b. — 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 Literature Masterpieces. A study of the masterpieces that have contributed to the formation of present day English culture. A research paper on some phase of English mode of life as it is reflected in the literature.

314. — American Literature Masterpieces. A study of the masterpieces that have contributed to the formation of present day American culture. A research paper on some phase of the American mode of life as it is reflected in the literature.

318. — World Literature. A study of the basic ideas of the world's greatest heritage, with emphasis on the common bonds of humanity, the common problems in living, and interrelations of literary thought. Masterpieces of Greek, Roman, and Continental authors. There is no duplication of materials covered in any other sophomore courses.

319. — World Literature. A study of the masterpieces of the western world from the Renaissance to the present time with emphasis upon the works of English and American authors. Credit will not be allowed for this course and English 313, 314, 12a, and 12b.

317. — Composition and Report Writing. Composition and report writing with emphasis on clear, logical, and objective writing. Practice in scientific and business exposition. Designed especially for engineering and science majors.

605ab. — 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.

308T. — 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

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.

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.

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.

THE DEPARTMENT OF MATHEMATICS

104. — Slide Rule. The use of the slide rule and problems related to scales. Recommended for mathematics or science majors.

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. Introduction to sets, logic, permutations, combinations, probability, inequalities, partial fractions, complex numbers, determinants, functions, polynominals, and mathematical induction. Two units in high school algebra and satisfactory scores on placement tests prerequisite. 3 semester hours credit.

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, calculation 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. Recommended for elementary education and liberal arts majors. Modern concepts of arithmetic and its relation to algebra and geometry. No prerequisite.

308. — Analytic Geometry. Prerequisite: Mathematics 300 or 301 and 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.

310. — Fundamentals of Statistics. Collection and tabulation of data; charts, graphs; sampling; averages, dispersion, correlation; index numbers, normal curve; probability. Application to various fields particularly to business and management. Prerequisite college algebra.

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 differentials equations.

DEPARTMENT OF MUSIC

General Information

The Texarkana College Department of Music offers the first two years of a curriculum leading toward a Bachelor of Music Degree, a Bachelor of Music Education degree, and a Bachelor of Arts or Bachelor of Science degree with a major in music.

Courses taught are those generally required for the first two years of a senior college, and should offer no difficulty to the student in transferring to a senior college.

Since the study of music in the first two years is largely the accumulation of fundamental musical skills, a suggested course of study is offered which will encourage the development of these skills. Taking these courses out of order or postponing courses until the Junior or Senior year may seriously jeopardize the student's degree plan and even prolong his term of study.

During the first semester of enrollment in the Department of Music each student is assigned an advisor who will counsel him during his two years of study. This will normally be the faculty member who teaches the student's major applied instrument. This will assure an adherence to the prescribed curriculum and avoid confusion in planning the course of study.

Each student planning to earn a music degree will choose Voice or an Instrument which he will study each semester during the two years. Those who wish to major in this instrument and who qualify will register for the two hour course of instruction.

Private instruction in Voice, Piano, Band and Orchestral instruments is offered each semester for students majoring or minoring in Applied Music. All music majors not using piano as applied music concentration are required to take the piano course for nonmajors. This course will aid the student in his study of related music courses such as Music Theory.

Scholarships are offered each year in piano, vocal, and instrumental music to students with both outstanding talent and financial need. These scholarships are awarded by audition only. Further information may be secured from the Chairman of the Music Department.

PREPARATORY DEPARTMENT

Private instruction in piano is offered each semester to students below the age of college matriculation. Piano instruction is

offfered to students of junior high and high school age on approval of the instructor.

High school credit may be applied toward graduation in grades nine, ten, eleven, and twelve if the student meets the requirements set up by the Arkansas and Texas Education Agencies. One hour or two thirty-minute lessons per week with a minimum of six hours practice and a basic theory examination are required for credit.

STATEMENT OF COURSES

General Courses

Mu. 401. — Music Theory. An introduction to the elements of music including study of the staff, clefs, key signatures, notation, meter and rhythm, sight singing, major and minor chords, application of theory at the keyboard, rhythmic, melodic, and harmonic ear training. Part writing of figured bass exercises and melodic harmonizations requiring the principal triads. Three hours lecture and two hours laboratory. (Four semester hours credit.)

Mu. 402. — Music Theory. Part writing of figured bass exercises and melody harmonizations requiring all diatonic triads, the dominant seventh and supertonic seventh chords and non-harmonic tones. Enlargement of the period in melodic composition. Keyboard study of harmonic progressions and melody harmonizations requiring all diatonic triads, the dominant seventh and supertonic seventh chords. Three hours lecture and two hours laboratory. Prerequisite: Music 401. (Four semester hours credit.)

Mu. 403. — Harmony. Part writing of figured bass exercises and melody harmonizations requiring all diatonic seventh chords and modulation, styles of writing other than the chorale style. Coharmonic progressions and melody harmonizations requiring all diatonic seventh chords, modulation to closely related keys. Three hours lecture and two hours laboratory. Prerequisite Mu. 402. (Four semester hours credit)

Mu. 404 — Harmony. Part writing of figured bass exercises and melody harmonizations requiring altered chords, 9th and 11th and 13th chords, remote modulation, styles of writing other than the chorale style. Analysis of the larger forms of compositions. Keyboard study of altered chords, 9th, 11th, and 13th chords, modulation to remote keys. Three hours lecture and two hours laboratory. Prerequisite Mu. 403. (Four semester hours credit)

Mu. 610ab. — Music Literature. A survey for the principal forms, periods, and composers of music, presented in lectures with laboratory listening periods. Three hours lecture and one hour laboratory. (Three semester hours credit per semester with a total of

six hours for completion of course.)

Mu. 308. — Music Education. An elementary course in the Fundamentads of Theory as applied and taught in the elementary grades of the public schools. Emphasis is placed on rhythm, scales, intervals, chords, terms, and keys. This course is not open to music majors. Three hours lecture per week. (Three semester hours credit)

Mu. 309. — Music Education. Detailed study of the methods and objectives of school and attention to specific problems and selection of materials for each grade. This course is not open to music majors. Three hours lecture per week. Prerequisite Music 308. (Three semester hours credit)

Mu. 101F-101G-101I. — French, German, Italian Diction. A study of phonetic sounds of the French, German, or Italian languages to promote the ability to sing in French, German, or Italian. No attempt is made to develop knowledge of grammar or vocabulary. Use of linguaphone records for developing facility in speaking and singing. (One semester hour credit for each course)

Mu. 318. — Church Choir Literature and Techniques. The study of foundations for the prospective church choir organist and conductor of the church choir repertoire, with ensemble and solo materials for choir groups of all ages. The organization and development of a general church music program. Three lecture hours per week. (Three semester hours credit)

Mu. 319. — Choral Conducting. Introduction to Choral conducting techniques, rehearsal and performance procedures. A detailed study is made of conducting patterns and rhythms. Three lectures per week. (Three semester hours credit)

Mu. 114. — Piano Accompanying. Designed to give the pianist practical experience in accompanying vocalists and instrumentalists in various situations. Special emphasis is placed on sight-playing and transposition, with consideration of technical and stylistic problems encountered in the music. One period weekly. Prerequisite: Adequate technique and sight-playing ability, and approval of instructor. (One semester hour credit)

Mu. 314. — Piano Pedagogy. Methods of teaching piano privately or in schools. Materials and their practical application. Two lectures and one laboratory per week. Particularly recommended to students interested in piano teaching and to piano teachers desiring practical assistance or further technical knowledge. (Three semester hours credit)

ENSEMBLES

Mu. 101A, 102A, 103A, 104A. — Concert Choir. The Texar-

kana College concert choir is composed of 40 selected voices. Music of the classic repertoire as well as modern compositions are studied and performed. This choir has an annual extended tour each spring as well as tours throughout the entire four states area during the year. Tryouts for vacancies held by appointment with Mr. Glen Owens. Applications should be made early for membership. (One semester hour credit each semester)

Mu. 101B, 102B, 103B, 104B. — College Choir. The College Chorus is open to any student interested in vocal music. There is no tryout required. This choir also studies and performs music of the highest type. This choir annually performs in the Christmas and Spring Concerts as well as in many assembly programs. (One semester hour credit each semester)

Mu. 101E, 102E, 103E, 104E. — Vocal Ensemble. The Texarkana College Madrigal Choir is a small vocal ensemble composed of superior voices selected by the director. This group performs music from the Renaissance, Baroque, Classic, and Romantic periods as well as contemporary compositions. The Madrigal Singers tour annually with the Concert Choir and also perform for many special programs throughout Texas, Arkansas, Oklahoma, and Louisiana. Membership is open only with the consent of the instructor and applications should be made early.

Other vocal ensembles are maintained depending upon the demand and the forces available. Examples of these are Barbershop Quartets, mixed vocal quartets and trios, and girls trios and sextets as well as Madrigal groups, etc.

Mu. 105B, 106B, 107B, 108B. — Band. The band performs as a marching band at college football games in the fall, and as a concert band for the remainder of the school year. Open to all students with approval of the director.

Mu. 105S, 106S, 107S, 108S. — Stage Band. Meets regularly through the year and performs standard and special arrangements from the popular and dance idiom. Membership by audition only. Interested students should contact Mr. Kyer before enrollment.

Brass Ensemble. Performs works from the standard brass repertoire. Non-credit course. Open to the student body by audition.

Woodwind Quartet. Membership limited to one each of the following: Clarinet, Flute, Oboe, French Horn, Bassoon. Non-credit course. Open by audition.

APPLIED MUSIC

Mu. 201P - 202P. — Freshman Piano (Major). Bach Inventions, Preludes, and Suites; Haydn Sonatas; Mozart Sonatas; Chopin Pre-

ludes, Valses, Mazurkas, Noctures. Representative works from other Classical, Romanic and Modern Composers. Technical plan of studies and exercises including scales, arpeggi, chords and octaves. Ensemble playing, sight-playing, and transposition. For students whose principal instrument is piano but whose major lies elsewhere. One hour lesson per week with a minimum of six hours practice or ten hours for music majors. (Credit: two semester hours)

Mu. 210P-211P — Sophomore Piano (Major). Bach Three Part Inventions, Well-tempered Clavier, Beethoven early Sonatas and variations; Chopin Etudes, Impromptus, Scherzi, Ballades; Representative works from other Classical, Romantic and Modern composers. Continuation of technical plan of studies and exercises. For students whose principal instrument is piano but whose major lies elsewhere. One hour or two thirty minute lessons per week with a minimum of six hours practice or ten hours for music majors. (Credit: two semester hours)

Mu. 102P, 103P, 112P, 113P. — Freshman and Sophorore Piano (Non-majors). Required of all music majors not using piano as applied music concentration. An aid to the student in his study of related music courses such as Music Theory. Major and minor scales; keyboard harmony including chord structure; cadences and modulations. Methods and solos to be selected by instructor. One half hour lesson per week. (Credit: one semester hour)

Mu. 201-O, 202-O. — Gleason Method of Organ Playing. Manual and pedal technique; Little Preludes and Fugues, Bach: Chorale Preludes. Two one-half hour lessons per week. (Credit: two semester hours per semester)

Mu. 210-O, 212-O. — Organ. Continuation of Bach Preludes and Fugues; Bach, Chorale Preludes; Guilmant, Sonatas; French Pieces; A study of Hymn Playing. Two one-half hour lessons per week. (Credit: two semester hours per semester)

Mu. 105V, 106V. — Voice Class. The rudiments of vocal music, breathing, correct use of body muscles for breath control, diction, and the development of tone will be studied. Technical development will include the study of interpretation, tone production, pronunciation, and vocal expression. (Credit: one semester hour per semester). Two hours per week including lecture and laboratory, and two hours outside practice required each week.

Mu. 101V, 102V. One half hour lesson each week with a minimum of three hours practice each week.*

Mu. 201V, 202V. Two half hour lessons each week with a minimum of six hours practice each week.*

*At the end of the first year the student should know the prin-

ciples of correct breathing as applied to singing, together with the fundamentals of tone production and diction. The repertoire covered should include the simplest early Italian and English classics. Prerequisite: Voice Class or consent of instructor.

Mu. 110V, 111V. One half hour lesson each week with a minimum of four hours practice each week.*

Mu. 210V, 211V. Two half hour lessons each week with a minimum of eight hours practice each week.*

*At the end of the second year the student should demonstrate a knowledge of one or more of the less exacting arias of opera and oratorio, recitative, and several standard songs from an oratorio, recitative, and several songs from memory. Voice majors must also have acquired a satisfactory knowledge (especially pronunciation) of one foreign language. Prerequisite: Freshman voice or the equivalent.

Mu. 101S, 102S. — Strings. One half hour lesson per week with five hours practice.

Mu. 201S, 202S. — Strings. One hour lesson per week with ten hours practice.

Mu. 110S, 111S. — Strings. One half hour lesson per week with five hours practice.

Mu. 210S, 211S. — Strings. One hour lesson per week with ten hours practice.

Freshman Violin. — Scales and Arpeggios. Studies and exercises by Kreutzer, Florillo, Dont, Sevcil, etc. Sonatas and concertos by Corelli, Handel, Nardini, Tartini, de Beroit, Rode and Veracini. Smaller pieces from the standard repertoire.

Sophomore Violin. — Scales and Arpeggios. Studies and exercises selected according to individual needs of the student. Sonatas and concertos selected for technical and musical advancement.

Freshman Cello. — Scales and Arpeggios. Dotzauer book No. 1, appropriate solos.

Sophomore Cello. — Scales and Arpeggios. Studies by Dotzauer, Duport, Klenger, Glutzmacher. Sonatas and concertos selected according to technical advancement.

String Bass. — Scales and Arpeggios. Studies by Simandl. Appropriate solo work.

Mu. 101W, 102W, 110W, 111W. — Wind Instrument Minor. Private instruction in the various wind instruments for beginners or non-majors in the instruments. One half hour lesson per week for one semester hour credit. Enrollment by approval of instructor.

Mu. 201W, 202W, 210W, 211W. — Wind Instrument Major. Private instruction in the various wind instruments for experienced students and majors. One hour lesson each week or two half hour lessons each week for two semester hours credit. Enrollment by approval of instructor.

Bassoon. Weissenvorn; scales studies, Pare; Revierie, Jancourt; Romanze, Klakhardt; The Carnaval, Hume, Freshman study.

Bassoon. Weissenvorn studies. Studies Hopprasch; Sonatine, Weinberger; Concerto No. 14, Hassler. Sophomore study.

Saxophone. Method for Saxophone by DeVille. Air from Suite in D by Bach-Leeson. Jota by Gurewich. Freshman study.

Saxophone. Continuation of DeVille Saxophone Method. Sonata by Gurewich. The Duchess by Rehl. Sophomore study.

French Horn. Major and minor scales and arpeggios. Transposition. Band and orchestra repertoire. Methods: Alphonse, Kaprasch, Sansone. Solos according to technical advancement. Freshman study.

French Horn. Transposition. Band and orchestral repertoire. Methods: Alphonse Clarke, Pottag-Andraud, Sansonne, Kapprasch. Solos: Mozart Concertos; Mendelsohn, Nocturnes; Sicilienne, Pergolesi. Sophomore study.

Oboe. Complete method for oboe, Barrett; Scales Studies, Pare; Three Romances, Schumann. Freshman study.

Oboe. Method for Oboe, Niemann; 16 daily exercises, Labate, Orchestral studies, Reed making, Pastorale, Labate; Sonata No. 1, Naddel. Sophomore study.

Clarinet. Scales and arpeggios from Baermann Langenus Vol. III. Rose Forty studies; Canzonetta, Pierne, Concertino, Tartino-Jacob; Adagio-Tarantella, Cavallini; Fantasy Pieces, Schumann, Erwin Fantasy. Freshman and Sophomore study.

Cornet and Trumpet. Major and minor scales and arpeggios. Transposition. Methods: St. Jacome, Arban, Glantz, Hering, Sachse, Schlossberg. Andante and Allegro. Robartz; Petite Piece Concertante, Malay. Freshman study.

Cornet and Trumpet. Transposition. Band and orchestral repertoire. Methods: St. Jerome, Williams, Sachse, Schlossberg, Pietzch, Clarke, Laurent, Bosquet, Lantz. Sonata V, Corelli-Fitzgerald, Solo de concert, Hue. Sophomore study.

Flute. Modern method of Boehm Flute, Sonata No. 3, Handel; 24 capriceoso, Boehm. Freshman study.

Flute. Orchestral Studies. Fourth Sonata, Bach; Minuet in D, Mozart; Concertino, Charminade. Sophomore study.

DEPARTMENT OF NURSING

The Department of Nursing was established in 1959 to prepare students to enter the field of nursing.

With a balance of general education courses and nursing courses, the two-year Associate Degree program assists students to acquire knowledge and skills to function as general duty staff nurses. Students receive classroom instruction and co-ordinated clinical experience in the nursing care of patients at local hospitals and community agencies under supervision and guidance of the college faculty.

Upon completion of the two-year course, the student receives the Associate in Science Degree from Texarkana College and is eligible to write the examination to become a registered nurse in the State of Texas.

The Department of Nursing is accredited by the Board of Nurse Examiners for the State of Texas.

Nursing 601. — Fundamentals of Patient Care. 6 semester hours. Designed as a foundation course in nursing to develop the concept of appropriate nursing care for the individual person through the application of scientific principles in relation to the normal needs of the individuals. Introduces the student to the health facilities of the hospital and the community. Basic principles of nutrition are correlated with emphasis given food as a source of nutrients in the maintenance of health. Principles of Pharmacology with particular application to source physiological action, effects, administration of drugs and dosage including knowledge and use of the metric system, standardization, and legal control of drugs. Prerequisite: Biology 403. Lecture 3 hours, laboratory 9 hours.

Nursing 401. — Community Health. 4 semester hours. This course includes lecture and laboratory activities related to health facilities and health personnel within the community. It provides for acquisition of knowledge concerning Community Health Agencies that contribute to total nursing care of patients including preventive measures that promote positive health. Lecture 2 hours, laboratory 6 hours.

Nursing 610. — Medical-Surgical Nursing. 6 semester hours. This course offered in the freshman year is planned to introduce a common nucleus of subject content that is applicable to medical and surgical nursing. Pharmacology, Diet Therapy, and Community Aspects are inter-related. Selected patient assignments in the clinical area are provided. Lecture 3 hours, laboratory 9 hours.

Nursing 613. — Psychiatric Nursing. 6 semester hours. This course is directed toward guiding the student in acquiring understanding of the basic development, the psychodynamics, and the

principles of human behavior as exhibited by the psychiatric patient. Content includes the management, treatment, rehabilitation, and nursing care of these patients. Lecture 3 hours, laboratory 9 hours.

Nursing 413. — Nursing Care of Surgical Patients. 4 semester hours. Designed to provide principles of care for the patient whose treatment includes surgical intervention. Learning experiences include complete cycle of patient care, namely caring for the same patients through the pre-operative, operative, and post-operative period encompassing the concept of progressive patient care. Lecture 2 hours, laboratory 6 hours.

Nursing 602. — Maternity Nursing. 6 semester hours. This course is designed with the knowledge and skills essential for giving intelligent and scientifically sound nursing care to women and their families throughout the maternity cycle. Pharmacology, Diet Therapy, Mental Health, and community aspects are correlated with the subject content. Laboratory practice is obtained in local hospitals and other community agencies. Lecture 3 hours, laboratory 9 hours.

Nursing 611. — Nursing of Children. 6 semester hours. Designed to provide principles of care for children and their families based on a functional understanding of the processes through which the family and child grow toward maturity. Selected patient assignments in the hospital and other community agencies provide clinical experiences. Lecture 3 hours, laboratory 9 hours.

Nursing 612. — Medical-Surgical Nursing. 6 semester hours. Designed to assist the students to acquire knowledge and skills to enable them to identify nursing needs and give comprehensive care to patients with medical and surgical conditions. Includes manifestations of disease, diagnostic and therapeutic procedures, preventive measures, principles of rehabilitation, and principles of nursing care. Pharmacology, Diet Therapy, and Community aspects are correlated subject matter. Lecture 3 hours, laboratory 9 hours.

Nursing 614. — Intensive Nursing. 6 semester hours. A flexible course which provides opportunities for independent student inquiry centered around instructor or student-selected patients with problems which stimulate critical thinking and demand the use of more complex skills in problem solving. Lecture 4 hours, laboratory 28 hours.

Nursing 211. — History and Trends of Professional Nursing. 2 semester hours. Survey of nursing, with particular reference to contemporary movements. Includes the development in various fields of nursing, in international nursing, in professional organizations, and in nursing literature. Lecture 2 hours.

DEPARTMENT OF PSYCHOLOGY

Psych. 310. — Introduction of Psychology. A study of the basic principles in psychology bearing on growth, motivation, learning, drives, emotions and similar aspects of human behavior.

Psych. 312. — Adolescent Psychology. A study of the changes in development and behavior during the adolescent years. Special emphasis on psychological sociological needs.

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.

Psych. 316. — Child Psychology and Development. This course presents in systematic fashion the known facts about children—all children—as these facts have been discovered by educators, psychologists, pediatricians, anthropologists, and many others who have devoted themselves to the scientific study of child behavior.

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.

317. — Logic. Name and methods of correct reasoning; deductive proof, inductive proof, fallacies, arguments. Prerequisites: Sophomore standing.

318. — Introduction to Philosophy. A consideration of the nature of meaning, knowledge, certainty, and reality, approached through the writings of such men as Plato, Des Cartes, Hume, Mills, James and Whitehead. Prerequisites: Sophomore standing.

DEPARTMENT OF SCIENCE

413. — Comparative Vertebrate Anatomy. Comparative anatomy and physiology of vertebrate organ systems; adaptations; evo-

lutionary history of vertebrate. Three lectures and three hours laboratory a week.

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

801ab. — General Biology. An introductory course. The morphology and physiology or representative plants and animals. General biology 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. — Anatomy and Physiology. A study of physiology and human anatomy 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.

601ab. — 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.

406. — 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. Three 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 aliphic 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 with a "C" average prerequisite.

Science 401. — Physical Science. A survey of the principles of physics and chemistry. The material for the two subjects is integrated where possible. Three hours lecture, three hours laboratory.

Science 402. — Physical Science. A survey of geology, meteorology; cosmogony; and astronomy. Three hours lecture, three hours laboratory.

601ab. — Geology - Physical Historical Geology. Process 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.

Physics 510. — Engineering Physics. A comprehensive course for students of engineering and the physical sciences, providing the background for engineering courses as well as for advanced courses in physics. Cultivation of the capacity to utilize the fundamental concept in the solution of problems is emphasized. Elements of mechanics (vector and analytical approach used), heat, sound, and acoustics. Prerequisite or parallel Mathematics 312.—Calculus.

Physics 511. — Engineering Physics. Second Semester. Topics covered are electricity and magnetism, light, and atomic and nuclear physics (quantum mechanics stressed). Prerequisites — successful completion of Physics 510, and or parallel Mathematics 313 — Calculus.

D. P. 312 — Electronic Data Processing for Science. A study of the electronic computer and its use in the solution of scientific problems. This course includes the study of input, memory, files, arithmetic, output, control and the stored program concept. Basic programming techniques for the IBM 1620 Data Processing System will be studied with special emphasis on the Fortran language.

DEPARTMENT OF SOCIAL SCIENCE

601ab. — 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.

615ab. — History of the United States. Review of political, economic, and social trends. First semester: History of the United States to the end of the Civil War. Second semester: Reconstruction to the present.

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. Open to students of sophomore standing.

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. Open to students of sophomore standing.

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 Cultural and Economic 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. Emphasis on economic factors the second semester.

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.

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.

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. 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. Credit will not be allowed in both Speech 303 and 305.

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, makeup, 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 announceing, programming, production,, and copy writing. A study of word pronunciation, diction, interpretation, and effective communication. Prerequisite: six hours of Speech.

101. — Parliamentary Procedure. The correct procedure in forming an organization and conducting its meeting. Rules of order and proper handling of business matters of an organization.

316. — Discussion, Argumentation and Debate. Nature and purpose, and limitations of discussions; types, duties and responsibilities of leaders and participants; analysis of problems; evidence, reasoning, persuasion, and proof; relation to debate.

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. 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.

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

Texarkana College

THE EVENING SCHOOL AND ADULT DIVISION

TEXARKANA, TEXAS

1964 - 1965

"Learn a Better Living"

THE EVENING SCHOOL AND ADULT DIVISION

B. J. MURDOCK, Director

The national program of adult education is growing at a phenominal 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 produce them.

Purpose of the Evening College: The Evening College is organized and designed to serve purposeful people of post high school age in this area. The purposes of the Evening College are threefold: (1) To provide the liberal arts of reading, writing, speaking and listening. (2) To provide adults with an opportunity to increase their understanding of the world through the humanities, the social sciences and the natural sciences. (3) To offer adults an opportunity to improve their usage of leisure time through the offering of courses designed to educate them about various hobbies and cultural matters. The standards maintained are the same as for those of the regular day classes of the college.

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 Educational Development or High School Equivalency Tests: Several educational and Development Tests are given each month to adults who are 21 years of age or over. This examination is to provide a means by which these adults may obtain a high

school equivalency certificate. The test scores are generally recognized by employers and colleges as the equivalent of a high school education.

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 Employment Office or call at the college in advance of the registration date.

COLLEGE CREDIT COURSES

Courses from the class schedule (tentative) for the 1964-1965 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 Training Methods; Credits and Collections; Advertising; Principles of Accounting; Intermediate Accounting; Public Relations; Freight Traffic Management (Fundamentals of Transportation); Elements of Statistics.

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

Engineering — Engineering Drawing; Descriptive Geometry; Architectural 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. Some non-credit courses that were offered during the past year were:

1. **Basic Communication** — Designed to improve the use of written and spoken word.
2. **Civil Defense Adult Education** — Classes to teach adults survival in case of either man-made or natural disasters.
3. **Credit Union Management Seminar** — Discussion of managerial problems faced by Credit Union Personnel in the operation of Credit Union programs.
4. **Design in Flower Arranging** — Expression of moods with flowers, balance in arrangements, coordination of flowers and containers.
5. **Electronics** — Including basic electricity and electronic circuitry with emphasis on T. V.
6. **Engineering Problems** — Introduction of students to types of mathematics and problems incurred in engineering college curricula.
7. **Family Life Education** — Seminars dealing with problems of the elementary school age child and adolescent school age child.
8. **Great Books Discussion Group** — Discussion, as equals, of clas-

sical writings by the authors who have most affected the thought of the world.

9. **Small Business Management Seminars** — Discussion of problems of management faced by the small business people in our changing economy.

10. **Supervision** — Personal relations in supervisory situations.

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

Other courses that can be organized include the following:

Agriculture — Practical evening courses, such as: Livestock Nutrition — What and when to feed livestock for maximum profit.

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

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

Economic Changes and Trends — Informal group discussion of 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.

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.

Everyday Law — Fundamental legal aspects of everyday busi-

ness 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 as 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.

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 792-6954 9:00 - 12:00 A.M. or 6:00 - 9:00 P.M.

"Learn a Better Living"

APPLICATION FOR ADMISSION

TEXARKANA COLLEGE

Texarkana, Texas

SNAPSHOT

Date.....

PRINT OR TYPE

Name ..... Age.....

Last First Middle (If married give maiden name)

Mailing Address .....
Box or St. No. Street Town County State

Parents' or Guardian's Name: .....

Address ..... Occupation .....

Name of High School or College Attended .....

Did you graduate from high school..... When..... Date Attended College.....

Are you eligible to return to that college..... Have you attended Texarkana College before..... When ..... Check any of the extra curricular activities you have participated in: Sports..... Year Book ..... Chorus .....

Band..... Drama..... Student Offices .....

Major Field of study..... Check term you plan to enroll:

Summer: 1st term..... 2nd term..... Fall..... Spring..... Year.....

Day Classes..... Night Classes.....

In addition to this completed form the following items must be filed in the Office of the Registrar, Texarkana College, Texarkana, Texas at least one week prior to the time student plans to enroll: A transcript of all high school credits or any previous college work, ACT or CEEB Test Scores, and a health certificate.

A small snapshot must be attached to application.