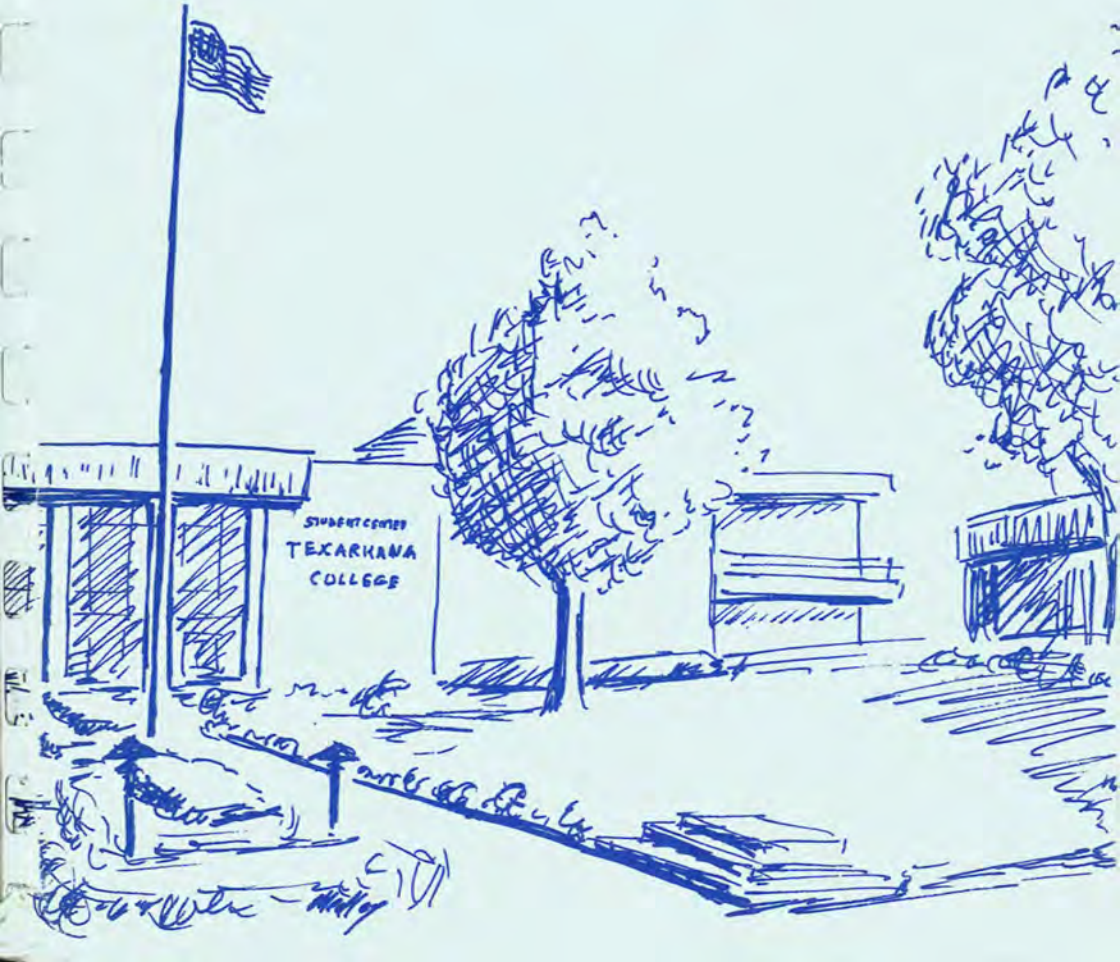
Texarkana Community College 74-75



Texarkana Community College

Texarkana, Texas

Founded September, 1927

CATALOGUE

1974-1975

A PUBLIC COMMUNITY COLLEGE

OWNED AND OPERATED BY

TEXARKANA COLLEGE DISTRICT

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

TEXARKANA COLLEGE

IS

APPROVED AND ACCREDITED

by

THE ASSOCIATION OF TEXAS COLLEGES
THE SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS
TEXAS EDUCATION AGENCY
TEXAS STATE BOARD OF NURSE EXAMINERS
NATIONAL LEAGUE FOR NURSING
FEDERAL AVIATION AGENCY
TEXAS ASSOCIATION OF MUSIC SCHOOLS

* * * *

MEMBERSHIP

in

THE SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
AMERICAN ASSOCIATION OF JUNIOR COLLEGES
TEXAS ASSOCIATION OF JUNIOR COLLEGES
NATIONAL COMMISSION ON ACCREDITING
TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS
AND ADMISSIONS OFFICERS
TEXAS EASTERN ATHLETIC CONFERENCE
AMERICAN COUNCIL ON EDUCATION
NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
TEXAS ASSOCIATION OF MUSIC SCHOOLS
TEXAS MUSIC EDUCATORS ASSOCIATION
TEXAS ASSOCIATION OF ART SCHOOLS
AMERICAN TECHNICAL EDUCATION ASSOCIATION,
INC.

1973

1975

1974

JANUARY						
S	M	T	W	T	F	S
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JULY						
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SEPTEMBER						
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NOVEMBER						
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DECEMBER						
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22	23	24	25	26	27	28
29	30	31				

1976

1977

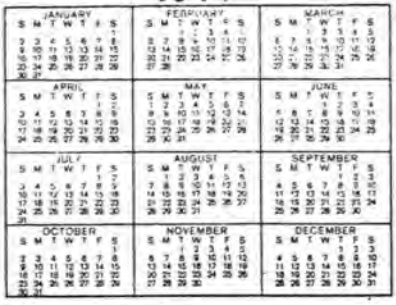


TABLE OF CONTENTS

	Page
College Calendar	6
Board of Trustees and Officers of Administration	8
Faculty	13
General Information	
History of the College	27
Government	28
Classification, Affiliation, Standing	29
Buildings and Grounds	29
Some Advantages of Junior College Training	32
Objectives of Texarkana College	33
Student Activities	34
Schedule of General Charges	41
Refund Policy	41
Veteran Exemptions	42
Scholarships, Loans and Employment	42
Financial Aid	44
Prizes, Awards, Honors, Distinctions	45
Requirements for Admission	46
Requirements for Graduation	49
Rules and Regulations	50
Rehabilitation Assistance	53
Course Description by Divisions	53
Division of Business Administration	55
Division of Fine Arts	63
Division of Language Arts	79
Divisions of Mathematics	87
Division of Natural Science and Engineering	71
Division of Physical Education	111
Division of Social Science	115
Division of Vocational-Technical Education	125
Continuing Education Division	121
Application for Admission	191
Medical Forms	193

College Calendar

1974-1975

August 24, 1974	A.C.T. Test 8:00 A.M. — Chemistry Building Room 200
August 26, 1974	New Faculty Seminar 9:00 A.M. — Conference Room of Library
August 26, 1974	Banquet 6:30 P.M.—Student Center
August 27, 1974	Placement Tests: English — 9:00 A.M. — Classroom Building Mathematics — 1:00 P.M. — EMP Building Music — 1:00 P.M. — Music Building
August 28, 1974	Faculty Seminar 9:00 A.M.—Student Center
August 28, 1974	Registration for Evening School
August 29, 1974	Registration for Day and Evening School
August 30, 1974	Registration for Day School
September 2, 1974	Labor Day—Holiday
September 3, 1974	Day and Evening Classes Begin
September 10, 1974	Last Day to Register
October 18, 1974	Teachers Meeting—Holiday
October 25, 1974	Mid-Semester
November 28-29, 1974	Thanksgiving Holidays
December 2, 1974	Last Day to Drop Classes
December 16-19, 1974	Final Exams
January 11, 1975	A.C.T. Test 8:00 A.M. Chemistry Building — Room 200
January 15, 1975	Registration for Evening School
January 16, 1975	Registration for Day School
January 20, 1975	Day and Evening Classes Begin
January 27, 1975	Last Day to Register

March 3-7, 1975	Spring Holidays
March 21, 1975	Mid-Semester
April 28, 1975	Last Day to Drop Classes
May 12-15, 1975	Final Exams
May 19, 1975	Graduation

SUMMER 1975 (2 Six Weeks Terms)

May 30, 1975	Registration
June 2, 1975	First Day of Classes
July 4, 1975	Holiday
July 11, 1975	Last Day of Classes
July 14, 1975	Registration
July 15, 1975	First Day of Classes
August 22, 1975	Last Day of Classes

SUMMER 1975 (Evening)

May 29, 1975	Registration
June 2, 1975	First Day of Classes
July 24, 1975	Last Day of Classes

Board of Trustees
and
Officers of Administration
1974-1975

Howard Waldrop ..... President
Dr. William E. Shields ..... Vice President
Mrs. Betty Carter ..... Secretary

James C. Evans Burnham Jones Dr. William R. Patterson
C. A. Mitchell John V. Massey Truman Arnold

Officers of Administration

J. W. Cady, Ed. D. ..... President
Levi H. Hall, M. A. ..... Academic Dean
Bill R. Hughes, M. S. E. ..... Dean of Students
B. J. Murdock, M. A. ..... Dean, Technical and Vocational Education

Norman Nichols, B. S. ..... Business Manager
K. B. Davis, M. A. ..... Registrar
Dale Works, M. Ed. ..... Dir., Continuing Education
Carl M. Self ..... Assistant to Business Manager
David Mueller ..... Assistant Voc-Tech Dean

Staff

Mike Wages, B. B. A. ..... Veteran's Coordinator
Danny Shelton, B. S. ..... Computer Programmer
Georgia McFaul, M. Ed. ..... Dir., Counseling & Guidance
Herman H. Barnett, M. Ed. ..... Counselor
Ronald Bright, M. Ed. ..... Voc-Tech Counselor
Frank B. Coleman Jr., M. S. ..... Voc-Tech Counselor
Helen Click, M. L. S. ..... Librarian
Nellie A. White, M. L. S. ..... Assistant Librarian
DuWayne Elliott, M. S. ..... Dir. Learning Resource Center
Dick Akins ..... Mgr. Student Center & Supervisor of Main.
Scott Medley ..... Media Specialist
Tommy Taylor ..... Recruiter
Walton Gamble ..... Recruiter

Secretarial

Wanda Rowe (Mrs.) ..... Secretary to the President
Lesley Sandlin (Mrs.) ..... Secretary to the Academic Dean
Ruth Fowler (Mrs.) ..... Secretary to the Dean of Students
Ruth Bearden (Mrs.) ..... N. D. S. L. Clerk

Mary Long (Mrs.) ..... Secretary to the Voc-Tech Dean
Virginia Bridges (Mrs.) ..... Bookkeeper
Dyanne Miller (Mrs.) ..... Assistant Bookkeeper
Mary Alice Green (Mrs.) ..... Assistant Bookkeeper
Vicki Caswell (Mrs.) ..... Assistant Bookkeeper
Flaura Prudom (Mrs.) ..... Switchboard Operator
Helen Pavey (Mrs.) ..... Secretary to the Registrar
Sandra McDonald (Mrs.) ..... Admissions Clerk
Kathy Jordan (Mrs.) ..... Secretary to Dir. of Cont. Educ.
Donna Williams (Mrs.) ..... Secretary to Dir. of Cont. Educ.
Marjorie Burden (Mrs.) ..... CEC Secretary
Brenda Hazel (Miss) ..... CEC Secretary
Patti Thompson (Mrs.) ..... Secretary to the Veteran's Coordinator
Marti Miller (Mrs.) ..... Computer Center Secretary
Betty Henson (Mrs.) ..... Secretary to the Counselors
Diane Akin (Mrs.) ..... Secretary to the Librarians
Judy Kulinski (Mrs.) ..... Secretary to the Librarians
Myrna Bass (Mrs.) ..... Secretary to the Dir. of LRC
Martha Cline (Mrs.) ..... Secretary to the Nursing Dept.
Carla Woods (Mrs.) ..... Voc-Tech Secretary

Administration and Staff

J. W. Cady (1964) ..... President
B. A. University of Arkansas
M. S. E. University of Arkansas
Ed. D. University of Arkansas
University of Minnesota

Levi H. Hall (1965) ..... Academic Dean
B. A. North Texas State University
M. A. Tulane University

Billy Ray Hughes (1965) ..... Dean of Students
B. S. Henderson State College
M. S. E. Henderson State College
University of Arkansas

B. J. Murdock (1958) ..... Dean, Vocational-Technical Education
B. S. Southern State University
M. A. East Texas State University
East Texas State University

Norman D. Nichols (1967) ..... Business Manager
B. S. University of Arkansas
Hendrix College

K. B. Davis (1965) ..... Registrar
B. A. Milton College
M. A. University of Arkansas
University of Texas

Dale Works (1966) ..... Director of Continuing Education
B. S. Texas Christian University
M. Ed. North Texas State University
North Texas State University

Carl W. Self (1967) ..... Assistant to the Business Manager
Southern Institute
Texarkana College
Technical Certificate, T. E. A.

David Mueller (1971) ..... Assistant Voc-Tech Dean
A. A. Texarkana College
B. S. Lamar Tech
M. Ed. East Texas State University

Mike Wages (1972) ..... Veteran's Coordinator
B. B. A. Southern State College

Danny V. Shelton (1969) ..... Computer Programmer
A. S. Kilgore Junior College
B. S. Lamar State College of Technology

Georgia K. McFaul (Mrs.) (1967) ..... Director, Counseling
B. A. Lousiana Polytechnic Institute
M. Ed. East Texas State University
East Texas State University

Herman H. Barnett (1967) ..... Counseling
B. S. E. Henderson State College
M. Ed. East Texas State University
Texas A&M

Ronald Bright (1970) ..... Counselor, Vocational
B. S. University of Houston
M. Ed. University of Houston

Frank B. Coleman, Jr. (1974) ..... Counselor, Vocational
B. S. Southern State
M. S. State College of Arkansas
University of Arkansas, Little Rock

DuWayne Elliott (1970) ..... Ass't. Professor & Director of the Learning Resource Center
B. S. East Texas State University
M. S. East Texas State University

Helen Click (Mrs.) (1964) ..... Librarian
B. A. Hendrix College
M. L. S. Texas Woman's University

Nellie White (Mrs.) (1970) ..... Assistant Librarian
B. S. E. Henderson State Teachers College
M. L. S. East Texas State University

Faculty

David H. Adams (1974) ..... Assistant Professor, Agriculture
B. S. Sam Houston State University
M. Ed. Sam Houston State University
East Texas State University

Murry Alewine (1965) ..... Professor, Fine Arts
B. M. E. Sam Houston State
M. A. Sam Houston State
University of Texas
University of Miami
Ph. D. University of Miami

Sally Allday (Mrs.) (1972) ..... Instructor, Nursing
B. S. N. Baylor University

William Corbett Anderson (1973) ..... Director, Instructor Graphic Arts
B. A. Stephen F. Austin State University
M. A. Stephen F. Austin State University

Robert L. Arnold, Jr. (1963) ..... Professor, Accounting
B. A. East Texas State University
M. A. East Texas State University
Ed. D. East Texas State University
University of Texas
Baylor University

Joy E. Arnold (Mrs.) (1968) ..... Professor, Journalism
B. A. East Texas State University
M. A. East Texas State University
University of Texas
Southeastern State College

Lasca Beck (Mrs.) (1968) ..... Instructor, Nursing
B. S. Texas Woman's University

Bob Bell (1969) ..... Assistant Professor, Psychology
B. S. E. Henderson State College
M. Ed. University of Arkansas
Abilene Christian College
Trinity University
University of Oklahoma
Incarnate Word College
University of Texas

James H. Bennett (1967) ..... Associate Professor, Chemistry
B. S. Southern State College
University of Arkansas
M. S. East Texas State University

John B. Benson (1968) ..... Associate Professor, Psychology
B. A. Berea College
M. S. E. Henderson State College
D. A. S. University of Arkansas
George Williams College

Jimmy Blackard (1970) ..... Instructor, Air Technology
A. A. Texarkana College
B. A. Northwestern State University

Kathryn Blake (Mrs.) (1968) ... Instructor, Related Education
B. S. Bishop College

Artie Bookout (1973) ..... Instructor, Welding
TEA Certified

Jane A. Bouterse (Mrs.) (1971) ..... Assistant Professor, English
A. A. Texarkana College
B. A. University of Texas
M. L. A. Southern Methodist University
East Texas State University
Utah State University

Ed Braddock (1972) ..... Assistant Professor, Biology
B. S. Bethany Nazarene College
M. S. East Texas State University
Colorado State University
Texas A&M

Frank T. Bransford (1973) ..... Instructor, Auto Mechanics
TEA Certified

Ruth Bransford (Mrs.) (1973) ..... Instructor, Medical Assistants
B. S. University of Maryland

Sadie Burdue (Ms.) (1973) ..... Instructor, Nursing
ADN Texarkana Community College
B. S. Texas Woman's University

Kenneth Burkhalter (1966) ..... Director, Instructor Data Processing
A. S. Texarkana College
C. D. P. Data Processing Management Association
TEA Certified

Michael L. Buttram (1971).....Assistant Professor, Chemistry
B. S. East Texas State University
M. S. East Texas State University
Ph. D. University of Louisville

William T. Carlisle (1971) ..... Professor, English
B. A. Henderson State College
M. A. University of Arkansas
Ed. M. Oklahoma University
Ed. D. Columbia University

William R. Caver (1967) ..... Associate Professor, Art
B. S. E. North Texas State University
M. F. A. University of Guanjuato
University of Texas
University of the Americas
Universidad de Barcelona, Spain

Carol Collvins (Ms.) (1972).....Instructor, Nursing
ADN Texarkana Community College

Mary CoVan (Mrs.) (1973) ..... Instructor, Nursing
Good Samaritan School of Nursing
B. S. Bob Jones University
The University of Arizona
Arizona State
University of Alabama at Birmingham

Nona Culpepper (Mrs.) (1968).....Assistant Professor, Music
B. A. Hendrix College
M. M. E. North Texas State University

Gladys C. Cupp (Mrs.) (1967).....Associate Professor, English
B. A. Texas Wesleyan College
M. A. East Texas State University

Levonne Davis (Mrs.) (1968) .... Assistant Professor, History
B. A. University of Texas
M. A. University of Texas
East Texas State University

Nelson Davis, Jr. (1973) ..... Director, Instructor Auto Mechanics
TEA Certified

Shirley Janiece Davis (Mrs.) (1973) ..... Instructor, Nursing
ADN Texarkana Community College
B. S. Northwestern State University

James Dillard (1971) ..... Instructor, Truck Driving
TEA Certified

Warren S. Dill (1966) .....Professor, Biology
B. S. North Texas State University
M. S. North Texas State University
Ed. S. New Mexico State University
Texas A&M University

Sharon Drake (Mrs.) (1971).....Assistant Professor, English
B. S. E. Henderson State College
M. S. E. Henderson State College
East Texas State University

Henry R. Duke, Jr. (1969) ..... Assistant Professor, Physical Education
B. S. East Texas Baptist College
M. Ed. North Texas State University

Hubert G. Dungan (1968) ..... Assistant Professor, Physical Education
B. A. Ouachita Baptist University
M. A. North Texas State University
Southwestern Baptist Theological Seminary

Lucille Elgin (Mrs.) (1958) ..... Professor, English
B. A. Ouachita Baptist University
M. A. East Texas State University
University of London
University of Arkansas

William J. Fanning, Jr. (1968) ..... Assistant Professor, History-French
B. A. East Texas State University
M. A. University of Mississippi
University of Vienna, Austria

John Ferguson (1969) ..... Off Campus Program Co-ordinator and Related Math Inst.
B. S. E. Henderson State College

Shirley S. Finn (Mrs.) (1966) ..... Director of Nursing
Saint Agnes School of Nursing
B. S. Saint Augustine's College
M. S. Texas Woman's University
Boston University
University of Tennessee
Graduate Hospital University of Pennsylvania

Wayne L. Folmar (1968) ..... Instructor, Data Processing
B. S. East Texas State University

Ruth Fomby (Mrs.) (1955) ..... Professor, Spanish
B. A. Hendrix College
M. A. East Texas State University
University of Mexico

C. O. Fowler (1954) ..... Professor, Mathematics
B. S. East Texas University
M. S. East Texas State University
University of Houston
Florida State University

Lois Gardner (Miss) (1965) ..... Professor, French
B. A. College of the Ozarks
M. A. University of Oklahoma
University of Texas
University of Colorado
Denver University
Columbia University
Sorbonne
Ouachita Baptist University

Larry Gordon (1970) ..... Director, Chief Pilot Air Technology
Western Kentucky University
B. S. Louisiana Tech University

Royce Granberry (1966) ..... Professor, Agriculture
A. S. Texarkana College
B. S. East Texas State University
M. S. East Texas State University
Ed. D. Oklahoma State University

Errol Hatfield (1969) ..... Assistant Professor, Business Adminstration
B. S. University of Southern California
M. B. A. University of Southern California

Jimmy R. Hawkins (1969) ..... Associate Professor, Government
B. S. East Texas State University
M. S. East Texas State University

James Herrin (1968) ..... Assistant Professor, Music
B. M. Centenary College
M. M. University of Oklahoma

Lou Ella Humphrey (Mrs.) (1960) ..... Asst. to Nursing Dir.-Instructor, Nursing
Arkansas Baptist Hospital School of Nursing
Little Rock University
University of Texas

David Jackson (1973) ..... Instructor, Auto Mechanics
TEA Certified

Dell Jacobs (Mrs.) (1951) ..... Professor, Business Administration
B. B. A. University of Texas
M. B. A. East Texas State University
North Texas State University
University of Arkansas
East Texas State University

Jesse V. Jordan (1973) ..... Lab Instructor, Auto Mechanics
TEA Certified

Milton Keahey (1969) ..... Director, Instructor Auto Body Repair
TEA Certified

Nancy Keyton (Mrs.) (1969) ..... Associate Professor, Speech & Drama
A. B. Texarkana College
B. S. East Texas State University
M. Ed. East Texas State University
University of Arkansas

Eva Landgraf (Mrs.) (1957) ..... Asst. to Nursing Dir-. Instructor, Nursing
Providence Hospital School of Nursing
Baylor University
University of Texas

Lucy Larey (Mrs.) (1969) ..... Assistant Professor, History
B. S. E. Henderson State College
M. A. George Peabody College

Mary Lewis (Miss) (1968) ..... Assistant Professor, English
B. A. Newcomb College of Tulane
M. A. University of Arkansas
Henderson State College
Tyler Junior College
Sam Houston State College
University of St. Andrews, Scotland
East Texas State University

Gene Livingston (Mrs.) (1969) ..... Director, Medical Assistants
B. S. Texas Woman's University

Mary M. Long (Mrs.) (1973) ..... Assistant Professor, Art
B. S. E. Henderson State College
M. S. East Texas State University

Sue McCrossen (Mrs.) (1968) ..... Associate Professor, Music
A. A. Texarkana College
B. J. University of Texas
M. Ed. East Texas State University

Carmon McFerran (Mrs.) (1958) ..... Professor, Mathematics
B. S. E. Arkansas State Teachers College
M. Ed. East Texas State University
Stanford University
Florida State University
University of Arkansas

Paul McFerran (1958) ..... Professor, Science-Engineering
B. S. Arkansas State Teachers College
M. S. East Texas State University
Harvard University
Florida State University
University of Arkansas
University of Southwestern Louisiana
Arlington State College

Joel R. McGee, III (1957) ..... Professor, Biology
B. A. East Texas State University
M. Ed. East Texas State University

Emmy Lou McMichael (Mrs.) (1969) ..... Instructor, Nursing
B. S. Texas Woman's University
East Texas State University

Michael A. Mankins (Mrs.) (1969) ..... Assistant Professor, Mathematics
B. A. University of Texas
M. S. Texas Woman's University

Bobby Mayton (1973) ..... Instructor, Welding
TEA Certified

Lester Meredith (1968) ..... Associate Professor, Government
B. S. Sam Houston State College
M. A. Sam Houston State College
University of Missouri
University of Houston

Robert R. Mills (1958) ..... Associate Professor, Business Administration
B. S. East Texas State University
M. Ed. East Texas State University

Barry Mitchell (1972) ..... Assistant Professor, Music
B. M. E. East Texas State University
M. S. East Texas State University

Maurene Middlebrooke (Mrs.) (1973) ..... Instructor, Nursing
B. S. Texas Woman's University
San Antonio College
University of Houston

Steve Middlebrooks (1969) ..... Instructor, Related Mathematics
B. B. A. Southern State College

Pamela Moore (1973) ..... Instructor, Nursing
B. S. Northwestern State University
Northeast Louisiana State University

Patricia Moore (Mrs.) (1973) ..... Instructor, Office Occupations
B. B. A. North Texas State University
M. B. A. East Texas State University

Patricia Morgan (Mrs.) (1970) ..... Instructor, Nursing
Associate in Nursing Texarkana College

Mary Mote (Mrs.) (1968) ..... Instructor, Nursing
B. S. Northwestern State College
Northwestern State College
North Texas State University

Gloria Mugno (Mrs.) (1970) ..... Instructor, Nursing
Methodist Hospital of Dallas School of Nursing
Southern Methodist University

Charlotte Murdock (Mrs.) (1968) ..... Instructor, Related Reading
B. S. Southern State University

Norma Nelson (Miss) (1960) ..... Professor, Physical Education
B. S. East Texas State University
M. S. East Texas State University

R. T. Northam (1971) ..... Director, Instructor
TEA Certified — Truck Driving

Owen M. Owen (1971) ..... Instructor,
TEA Certified — Truck Driving

Kenneth Parmley (1966) ..... Associate Professor, Mathematics
B. S. Stephen F. Austin State College
M. Ed. Stephen F. Austin State College
M. A. Louisiana State University
Emory University

James Parsons (1965) ..... Professor, Biology
B. S. East Texas State University
M. Ed. East Texas State University
University Oklahoma
Western Michigan Univ.

Mildred C. Parsons (Mrs.) (1965) ..... Associate Professor,
A. A. Texarkana College — Speech
B. A. East Texas State University
M. A. East Texas State University

Bea Peck (Mrs.) (1966) ..... Associate Professor, English
B. A. Henderson State College
M. L. S. East Texas State University

William J. Purifoy (1973) ..... Instructor, Refrigeration/
TEA Certified — Air Cond.

Willard Pyle (1958) ..... Professor, Biology
B. S. Arkansas A & M
University of Arkansas
M. S. East Texas State University

James L. Pynes (1967) ..... Director, Instructor
Centenary College
Louisiana State University
Technical Certificate, TEA

Ira D. Robinson (1967) ..... Assistant Professor,
Texarkana College — Business Administration
B. B. A. Texas Technological College
M. B. A. Texas Technological College

Thomas D. Seay, III (1974) .....Instructor, Music
B. M. Ed. East Texas State University

Imogene M. Scott (Mrs.) (1973) .....Director, Instructor
B. S. University of Arkansas Child Care Aid
M. S. University of Arkansas

Norman Shelby (1973) ..... Director, Instructor
TEA Certified Welding

Gilbert Smith (1972) .....Assistant Professor, History-
B. A. University of Texas Government
M. Ed. University of Texas
M. A. Sam Houston State College

Louise Smith (Mrs.) (1968) ..... Instructor, Related
A. S. Texarkana College Math
B. S. East Texas State University

Preston Smith (1971) ..... Instructor, Welding
TEA Certified

Patsy Sorsby (Mrs.) (1969) ..... Assistant Professor, English
B. A. Ouchita Baptist University
M. S. Indiana State University
East Texas State University

J. Elden Spencer (1959).....Professor, History-Government
B. A. Texas Christian University
M. A. Texas Christian University
University of Texas
Texas Christian University

Jeannine Thomas (Mrs.) (1971).....Instructor, Nursing
Arkansas Baptist School of Nursing

Nellie Kate Thomas (Mrs.) (1969).....Assistant Professor,
A. A. Texarkana College English
B. A. East Texas State University
M. A. East Texas State University
Texas Tech

Karl Tinnon (1973) ..... Director, Instructor Refrigeration/ Air Conditioning
TEA Certified

John J. Turner (1973) ..... Director, Instructor Electronics
B. B. A. Lamar State
M. Ed. Stephen F. Austin

Joe C. Varner (1969) ..... Assistant Professor, Biology
B. S. University of Arkansas
M. S. University Arkansas

Robert E. Ward (1967) ..... Professor, Physics
Texarkana College
B. A. Ouachita University
M. S. Louisiana State University

R. Frances Watson (Miss) (1966) ..... Professor, Business Administration
B. A. Harding College
M. Ed. University of Texas
West Texas State College
George Peabody College

Richmond P. White (1962) ..... Associate Professor, Engineering
B. S. East Texas State University
M. S. East Texas State University

Robert G. Williams (1959) ..... Professor, History
B. S. Stephen F. Austin State College
M. Ed. Stephen F. Austin State College
University of Texas
East Texas State University
L .L. D. Jefferson University

Wayne J. Williams (1965) ..... Associate Professor, Physical Education
B. A. Ouachita Baptist University
M. S. E. Henderson State Teachers College

Donly Joyce Wilson (Ms.) (1973) ..... Director, Instructor Office Occupations
B. S. E. Arkansas State University
M. S. E. Arkansas State University

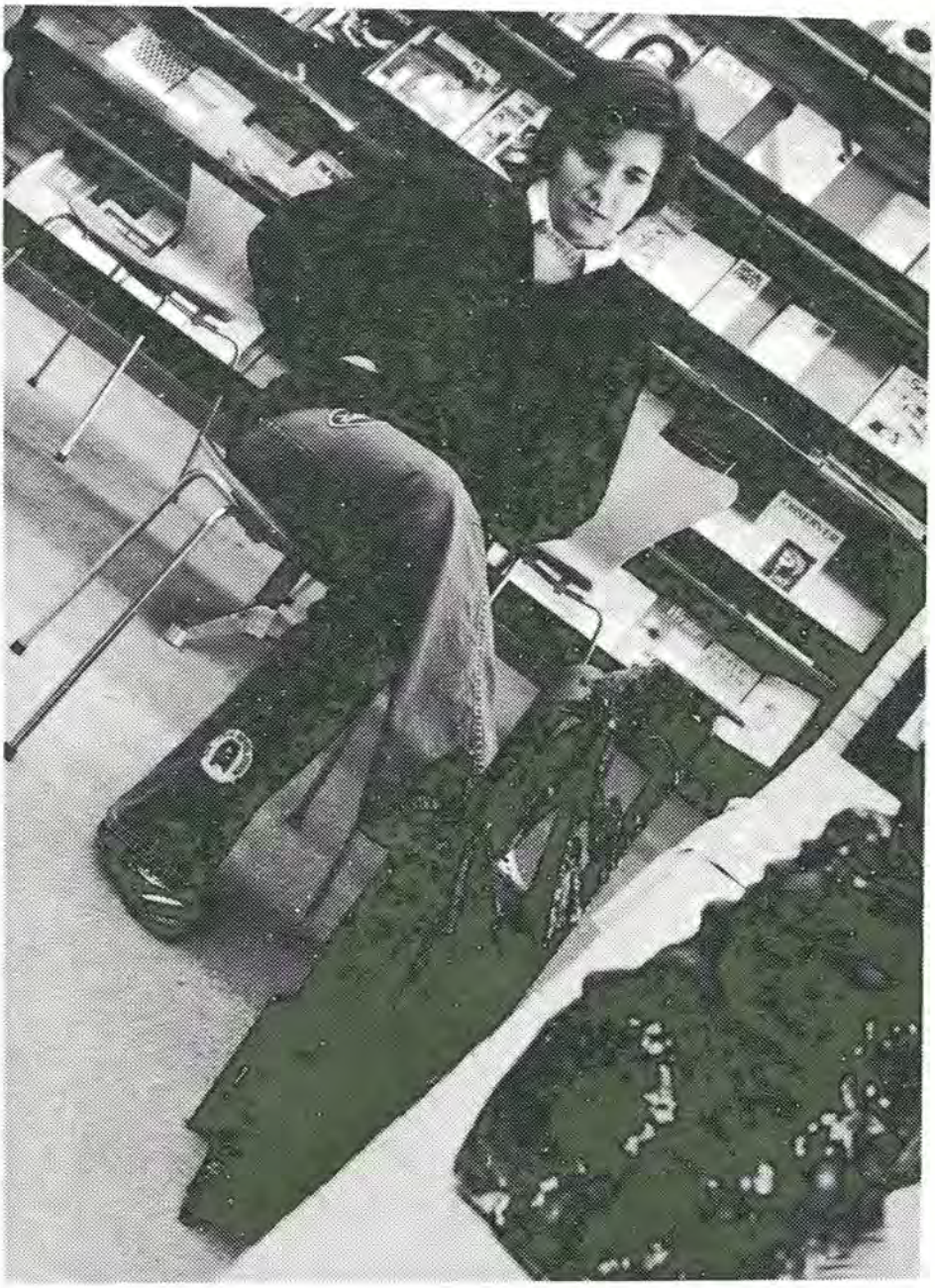
Henry W. Wood, Jr. (1969) ..... Professor, History
B. A. Ouachita Baptist University
M. A. East Texas State University
Baylor University
University of Mississippi

Sue Works (Mrs.) (1967) ..... Associate Professor, Physical Education
B. S. Southern State College
M. Ed. North Texas State University
Texas Woman's University

Jerry Wright (1970) ..... Assistant Professor, Biology
A. A. Texarkana College
B. S. E. Southern State College
M. E. Texas A&M University

Rolfe A. Wylie (1966) ..... Professor, Speech-English
B. S. E. Henderson State College
M. S. E. Henderson State College
Texas Technological College
East Texas State University

Note: Year following name indicates first year of service at college.



General Information

HISTORY OF THE COLLEGE

Texarkana College was founded in 1927 as a public junior college and as a branch of Texarkana, Texas, Public School Systems. Dr. H. W. Stilwell served as both the Superintendent of Schools and as President of the College. W. P. Akin was selected as the first Dean of the College.

The first building housing the College was erected at the corner of 16th and Pine Streets. The building contained classrooms, laboratories, administrative and teachers' offices, and a gymnasium. The building was solely owned by the school district, and the laboratories and gymnasium were jointly used by the College and the high school. Following legislation by the State of Texas, in 1941 the Texarkana College District was established by an election of the taxpayerss of the public school district; and a tax rate of 20¢ per $100 of assessed valuation was passed at the same time.

The College showed a slow but steady growth from the 109 enrollment in 1927 until the end of World War II. As veterans returned from the war, it became increasingly apparent that the growth in enrollment demanded enlarge ment of the College facilities. Accordingly, an election was called in 1948 for the issuance of $40,000 in bonds to purchase a new campus and to finance the construction of new facilities. Upon passage of the election, some 20 acres of land were purchased and the construction of the present Administration Building and the gymnasium was begun in 1950. The College was then moved to its present site in October, 1951. The enrollment for 1951-52 was 589 students.

In 1954 the taxpayers of the district voted to raise the tax rate to 40¢ per $100 of assessed valuation. Shortly there-

after, bonds in the amount of $500,000 were voted for the construction of the College Auditorium and the Classroom Building.

In 1957, by act of the Board of Regents of the College and the Board of the Texarkana Independent School District, the same members serving on each Board, an agreement was reached to separate the two Boards. Shortly thereafter, Dr. Stillwell relinquished his duties as Superintendent of Schools and gave his full time to the presidency of the College.

In 1958, through the issuance of $475,000 revenue bonds, the Student Union Building was constructed and opened for use early in 1959. Through the issuance of revenue bonds, the College acquired additional acres. Using the same source of revenue, the following buildings were constructed: Boys' Dormitory, Girls' Dormitory, Music Building, Technical Building, and Bus and Maintenance shops. The Administration Building was air-conditioned, and numerous improvements were made to other buildings on the campus.

In November, 1959, Dr. Stilwell died. Dean W. P. Akin was appointed Acting President until Dr. Stilwell's successor, Dr. W. H. Hinton, was appointed in March, 1960. Mr. Akin then became Vice-President and served in this carpacity until the resignation of Dr. Hinton in June, 1962. Mr. Akin was then made President and served until his death in September, 1963. Dean C. C. Burrus was named Acting President upon the death of Mr. Akin and served until March, 1964, when Dr. J. W. Cady was elected as the fourth President of the College. Under the direction of Dr. Cady, new Chemistry, Biology, Nursing, Engineering - Mathematics - Physics, Library buildings and an Acquatic Center housing an olympic size swimming pool have been added.

The growth of the College can best be shown by comparing the enrollment of 109 students in 1927-28 with the enrollment of 2200 students in 1972-73. Summer enrollment in 1928 was 25 students; in 1973 summer enrollment was 1300 students.

GOVERNMENT

The government of Texarkana College is vested in a Board of Trustees consisting of the 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, Texas State Board of Nurse Examiners, National League of Nurses, and the Southern Association of Colleges and 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, and the National Commission on Accrediting. With careful planning, credits earned at Texarkana College are transferable to senior colleges and universities.

LOCATION

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 100,000. Widely known as a manufacturer, 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 Ordinance 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 architecture.

BUILDINGS AND GROUNDS

Campus. The Texarkana College campus now consists of eighty-eight beautifully landscaped acres.

Administration Building. The completely air-conditioned administration building, constructed of brick, tile, and

concrete, contains the administrative offices, business administration division, law enforcement department, and data processing. The office of the assistant director of the East Texas State University branch campus is also located in the administration building.

Palmer Memorial Library. The Cylde E. and Bettie M. Palmer Memorial Library, which opened in July 1971, contains approximately 30,000 volumes, holds subscription to five daily newspapers and more than 325 current periodicals. Non-print materials include microfilm, microfiche and records. Professional personnel and student library assistants are on duty at all times to aid students in locating materials.

In 1964, the library was designated a Depository for U. S. Government Documents.

Special features of the library are a coin-operated copying machine on the first floor and individual study carrels located throughout the library.

The Learning Resource Center is located on the second floor.

Learning Resource Center. The Learning Resource Center, located on the second floor of Palmer Memorial Library, is the center for production and distribution of audio-visual media and equipment for faculty use. Closed circuit television production, graphics, and audio duplication are among the services the LRC can provide for the faculty to improve instruction. Closed Circuit Television programs, slides, tapes, and film-loops are among media available to students for use at the LRC. Individual carrels at the LRC are equipped with both audio and video equipment to facilitate individualized instruction.

Classroom Building. The classroom building has 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. This half-million dollar center was opened in January, 1959. This structure houses a large lounge and ballroom, a food service area, bookstore, recreation room, post office, reading room, and a chapel. Also located in this building are the offices of the

college guidance counselors, the student senate, and the director of the East Texas State University branch campus. The Continental Room provides facilities for small banquets and group meetings.

Athletic Facilities: A football practice field is located north of the gymnasium. Surrounding the field is a 440-yard cinder track with a 220-yard straight-a-way. Between the gymnasium and football field are three lighted tennis courts. The gymnasium houses facilities for basketball, volleyball, badminton, weight training and gymnastics. In 1970 a modern aquatic center was built with an olympic size pool consisting of a six fifty meter lanes, ten twenty five yard lanes, three meter board, and two one-meter boards. A recently completed eight court tennis complex with championship lighting and plexi-pave surface is located directly behind the Aquatic Center.

The Music Building. The music building contains two large rehearsal halls for the band, choir and smaller ensembles, one multi-purpose classroom, one class-piano room, one individual practice rooms for students and studio-offices for the music faculty. The building is climate-controlled.

Greenhouse. Texarkana College has the very latest greenhouse facilities for use in the teaching of Agriculture and Biological Sciences. The facility is completely climatically controlled for the protection of growing plants. The controls will tell those using the facility if their environment is too dry, cold, warm, or wet. Lightiing is providedfor experimentation with growth stimulation relative to longer or shorter exposure.

The Agricultural Science Building. This building contains classrooms and laboratories for the Agricultural Department and for other classes. The building is completely air-conditioned.

No Resident Housing Available. In the spring of 1971 the Texarkana College Board of Trustees voted to close the Girls Dormitory in May, 1971. Accordingly, no College housing will be available after this date. Students desiring housing will be responsible for finding their own off-campus accommodations.

Science Complex. The science complex is composed of four buildings: (1) Biology Building, (2) Chemistry Building, (3) Nursing Building and (4) Engineering-Mathematics - Physics Building. All buildings are air-conditioned and have been completed since 1965. The most recently completed is the Engineering - Mathematics - Physics Building which was completed in 1971.

Art Building. The art building is the former boys dormitory housed in the upstairs north wing of the building. The building has several rooms for painting and drawing, a ceramics room, weaving room, a display gallery and faculty studio-offices.

Language Arts Building. The Language Arts Building has four classrooms and eight faculty offices. English, speech, and drama are taught in this building. The Student Publications offices are also located in this building.

Vocational-Technical Building. This is the newest building on campus and covers 33,000 sq. feet, located on the north corner of College Drive and Coolidge Street. The Vocational-Technical Building houses programs in Office Occupations, Auto Mechanics, Auto Body Repair, Refrigeration Mechanics, Related Basic Education, Mid - Management, Electronic Technology, Child Care Training, Building Trades, and Welding. There are also classrooms for related courses as well as offices for instructors, the Vocational Counselor, and the Administrative Office. New and modern equipment is used for instructional purposes in the Vocational-Technical Programs that are being taught in the new facility. The building is designed with flexibility in mind in that the power sources and service units are in the floor base and walls can be moved to enlarge or create new space as demands change.

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 or 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 their first two years work in senior colleges or universities.

PHLOSOPHY AND OBJECTIVES OF OF TEXARKANA COLLEGE

"Texarkana Community College is dedicated to serving the educational needs of Texarkana, Texas, and the surrounding region. The College exists for the purpose of providing opportunities and experiences which will enable each student to develop intellectual curiosity and the ability to think critically, a sense of social and civic responsibility, an appreciation of cultural values, and competence in a trade, business skill or profession. Essential to this purpose is a commitment to the belief that excellence in instruction is the basis for all sound college-level training and that flexible policies are essential to meet the challenges of a progressive community.

"In accordance with the philosophy, Texarkana Community College has established the following objectives

"'To offer a two-year program of fully accredited, transferable courses which can be applied toward an associate or a bachelor's degree.

"To provide two-year technical and vocational programs leading toward a certificate or proficiency which will enable the student to enter employment with an immediately marketable skill.

"To provide an adult education program in the Continuing Education Division, which offers both academic credit and non-credit courses at night to meet the cultural and practical needs of the community.

"To provide counseling and guidance services to aid each student in realizing his or her individual capabilities to the fullest and to assist in providing job placement information for students.

"To instill an awareness of the importance of mental, emotional, and physical well-being.

"To assume leadership in the community in promoting aesthetic and cultural activities and civic projects."

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 Dean of Studens maintain the college activity calendar. All club and student organization activities are cleared through the Office of the Dean of Students for date of specific functions.

All funds of every organization must be deposited in and disbursed from a central student activity account. Dis-

bursement 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 2,500 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.

The Student Senate. The Student Senate of Texarkana College is composed of a president, vice-president, treasurer, the presidents of the freshman and sophomore classes, and five sophomore senators and five freshsman senators.

A representative must be a full-time student carrying 12 or more hours each semester with a C average in each semester.

The Student Senate is a civic organization which assumes leadership 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 valuable training and experience in civic leadership.

The Student Senate is sponsored by the Dean of Students.

STUDENT SERVICES

Students are encouraged to discuss educational, vocational or personal problems with any members of the faculty, counselors, or administrative staff of Texarkana College. All personnel of the college are interested in the general welfare of the students.

All faculty members maintain daily office hours for student conferences. These office hours are posted on each faculty member's office door. Students who are having difficulty in their academic work are urged to seek conferences with their instructors.

The Student Personnel Office maintains a complete file of career information as well as catalogues from all Arkansas and Texas colleges and universities.

Counselors are on duty to aid the student in solving problems, related to educational planning, vocational and occupational exploration, study habits, transferability of courses, self appraisal, and social or personal adjustment.

A wide variety of tests, such as the vocational interest inventories, aptitude tests, and intelligence tests are available.

Texarkana College is an official test center for the American College Test and the College Entrance Examination Board Test, college entrance examinations.

An Office of Veterans' Affairs has been established in order to assist veterans with their problems and to maintain veterans' records. Veterans who are interested in obtaining their educational benefits should come by the Veterans' Coordinator's Office to obtain the proper application materials and information concerning their benefits.

CLUBS AND ORGANIZATIONS

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.

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.

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 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.

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

The French Club. Each year at the beginning of the second semester a certain percentage of those students making the highest grades in Elementary French are invited to join **Le Cercle Francais,** a chapter of the **International Federation of French Alliances.**

Los Conquistadores. Spanish club for students interested in a better understanding of the Spanish language nad the peoples speaking it.

Science Club. The club seeks to enrich the program of students at the college through its aims: stimulation of the knowledge of scientific skills, opportunities for service to the community, and of science, promotion of scholastic excellence, aid in the perfection 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 Nurse Club is affiliated with the Texas Nursing Students Association and the National Student Nurses Association.

Texarkana College Players. The purpose of this organizational small be to promote interest and participation in theatre activities among the student body; to provide quality entertainment for members, the study bodoy, and the community; and to uphold the ethical and scholastic standards of educational theatre. Any student in good scholastic standing may be a member of the players.

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.

Music Educators National Conference (MENC). The MENC club is for any student enrolled in a music education course. The club is nationally known for its encouragement of cultural events, in the field of music. Several area trips are made by the members each year to hear and see some of the better known international music artists.

Campus Girl Scouts — An organization for young ladies who wish to participate in assisting Girl Scout troops in this area. No previous experience in Girl Scouts is necessary.

Agricultural Science Club — The purpose of the Agricultural Science Club is to promote interest in agriculture and broaden the educational activities of the agricultural student. Membership in the club is open to any student actively enrolled in Texarkana college and having an inteerst in agriculturre.

STUDENT PUBLICATIONS

The T. C. Campus News. The T. C. Campus News is the college newspaper published by and for the students. Students who are interested in journalism find the opportunity to serve on the staff of The T. C. Campus News a real chance for the development of leadership.

T. C. Yearbook. T. C. Yearbook is the college annual presenting a pictorial review of the year's activities. This publication gives opportunity of application in many fields of student interest. Experience in advertising is provided as well as as in editorial and art work.

ATHLETICS AND SPORTS

Athletics - Sports: Texarkana Community College sponsors programs in athletics, intramurals, and recreational activities to meet the social and physical needs of students.

The intramural program offers a variety of facilities and activities for students who desire to participate in them.

For those students who like to compete on an intercollegiate level in athletics, golf, and tennis are available through the Texas Eastern Athletic Conference of which Texarkana Community College is a member.

POLITICAL ORGANIZATIONS

The following political organizations are active on the campus: The Young Democrats and The Young Republicans.

LATE REGISTRATION FEE

A late registration fee of $5.00 will be charged all students who enroll after the last designated registration day of any semester.

CHANGE OF SCHEDULE FEE

A fee of $5.00 will be charged for changing a schedule after registration fees have been paid.

ACTIVITY AND PUBLICATION FEE

Activity and Publication Fee.....$7.00 Per Semester

This fee is mandatory for all students taking 12 or more semester hours. Students who are taking less than 12 semester hours may elect to pay this fee. The fee entitles the student to admission to all college sponsored activities and to The T. C. News, the college newspaper. If enrolled for both semesters, the fee also entitles the student to a copy of the college yearbook.

Student parking sticker fee per semester.....$2.00

I. D. Card $1.00

A graduation fee of $7.50 is paid by all who graduate from the Texarkana College. This fee includes rental fee of cap, gown, and diploma.

LABORATORY FEES

(Payable in Advance)

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

Biology	$ 3.00
Chemistry	3.00
Physics and Physical Science	3.00
Office Machines	5.00
G. B. Individualized Instruction	5.00
Typewriting	2.50
Computer Science	8.00
Data Processing	8.00
Nursing Fee	5.00
Extension Fee	3.00
Physical Education (Except Bowling, Swimming and Scuba Diving)	2.00
Bowling Fee	16.00
L. V. N. Tuition	100.00
L. V. N. Organization Fee	5.00
Swimming Fee	5.00
Scuba Diving	10.00
Advanced Golf	15.00

Air Technology — Regular Tuition and Fees
Plus Fee for Flight Time ..... AT 111 135.00
Flight Charges to be collected 50% AT 130 180.00
at Time of Registration and 50% AT 134 250.00
Eight Weeks Later. AT 235 180.00
For A. T. 111, 130, 134, 235

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	37.50
Two 30 minute or 1 hour lesson per week	75.00

TUITION

The school year is divided into two semesters of 16 weeks each and a summer session. The students are charged accordingly for all fees. Tuition must be paid in full at the time a student registers. No student will be allowed to register after the sixth class day.

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.

Tuition and Fees:

Hours	In-District Students	Out-of-District Students	Out-of-State Students	Out-of-Country Students
3 or less	$ 35.00	$ 44.00	$ 68.00	$210.00
4	40.00	52.00	84.00	215.00
5	45.00	60.00	106.50	220.00
6	50.00	68.00	128.00	225.00
7	58.00	79.00	149.50	230.00
8	67.00	91.00	171.50	235.00
9	76.00	103.00	193.00	240.00
10	85.00	115.00	214.50	245.00
11	94.00	127.00	236.50	250.00
12	103.00	139.00	255.00	255.00
13	107.00	146.00	255.00	255.00
14	111.00	153.00	255.00	255.00
15	115.00	160.00	255.00	265.00
16	119.00	167.00	255.00	279.00
17	123.00	174.00	255.00	293.00
18	127.00	181.00	255.00	307.00
19	131.00	188.00	255.00	321.00
20	135.00	195.00	255.00	335.00

Residency either in-district or in-state is defined to be living within the district or state for the twelve months period immediately preceding the date of registration.
The charge for auditing a course will be $25.00.

Policy Concerning Refunds.

Upon presentation to the Business Office of an official record from the Registrar's Office showing complete withdrawal during any semester from Texarkana Community College, a refund will be made as follows: (a) 100% during the first week; (b) 50% during the second week; (c) none during the third week and thereafter.

An immediate refund will not be made to a student who withdraws 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 his registration and tuition fee for the spring semester refunded.

Returned Checks.

There will be a fee of $10 for all returned checks.

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 Business Office at registration.

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, administered by the Guidance Department, is maintained for the primary purpose of helping students secure parttime employment. This service also includes personal interviews, the maintenance of personal records, and the list of job opportunities.

Scholarships.

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

The Altrusa Club of Texarkana grants each year a two-year scholarship to an outstanding girl from both the Texas Senior High and 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 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, one to a girl from the Texarkana, Arkansas, High School, and the other to 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 Lion 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 Insurance Women of Texarkana provides a scholarship to a sophomore studying Business Administration under the guidelines established by the Insurance Women of Texarkana.

Texarkana Community College offers work scholarships to students enrolled in the college band and choir & keyboard classes. The amount of the work scholarship depends on need, talent and activities determined by the director of instrumental ensembles.

The Fraternal Order of Eagles presents a scholarship for $400.00 to a sophomore student who has demonstrated good citizenship and outstnading academic achievement.

The Bruce Douglas Memorial Scholarship is awarded to one of the most outstanding students who is majoring in music. The award was established in memory of the outstanding musical and leadership abilities of the late Bruce Douglas, a student of TCC during the years 1969-70.

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.

The C. C., Burrus Memorial Scholarship is made available through donations from area hospitals and clinics. It is awarded to an entering freshman admitted to the college's associate degree nursing program on the basis of high school grades, American College Test scores, and need.

The Texarkana Business and Professional Women's Club awards a scholarrship to a student who will be attending Texarkana College. The scholarship is awarded under guidelines established by the B&PW Club.

Twin Cities Kiwanis Club gives a $200 scholarship for the academic year to a Key Club member from Liberty Eylau High School.

The Texarkana Community College Faculty Association awards a scholarship annually to a student selected on the basis of scholarship, character, and need. The scholarship is given in memory or honor of a former member of the faculty.

A limited number of scholarships are awarded by each academic division of the college each year to students who have distinguished themselves in a particular area of study.

Academic Scholarships are awarded to many top ranking high school graduates of this area. Valedictorians of this area are automatically eligible for a $100 academic scholarship.

FINANCIAL AID

Instructions to Applicants for Financial Assistance.

This is to inform you of the various program of financial assistance available at Texarkana College and the procedure for obtaining financial aid.

Types of Financial Aid.

1. National Direct Student Loan Program
2. Nursing Loan Fund
3. Texas Opportunity Plan
4. Guaranteed Insured Loan Program
5. Work-Study Program
6. Arkansas Rural Endowment Loan Program
7. Nursing Scholarship Program
8. Law Enforcement Grant and Loan Program
9. Basic Educational Opportunity Grant

Scholarships.

1. Academic
2. Nursing
3. Divisional
4. First Honor Graduate
5. Texas Tuition

Steps to take in obtaining Loans and Scholarships.

1. Before a student can be considered for any specific program, a Parent's Confidential Statement must be completed by the student and approved by his parent, guardian, or spouse. (May be obtained from high school counselor or Dean of Students' Office.)
2. Complete a request for financial aid form. (Dean of Student's Office.)
3. When the PCS is received in the Dean of Students' Office a need analysis is made and the student informed of approval or disapproval of the aid requested.
4. Since aid is awarded only to students who satisfactorily complete the requirements for admission to the college, it is necessary that beginning students have the following items on the file in the Registrar's Office.
   (a.) Admission Application
   (b.) High School Transcript showing rank in class
   (c.) Entrance Examination Scores
   (d.) College Transcript (If transfer student.)
   (e.) Health Certificate

Applications Deadline.

Applications must be submitted at least six weeks prior to time of need.

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-round student for the year.

The Hale Parker - Porter Akin Memorial Fund was established in 1963. The purpose of the Fund is to foster excel-

lence in scholarship. An award will be made to an outstanding graduate each year at the spring commencement exercises.

The Wall Street Journal Award is given to an outstanding student majoring in business who has successfully completed the business requirements through the spring semester of his sophomore year.

The Outstanding Business Student Award is presented the sophomore business student who has the potential to become a top business major and/or future businessman based on faculty evaluation.

SHORT TERM LOAN

The Dr. Dudley David Connor Loan Fund provides short term emergency loans to students. The amount loaned will not exceed $50.00, and the loan will be made at three percent interest for not more than 90 days. Application for this loan should be made in the Office of the Dean of Students.

HONORS AND DISTINCTIONS

Students enrolled for 12 semester hours or more who make a 3.8 grade point average are placed on the President's List. Those with a grade point average of 3.2 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 3.8 grade point average on all their colloge work.
2. Diplomas with Distinction to all students having not less than a 3.2 grade point average on all of their college work.

REQUIREMENTS FOR ADMISSION

General Requirements. In order to be admitted to Texarkana College a prospective student must (1) complete the application blank found on the last pages of this catalogue, (2) provide an official transcript of the work done in the last

school attended, (3) furnish the health certificate as found on the last pages of this catalogue, and (4) furnish satisfactory test scores on the ACT or the CEEB test, if under 21 years of age.

All full-time students under the age of 21 are required to submit the ACT or SAT (CEEB) scores for admission. If students score below a standard score of 16 on the English section of the ACT or below 350 on the Verbal section of the SAT, they are required to take English 031 for background enrichment and communication skills.

If students are 21 or older, they are encouraged to seek the advice of someone from the Counseling or English Department.

Texarkana College admits students without regard for race, color, or national origin.

For Admission Without Condition. For full admission without condition to academic 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.

Admission by Examination. Student 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.

Admission by Transfer. Students may transfer to Texarkana College from another affiliated college or university upon receipt of an official transcript from that college. Students

on academic dismissal from another college may be admitted provided they live in the Texarkana College district and are approved by the academic council. An appointment to appear before the council must be made in the Office of the Academic Dean. No student on disciplinary dismissal will be admitted.

Admission of Foreign Students. The College encourages the enrollment of foreign students who satisfy regular entrance requirements and have proficiency in the use of English.

Applicants who are natives of non-English speaking countries are required to provide evidence of proficiency in the English language by scoring at least 450 on the Test of English as a Foreign Language (TOEFL). Residents of foreign countries are urged to contact an American Embassy or Consulate for the administration of this examination.

A $100 non-refundable, non-transferable deposit is required if an I-20 Form is to be issued by Texarkana College for Visa purposes. This may be applied toward tuition and fees for the semester for which the person is accepted for admission.

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

Credit by Examination

TCC offers credit by Examination. Satisfactory scores on tests allow students to receive college credit counting toward a college degree. A student may earn a maximum of fourteen hours through examination. Credit may be earned through the CLEP and through tests constructed locally at TCC. A student may receive credit by examination in the following areas:

Air Technology	Geography
Accounting	Geology
Algebra	Government
Biology	History
Business Law	Police Technology
Data Processing	Nursing
Chemistry	Psychology
Economics	Sociology
English	Spanish
French	Trigonometry

Interested students should contact the Director of Testing.

Courses For Audit Only. Any Person will be admitted to a course for "Audit Only" with the approval of the appropriate Dean by paying a fee of twenty-five dollars in the Business Office.

Health Certificate. All students entering Texarkana College for the first time will be required to file a health statement signed by 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. A student form for reporting this is found in the back of this catalogue.

X-rays, immunizations, and other laboratory tests should be satisfactory to the examining physician, and in compliance with Section 2:09 of the Texas Education Code.

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. Four semester hours of Physical Education 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 approximately 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 Sophomore English.

Texas and Federal Government — 6 hours.

United States History — 6 hours.

Physical Education — 4 hours.

Additional courses required for:

Associate of 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 —
Business Courses. 18 semester hours.
Associate in Applied Science in:
Career Pilot Technology,
Data Processing,
Fire Technology.
Medical Assistants Technology,
Mid-Management,
Nursing,
Police Technology,
Quality Control Technology,
Follow curriculum outline in Technical Vocation Section of this catalog.

Substitution must be approved by the Dean of 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 the last fifteen semester hours in residence at Texarkana College.

In addition to the quantitative requirement, a student must have a minimum of 2.0 grade point average on all work presented for graduation.

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

RULES AND REGULATIONS

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. Present forms to the Dean for approval.

A fee of $5.00 is charge for each schedule change after registration fees are paid.

Dropping of Classes. Any student who officially withdraws from a course two weeks before the start of final examinations and before the student has been dropped from the course by the instructor will receive a "W".

Students are expected to attend regularly all classes in the courses for which they are registered. Responsibility for work missed because of illness, school business, or other circumstances is placed on the student. Poor class attendance may result in the student's being dropped from the course or

courses with a failing grade of F at the discretion of the instructor.

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 culture value.

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

The following grades are used in evaluating the student's work: A, B, C, D, F, I, and W. A, B, C and D are passing grades; F is failure. The grade (I) indicating incomplete work, or absence from examination by excuse, must be made up by mid-term of the next semester; otherwise, the incomplete (I) becomes an F.

The value of each grade in grade points is as follows: A—4; B—3; C—2; D—1; F—0; per semester hour.

The normal load for full time students is five courses (15 to 18 hours) academic work. Except by special permission of the Dean, students will not be permitted to take more than this normal load. Prior approval of the Academic Dean may be requested if a day division student desires to enroll in six academic courses. The student must have maintained a grade point average of 3.0 and must have enrolled for at least 12 semester hours in the preceding semester. Permission to carry four courses in the Continuing Education Division will be granted for one semester if the students enrolled for seven or more semester hours work in the preceding semester Continuing Education Division. The student must have made a grade point average of 3.0 or better. 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.

Report. Reports on the work of students will be issued at mid - semester and at the end of the semester. It is to be understood that the report at the end of the first half of the semester covers the instructor's estimate of the student's work for 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 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 of 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.

Scholastic Requirements. A student must maintain a satisfactory scholastic standing in order to remain enrolled in Texarkana College. A "C" average (2.0 grade point average) is required for graduation. Full-time students failing to maintain a 1.5 grade point average will be placed on probation. A student taking less than 12 hours must make a grade point average of 2.00 or be placed on academic probation. 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 attaining a 1.5 grade point average for the subsequent semesster for a full-time student, or a grade point average of 2.0 for those carrying less than 12 semester hours.

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 a scholarship furnished by the college will be removed from the scholarship should he be placed on academic probation.

A student placed on suspension may apply in writing to appear before the Admissions Council to consider the individual case. Any student thus admitted whether on suspension from Texarkana College or another institution would have to meet the following requirements as adminstered by the council:

1. Carry not more than four academic courses and a physical education course.
2. Visit each academic instructor once a week for counseling, guidance, and tutoring.
3. Achieve an overall "C" average by the end of the semester.
4. Attend all classes regularly without cuts except for illness.

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 impending 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 narcotics or beverage alcohol on campus are violations of college policy.

REHABILITATION ASSISTANCE

The Texas Rehabiliation Commission offers assistance for tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the handicapped person has been approved by an appropriate representative of the Commission. Through this State agency, other rehabilitation services are available to assist handicapped persons to become employable.

Application for this type of assistance should be made to the nearest Rehabilitation office. Inquiries may be addressed to: Commissioner, Texas Rehabilitation Commission, Medical Park Tower, 1301 West 38th Street, Austin, Texas, 79705.

COURSE DESCRIPTION BY DIVISIONS

Texarkana College is oragnized in eight divisions as follows: Business Administration, Fine Arts, Language Arts, Mathematics, Natural Science and Engineering, Physical Education, Social Science, and Technical-Vocational.

Under certain divisions, suggested courses of study are listed. These courses of study are composites taken from the requirements for the freshman and sophomore years of representative colleges and universities. This means that

the course of study will not invariably fulfill the requirements of every college and university. **This makes it imperative that students planning to transfer to a specific college or university should so inform his counselor so that a program may be outlined that will precisely conform to the college or university to which he plans to transfer.**

THE COLLEGE YEAR

The College year is divided into two semesters for the long session, and two terms for the summer session. An eight week summer night session is offered.

RESTRICTION OF COURSE OFFERING

Classes are sometimes scheduled which do not attract sufficient enrollment to justify teaching the courses. As a rule, a minimum of twelve students will be required in any course for it to be offered. The College reserves the right to cancel any course not meeting this minimum requirement.

COURSE NUMBERING SYSTEM

A three-digit system is used to indicate courses offered in any department, except under Applied Music in the Division of Fine Arts. (The system used in Applied Music explained under the Division of Fine Arts.) The first digit represents the level of the course: "1" for freshman level and "2" for sophomore level; the second digit represents semester hour value of the coourse; and the third digit differentiates courses within the department.

DIVISION OF BUSINESS ADMINISTRATION

Chairman: Dr. Arnold

Professors: Dr. Arnold, Miss Watson, Mrs. Jacobs; Associate Professors: Mr. Mills; Assistant Professors: Mr. Robinson, Mr. Hatfield.

GENERAL STATEMENT

Students interested in a Bachelor's degree should follow the suggested course of study of leading to the four-year degree in business administration, business education or office administration. Since the first two years of study in business is basically the same for most senior institutions, all of the recommended courses should transfer. Each student is urged to ascertain through the college to which he will transfer the exact requirements for his specific majors program.

The terminal programs are designed to help students to qualify for positions in the business world in a short period and at the same time receive as many of the advantages of college training and experience as time will allow. Many of the courses offered in the terminal programs are identical to those offered in the program leading to a four-year degree. Most of the courses offered in the terminal programs grant full college credit. This is a distinct advantage in qualifying for positions in government and industry. Also, this fact will make it possible for those who have the opportunity to do so

to return to college at some later time and complete the requirements for a college degree.

Students who enroll in any program and expect to graduate from Texarkana College with an Associate in Business Degree must fulfill the graduation requirements previously listed in this catalog.

Suggested Course of Study Leading To:

FOUR YEAR DEGREE IN BUSINESS EDUCATION AND/OR SECRETARIAL ADMINISTRATION

FRESHMAN YEAR*

1st Semester	Hour	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Hist. 133	3	Hist. 134	3
Bioi. 141	4	Bio. 142	4
Sec. 131 or 132	3	Sec. 132 or Sec. 233	3
Sec. 134, 135 or 236	3	Sec. 135 or 237	3
Psy. 111	1	PE	1
PE	1		
	18		17

SOPHOMORE YEAR*

1st Semester	Hours	2nd Semester	Hours
Eng. 233	3	Eng. 234	3
Govt. 231	3	Govt. 232	3
GB 231	3	GB 232 or 233	3
Acct. 231	3	Acct. 232	3
Math 133	3	Math 230	3
PE	1	PE	1
	16		16

*Entering freshmen students should seek counseling advice before registration or as soon thereafter as is possible. There are numerous discrepancies in the requirements of degree granting institutions for graduation in the business field both in Texas and out of state. The above curriculum is suggested for most public colleges and universities in Texas but in many cases courses may be substituted for those listed above which are more practical as well as more closely related to the student's objectives which are accepted by some colleges and/or universities and not accepted by others.

ONE YEAR TERMINAL—SECRETARIAL SCIENCE

1st Semester	Hours
Eng. 130 or 131	3
GB 130 or Acct. 131	3
Sec. 131 or 132	3
Sec. 134 or 135 or 236	3
Sec. 138	3
Psych. 111	1
	16

2nd Semster	Hours
Eng. 131 or 132	3
DP 131	3
Sec. 132 or 233	3
Sec. 135 or 236 or 237	3
GB 133	3
	16

TWO YEAR TERMINAL—SECRETARIAL SCIENCE

FRESHMAN YEAR

1st Semester	Hours
Eng. 130 or 131	3
GB 131	3
Sec. 131 or 132	3
Sec. 134 or 135	3
Sec. 138	3
PE	1
Psych. 111	1
	17

2nd Semester	Hours
Eng. 131 or 132	3
GB 130	3
GB 133	3
Sec. 132 or 233	3
Sec. 135 or 236	3
PE	1
	16

SOPHOMORE YEAR

1st Semester	Hours
Eng. 132 or 233	3
Acct. 231 or Acct. 131	3
GB 231	3
Sec. 236 or Hist. 231	3
Govt. 231	3
PE	1
	16

2nd Semester	Hours
Eng. 233 or 234	3
Acct. 232 or DP 130 or GB 233	3
GB 232 or Hist. 232	3
Sec. 233 or DP 131	3
Sec. 237	3
PE	1
	15

FOUR YEAR DEGREE IN GENERAL BUSINESS

FRESHMAN YEAR

1st Semester	Hours
Eng. 131	3
Hist. 131 or 133	3
Math. 133	3
Biol. 141	4
GB 131	3
PE	1
Psych. 111	1
	18

2nd Semester	Hours
Eng. 132	3
Hist. 132 or 134	3
Soc. Sc.	3
Psych 231, or Soc. 131, or Geo. 131, or Biol. 142	4
GB 133, or Soc. 131, 132, 233, or Acct. 231	3
PE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
Eng. 231, 233, or 235	3
Govt. 231	3
Acct. 231 or 232	3
GB 231	3
Math. 230 or Chem. 141, or Phys. 141, or P. Sci. 141	3 or 4
PE	1
	16 or 17

2nd Semester	Hours
Eng. 232, 234 or 236	3
Govt. 232 or 233	3
Acct. 232	3
GB 232	3
GB 233 or Phys. Sci. As 1st semester of Chem. 142, Phys. 142, P. Sci. 142	3 or 4
PE	1
	16 or 17

GENERAL BUSINESS

GB 130*—Business Mathematics. This business oriented course applies basic mathematics to everyday business practices and procedures including the use of business forms and reports. Drill and business problem solving includes fundamentals, short methods, fractions, percentage, proportion, interest and discounts, payrolls, depreciation, insurance, and taxes.

*This course is recommended for one and two year terminal program students.

GB 131—Business Principles. A one-semester orientation course designed to acquaint the student with modern business. The course includes a presentation of the types of business organizations and their characteristics adapted

to the framework of American capitalism. Additional topics on management, personnel, marketing, business finance and taxation, control techniques, and the responsibilities of business to society are included. The course is intended to provide the student with a broad understanding of the facets of business and provides background for further study.

GB 133—Office Machines. A course providing instruction and practice in operating the office machines most often used in business. Emphasis is given to developing skill in the use of adding machines, rotary calculators, printing calculator.

GB 231—Principles of Economics. A macro-economic study of factors relating to production, distribution, and exchange of goods and services based on capitalistic ideology; laws of supply and demand; roles of the individual, business, and the government in the American economy; measures of national economic well-being; the comparison of monetary and fiscal policies as determinants of national equilibrium; money and banking. Pre-requisite GB 131 or Sophomore standing.

GB 232—Principles of Economics. A micro-economic study of market structures; demand, supply, costs, and theory of the firm and of income distributions. An analysis of American economic growth and problems, international economics, and comparative economic systems. Pre-requisite: G.B. 231.

GB 233—Business Law. The development of nature and source of law, general principles of the law of contracts, agency, and negotiable instruments. Pre-requisite: Sophomore standing.

GB 234—Business Law. A continuation of the principles of law, including the law of real property, partnerships, corporations, torts, bankruptcy, and other legal subjects. Pre requisite G. B. 233.

ACCOUNTING

Acct 131—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.

Acct 231, 232—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 sole 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.

SECRETARIAL SCIENCE

Sec. 131—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 are presented along with the development of proper typewriting techniques. An introduction to the typing of letters and simple problems in centering and tabulating are included. Lecure 3 hours, Laboratory 1 hour.

Sec 132—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. Lecture 3 hours, Laboratory 1 hour. Pre-requisite: Sec 131 or one year of typewriting in high school.

Sec 233—Advanced Typewriting. An advanced course in typewriting with special emphasis on business correspondence, legal reports, telegrams, business forms, stencil preparation and the duplicating process. An introduction to the Transcribing Machine is included. Pre-requisite: Sec 132 or two years of typewriting in high school.

Sec 134—Beginners' Shorthand. An introductory course in principles of Gregg Shorthand, Diamond Jubilee System. Presentation of theory with extensive practice in reading and writing. Open to students who have not had previous instruction in shorthand. Meets four days a week. Pre-requisite: Typewriting skill or concurrently enrolled in Sec 131.

Sec 135—Intermediate Shorthand. A course for students who have had previous instruction in shorthand. Emphasis is placed on dictatioon and transcription as well as vocabulary building and develpment of speed. Transcription acceptable for mailing is required. Meets four hours a week. Pre-requisite: Sec 134 or consent of instructor.

Sec 236—Advanced Dictation and Transcriptiono. Continued speed building with stress placed on rapid and accurate transcription acceptable for mailing. Special attention is given to advanced phrasing and to meeting requirements for civil service examination.

Sec 237—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.

Sec 138—Office Practice. A course designed for students who are interested in clerical or secretarial work. Business ethics, grooming for business, proper work habits and attitude, 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.

DIVISION OF FINE ARTS

Chairman: Dr. Alewine

Professor: Dr. Alewine; Associate Professors: Mr. Caver, Mrs. McCrossen; Assistant Professors: Mrs. Culpepper, Mr. Herrin, Mr. Mitchell, Mrs. Long. Instructor: Mr. Seay.

DEPARTMENT OF ART

Suggested course of study leading to the Bachelor of Art Degree:

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Art 131	3	Art 134	3
Art 133	3	Art 132	3
Eng. 131	3	Eng. 132	3
Modern Language	4	Modern Language	4
Hist. 133	3	Hist. 134	3
PE	1	PE	1
Psych. 111	1		
	18		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Art 233	3	Art 234	3
Art 231	3	Art 232	3
Eng. 231	3	Eng. 232	3
Modern Language	4	Modern Language	4
Govt. 231	3	Govt. 232	3
PE	1	PE	1
	17		17

ART

Art 131—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. Lecture two hours. Three hours Laboratory.

Art 132—Basic Drawing. Continuation of Art 131. Advanced problems in the fundamentals of drawing. Lecture two hours, three hours laboratory.

Art 133—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.

Art 134—Elementary Design. A continuation of Art 133. Advanced problems in originating and rendering experimental designs using hand reproduction methods.

Art 135, 136—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.

Art 137—Art Appreciation. This is a course on the appreciation of art. The content is based on looking at works of art. The object of this is a broaden and enlighten the cultural background of the student.

Art 235—Photography I. Prerequisite: Sophomore standing or instructor's approval. An introduction to basic processes and techniques used as an art medium.

Art 236—Photography II. Prerequisite: Photography I. Advanced study of photography as an art medium.

Art 138—Art History Survey I. A survey of painting, sculpture, archtecture, and minor arts from prehistoric times to the 14th century.

Art 139—Art History Survey II. A survey of painting, sculpture, architecture, and minor arts from the 14th century to the present.

Art 231—Sculpture I. Prerequisite: Sophomore standing or instructor's approval. An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques.

Art 233—Elementary Painting. A disciplined study of the use of the arcylic, oil and water color medium. Color mixing, methods of appreciation on canvas and panels using still life and landscape subjects. Prerequisite: consent of instructor. Lecture two hours, Laboratory four hours.

Art 234—Elementary Painting. Continuation of Art 233. Advanced techniques in acrylic, oil and water color painting. Landscape, figure and character studies. Lecture two hours, Laboratory four hours.

Art 238—Ceramics. Creating pottery forms by use of the slab, pinch, coil, and mold methods; firing and glazing. Lecture two hours, and Laboratory three hours a week.

Art 239—Ceramics. Continuation of Ceramics 238 with original glaze experiments in clay.

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 Education degree, and a Bachelor of Arts with a major in music.

Courses taught are those generally required for the first two years of a senior college, and if successsfully completed, will 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 music 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 as advisor who will counsel him during his first 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 have this instrument as their major and qualify will register for the two hour course of instruction.

Private instruction in Voice, Piano, Organ, 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 courses for non-majors. IN ADDITION, ALL MUSIC MAJORS AND MINORS MUST PARTICIPATE IN A MAJOR ENSEMBLE EACH SEMESTER THAT THEY ARE ENROLLED IN THE MUSIC DEPARTMENT.

Music As A Minor

Students who elect music as a minor may complete their minimum two years requirements by selecting courses in music theory, music literature, and applied music. If a student plans to minor in music he should contact one of the music faculty members to outline his course of study to include the necessary music courses.

Examinations In Music

Students who are found to be deficient in the study of music theory are required to enroll in Music 041 previous to beginning the normal sequence of theory courses. Music theory placement tests are given at the beginning of each semester to determine the student's abilities to pursue the normal theory sequence. The time and dates of this test are listed in the college calendar.

Financial Aid In Music

Financial aid is offered each year in piano, organ, vocal, and instrumental music to students with both outstanding talent and financial need. Further information may be secured from the Chairman of the Music Department.

MUSIC COURSE NUMBERING SYSTEM

The first digit represents the level of the course: "1" for freshman level and "2" for sophomore level; the second digit represents semester hour value of the course; and the third digit differentiates courses within the department; and the fourth digit represents the semester of study.

Suggested Courses of Study Leading to the Bachelor of Music Education or Bachelor of Arts Degree

FRESHMAN YEAR

1sst Semester	Hours	2nd Semester	Hours
Mu 131	3	Mu 132	3
Mu 111	1	Mu 112	1
Mu 233	3	Mu 234	3
Applied Major	2	Applied Major	2
Applied Minor	1	Applied Minor	1
Ensemble	1	Ensemble	1
Eng. 131	3	Eng. 131	3
PE	1	PE	1
Mu 113 or 213	1	Mu 114 or 214	1
Psych. 111	1	*Mu 119	1
	17		17

*Required of Voice Majors only

SOPHOMORE YEAR

1st Semester	Hours
Mu 231	3
Mu 211	1
Applied Major	2
Applied Minor	1
Ensemble	1
Eng. 233	3
Hist. 133	3
Mu 113 or 213	1
	15

2nd Semester	Hours
Mu 232	3
Mu 212	1
Applied Major	2
Applied Minor	1
Ensemble	1
Eng. 234	3
Hist. 134	3
Mu 114 or 214	1
PE	1
	16

Statement of Courses:

MUSIC THEORY

Mu 041—Elements of Music. A preparatory, non-transferable non-credit course for students who have made unsatisfactory scores on the music placement tests. A course designed to overcome obvious deficiencies in the rudiments of music and aural skills. Meets three days a week.

Mu 131—Elementary Harmony. An introduction to elementary harmony including a study of scales, intervals, major and minor triads, with inversion and application. Part writing of figured bass exercises and melodic harmonizations requiring the principal triads. Prerequisite: Satisfactory score on placement test or Mu 041.

Mu 111—Elementary Sight Singing and Ear Training. Singing in the treble and bass clefs, introduction to alto and tenor clefs, major and minor scales, melodies with harmonic backgrounds of the principal chords. Aural study of beats, their division and subdivisions, intervals and melodies, harmonic progressisons of the principal chords. Keyboard application of theory. One hour lecture and two hours laboratory. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MU. 131.

Mu 132—Elementary Harmony (continued). Partwriting of figured bass exercises and harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords and non-harmonic tones. Enlargement of the period in melodic composition. Three hours lecture. Prerequisite: Mu 131 and Mu 111.

Mu 112—Elementary Sight Singing and Ear Training (continued). Singing melodies with harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords. Aural study of syncopation, intervals and melodies with any diatonic harmonic background, diatonic harmonic progression including the dominant seventh and supertonic seventh chords. Keyboard application of theory. One hour lecture and two hours laboratory. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MU 132.

Mu 231—Advanced Harmony. Part-writing of figured diatonic seventh chords and modulation, styles of writing other than the chorale. Three hours lecture. Prerequisite: Mu 132 and Mu 112.

Mu 211—Advanced Sight Singing and Ear Training. Singing modulations to closely related keys, modal melodies. Aural study of superimposition, compound intervals, melodic and harmonic modulation, all diatonic seventh chords. Keyboard application of theory. One hour lecture and two hours laboratory. Prerequisite: Mu 132 and Mu 112. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH 231.

Mu 232—Advanced Harmony (continued.) Part-writing of figured bass exercises and melody harmonizatioon requiring altered chords, 9th 11th, and 13th chords, modulation to remote keys. Styles of writing other than the chorale style. Analysis of the larger forms of compositions. Prerequisite: Mu 231 and Mu 211.

Mu 212—Advanced Sight Singing and Ear Training (continued). Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. Keyboard application of theory skills. One hour lecture and two hours laboratory. Prerequisite: Mu 231, and Mu 211. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MU 232.

MUSIC HISTORY, AND LITERATURE, APPRECIATION

Mu 133—Music Appreciation. This course is designed for anyone who wishes a broader knowledge of the great music of civilization. Emphasis will be placed on listening and enjoying music of the masters. Open to all students without prerequisite.

Mu 233—Introduction to Music History and Literature. A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods. Three hours lecture.

Mu 234—Introduction to Music History and Literature (continued)—A survey dealing with the principal forms of the late Classic, Romantic, Impressionistic, and Contemporary periods. Three hours lecture.

MUSIC EDUCATION

Mu 137—Music Education. An elementary course in the Fundamentals 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.

Mu 138—Music Education. Detailed study of the methods and objectives of school music and selection of materials for each grade. Emphasis is placed on the preparation and presentation of lessons by individual students. This course is not open to music majors. Prerequisite: Mu 137.

Mu 213, 214—Study of Woodwinds. This course is offered for those who wish to learn to play and teach clarinet, saxaphone, oboe, basoon, flute, and piccolo. Three hours of lecture and practice are required. Required of music education majors.

Mu 113, 114—Study of Brasses. This course is offered for those who wish to learn to play and teach cornet, baritone, trombone, french horn, and bass. Required of music education majors. Three hours of lecture and practice are required.

Mu 117, 118—Class Voice. The rudiments of vocal music, breathing, correct use of body muscles of 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. Two hours per week including lecture and laboratory, and two hours outside practice required each week.

Mu 217, 218—Class Voice. The course will provide studies for increasing the power, range and quality in vocal production. Compositions from the standard repertory will be performed by individual class members. Two hours per week including lecture and laboratory and two hours practice required each week. Prerequisite: 117, 118.

Mu 119—Vocal Diction. The course will provide for molding the pronunciation of lyrics in the principal singing languages. Emphasis on the international phonetic system will be stressed.

Mu 115, 116, 215, 216—Class Piano. This course introduces the student to fundamental keyboard technique. The

course is designed for non-music major but will also satisfy the music major applied piano requirement for all music students except piano majors or advanced pianists. The music major requirements are these:

All major and minor scales (at M. M. 60) two notes to a beat, I IV V VI in major and minor, arpeggios, hanon or other suitable technique, sight reading and easy transposition, the ability to play a selected hymn, Star Spangled Banner and America, Bach invention, Sonata or Sonatina, one selected piece from Romantic, Impressionist and Contemporary periods. The student shall attend a practice performance each week and play for jury each semester.

APPLIED MUSIC

Course Number System for Applied Music

The four number system for applied music includes a key for each digit of the course number. First number indicates level, or year, for which the course is intended; the second number the hours of credit; the third, the field (see key below); and the fourth, the semester of study, as 1, 2, 3, 4.

Applied Music course Mu 2234 would be interpreted, therefore as (1) a sophomore course, (2) giving two hours of credit, (3) in wind instruments, (4) and the student is in his fourth semester of study.

KEY—The third number of the course number will be one of the following, and will indicate:

1 Piano	4 Strings	7 Percussion
2 Voice	5 Organ	8 Vocal Ensemble
3 Wind Instruments	6 Choir	9 Band
		0 Stage Band

PIANO

Mu 1111-1112-2113-2114 — (Freshman and Sophomore Piano). This course is designed for students who are not piano majors. The course includes the study of suitable technical studies, major and minor scales (M. M. 112) I IV V I chord progression in all keys, sight reading, simple transposition, suitable compositions of Bach, Scarlatti Clementi, Kuhlau, Mozart, Haydn, Beethoven, Romantic, Im-

pressionistic, and Contemporary composers. One half hour lesson per week with a minimum of one hour practice daily.

The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

Mu 1211-1212—(Freshman Piano). This course is designed for the music major with piano as major instrument. The minimum requirements are: Hanon, Czerny or other approved studies, all major and minor scales at various rhythms (M. M. 112), arpeggios in root position. Bach — Three part inventions, and Well Tempered Clavier, Sonatas of Mazart, Haydn or Beethoven, music of Chopin, Schubert, Schumann, Brahms or other Romantic composers; literature of the Impressionist and Contemporary composers. One hour lesson or two half hour lessons per week and a minimum of two hours practice daily.

The student shall attend a practice performance each week and perform in a recital at least one each semester. The student shall perform for jury each semester — the requested numbers by memory.

Mu 2213-2214—(Sophomore Piano). This course is designed for the music major with piano as major instrument. The minimum requirements are: All major and minor scales in parallel and contrary motion in various rhythms at (M. M. 112) all major and minor arpeggios in all positions. Bach — Well Tempered Clavier or French Suites; Sonatas by Haydn, Mozart, Beethoven, suitable literature from Shopin, Schubert, Schumann, Brahms, or other approved Romantic composers; literature of the impressionistic and Contemporary composers. One hour lesson or two half hour lessons per week with a minimum of two hours practice daily.

The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

ORGAN

Mu 1151, 1152, 2153, 254—(Freshman and Sophomore Organ). This course is designed for students who are not organ majors. Although this is a less concentrated course than Mu 1251 - 1252; 2253 - 2254 similar literature will be used. The Gleason Method of Organ Playing and selected works of Bach and other composers are among the minimum requirements. One-half hour lesson per week with a minimum of one hour per day. The student shall perform for jury each semester the required numbers.

Mu 1251 - 1252—(Freshman Organ.) This course is designed for the music major with organ an major instruments. Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to Mu 1211. One hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertoire are these:

Gleason: Method of Organ Playing
Manual Technique; Pedal Technique
Compositions for Manuals
Studies and Compositions for Manuals and Pedal

Bach: Eight Little Preludes and Fugues
Works from Orgelbuchlein
Works comparable in difficulty to Cathedral Prelude and Fugue

Easy compositions by modern American and foreign composers

The student shall perform for jury each semester the requested numbers, and perform in a recital at least once each semester.

Mu 2253 - 2254—(Sophomore Organ). This course is designed for the music major with organ as major instrument. It is a continuation of Mu 1251 - 1252 and the minimum representative requirements are these:

Gleason: Method of Organ Playing
Pedal Exercises; Pedal Scales
Compositions for Manuals and Pedal

Bach: Preludes and Fugues of appropriate difficulty
Works from Orgelbuchlein
Works from Schubler Chorales

Brahms: Choral Preludes

Franck: Cantabile, Piece Heroique

Works from forerunners of Bach as well as compositions by modern American and foreign composers.

VOICE

Mu 1121, 1122, 2123, 2124—Voice (Non-Major). These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercises and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance on recitals and jury are required for each semester as well.

Mu 1121, 1222—Voice major. Two half hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance on recitals and jury required each semester.

Mu 2223, 2234—Voice major. Two half hour lessons each week with a minimum of eight hours practice each week. The course will provide studies of increased variety and skill. Repertory will include arias from opera and oratorio, German lieder, and French songs.

BAND AND ORCHESTRAL INSTRUMENTS

WIND INSTRUMENTS

Mu 1131, 1132, 2133, 2134—Individual instruction in instruments for students who are not Instrumental majors. Correct tone production, embrouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily.

Mu 1231, 1232—Individual instruction for Instrumental Music majors. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily.

Mu 2233, 2234—Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.

PERCUSSION

Mu 1171, 1172, 2173, 2174—Individual instruction in all percussion instruments, including mallet instruments for students who are not instrumental majors. Includes both solo literature and technical work from the standard repertory such as Haskell Harr, Moeller, etc.

Mu 1271, 1272, 2273, 2274—Individual instruction in all percussion instruments including mallet instruments for students who are Percussion majors, Includes more advanced solo literature and technical work from the standard repertory such as Harr and Moeller, etc.

STRINGS

Mu 1141, 1142, 2143, 2144—Individual instruction in violin, viola, violoncello, or double brass for students who are not string majors. Suitable solo and technical literature from the standard repetory will be used. One-half lesson per week with one hour of practice daily.

Mu 1241, 1242—Individual instruction in violin, viola, violoncello, and double bass for string majors working toward a Music Degree. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons per week with two hours of practice daily.

Mu 2243, 2244—Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.

ENSEMBLES

Music majors with minors must participatein a major ensemble each semester they are enrolled in the music department.

MAJOR ENSEMBLES

Mu 1161, 1162, 2163, 2164—Choir. The Texarkana College Choir is composed of students accepted on an audition basis. In addition to the spring tour, the choir makes both

local and regional appearances on invitation. Responsibility for public appearances is necessary for membership.

Mu 1191, 1192, 2193, 2194—Band. The band performs as a concert band during the school year. Open to all students with approval of the director. To be eligible for spring semester activities, a student must participate in both fall and spring semesters or have special permission of the director.

MINOR ENSEMBLES

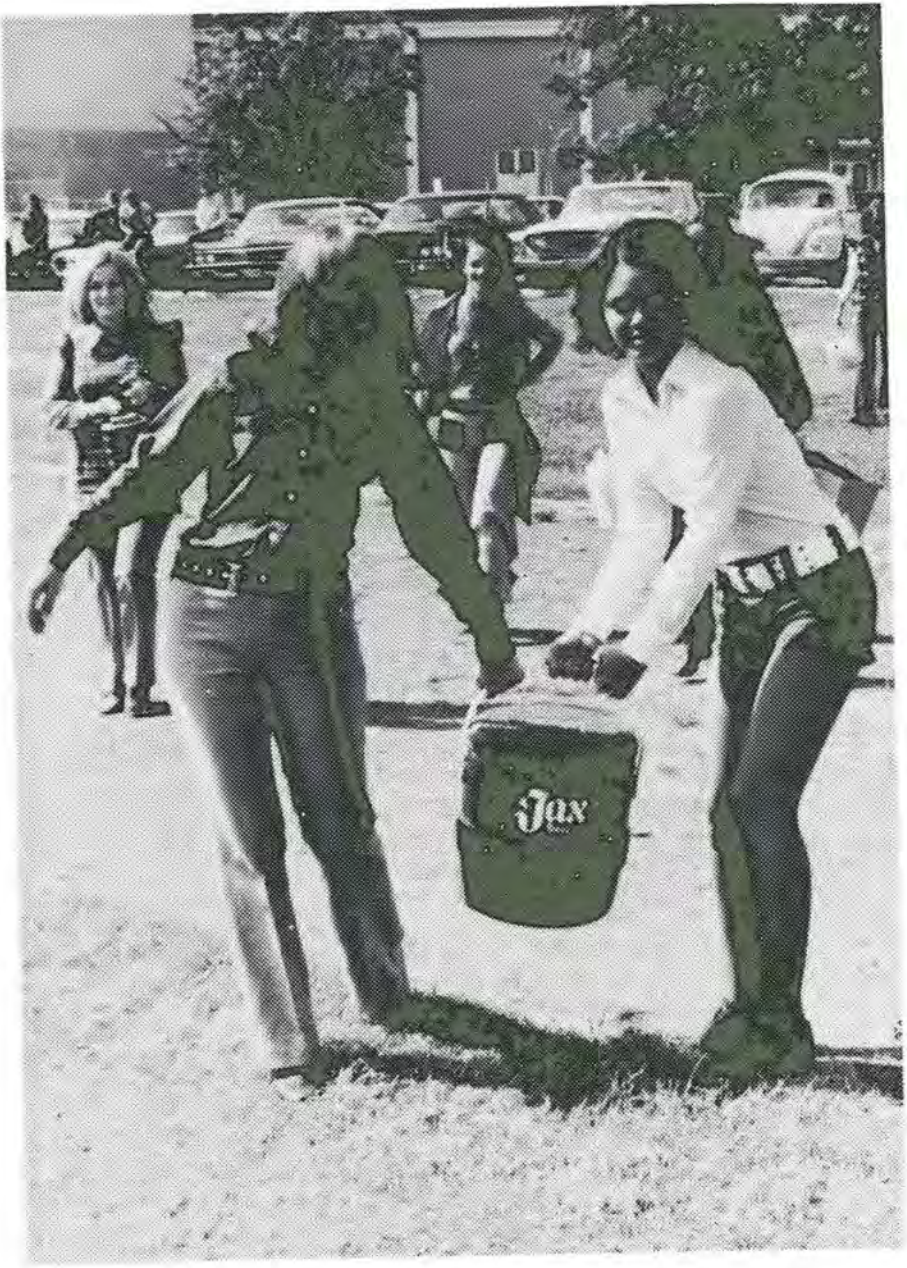
The student must participate in a major ensemble before being eligible for participation in minor ensembles.

Mu 1181, 1182, 2183, 2184—Vocal Ensemble. The TC Singers is composed of superior voices selected by the director. This group performs as a single unit as well as in conjunction with concert choir appearances.

Mu 1101, 1102, 2103, 2104—Stage Band. Meets regularly through the year and performs standard and special arrangements from the popular and dance idiom.

OPERA WORKSHOP

Music 135, 136, 235, 236—Opera Workshop. This course is designed to give the singing actor practical experience in the performance of portions of or complete operas. A study of the integration of music, acting, and staging from a practical standpoint. The student may pursue this study for four semesters with three credit hours per semester. Course is open without prerequisite.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DIVISION OF LANGUAGE ARTS

Chairman: Mr. Wylie

Professors: Mr. Wylie, Dr. Carlisle, Mrs. Arnold, Mrs. Elgin, Mrs. Fomby, Miss Gardner; Associate Professors: Mrs. Parsons, Mrs. Peck, Mrs. Cupp, Mrs. Keyton; Assistant Professors: Miss Lewis, Mrs. Thomas, Mrs. Sorsby, Mrs. Drake, Mrs. Bouterse, Mr. Fanning.

Department of English

Eng 031—Basic English. A preparatory non-transferable course for students who have made unsatisfactory placement scores. The course is designed to overcome deficiencies in spelling, punctuation, and sentence construction and to give students practice in writing as preparation for English 131. This course has a required lab which meets 50 minutes each week in addition to the 3 class hours. Three semester hours toward graduation at Texarkana College.

Eng 131—Composition and Rhetoric I. An intensive study of reading and writing skills. Prerequisite: A satisfactory score on English placement test or a C in English 031.

Eng 132—Composition and Rhetoric II. A continuation of English 131 with the addition of the literary study of short stories, poems, and drama. Prerequisite: English 131.

Eng 231—British Literature I. A general survey course of the literature of Britain from the beginning through the eighteenth century. A chronological study of the principal authors, their works, and the movements pertaining to British literature. Prerequisite: English 132.

Eng 232—British Literature II. A general survey course composed of a chronological study of the principal authors of Britain during the nineteenth and twentieth centuries, their works, and the trends in British literature. The study of a British novel. Prerequisite: English 132.

Eng 233—American Literature I. A critical study of the major American writers from Edward Taylor through Melville. Emphasis is placed upon the esthetic values of literature as art and upon literary analysis. Prerequisite: English 132.

Eng 234—American Literature II. A continuation of English 233 from Whitman through Faulkner including a study of the novel and of contemporary poetry. Prerequisite: English 132.

Eng 235—World Literature. I A study of the classics of western literature from Homer through the early Renaissance and the interrelations of literary form and thought. Prerequisite: English 132.

Eng 236—World Literature. II A study of the classics of the western world from Shakespeare to the present and the interrelations of literary form and thought. Prerequisite: English 132.

Department of Journalism

General Information

Journalism courses at Texarkana College seek to give a practical foundation in basic communication skills necessary for admittance to a senior college major or minor program in journalism. As elective courses for non-majors, they serve as outlets for creative talent and school service through the production of its three major publications: the weekly newspaper, **TC Campus News**; the magazine, **Kaliedoscope**; and the yearbook.

Jour 131—Introduction to Mass Communications. This introductory course is a survey of the media of mass communications as well as an examination of the evolution of today's concepts in mass communication. Laboratory is required.

Jour 231—News Writing and Reporting. A study of the gathering and reporting of news is the emphasis of this course. The whole range of the reporter's work is covered by lecture and actual practice with the students working as reporters for the campus newspaper. Fall semester only. Laboratory is required.

Jour 232—News Editing. A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page make-up. Spring semester only. Laboratory is required.

Department of Speech - Drama

Spe or Drama 111, 112, 113, 114 — Speech-drama Workshop. A study in forensics activities for competition. Lecture and laboratory practice in debate, oration, oral interpretation (interpretative reading), and one-act plays. Majors are required to enroll each semester.

Spe—131 Public Speaking I. A basic course in the study of effective communications through speech. Emphasis is placed upon content, organization, and delivery of speeches for various purposes and occasions.

Spe 132—Public Speaking II. A study of various types of speeches, selection and organization of materials with emphasis on the art of persuasion. Advanced laboratory work in group discussion and speaking. Prerequisite: Speech 131.

Spe 133—Business and Professional Speech. Fundamentals of oral communications; 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.

Spe 134—Voice and Phonetics. A study of the voice mechanism and the International Phonetic Alphabet in order that the student may improve vocal performance and correct careless and ineffective speech habits. Required of speech majors.

Spe 135—Oral Interpretation. A study of the technique of effective oral reading. Attention is given to pitch, quality, pronounciation and articulation. Fall semester only. Prerequisite: none.

Dra 131—Introduction to the Theatre. A beginner's course in drama. The theatre and its place in society. The playwright and his art. The actor and his art. Theatres throughout the world. Practical experience working with one-act plays and major productions.

Dra 132—Stagecraft. A beginner's course in the art and crafts of the theatre. Costuming, scene design and construction, lighting, and makeup. Practical experience working with one-act plays and major productions.

Dra 133—Beginning Acting. An elementary study of characterization and principles of acting including follow-

ing stage directions patomime, coordination of voice and body, practice in scenes from plays and short plays.

Dra 134—Theatre Speech. A study of and practice in using the actor's voice. Includes breath control, articulation-enunication-pronunciation, projection, and phonetics. Helpful to any student wishing to improve vocal performance and correct careless and ineffective speech habits. Required of drama majors.

Department of Modern Foreign Languages

FRENCH

Fre 141—Elementary French. A course in the fundamentals of pronunciation, grammar, conversation, and sight reading. Three lecture and two laboratory practice hours a week.

Fre 142—Intermediate French. Prerequisite: French 141, two units of high school French, or an appropriate score on placement test. Continuation of French 141 and reading of simple texts. Three lecture and two practice hours a week.

Fre 231—Composition and Reading. Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: French 142.

Fre 232—Composition and Reading. Increased work in French literature and written expression. Prerequisite: French 231.

Fre 213-233—Special Studies in French. A course based on needs and interests of individual students. Prerequisite: French 142 and permission of the instructor.

GERMAN

Ger 141—Elementary German. A course in the fundamentals of pronunciation, grammar, conversation, and sight reading. Three lecture and two laboratory practice hours a week.

Ger 142—Intermediate German. Prerequisite: German 141, two units of high school German, or an appropriate score on placement test. Continuation of German 141 with instruction three hours a week in the classroom and two hours weekly in the language laboratory.

Ger 231—Composition and Reading. Survey of German literary masterpieces and scientific reading. Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: German 142 or equivalent.

Ger 232—Composition and Reading. Increased work in German literature and scientific readings. Prerequisite: German 231 or equivalent.

Ger 213-233—Special Studies. Special studies in German based on needs and interests of individual students. Prerequisite: German 142 and permission of the instructor.

SPANISH

Span 141—Elementary Spanish. Instruction three hours a week in the classroom; two hours a week in the language laboratory. Emphasis on listening comprehension, pronunication, grammar, and conversation.

Span 142—Intermediate Spanish. Prerequisite: Spanish 141, two units of high school Spanish, or an appropriate score on placement test. Continuation of Spanish 141 with instruction three hours a week in the classroom and two hours a week in the language laboratory.

Span 231—Composition and Reading. Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: Spanish 142.

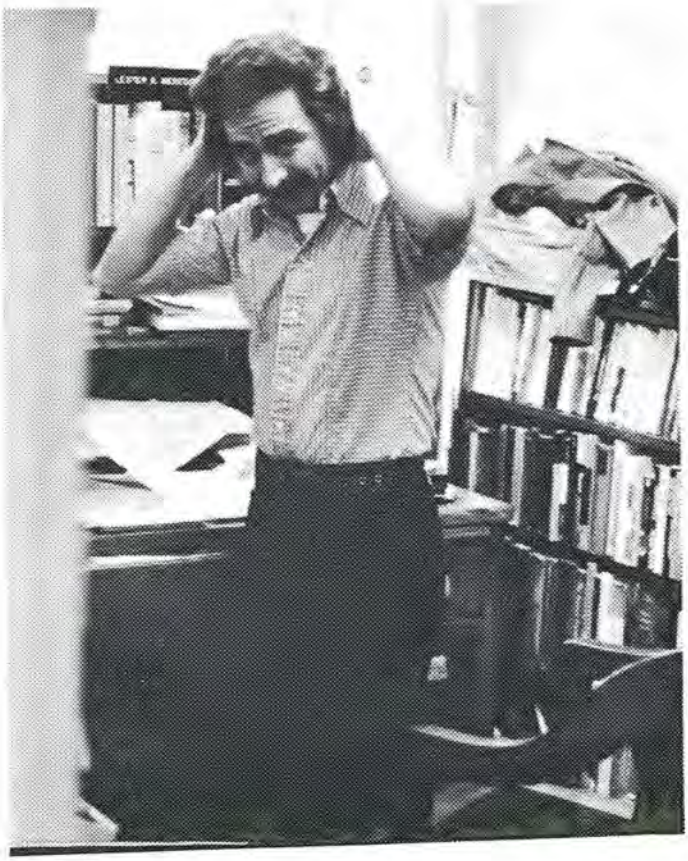
Span 232—Composition and Reading. Increased work in Spanish literature and written expression. Prerequisite: Spanish 231.

Spanish 213-233—Special Studies. Special studies in Spanish based on needs and interests of individual students. Prerequisite: Spanish 142 and permission of the instructor.

RELIGION

Religion 131—Philosophy of Religion. This is a nonsectarian study of books of the Old Testament reflecting history, literature, and religious concepts of Hebrew people from early times to the time of Christ.

Religion 132—Philosophy of Religion. This is a nonsectarian historical study of man's religious concepts and experiences in the early day Christian Church, as reflected in books of the New Testament.



DIVISION OF MATHEMATICS

Chairman: Mr. Fowler

Professors: Mr. Fowler, Mrs. McFerran; Associate Professor: Mr. Parmley; Assistant Professor: Mrs. Mankins.

Suggested Courses of Study for a Bachelor's Degree Major in Mathematics

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Math 131*	3	Math. 136	3
Math 132*	3	Math. 231	3
Eng. 131	3	Eng. 132	3
Hist. 133	3	Hist. 134	3
Chem. 141 or Lang. or Elective	4	Chem. 142 or Lang. or Elective	4
Psych. 111	1	PE	1
Math. 111	1		
PE	1		
	19		17

*Math Placement Test: If suitable score, Math 136 and Math 231 would substitute for Math 131 and Math 132. If suitable score is not made, Math 131 and Math 132 could be taken in the summer previous to enrollment in college. Fee of $1.00 to be paid at door.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Math. 232	3	Math. 233	3
Eng. 235	3	Eng. 236	3
CS 231	3	CS 232	3
Physics 243	4	Physics 244	4
Govt. 231 or Lang. or Elective	3	Govt. 232 or Lang. or Elective	3
PE	1	PE	1
	17		17

Math 111—Slide Rule. The use of the slide rule and problems related to scales. Recommended for mathematics or science majors.

Math 130—Intermediate Algebra. Sets. logic, fundamental processes, linear and quadratic equations, graphs, exponents, radicals, and complex numbers. Designed for those students who have had only one year of high school algebra.

Math 131—College Algebra. Quadratics, permutations, combinations, inequalities, partial fractions, determinants, functions and graphs, polynominals, and systems of equations. Prerequisite: Two years of high school algebra or the equilvalent or satisfactory score on the math placement test.

Math 132—Plane Trigonometry. Sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations and inverse functions, general triangle and complex numbers.

Math 133—The Fundamental Concepts of Mathematics I. Three semester hours. The real numbers, logic, sets, functions and relations, inequalities, sequences, permutations, combinations, probability, and linear systems. Prerequisite: two courses of high school algebra or equivalent.

Math 135—Modern Mathematics. Recommended for elementary education majors. Modern symbols, elementary set theory, logic, introduction to the structure of the real number system and its subsystems, elementary number theory, systems of numeration, and number sentences. No prerequisite.

Math 136—Analytic Geometry. Co-ordinates and loci, the straight line, transformation of co-ordinates, the circle, tangents, equations of loci, parametric equations, polar coordinates properties of the conic sections, transcendental curves. Prerequisite: Mathematics 131 and 132 or equivalent.

Math 230—The fundamental Concepts of Mathematics II. Three semester hours. Inequalities, linear programming, polynominals, limits, differential calculus, integral calculus, Application to the Management Sciences. Prerequisite: Math 133 or equivalent.

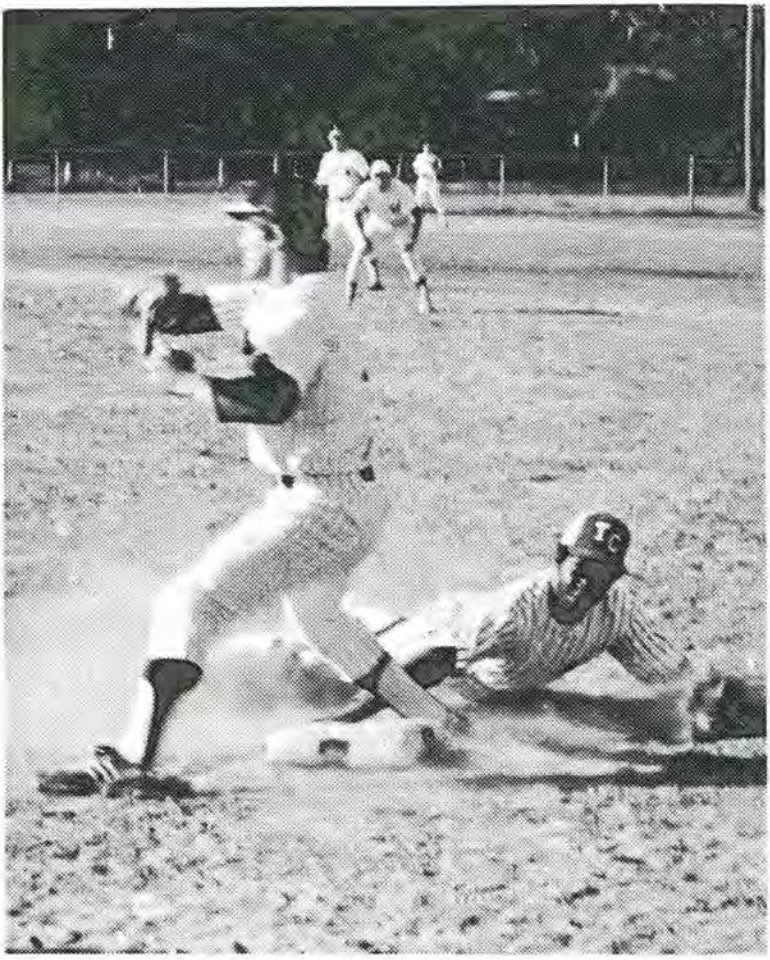
Math 231—Calculus. Variables, functions, limits, derivatives, and differentials. Differentiation and integration of

algebraic, sine and cosine functions, Mean Value Theorem. Applications. Prerequisite: Math 136 or in parallel or equivalent.

Math 232—Calculus. Differentiation and integration of transcendental functions. Improper integrals, approximate integration, controids, and hyperbolic functions. Prerequisite: Math 231.

Math 233—Calculus. Vectors and equations, centroids, moments of intertia work, partial derivatives, series, multiple integrals, indeterminate forms, ordinary differential equations; Applications. Prerequisite Math 232.

Math 139—Liberal Arts Mathematics. Three semester hours. Designed to satisfy the mathematics requirements for liberal arts majors. Some topics included are: history of mathematics, number theory, algebraic and geometric concepts, statistics, probability, logic, computer sicence. Not intended for students majoring in mathematics or natural sciences. No prerequisite.



DIVISION OF NATURAL SCIENCE AND ENGINEERING

Chairman: Mr. McFerran

Professors: Mr. McFerran, Dr. Granberry, Mr. McGee, Mr. Pyle, Mr. Dill, Mr. Parsons, Mr. Ward; Associate Professors: Mr. White, Mr. Bennett; Assistant Professors: Dr. Buttram, Mr. Varner, Mr. Wright, Mr. Braddock, Mr. Adams.

Department of Agriculture

GENERAL INFORMATION

The Agricultural Science Department offers courses leading to the bachelor's degree in various fields of agriculture. Curricula for the first two years of study are designed for students majoring in animal science, agri-business, agricultural engineering, soils and crop science, forestry, food technology, pre-veterinary medicine, wildlife management, and general agriculture. Due to the variations in degree requirements by degree-granting institutions and the availability of a number of options in a given major, students are encouraged to confer with their faculty adviser in developing a plan of study.

For those students who wish to terminate their formal college training after two years and enter full-time employment, courses of study can be structured acccrding to the interests and needs of the individual.

SUGGESTED COURSES OF STUDY
DEPARTMENT OF AGRICULTURAL SCIENCE

GENERAL AGRICULTURAL*

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 134	3	Agri. 132	3
Agri. 131	3	Agri. 133	3
Hist. 133	3	Biol. 144	4
Math. 131	3	Hist. 134	3
P. E.	1	Eng. 132	3
Psy. 111	1	PE	1
Eng. 131	3		
	17		17

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Chem. 141	4	Chem. 142	4
Eng. 235	3	Agri. 233	3
Govt. 231	3	Agri. 235	3
Speech 133	3	Agri. 241	4
PE	1	Agri. 236	3
		PE	1
	14		18

*Students who plan to major in Agricultural Education should follow this curriculum.

FORESTRY

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 131	3	Chem. 142	4
Biol. 143	4	Eng. 132	3
Eng. 131	3	Math. 132	3
Chem. 141	4	Hist. 133	3
Math. 131	3	Spch. 133	3
Psy. 111	1	PE	1
PE	1		
	19		17

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Agri. 231	3	Agri. 241	4
Govt. 231	3	Agri. 233	3
Math. 136	3	Govt. 232	3
Geol. 141	4	Phys. 142	4
Phys. 141	4	PE	1
PE	1		
	18		15

ANIMAL SCIENCE

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Biol. 143	4	Agri. 133	3
Agri. 134	3	Agri. 132	3
Agri. 131	3	Chem. 142	4
Chem. 141	4	Math. 131	3
Eng. 131	3	Eng. 132	3
Psy. 111	1	PE	1
PE	1		
	19		17

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Agri. 234	3	Agri. 233	Hours
Chem. 241	4	Agri. 241	4
Hist. 133	3	Hist. 134	3
Govt. 231	3	Govt. 232	3
Phys. 141	4	Agri. 235	3
PE	1	PE	1
	18		17

PLANT AND SOIL SCIENCE

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 131	3	Agri. 133	3
Agri. 134	3	Math 131	3
Biol. 143	4	Eng. 132	3
Eng. 131	3	Hist. 133	3
Chem. 141	4	Chem. 142	4
Psy. 111	1	PE	1
PE	1		
	19		17

AGRI-BUSINESS

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 131	3	Agri. 132 or 235	3
Agri. 134	3	Agri. 133	3
Biol. 143	4	Eng. 132	3
Eng. 131	3	Hist. 133	3
Math. 131 or 133	3	PE	1
Psy. 111	1		
PE	1		
	18		13

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
G. B. 231	3	G. B. 232	3
Acct. 231	3	Acct. 232	3
C. S. 231	3	Govt. 232	3
Govt. 231	3	Eng. 236	3
Eng. 235	3	Hist. 134	3
PE	1	PE	1
	16		16

PRE-VETERINARY MEDICINE

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 134	3	Agri. 132	3
Chem. 141	4	Biol. 144	4
Eng. 131	3	Chem. 142	4
Math. 131	3	Chem. 142	4
Biol. 143	4	Eng. 132	3
PE	1	Math. 132	3
Psych. 111	1	PE	1
	19		18

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Chem. 241	4	Chem. 242	4
Eng. 231	3	Govt. 232	3
Hist. 133	3	Agri. 235	3
Phys. 141	4	Hist. 134	3
PE	1	Phys. 142	4
Elective	3	PE	1
	18		18

Agri 131—Introduction to Agricultural Economics. A study of basic economic concepts and principles and their application to agricultural problems. Lecture 3 hours.

Agri. 231—Ecological Principles of Wildlife and Natural Resources. Introduction to ecological principles underlying the conservation and management of natural resources with major emphasis on wildlife. Study of the management techniques required to keep a healthy ecosystem and a surplus of wildlife.

Agri 132—Dairy Science. 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. Lecture 2 hours. Laboratory 3 hours.

Agri 133—Fundamentals of Crop Science. Study of classifications, distribution and utilization of agronomic crops and the influence of environmental factors on plant growth and development. Recommended cultural practices. Lecture 2 hours, Laboratory 3 hours.

Agri. 134—Introductory Animal Science. An introductory course stressing the importance of the livestock and meat industry. Emphasis on selection, breeding, feeding, management, and marketing of beef cattle, swine, sheep, Angora goats, and horses. Laboratory practice consists of visual appraisal and comparative judging of the various species studied. Field trips to meat processing plants and farm and ranch operations to observe the slaughter process and different management systems. Lecture 2 hours, Laboratory 3 hours.

Agri 233—General Entomology. 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. Lecture 2 hours, Laboratory 3 hours.

Agri 234—Breeds of Livestock. A detailed study of the history, development, and breed characteristics of the breeds of beef cattle, swine, sheep, goats, and horses, along with their adaptation distribution and breed organizations. Prerequisite: Agri 134. Lecture 3 hours.

Agri 235—Poultry Science. Introduction to the poultry industry. Application of principles and practices in the production and marketing of poultry and poultry products. Lecture 2 hours, Laboratory 3 hours.

Agri 236—Principles of Horticulture. Structure, growth, development, maintenance, and uses of horticultural plants. Principles of plant propagation and greenhouse production of horticultural plants. Laboratory practice in utilizing various propagation techniques, production in controlled environment, and individual problem assignments. Prerequisite: Biology 143 or consent of instructor. Lecture 2 hours, Laboratory 3 hours.

Agri 237—Forages. The identification, characteristics, and adaptability of grasses and legumes of the South. Pasture management including the basics of planting, establishing, maintenance, grazing, and harvesting of forages. Prerequisite: Agri 133. Lecture 2 hours, Laboratory 3 hours per week.

Agri 241 — Soil Science. A study of the formation, classification, physical, chemical and biological properties of soils. Pre-requisite: Chemistry or concurrent enrollment. Lecture 3 hours, Laboratory 3 hours.

Department of Biology

MEDICAL TECHNOLOGY

After two years of course work at Texarkana College, a student may take an additional year at a four-year school and upon completion of three years may be admitted to one of the medical technology schools in Texarkana to complete the requirements of the Medical Technologist Degree. Information regarding these schools is given below.

St. Michael School of Medical Technology. Work at Texarkana College is fully approved by the St. Michael School of Medical Technology for two years of pre-merical technology training. The St. Michael School of Technology is approved by the Board of Schols of Medical Technology and The American Society of Clinical Pathologists, (ASCP).

After completing two years of course work at Texarkana College and one additional year at a 4-year school, students may complete the work required of a Medical Technologist in the St. Michael School of Medical Technology. This is a degree granting program and rests with the 4-year school.

Southern State College at Magnolia, Arkansas and East Texas State University will award the Bachelor of Science Degree in this program.

Wadley Hospital School of Medical Technology. Work at Texarkana College is fully approved by the Wadley Hospital School of Medical Technology for two years of premedical technology training. The Wadley Hospital School of Medical Technology is fully approved by the Board of Schools of Medical Technology and the American Society of Clinical Pathologists, (ASCP).

After completing two years of ocurse work at Texarkana College and one additional year of work at a four year school, students may complete the work required of a Medical Technologist in the Wadley Hospital School of Medical Technology. This is a degree granting program and the granting of the degree rests with the four year school.

Stephen F. Austin State University and East Texas State University will award the Bachelor of Science Degree in this program.

MEDICAL TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 141	4	Chem. 142	4
Biol. 144	4	Biol. 145	4
Math. 131	3	Math. 132	3
Hist. 133	3	Hist. 134	3
Eng. 131	3	Eng. 132	3
PE	1	PE	1
Psych 111	1		
	19		18

Summer Session

1st Six Weeks	Hours	2nd Six Weeks	Hours
Chem. 253	5	Chem. 241	4
	5		4

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 253	5	Gov. 231	3
or Chem. 241	4	Phys. 142	4
Phys. 141	4	Eng. 234	3
Biol. 242	4		
Eng. 233	3		
	20		10

PRE-DENTISTRY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 141	4	Chem. 142	4
Biol. 141	4	Biol. 142	4
Math. 131	3	Math. 132	3
Eng. 131	3	Eng. 132	3
Hist. 133	3	Hist. 134	3
PE	1	PE	1
Psych 111	1		
	19		18

SOPHOMORE YEAR

1st Semester	Hours
Phys. 141	4
Chem. 241	4
Chem. 253	5
Biol. 242	4
PE	1
Gov. 231	3
Eng. 233	3
	24

2nd Semester	Hours
Phys. 142	4
Chem. 242	4
Psych. 231	3
Eng. 234	3
Govt. 232	1
PE	1
	16

PRE-MEDICAL

FRESHMAN YEAR

1st Semester	Hours
Chem. 141	4
Biol. 141	4
Math. 131	3
Fr. 141 or Ger. 141	4
Eng. 131	3
PE	1
Psych 111	1
	20

2nd Semester	Hours
Chem. 142	4
Biol. 142	4
Math. 132	1
Fr. 142 or Ger. 142	4
Eng. 132	3
PE	1
	17

SOPHOMORE YEAR**

1st Semester	Hours
Chem. 241	4
Phys. 141	4
Chem. 253*	5
Fr. 231 or Ger. 231	3
Eng. 233	3
Hist. 133	3
PE	1
Biol. 241	4
	27

2nd Semesster	Hours
Chem. 242	4
Phys. 142	4
Fr. 232 or Ger. 232	3
Eng. 234	3
Hist. 134	3
PE	1
Biol. 242	4
	22

*Consult medical school catalogue with reference to Chemistry 253.
All the listed courses may be taken in summer school. Ask for academic advisement.

BIOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 141	4	Chem. 142	4
Biol. 141	4	Biol. 142	4
Math. 131	3	Math. 132	3
Hist.i 133	3	Hist. 134	3
Eng. 131	3	Eng. 132	3
PE	1	PE	1
Psych 111	1	CS 231**	3
	19		21

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 241	4	Phys. 142	4
Biol. 242	4	Govt. 232	3
Phys. 141	4	Eng. 234	3
Govt. 231	3	PE	1
Eng. 233	3		11
PE	1		
	19		

Should consult with advisor and study program from degree-granting college.

**By approval

Biol 141—General Biology. An introductory course. The morphology and physiology of representative plants. General biological problems. Study of local flora. Course requires 6 hours student time per week.

Biol 142—General Biology. An introductory course. The morphology and physiology of representative animals. General biological problems. Study of local fauna. Course requires 6 hours student time per week.

Biol 143—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 and three hours laboratory each week.

Biol 144—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 lecture and three hours of laboratory each week.

Biol 145—Anatomy and Physiology. A study of physiology and human anatomy designed particularly for nurses, medical technicians, and physical education majors. Three hours lecture and three hours of laboratory each week.

Biol 241—Comparative Vertebrate Anatomy. Comparative embryology, anatomy, and physiology of vertebrate organ systems; adaptations; evolutionary history of the vertebrate. Three hours lecture and three hours laboratory each week.

Biol 242—Microbiology. A study of the characteristics and activities of micro-organisms and their relation to health and disease. An introduction to pathogenic organisms with major emphasis on history, morphology, infection, control, immunization and techniques. Three hours lecture and three hours laboratory each week.

Department of Chemistry

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
C. C. 231	3	Eng. 132	3
Eng. 131	3	Math. 232	3
**Math 136	3	Chem. 142	4
**Math 231	3	*Modern Language 142	4
Chem. 141	4	PE	1
*Modern Language 141	4		
PE	1		
Psych 111	1		
	22		15

*German or French; German preferred
**If student does not score high enough on mathematics placement test, then Math 131, and, or Math 132 is indicated.
Government and History may be taken in summer.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 233	3	Eng. 237	3
Math. 233	3	Chem. 253	5
Chem. 241	4	Chem. 242	4
Phys. 243	4	Phys. 244	4
Modern Language 231	3	Modern Language 232	3
PE	1	PE	1
	18		20

Student should consult with advisor and study program from degree-granting institotion.

Chem 141—General Chemistry. Fundamental principles of pure chemistry, theoretical and applied chemistry. Atomic structures, periodic arrangement of elements, ionic and covalent bonding, liquids, solids, chemical and ionic equilibrium. (Note: satisfies first semester requirement for chemistry in Class A medical schools.) Math 131 either prerequisite or corequisite. Three hours lecture and three hours of laboratory each week.

Chem 142—General Chemistry. Fundamental principles of pure chemistry. Study of thermochemistry, electrochemistry, nuclear chemistry, descriptive chemistry and qualitative analysis. (Note: satisfies second semester General Chemistry

requirements in Class A medical schools.) Three hours lecture and three hours laboratory each week. Prerequisite: Chemistry 141.

Chem 143—Introductory Chemistry. This course is designed especially for students of agriculture, home economics and non-science majors. The course content includes the fundamentals of general chemistry and the descriptive chemistry of the non metals accepted with applications from agriculture, home economics, etc. (May not be used in scence or pre-professional curricula.) Consult with advisor from department or division relative to use in degree program sequence. Three hour lecture and three hour lab per week.

Chem 144—Introductory Organic Chemistry: This course is designed especially for students of agriculture, home economics, and nonscience majors. Emphasis is placed upon basic principles, nomenclature, principal reactions, and methods of synthesis. Consideration is given to all major classes of carbon compounds with special attention given to those sections which may be associated with biological substances. Prequisite: Chemistry 143 or 141. Student should consult with advisor from department or division relative to use in degree sequence. 3-hour lecture and 3 hour laboratory per week.

Chem 241—Organic Chemistry. Classification, structure, nomenclature, methods of preparation, and standard reactions of alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, arenes, alcohols, ethers, and their derivatives. Three hours lecture and six hours of laboratory a week. Prerequisite: Chemistry 141, 142 with a C average.

Chem 242—Organic Chemistry. Classification, structure, nomenclature, methods of preparation, and standard reactions of carboxylic acids, suffonic acids, amines, diazonium salts, aldehydes, ketones, carbohydrates, propteins, polyhydroxy compounds, heterocylic compounds, and their derivatives. Three lecture and six hours of laboratory a week. Prerequisite: Chemistry 241.

Chem 253—Quantitative Analysis. The theory and practice of fundamental quantitative analytical procedures. Gravimetric, volumetric, and industrial methods are employed. Special emphasis on the development of laboratory techniques. Three hours lecture and six hours of laboratory. Prerequisite: Chemistry 141, 142 with a C average prerequisite.

Department of Engineering, Computer Science, Physics, Geology

PRE-ENGINEERING

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 141	4	Engr. 112	1
Engr. 111	1	Engr. 132**	3
Engr. 131	3	Math. 232	3
Math. 136*	3	Eng. 132	3
Math. 231*	3	Comp. Sci. 231**	3
Eng. 131	3	PE	1
PE	1	Phys 232	4
Psych 111	1	Chem. 142	4
	19		22

*If student does not achieve suitable score on mathematics placement test, Math 131 and Math 132 should be substituted or taken in summer session prior to freshman year.

**May be taken in the summer.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Engr. 231	3	Gov. 231	3
Phys. 244	4	Engr. 232	3
Eng. 233	3	Phys. 245	4
Hist. 133	4	Eng. 237	3
PE	1	Hist. 134	3
		PE	1
	18		17

DRAFTING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semster	Hours
Eng. 131	3	Eng. 132	3
Math. 131	3	Math. 132	3
Engr. 111	1	Engr. 112	1
Engr. 131	3	Engr. 132	3
Engr. 133	3	Engr. 134 or 135	3
Hist. 133	3	Hist. 134	2
PE	1	PE	1
Psych 111	1		
	18		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Engr. 135 or 134	3	Engr. 136	3
Engr. 137	3	Phys. 142	4
Phys. 141	4	Gov. 232	3
Gov. 231	3	Eng. 237	3
Spe. 131	3	PE	1
PE	1		
	17		14

Engr 111—Introduction to Engineering Problems. Introduction to the profession of engineering. Slide rule, and its use in problem solution, vectors and vector algebra, logical thinking, neatness and form in solution of problems stressed. Introduction to the use of computer and programmable calculators in problem solution. Class meets two hours per week.

Engr 112—Introduction to Engineering Problems. Introductory analysis, statics, and dynamics problems and their solutions. Prerequisite: Engr 111 or approval of instructor. Class meets two hours per week.

Engr 131—Engineering Drawing. Technical drawing, including freehand lettering, theory of orthographic projections, auxiliary vieys, sections, revolutions, intersections and development of surfaces. Axonometric projection, working drawings, tracings and duplication. Two hours lecture, two hour laboratory, supervised study, and individual instruction.

Engr 132 — Descriptive Geometry. Principal views, auxiliary and oblique views, visualization of planes, intersections, and warped surfaces. Two hours lecture, two hour laboratory, supervised study and individual instruction. Prerequisite: Engineering Drawing 131.

Engr 133—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 drawings, tracing, and free-hand lettering constitute a part of this course. Two hours lecture, two hours laboratory. Prerequisite: Drawing 131.

Engr 134—Architectural Drawing. A continuation of Architectural Drawing 133; Architectural details in various types of construction; working drawings and techniques of presentation. Two hours lecture, two hours laboratory. Prerequisite: Engineering Drawing 131.

Engr 135—Machine Drawing. Application of the graphic language to engineering purposes; engineering sketches; machine fastenings; conventional practice; machine details and working drawings. Two hours lecture, two hours laboratory. Prerequisite: Engineering Drawing 131.

Engr 136—Machine Drawing. A continuation of Machine Drawing 135. Application of the graphic language to engineering purposes in areas of machine design and details. Students must meet requirements of extreme accuracy and detail in his drawing of complicated machine processes, and usage of technical charts in emphasized. Drawings will be in third angle projection as well as in axonometric projections. Two hours lecture, two hours laboratory. Prerequisite: Engr 135.

Engr 137—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. Two hours lecture, two hours laboratory. Prerequisite: Engineering Drawing 131.

Engr 231—Engineering Mechanics I. (Statics). Fundamental principles of statics: force systems, equilibrium, structures, distributed forces, friction, virtual work, moments of inertia of area, and moments of inertia of mass. Prerequisite: 231, and corequisite: Math 232.

Engr 232—Engineering Mechanics II. (Dynamics). Principles of dynamics: kinematics, principles of kinetics, Newton's laws of motion, work and energy, impulse and momentum, and periodic motion. Corequisite: Math 233.

PHYSICS

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Biol. 141	4	Biol. 142	4
Chem. 141	4	Chem. 142	4
Eng. 131	3	Eng. 132	3
Math. 231***	3	Math. 232	3
Math. 136***	3	Physics 243****	4
PE	1	Elective or	
Engr. 111*	1	German or French 141**	4
Psych 111	1	PE	1
	20		23

*Suggested, not required.
**Consult degree-granting school.
***Student should take Mathematics Placement Test.
Government—May be taken in summer.
If Math 131, 132 indicated should be taken in Summer prior to freshman year.
****Math 231 prerequisite.

SOPHOMORE YEAR

2nd Semester	Hours	1st Semester	Hours
Eng. 236	3	Eng. 235	3
Math. 234	3	Math. 233	3
Hist. 134	3	Hist. 133	3
Phys. 245	4	Phys. 244	4
Govt. 231		CS 231	3
(or Modern Language)	3	PE	1
CS 232	3		
PE	1		
	20		17

Student should consult with advisor and study program from degree-granting school.

Phys 141—General Physics. Designed primarily for students such as pre-medical, pre-pharmacy, geology, and architecture, who do not expect to do additional work in engineering or physics. Elementary vector algebra, mechanics, heat, thermodynamics and sound. Three hours lecture and three hours laboratory each week. Prerequisite: Mathematics 131, Math 132, or con-current enrollment, Math 111 or satisfactory knowledge of the slide rule recommended.

Phys 142—General Physics. Electricity and magnetism, light, and modern physics. Three hours lecture and three hours laboratory each week. Prerequisite: Physics 141.

Phys 243—Mechanics, Heat and Sound. 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. Elements of mechanics (using both the vector and analytical concepts), heat, and sound. Prerequisite: Mathematics 231. Three hours lecture and three hours laboratory per week.

Phys 244—Electricity and Magnestism. A study of the theory of electricity and magnetism with the appropriate measurements and instrumentation. Three hours lecture and three hours laboratory per week. Prerequisite: Mathematics 232 or concurrent enrollment.

Phys 245—Light and Modern Physics. A study of geometric and physical optics. Atomic and nuclear phenomena with related theory and practices. Three hours lecture and three hours laboratory each week. Prerequisite: Mathematics 233 or concurrent enrollment.

PHYSICAL SCIENCE

P Sci 141—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.

P Sci 142—Physical Science. A survey of geology, meterology, cosmogony, and astronomy. Three hours lecture, three hours laboratory.

COMPUTER SCIENCE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Math. 131*	3	Math. 136	3
Math 132*	3	Math. 231	3
CS 131	3	CS 231	3
Chem. 141 or Biol. 141	4	Chem. 142 or Biol. 142	4
Hist. (Summer) 133	3	Hist. 134	3
Psych 111	1	PE	1
PE	1		
	21		20

*Math Placement Test. If suitable score, Math 136 and Math 231 would substitute for Math 131 and Math 132.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 235	3	Eng. 236	3
Math. 232	3	Math. 233	3
CS 232	3	Psysics 244	4
Physics 243	4	Elective**	4
Govt. 231	3	PE	1
PE	1		
	17		15

**Foreign Language preferred.

C S 131—Digital Computer Principles. An introduction to digital computer methods of computation, other number systems, symbolic logic, mechanization of storage, timing, arithmetic methods, control, communication with the computer, errors (detection and reduction), Boolean Algebra, and use of the key punch in data preparation. Course meets three times each week with laboratory as needed.

CS 231—Digital Computer Programming and Problem Solution. Topics discussed are: Memory, number systems, computer devices, logic, algorithmic processes, and flow diagrams. The solution of problems from mathematics engineering, business, chemistry, and physics is an integral part of the course. Languages used are Fortran and Basic. The course is designed to meet the needs of business, computer science, engineering, mathematics, and science students. Three hours lecture and three hours laboratory weekly.

C S 232—Numerical Methods for The Digital Computer. The course is designed to teach elementary numerical methods and problems solution using the digital computer to students from Engineering, Mathematics, and Science. Prerequisite: Computer Science 231 or permission of instructor and Mathematics 231, Corequisite: Enrollment in Mathematics 232. Class meets 3-hours weekly with the laboratory work on an individual basis.

GEOLOGY

Geol 141—General Physical Geology. A study of earth materials and land forms and the processes of geology at work upon and within the earth. Three hours lecture and three hours laboratory each week.

Geol 142—General Historical Geology. A study of the history of the earth and life upon it as determined from its rocks and fossils. Three hours lecture and three hours laboratory each week.

DIVISION OF HEALTH AND PHYSICAL EDUCATION

Chairman: Miss Nelson

Professor: Miss Nelson; Associate Professors: Mr. Williams-Intramural Director, Mrs. Works; Assistant Professors: Mr. Dungan-Acquatic Director, Mr. Duke-Golf Coach.

This department provides opportunities for every student to acquire skill and knowledge in many sport and recreactional activities, so that each may prepare himself for leisure time enjoyment. Emphasis is placed on individual and recreational activities.

The Intramural Sports Program at Texarkana College is designed to give all students an opportunity to participate in a variety of recreational activities.

Suggested Courses of Study for a major in Physical Education.

FRESHMAN YEAR

1st Semester	Hours
Phych 111 Fresh. Orientation	1
Eng. 131	3
Hist. 131 or 231	3
Math. 135 or 131	3
PE 131	3
Biol. 141	4
PE 118C	1
	18

2nd Semester	Hours
Eng. 132	3
Hist. 132 or 232	3
Biol. 142	4
PE 132	3
Elective	3
PE	1
	17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 234	3	Eng. 235 or 233	3
Speech 131	3	Soc. 131	3
Biol. 145	4	Govt. 232	3
Govt 231	3	Psych. 231	3
Elective	3	Elective	3
PE	1	PE	1
	17		16

Men's Physical Education
112m Weight Training
113m Gymnastics

Women's Physical Education
112w Body Mech. and Conditioon-ing
113w Gymnastics
114w Swimming and Diving (Beginning)
115w Synchronized Swimming
116w Modern Dance
216W Synchronized Swimming (Adv.)

Coed-Physical Education
111c Bowling
112c Tennis
113c Golf
114c Badminton (Beginning)
115c Archery-Table-Tennis
116c Scuba Diving
117c Swimming and Diving (Intermediate)
118c Concepts of Physical Activity
119c Volleyball
211c Badminton (Advanced)
212c Swimming and Diving (Advanced) (Senior Life-saviing)
213c Water Safety Instructors
214c Tennis (Advanced)
215c Golf (Advanced)
216c Bowling (Advanced)
217c Scuba Diving (Advanced)

PE 111L — First Aid. The American Red Cross Standard First Aid Course. Fulfills requirements for Red Cross Certificate. Required of students with doctors certification of disability. This course may be elected by any student, but may not be used in lieu of activity courses for those physically able. One hour per week.

PE 112L — First Aid. The American Red Cross Advanced Course. Requirements and restrictions are the same as in PE 111L. One hour per week.

PE 115L—Instructors Course in First Aid. This course includes theory and practice of the American National Red Cross Instructors Course in First Aid. This course is designed to meet the requirements set by the American Red Cross for an instructors certificate. Successful completioon of the course prepares the student to teach junior, standard and advanced courses in first aid. Students must take PE 111L and PE 112L as prerequisite to this course. One hour per week.

PE 118—Concepts of Physical Activity. A general course in college physical education designed to teach the biophysical values of muscular activity through lecture and laboratory periods. In the laboratory periods, a swimming proficiency test and a physical fitness test are given to help determine the student's future physical education needs.

PE 131—Foundations of Physical Education. This course is designed as a professional orientation into the major field of physical education, health and recreation. Its contents comprise a brief history, philosophy, modern trends of physical education, teacher qualifications, vocational opportunities, expected competencies, and skill testing.

PE 132—Health Concepts. A course which deals with the principles of personal and community health which includes nutrition, drugs and narcotics, mental health, causes and prevention of diseases, marriage and the family, safety, fitness, and community health problems and service.

PE 133—Sports Officiating. A study of the rules of various sports along with practice in officiating for football, basketball and volleyball. This course will only transfer as an elective.

PE — 231 — Elementary Physical Education. A course designed to study the contents of a program in physical education for the elementary grads. Organization and methods of teaching progressions of elementary activities are taught and practiced.

DIVISION OF SOCIAL SCIENCE

Chairman: Mr. Spencer

Professors: Mr. Spencer, Mr. Williams, Mr. Wood; Associate Professors: Mr. Benson, Mr. Hawkins, Mr. Meredith; Assistant Professors: Mr. Bell, Mrs. Davis, Mrs. Larey, Mr. Smith.

PRE-LAW

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Hist. 133	3	Hist. 134	3
Math. 131	3	Math. 132	3
Science	4	Science	4
Speech 131	3	Spe. 132	3
PE	1	PE	1
Psych 111	1		
	18		17

Modern Language strongly recommended.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Sophomore Literature	3	Sophomore Literature	3
Hist. 131	3	Hist. 132	3
Govt. 231	3	Govt. 232	3
G. B. 231	3	G. B. 232	3
Soc. 131	3	G. B. 232	
Acct. 231	3	Psych 231	3
PE	1	Acct. 232	3
		PE	1
	19		19

ELEMENTARY EDUCATION*

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Soc. 131 or Psych. 231	3	Soc. 131 or Psych. 231	3
Science	4	Science	4
Ed. 137	3	Ed. 138	3
Geog. 131	3	Math. 135	3
PE	1	PE	1
	17		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 233	3	Eng. 234	3
Hist. 133	3	Hist. 134	3
Govt. 231	3	Govt. 232	3
Ed. 135	3	Ed. 136	3
Science	4	Science	4
PE	1	PE	1
	17		17

SECONDARY EDUCATION*

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Science	4	Science	4
Hist. 133	3	Hist. 134	3
Modern Language	4	Modern Language	4
Soc 131 or Psych. 231	3	Soc 131 or Psych 231	3
PE	1	PE	1
	18		18

*Education 131 and 132 are suggested for students who plan to pursue a degree in education at an Arkansas institution.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 233	3	Eng. 234	3
Gov. 231	3	Gov. 232	3
Psych 231 or Soc 231 or Soc 232	3	Soc. 232 or Psych 231 or Soc 231	3
Science	4	Science	4
Elective	3	Elective	3
PE	1	PE	1
	17		17

HISTORY

Hist 031*—American Civilization. This is an elementary survey course for those poorly prepared in American History.

Hist 131, 132—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. History 131 prerequisite for History 132.

Hist 133, 134—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. History 133 prerequisite of History 134.

Hist 233, 234—History of the Afro-American. "A brief survey of the political, economic, and social development of the Afro-American in the United States and his contribution to American civilization."

First semester: History of the Afro-American to the end of the Civil War.

Second semester: Reconstruction to the Present. History 233 prerequisite of History 234.

Hist. 231—History of Texas. A history of Texas from the Spanish Period to the present day. Stress will be placed upon the period of Anglo-American settlement, the Revolution, the Republic, and the development of the modern state.

*The course may not transfer, but can be used for local elective credit.

GOVERNMENT

Govt 231—State and Federal Constitutions. 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.

Govt 232—American Government. Legislative, executive, and judical 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.

GEOGRAPHY

Geo 131—Principles of Geography. The student 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.

Geo 132—Economic Geography. How and where man makes his living in the various regions of the world; problems on production utilization, and distribution of goods; special emphasis on intelligent uses of human and natural resources.

EDUCATION

Ed 131*—Introduction to Education. Brief survey of Education. The teacher and the profession, the American school system, including the background, development, administrative organization, and supervision. (Fall Only)

Ed 132* — Introduction to Educational Psychology. A brief summary of the psychological principles underlying the learning and teaching processes. Prerequisite: Education 131. (Night only in Spring)

*These courses are not required for teacher certification in Texas. They are excellent electives and remain on the required list in other states.

ART

Ed 135, 136—Public School Art. The teaching of public school are 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.

PUBLIC SCHOOL MUSIC

Ed 1137—Public School Music.—A narrative description is found in the music section of the current catalogue as Music 137.

Ed 138—Music Teaching in the Elementary Grades. A narrative description is found in the music section of the current catalogue as Music 138.

SOCIOLOGY

Soc 131—Principles of Sociology. A general introduction into the behavior of individuals in social groups, particularly a study of important phases of life as culture, population, institutions, social control, and the major social processes. Analysis of the simpler relations of daily living as illustrative material. Reading, reports, and quizzes.

Soc 231—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 problems to be selected for intensive study. Prerequisite: Soc 131 or sophomore standing. (Spring Only)

Soc 232—Marriage and the Family. Study of the marriage relationships; events and attitudes leading to it; problems and experiences arising from it; development of a philosophy regarding marriage and family life. Prerequisite: Sophomore standing or permission of the instructor. (Fall only; night in the Spring Semester)

PSYCHOLOGY

Psych 111 — Freshman Orientation and Adjustment. This course is designed to serve as a group study approach to student problems. Course content will evolve out of student interests and needs. Areas of study are adjusting to college, use of library, acquiring basic study skills, improving your personality, making a wise vocational choice. Emphasis will be placed upon active student participation in group activities and "self" study. This course is required of all entering freshmen taking 12 or more hours, and the class meets for the first six weeks of semester only.

Psych 231—Introduction to Psychology. A study of the basic principles in psychology bearing on growth, motivation, learning, drives, emotions and similar aspects of human behavior.

Psych 233—General Business Psychology. Principles of applied psychology; personality development; the adjustment concept—direct attack, substitution, evasion, and retreat; physchology applied to hiring, rating, promoting, and supervision of workers; scientific testing, employee morale; principles of psychological research. Prerequisite: Psychology 231.

Psych 236—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. Prerequisite: Psychology 231.

CONTINUING EDUCATION DIVISION

DALE WORKS, Director

The Continuing Education Division of Texarkana College extends officially the Day College program of classes into the evening hours to enable both the youth and the adult to carry on a college program leading to an Associate degree from Texarkana College or leading to transfer to a four-year institution. In addition, the program offers courses designed for the personal and occupational improvement of youth and adults.

The primary objective of Texarkana College Contining Education Division is to serve the educational interests of the community and meet the needs of those who desire to continue their education.

Upon sufficient demand, courses offered regularly in the day school will be offered in the evening. The same standards regarding curriculum and instructors maintained by the day schedule will be maintained by the Continuing Education Division.

Areas available in the Continuing Education Division are College Courses, Vocational-Technical Courses (Local Credit), and Non-Credit Short Courses.

GENERAL INFORMATION

Entrance Requirements—Students registering for academic courses and requesting transferable credit must meet the same entrance requirements for such courses as day school students.

Registration — Students are expected to register on days designated for registration as stated on the Continuing Education Schedule. All registration must be completed by the sixth class day.

Tuition and Fees — The tuition and fee charges for evening classes are the same as those stated in this catalogue.

Class Hours—Ordinarily, classes meet one night per week for a period of three hours each night, except for those courses in which laboratory time is required.

Schedule of Classes—A schedule listing the courses to be offered and general information pertaining to the Continuing Education Division is printed before each semester. A schedule will be mailed on request.

Dropping, Adding or Withdrawing—If a student finds it necessary to drop and/or add a course or to withdraw from college, he must write or come personally to the Continuing Education Office.

Parking Regulations—The same parking regulations that are effective in the day will also be enforced at night. A campus security guard will be on duty each night enforcing these regulations. All students driving a vehicle on campus must buy a parking permit for each semester.

Tuition Refunds—The financial regulations as stated in this catalogue are to be followed by a student enrolled in the Evening School who desires a tuition refund.

Office of Continuing Education Director—The Continuing Education Division Office is located in the Administration Building—Room 310—Telephone 838-4541, ext. 276.

Office Hours: Office hours are from 8 a.m. to 4 p.m. and 5 to 9:30 p.m. Monday through Thursday, and from 8 a.m. to 4 p.m. on Friday.

NON-CREDIT SHORT COURSES

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 activites, and special interest groups and cover a wide range of subject matter and educational activity.

Tuition for non-credit courses is determined by the actual cost of conducting each course 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.

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. Some of the noncredit courses include:

Antiquing
Archery
Basic Bookkeeping
Basic Electronics
Bible Instructions
Blueprint Reading
Bridge
Business Speech
Ceramics
Charm Class
Chess
Child Growth & Development
Christmas Design
Class Piano
Class Voice
Creative Writing
Defensive Driving
Diet and Weight Control
Driver's Training
Family Finance
Federal Income Tax
Flower Arranging
Horticulture
Human Relations
Improving your English
Instrument Flight Training
Interior Decoration
Interstate Commerce Law
Investment Information
Karate: Self Defense
Key Punch
Modern Math for Parents
Office Machines
Officiating (Sports)
Oil Painting
Photography
Pre-Flight Ground School
Preparation for Federal Service Entrance Examination
Preparation for High School Equivalency Test
Real Estate
Russian (Conversational)
Salesmanship
Scuba Diving
Sculpture
Shorthand
Sign Language
Social Problems
Spanish (Conversational)
Speed Reading
Swimming (Adult & Children)
Tennis
Trampoline
Transporation Rates
Typing
Writing for Publication

VOCATIONAL-TECHNICAL EDUCATION

B. J. MURDOCK, Dean of Vocational-Technical Education

David Mueller, Assistant Vocational-Technical Dean.
John Ferguson, Off-Campus Program Co-Ordinator and Related Math Instructor.
Ronald Bright, Vocational Counselor
Frank Coleman, Vocational Counselor.

VOCATIONAL EDUCATION is recognized today as one of the principal elements in the mainstream of economic progress. Vast technological changes have created a new environment with unlimited dimensions for vocational education.

Vocational Education at Texarkana Community College began in 1956 with the introduction of the first Licensed Vocational Nursing Program and has experienced steady growth ever since. Due to this rapid growth in vocational education, the college was designated as an Area Vocational School in 1965, at which time application for the first vocational-technical building was made.

The construction of a vocational-technical building was entered into the master plan for the college and in May, 1973, the new building was completed. The new structure is appropriately named the Career Education Center and houses seven new vocational programs, in addition to several existing programs.

The primary objective of the Vocational-Technical School of Texarkana Community College is to equip young men and women with the basic information and training necessary to enter their chosen occupation. The student may pursue his studies in the full-time day program or attend on a part-time basis at night. The seventeen major fields of study are (1) Associate Degree Nursing, (2) Auto Body Repair, (3) Auto

Mechanics, (4) Career Pilot Technology, (5) Child Care Aide, (6) Data Processing Technology, (7) Electronics (Radio and TV Repair), (8) Fire Protection Technology, (9) Licensed Vocational Nursing, (10) Medical Assistant Technology, (11) Mid-Management, (12) Office Occupations, (13) Police Technology, (14) Quality Control, (15) Refrigeration and Air Conditioning, (16) Truck Driving, (17) Welding.

GENERAL EDUCATIONAL DEVELOPMENT TEST

The General Educational Development Tests are given Monday through Friday in the office of the Dean of Vocational-Technical Education at 8:30 a.m. and 1:30 p.m. The tests are also given in the office of the Director of Continuing Education at 6:00 p.m. Monday through Thursday.

Anyone nineteen years of age or older is eligible to take the tests, and under extenuating circumstances, the test may be administered to persons under this age limit with approval of the Dean of Vocational-Technical Education.

The test scores are generally recognized by employers and colleges as the equivalent to a high school education. Individuals interested in taking the test should contact the Dean of Vocational-Technical Education.

Department of Data Processing

Director: Mr. Burkhalter

Instructors: Mr. Burkhalter, Mr. Folmar

Texarkana College has the latest equipment in Data Processing to train students in all phases from Key Punch Operators to Programmers. The Department of Data Processing offers two separate programs to students. One is the two-year program upon the completion of which a Data Processing Technician Certificate and Associate in Applied Sciences Data Processing is awarded. The other program is the two-year degree Associate in Business with emphasis in Data Processing.

Data Processing Course Requirements
Two Year Degree Associate in Applied Science Data Processing Including Data Processing Technician's Certificate

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
D. P. 130	3	D. P. 134	3
D. P. 133	3	D. P. 135	3
Eng. 031 or 131	3	Eng. 131 or 132	3
Acct. 131 or 231	3	Acct. 231 or 232	3
D. P. 136	3	D. P. 137	3
Psych 111	1	PE	1
PE	1		
	17		16

SOPHOMORE YEAR

3rd Semester	Hours	4th Semester	Hours
D. P. 231	3	D. P. 243	4
D. P. 232	3	D. P. 234	3
Acct. 232 or Elective	3	Eng. 239	3
D. P. 235	3	G. B. 232	3
G. B 231	3	Govt. 231	3
PE	1	PE	1
	16		17

The Data Processing Technician Certificate is awarded upon the successful completion of this curriculum. The Associate in Business Degree may be earned by completing the course requirements for that degree as specified under graduation requirements listed in the catalogue.

TWO YEAR DEGREE ASSOCIATE IN BUSINESS

(with emphasis in Data Processing)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
D. P. 130	3	D. P. 133	3
G. B 130	3	Eng. 132	3
Eng. 131	3	Math. 130 or 131	3
G. B. 131	3	Elective	3
Accts. 131 or 231	3	Acct. 231 or 232	3
Psych 111	1	PE	1
PE	1		
	17		16

SOPHOMORE YEAR

3rd Semester	Hours	4th Semester	Hours
D. P. Elective	3	D. P. Elective	3
Acct. 232 or G. B. 231	3	Govt. 232	3
Eng. 233	3	Eng. 234	3
Govt. 231	3	G. B. 231 or G. B. 232	3
Hist. 133	3	Hist. 134	3
PE	1	PE	1
	16		16

D P 130—Principles of Data Processing. (3-0). This course will give the student a basic knowledge of unit record and computer equipment through a broad approach to the data processing technique. Study encompasses the history of data processing from early manual methods to today's third generation equipment. Equipment is studied from a functional rather than operational standpoint. Business Fortran V programming will be presented on statistical problems. Three hours credit. No prerequisite needed. This course will be offered through individualized instruction.

D P 131—Key Punch Operator. (2-3) This course is designed to give the experienced typist the skills necessary to become a key punch operator. Training will be given all phases of key punching, including handling of data, handling of cards, and operation and care of equipment. A certificate will be issued upon request after completion of the course requirements. Two hours lecture and three hours lab per week. Prerequisite: 50 wpm typing speed.

D P 132—Punch Card Equipment. (3-1) This course offers the principles of operation of the common computer center peripheral equipment, including the key punch, sorter, interpreter, and reproducer. Instruction is also given in principles of control panel wiring for the interpreter and reproducer. Three lecture hours and one lab hour per week. No prerequisite needed.

D P 133—Computer Programming I. (3-1) This course is designed to acquaint the student with the IBM System 360 operation and assembly language programming. Lecture is presented 3 hours per week and computer operation lab is designed to acquaint the student with the principles and presented 1 hour per week. No prerequisite needed.

D P 134—COBOL Programming II. (3-3) This course is application of COBOL programming. Business type problems in card and disk files will be solved using the programming language. Material will be presented during the three hours lab. Prerequisite: D. P. 133.

D P 135—Form and File Design. (3-0) This course is designed to guide the student through a study of the design of automated business forms and files. Included in form and file design are payroll, accounts receivable, accounts payable, and general ledger applications. Three lecture hours per week. Prerequisite: D. P. 133.

D P 136—Data Processing Mathematics. (3-0) This course will provide the student with the basics of number systems, floating point numbers, matrices, linear programming, series, sets and logic. It will present material as related to computer systems. Three hour lecture. No prerequisite.

D P 137—Modern Computer Systems. (3-0) This course will offer the student a look into the various computer systems by leading manufacturers. Study will be made into the techniques, applications, hardware, design calculations, and implementation of real-time computer systems. Three hours lecture. Prerequisite: D. P. 133.

D P 231—PL/1 Programming III. (3-3) This course is designed to acquaint the student with principles of PL/1 programming. Business type problems using card and disk files will be solved using the programming language in the three hours lecture and three hours lab. Prerequisite: D. P. 133.

D P 232—Programming Systems. (3-0) This course will provide the student with a study of other computer languages, their unique characteristics relative advantages and disadvantages, and methods of operation. Real time, time sharing, and conventional operating systems will be examined and discussed. Much attention will be paid to new techniques and developments in both hardware and software. Three lecture hours per week. Prerequisite: D. P. 133.

D P 234—Fortran—RPG Programming IV. (3-3) Students in this course will study both FORTRAN IV and RPG compiler languages. Business problems involving both card and disk files will be presented during three lecture hours and three lab hours will be provided for machine use. Prerequisite: D. P. 133.

D P 235—Automated Accounting Systems. (3-0) Lecture in this course will encompass accounting systems as applied to modern data processing methods. Study will be made into structure of accounts, methods of analyzing and improving accounting systems, and the design of automated accounting systems. Three hours lecture. Prerequisite: Acct. 231.

D P 243—Field Project. (2-5) Individual assignment to carefully selected businesses to successfully design and develop a genuine business application using data processing. The student will fully document and prepare including flow charts, file and form designs, necessary programming and data collection providing acceptable output as proof of completion. Two hour conference, five hours lab per week.

Department of Flight Technology

Director of Flight Technology: Mr. Gordon

Instructors: Mr. Larry Gordon, Mr. Jimmy Blackard, Mr. John Locke, Mr. Jesse Jordan.

Introduction

Within the next few years, the image of the pilot as a professional man will be considered universally accepted. College freshmen will be considering flying careers along with those who choose medicine, and other professions.

Within the next ten years, the air age will be demanding that the colleges play a guiding role in pilot training. The man who will fly the planes of tomorrow must be a well educated and trained person—not just a "fly-boy" type pilot. In this program of Flight Technology, Texarkana College will offer the Associate Degree in Applied Air Technology aimed at meeting the requirements of a commercial pilot with instrument and multi-engine ratings.

Entrance Requirements

1. High school graduate.
2. Must be able to pass the G.E.D. test in lieu of the high school diploma.
3. Must be able to show evidence of passage of at least a third class medical certificate.
4. Individual Approval.

Instructor Requirements

1. The instructor will hold a valid F.A.A. ground-air instructor's certificate. Both single and multi-engine ratings are required.
2. An instrument pilot rating.
3. A valid vocational-technical certificate from the Texas Education Agency.

CURRICULUM OF THE FLIGHT TECHNOLOGY COURSE

FRESHMAN YEAR

Fall		Spring	
Hist. 133	3	Hist. 134	3
Approved Eng.	3	Approved Eng.	3
Aircraft Science AT 131	3	Private Pilot AT 130	3
Preflight (Pvt. Ground) AT 133	3	PE 112L	1
Flight Instruction AT 111	1	Meteorology AT 232	3
PE 111L	1	Aerophysics AT 135	3
Psyc. 111	1	Radio Aids and Comm. (Instrument Ground) AT 238	3
Math 111	1		
	16		19

SOPHOMORE YEAR

Fall		Spring	
Govt. 231	3	Govt. 232	3
Approved Eng.	3	Approved Eng.	3
Intermediate Flight AT 134	3	Flight Advanced I (Instrument Pilot) AT 235	3
Advanced Flight II (Multi-engine) AT 216	1	Intermediate Flight AT 234	3
Air Navigation (Commercial ground)		PE	1
Propulsion Systems AT 132	3	Instruction Theory AT 237	3
	17		16

AERONAUTICAL TECHNOLOGY COURSE DESCRIPTIONS

AT 111—Flight Instruction. (1-1) (Solo). A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. Thirty two hours of instruction is provided of which twenty hours is spent in dual flight and twelve hours in oral instruction and briefing. The program is more than sufficient to qualify a student for solo flight. This course is designed for those who wish to begin training toward qualifying for a Federal Aviation Administration Private Pilot Certificate; also for the Aero Technology students who merely desires to achieve the fundamental, practical experience of flight and first-hand knowledge of aircraft operations. Co-requisite: None

AT 130—Basic Flight. (2-2). (Private Pilot). This course is designed for completion of the Private Pilot Certificate; it exceeds the minimum flight hours necessary to satisfy the Federal Aviation Administration requirements. A total of sixty-four hours of instruction is provided, including twenty-five hours of dual flight, twenty-five hours of solo flight, and nineteen hours of oral instruction and briefing.

The student should also enroll in AT 133, Pre-Flight, which is the Private Pilot Ground School or show evidence of having successfully passed the Federal Aviation Administration written examination for the Private Pilot Certificate. Prerequisite: AT 111 or Equivalent.

AT 131—Aircraft Science. (3-0) This course serves as an introduction to the study of several basic sciences in the aeronautical field, as applied to their theoretical and practical use in aircraft construction and design. Co-requisite: None

AT 132—Propulsions System. (3-0). This course introduces the student to the propulsion and its operation. Typical operational type power plants are available for study. Prerequisite: None

AT 133—Pre-Flight. (3-0). The principles of flight, basics of air traffic control, weather facts, navigational procedures and airplane operation as are pertinent for the Private Pilot, upon successful completion of this course, the student has sufficient knowledge to pass the Federal Aviation Administration written examination for the Private Pilot Certificate. Prerequisite: None.

AT 134—Intermediate Flight. (1-4) (Commercial Pilot). This course is the first of three phases of flight training in preparation for the Federal Aviation Administration Commercial Pilot Certificate. A total of eighty hours of instruction is provided, including fifteen of dual flight, forty hours of solo flight and twenty-five hours of oral instruction and briefing. Prerequisite: Basic Flight.

AT 135—Aerophysics. (3-0). Introduction to physics, physical terms, the basis for physical laws in practical application to aeronautics. Course of study includes laws of motion, gas laws, electromagetism, basic principles of electrical circuits, hydraulics and pneumatics. Prerequisite: None.

AT 216—Flight—Advanced II. (1-1). (Multi-Engine Pilot). This course of flight training leads to the Federal Aviation administration Multi-Engine Pilot Rating. All flying is given in a twin-engine aircraft and is designed to give the

advanced pilot a greater depth of aircraft experience. A total of thirty-two hours of instruction is provided including fifteen hours of dual flight and seventeen hours of oral instruction and briefing. Prerequisite: AT 130 or a Private Pilot Certificate or Permission of the chief pilot.

AT 221—Flight-Instructor. (2-3). This flight course prepares the experienced Pilot for the Federal Aviation Administration Flight Instructor Certificate for Airplanes. A total of eighty hours of instruction is provided, including thirty hours of oral flight instruction, forty-five hours dual instruction, and five hours of briefing. Prerequisite: AT 237 or concurrent enrollment AT 237.

AT 232—Meteorology. (3-0). This course aims to present concisely and systematically the science of meteorology in its present state of development. The primary purpose is to set forth the facts and principles concerning the behavior and responses of the atmosphere. Prerequisite: None.

AT 234—Intermediate Flight II. (1-4) (Commercial Pilot). A continuation of AT 134. The second half of two phases of flight training leading to the successful completion of the Federal Aviation Administration Commercial Pilot Certificate. A total of eighty hours of instruction is provided fifteen hours of dual flight, forty hours of solo flight and twenty-five hours of oral instruction and briefing. Prerequisite: AT 134 or equivalent flight experience as determined by the chairman.

AT 235—Flight—Advanced I. (2-3) (Instrument Pilot). The necessary instruction to qualify for the Federal Aviation Administration Instrument Pilot Rating. A total of eighty hours instruction is provided, including fifty hours of dual flight, ten hours of synthetic flight and ten hours of oral instruction and briefing. Prerequisite: AT 130 or a Private Pilot Certificate.

AT 236—Air Navigation. (3-0). The basic elements of air navigation; the fundamentals and practical application of pilot-age and dead reckoning, including the use of plotter, computer, aerial charts and Federal Aviation Administration publications pertinent to F.A.A. Commercial Pilot Certificate. Prerequisite: AT 133 or equivalent.

AT 237—Instruction Theory. (3-0). This course prepares the enrollee for the instructor-written examination given by the Federal Aviation Administration. The two main topics are fundamentals of instruction and analysis of manuvers.

FAA Publications, such as Flight Instructor's Handbook, Airman's Information Manual, Flight Training Manual and pertinent Advisory Circulars are studied. Prerequisite: AT 234 or commercial Pilots Certificate.

AT 238—Radio Aids and Communications. (3-0). Basic radio fundamentals as used by the pilot. A description and practical use of various radio aids to safe aerial navigation, including Very High Frequency Omn Directional Range (VOR), Instrument Landing System (ISL), Direction Finding (DF) and others. Charts and approach plates as adopted to radio navigation including the use of the Airman's Information Manual. Prerequisite: Instructor's permission.

Department of Police Technology

Director: Mr. Pynes

Instructors: Mr. Pynes, Mr. McGee, Mr. Fincher, Mr. Cowart.

Introduction

The Associate in Applied Science Degree in Police Administration and Police Technology will attempt to meet the needs of persons seeking employment or a promotion in public or private agencies concerned with maintaining public safety, the prevention of crime and the reduction in the loss of lives and property from crime and its allied causes.

Texarkana College offers this program leading to an Associate in Applied Science Degree in Police Technology on a full-time basis in the Day Division or on a part-time basis in the Evening Division.

Admission Requirements

Admission to any program leading to a degree at Texarkana College requires a high school diploma or its equivalent. Non-high school graduates should contact the Dean of Vocational-Technical Education for the completion of the G.E.D. high school test.

All students should meet the minimum physical requirements of the police for which they plan to seek employment.

POLICE TECHNOLOGY CURRICULUM

First Year

1st Semester	Hours	2nd Semester	Hours
Hist. 133	3	Hist. 134	3
Eng. 131	3	Eng. 132	3
*L.E. 131	3	*L.E. 144	4
*L.E. 132	3	L. E. 145	4
*L.E. 133	3	L.E. 136	3
Psy. 111	1		
	16		17

Second Year

1st Semester	Hours	2nd Semester	Hours
Govt. 231	3	Govt. 232	3
L.E. 241	4	Psy. 231	3
*L.E. 232	3	*L.E. 234	3
L.E. 233	3	*L.E. 235	3
Eng. 239	3	Speech 131	3
Soc. 131	3	Soc. 231	3
	19		18

LAW ENFORCEMENT TECHNOLOGY DESCRIPTION OF COURSES

Police Technology courses are not designed for transfer to a senior college or university and will not necessarily count toward any bacculaureate degree unless the senior college or university may choose to allow it.

***L E 131—Introduction to Law Enforcement.** (3-0). History, development and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. Three semester hours.

***L E 132—Criminal Investigation.** (3-0). Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. Three semester hours.

***L E 133—Legal Aspects of Law Enforcement.** (3-0). History and philosophy of modern criminal law, including the structure, definition and application of statues and leading case law; the elements of crimes and penalties; general provisions of the Penal Code. Three semester hours.

***L E 144—Criminal Procedure and Evidence.** (3-3). Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of the Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case law on each topic. Three hours lecture and three hours lab each week. Four semester hours.

L E 145—Health Education and First Aid. (2-3). Health knowledge and practice in regard to individual and group welfare; personal hygiene; community health problems, communicable disease control and health organizations. Instruction in American National Red Cross first aid methods for emergency treatments of injuries and sudden illness. Advanced certificiate required for completion of course. Two lecture hours and three laboratory hours each week.

L E 136—Traffic Law and Court Room Procedures. (2-3). State vehicle requirements and related laws; routine traffice duties of an officer; traffic accident investigation techniques and reports; special traffic problems; the traffic court; case preparation from incident to final disposition through court. Two lecture hours and three laboratory hours each week.

L E 241—Firearms and Defensive Tactics. (3-3). The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of firearms and shotguns; protection against persons armed with dangerous and deadly weapons; demonstration and drill in a limited number of holds; restraint of prisoners and mentally ill; use of the baton; mob control. Three lecture hours and three laboratory hours each week.

***L E 232—Police Community Relations.** (3-0). The role of the individual officer in achieving and maintaining positive public response; inter-group relations and public information. Three semester hours.

L E 233 — Traffic Investigation. (2-4). A problems course in the investigation of traffic accidents, laws, and advanced investigation procedures; special emphasis to be placed on the handling of traffic accidents on crowded thoroughfares and expressways. Defensive driving techniques will be given on an individual basis in a college patrol vehicle. Two lecture hours and four laboratory hours each week.

*** L E 234—Police Role in Crime and Delinquency.** (3-0). Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomenon of crime as it relates to juveniles. Three semester hours.

*** L E 235—Police Organization and Administration.** (3-0). Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three semester hours.

L E 236—Juvenile Procedures. (2-3). The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles, case disposition; juvenile statutes and court procedures. Lab section of this course is to be completed on-the-job working with juvenile officers. Two lecture hours and three laboratory hours each week.

* Students wishing to transfer to a senior institution should enroll in the courses indicated by an asterick in addition to meeting the following course requirements: English —3-6 hours. History—6 hours, science and/or Foreign Language—8-12 hours, Other Electives—8-15 hours.

Credit by examination can be given for Police Technology courses.

Mid-Management

Director: Mr. Hinton

Instructors: Mr. Hinton, Mr. Brown, Mr. McClain, Mr. Gibson

Mid-Management is a two-year program of instruction that involves nearly all types of business. It is designed to prepare the student for an occupational career supervising people and merchandise.

Entrance requirements:

General college entrance and Director approval.

First Semester		Second Semester	
MM 144 Mid-Mgt. Training	4	MM 142 Mid-Mgmt. Training	4
MM 131 Prin. of Management	3	MM 132 Personal Mgmt.	3
Eng 131 Comp. and Rhetoric	3	Acct 231 Prin. of Accounting	3
Spe 131 Public Speaking	3	Eng 132 Comp. and Rhetoric	3
GB 130 Business Math	3	Psy 231 Intro. to Psychol.	3
Psy 111 Orientation	1	or	
		Psy 233 Business Psychology	3
	17		16

Third Semester		Fourth Semester	
MM 241 Mid-Mgmt. Training	4	MM 242 Mid-Mgmt. Training	4
MM 231 Mid-Mgmt. Seminar	3	MM 232 Mid-Mgmt. Seminar	3
MM 238 Human Relations	3	GB 233 Business Law	3
GB 231 Prin. of Economics	3	Approved Elective*	3
Approved Elective*	3	Approved Elective*	3
	16		16

Also, two (2) semesters of P. E., which can be taken any semester.

*Approved Electives:

DP 130—Principles of Data Processing
Soc 131—Principles of Sociology
MM 234—Salesmanship
MM 235—Marketing
MM 236—Advertising and Display
MM 237—Foremanship
GB 133—Office Machines
GB 131—Business Principles
MM 238—Human Relations

M-MGMT. 141-142 MANAGEMENT TRAINING. (0-20) Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Prerequisite: Concurrent enrollment in approved Mid-Management program and consent of instuctor. Mid-Management 141 will be offered in the Fall Semester; Mid-Management 142 will be offered in the Spring Semester.

Mid-Mgmt. 131 Principles of Management. (3-0) Introduction into the basic elements of management. Explores areas of policy, organization structure, control procedures, leadership, and business objectives.

Mid-Mgt. 132 Personnel Management. (3-0) Management-employee relationships oriented toward the personnel responsibilities of all managers. The course is designed to provide techniques involving labor relations, understanding people, communicating, and building an effective working team.

Mid-Mgmt. 241-242 Management Training. (0-20) Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Prerequisite: Mid-Management 141-142; concurrent enrollment in Mid-Management 231-232 and consent of instructor. Mid-Management 241 will be offered in the Fall Semester; Mid-Management 242 will be offered in the Spring Semester.

Mid-Mgmt. 231-232 Seminar. (3-0) A seminar in basic elements in management including the nature of management, planning, directing, controlling, organizing, and management development. Prerequisite: Mid-Management 131-132; concurrent enrollment in Mid-Management 241-242 and consent of instructor. Mid-Management 231 will be offered in the Fall Semester; Mid-Management 232 will be offered in the Spring Semester.

Mid-Mgmt. 234 Salesmanship. (3-0) Goes into basic steps in selling and then advances into areas including analyzing customer behavior, product knowledge, and special skills in selling.

Mid-Mgmt. 235 Principles of Marketing. (3-0) A study of the role marketing plays in our economy. Special areas in pricing, market places, consumer motivation, and distribution of goods.

Mid-Mgmt. 236 Advertising and Display. (3-0) Review of material used in persuasive communication. Includes insights

into human behavior and how methods stimulate buying. Familiarizes the student with putting on a promotional program.

Mid-Mgmt. 237 Foremanship. (3-0) A class directly related to practices that lead to most effective production by employees. Involves working in a team, training, handling grievances, and other human factors.

Mid-Mgmt. 238 Human Relations. (3-0) A study of the procedures to develop good human relations in working with people. Course develops leadership qualities and techniques. Helps those in class to better understand themselves and the people they work with.

INDUSTRIAL MANAGEMENT

First Semester		Second Semester	
MM 143 Indust. Job Training	4	MM 144 Indust. Job Training	4
MM 131 Prin. of Management	3	MM 132 Personnel Management	3
GB 130 Business Math	3	Acct 231 Prin. of Accounting	3
Eng 131 Comp. and Rhetoric	3	Eng 132 Comp. and Rhetoric	3
Psy 111 Orientation	1	Psy 231 Intro. to Psychology	3
Spe 131 Public Speaking	3		
	17		16

Third Semester		Fourth Semester	
MM 243 Indust. Job Training	4	MM 244 Indust. Job Training	4
MM 233 Indust. Mgmt. Sem.	3	MM 234 Indust. Mgmt. Sem.	3
GB 231 Prin. of Economics	3	GB 233 Business Law	3
MM 238 Human Relations	3	Approved Elective*	3
Approved Elective*	3	Approved Elective*	3
	16		16

Mid-Mgmt. 143-144 Industrial Job Training (0-20) Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in production of industrial management. Prerequisite: concurrent enrollment in approved Mid-Management program and consent of instructor. Mid-Management 143 will be offered in the Fall Semester; Mid-Management 144 will be offered in the Spring Semester.

Mid-Mgmt. 243-244—Industrial Job Training (0-20) Continuation of supervised employment in the student's chosen

field. Intended to provide increased supervisory responsibility for students preparing for careers in industrial management. Prerequisite: Mid-Mgmt. 143-144; Concurrent enrollment in Mid-Mgmt. Seminar 233-234, and consent of the instructor. Mid-Mgmt. 243 will be offered in the Fall Semester; the second half, 244, will be offered in the Spring Semester.

Mid-Mgmt. 233-234 Industrial Management Seminar (3-0) A seminar in the basic elements in management including the nature of management, planning, directing, controlling, organizing, and other management development. Prerequisite: Mid-Mgmt. 133-134, concurrent enrollment in Mid-Mgmt. 243-244, and consent of the instructor. Seminar 233 will be offered in the Fall Semester; Mid-Mgmt. 234 will be offered in the Spring Semester.

William Buchanan Department of Nursing

Director: Mrs. Finn, Associate Professor.

Instructors: Mrs. Allday, Mrs. Beck, Miss Burdue, Mrs. Collvins, Mrs. CoVan, Miss Davis, Mrs. Humphrey, Mrs. Landgraf, Mrs. McMichael, Mrs. Middlebrooke, Mrs. Moore, Mrs. Morgan, Mrs. Mote, Mrs. Mugno, Mrs. Thomas, Mrs. Walter.

Philosophy

The William Buchanan Department of Nursing is an integral part of Texarkana Community College and reflects the democratic philosophy of the College.

We believe that nursing is intervening to help an individual during temporary or permanent alternation of basic human needs. It is an inherent and vital service within the health care system.

Nursing education has the responsibility to prepare a practitioner who can use independent and dependent functions in the provision of care; who can adapt to the changing needs of society based upon knowledge of the physical, biological, and social sciences; who can perform care safely and with competency.

The graduate of the associate degree nursing program will be able to apply these competencies at the beginning staff level to persons who are ill or in parturition. In addition, the graduate is able to

1. interpret his role as a contributing member of the health care system.
2. assess and interpret patient needs, prepare and modify nursing care plans based on evaluation of effectiveness of nursing action.
3. relay pertinent information to qualified persons if the needs of the patient are beyond her scope and ability.
4. recognize each person as a unique individual and a member of a family unit.
5. develop and maintain productive interpersonal relationships.
6. know community resources that contribute to the individual's well-being.

7. comply with current standards of practice.
8. participate in the exploration of ideas for change.

The graduate of the vocational nursing program functions entirely in the dependent role. Under the supervision of qualified persons, this graduate is able to apply such competencies within this framework and is further able to

1. give direct patient care with skill and safety.
2. practice within the legal concepts of the community.
3. effectively observe & record pertinent nursing observations.
4. display effective nursing attitudes and interpersonal relationships.
5. realize the importance of continuing education according to ability and aptitude.

The Associate Degree Program

The program was established in 1959 to prepare students to become registered nurses.

The associate degree program in nursing (ADN) provides a general education together with nursing education on a college level. Students receive classroom instruction and coordinated 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 (24 months) the student receives the Associate Degree in Applied Science in Nursing from Texarkana Community College and is eligible to write the examination in Texas to become a registered nurse. After registration in Texas, endorsement may be secured in other states. The associate degree nursing program is accredited by the Broad of Nurse Examiners for the State of Texas as well as by the National League for Nursing.

Admission Requirements

Applicants for the ADN program follow the college admission procedure. Applicants will be considered for admission on an individual basis.

Requirements for Graduation

The student must make a satisfactory grade (C or above) in each of the nursing and biological science courses and ac-

cumulate a 2.0 GPA to fulfill requirements for graduation. The student must be enrolled two alternate 6-week summer sessions to total 24 months if there has been no college work before nursing courses are begun.

ASSOCIATE DEGREE NURSING

FRESHMAN YEAR

1st Fall Semester	Hours
Nurs. 181	8
Bio. 145	4
Psy. 231	3
Psy. 111	1
	16

1st Spring Semester	Hours
Nurs. 172	7
Eng. 131	3
Bio. 242	4
Psy. 236	3
	17

1st Summer Session	Hours
Nurs. 153	5

2nd Summer Session
Free or may take 3 to 6 hours of academic courses

SOPHOMORE YEAR

Fall	Hours
Nurs. 271	7
P. Sci. 141	4
Eng. 132	3
	14

Spring	Hours
Nurs. 253	5
Nurs. 252	5
Hist. 133	3
Nurs. 214	1
Soc. 131	3
	17

1st Summer Session	Hours
Govt. 231	3
Hist. 134	3
	6

2nd Summer Session
Free or may take 3 to 6 hours of academic courses

Nurs 181—Fundamentals of Patient Care and Introduction to Medical-Surgical Nursing. (4-12). Designed as a foundation course to develop the concept of appropriate nursing care for the individual person. Through the use of the problem-solving process, scientific principles are ap-

plied to the development of basic nursing skills. Provides for participation in hospital care of patients. Introduces knowledge concerning mental health principles and community health agencies which contribute to the total health needs of patients. Includes a survey of the history of nursing; presents fundamental principles of nutrition, pharmacology, and interpersonal relationships. Lecture, 4 hours, laboratory, 12 hours.

Nurs 172—Medical-Surgical Nursing I. (3-12). Designed to provide knowledge and understanding of the principles of nursing care of the ill adult relating to manifestations of disease, diagnostic and therapeutic procedures, surgical intervention, preventive measures, and rehabilitation. Introduces principles of surgical asepsis with operating room experience. Correlates pharmacology, diet therapy, mental health principles, and community aspects throughout the course. Provides learning experiences through selected patient assignments in the clinical area. This includes the cycle assignment (caring for the same patient through the pre-operative, operative and post operative period). Lecture, 3 hours, laboratory, 12 hours. Prerequisite Nursing 181.

Nurs 153—Psychiatric Nursing. (5-15). Designed to provide principles of nursing care to meet the needs of the psychiatric patients and their families based on the understanding of principles of mental health. Emphasizes communication, interpersonal relationships, and the psychordynamics of human behavior. Experience in the nursing management, treatment, care, and rehabilitation of these patients is provided in local clinical areas, supplemented by two weeks at Arkansas State Hospital, Little Rock, Arkansas. Lecture, 5 hours, laboratory, 15 hours for six weeks. Prerequisite Nursing 172.

Nurs 271—Medicine-Surgical Nursing II. (3-12). Designed as a continuation of Medical-Surgical Nursing I. Includes experiences in selected specialty areas. Lecture, 3 hours. Laboratory, 12 hours. Prerequisite Nursing 153.

Nurs 252—Maternity and Newborn Nursing. (5-15). Designed to include knowledge and skills essential for giving nursing care to women throughout the maternity cycle and to the newborn. Include diseases peculiar to women. Correlates pharmacology, nutrition, mental health, and family and community aspects with subject content. Provides laboratory experiences with selected patient assignments in the hospitals and other community agencies. Lecture, 5 hours. Laboratory, 15 hours for eight weeks.

Nurs 253—Nursing of Children. (5-15). Designed to provide basic principles of nursing care for the ill child. Includes knowledge of the disease conditions commonly found in a given age period; clarifies the interrelations of maturation with specific illnesses. Emphasizes the meaning and significance of illness and hospitalization to the child and his family. Develops the students' ability to function safely and effectively in the role of the pediatric nurse through selected patient assignments in the hospital and other community agencies. Lecture, 5 hours. Laboratory, 15 hours for eight weeks.

Nurs 214—Nursing Trends. (1-0). Designed for exploration of current trends in nursing. Develops a concept of responsibilities and duties associated with future hospital employment. Includes principles from the code of ethics for registered nurse. Provides learning experiences through selected assignments. Seminar 1 hour.

VOCATIONAL NURSING PROGRAM

In cooperation with the Texas State Board of Education, the State Board of Vocational Nurse Examiners, and affiliated hospitals, Texarkana Community College offers a prescribed course in vocational nursing. The program was established in 1956.

Graduates are eligible to take the examination for state licensure, and upon passing the examination, are authorized to practice as licensed vocational nurses.

Admission Requirements

1. Completion of the application papers—obtain from Office of Registrar, Texarkana Community College.
2. High school graduate (or equivalency, by passing GED test—Contact Vo-Tech office to take the test)
3. Aptitude test — Applicant must arrange by contacting local U. S. Employment Office.
4. Personal interview with nursing faculty after completion of above.
5. 17 years and older.

Length of Course

12 months
Admission in August or February
Hours—8:30 a.m. to 3:00 p.m., remaining 8 months
7:00 a.m. to 3:30 p.m., remaining 8 months
Subject to change for curriculum requirements

Costs

Student should expect to spend approximately $350 total, inclusive of:

*1. Tuition—$100.00, due **first day.**
*2. Books—Approximately $50, Due **first day.** $16, due 4 months later.
3. Student organization fee—$5.00, due **first day.**
4. Student uniform kit—Approximately $50, due 2 weeks following entry (kit incl. uniforms, student caps, name pin, bandage, scissors).
5. White shoes and hose—of choice.
6. Watch with second hand—of choice, preferrably waterproof.
7. Graduation patch and cap—approximately $2.80, due 1 month before graduation.
8. Graduation uniform, white—of choice, with approval of faculty.
9. **Optional**
   School pin after graduation—$8.25
   Souvenir lamp—$2.80

*Total due first day—Approximately $155.00 (tuition, books, organization fee)

Course Descriptions

Preclinical (4 months) — Classes taught concurrently.

Course	Hours
Vocational Adjustments	14
Anatomy/Physiology	40
Nutrition	26
Normal Growth & Development	10
Mental Health & Mental Illness	20
First Aid	10
Geriatrics	10
Disease Control/Prevention	10
Pharmacology	40
Introduction Medical/ Surgical Nursing	14
Nursing Skills	190
	384

Hospital Experience 104

Clinical (8 months) — Classes taught sequentially.

Course	Hours
Medical/Surgical Nursing	84
Maternity/Newborn Nursing	35
Pediatric Nursing	25
Elective	30
	174

Hospital Experience 1146

Department of Medical Assistants Technology
Department of Office Occupations

Director: Mrs. Livingston

Instructors: Mrs. Livingston, Mrs. Bransford.

The Department of Medical Assistants Technology was established in 1970 to meet the increasing demands of the expanding health careers. The community college prepares its students to be active members of the health team at the technical level.

Upon completion of the two year course, the student receives the Associate in Applied Science degree in Medical Assistants Technology. After successful completion of the certification examination she becomes a Certified Medical Assistant.

Applicants for this department follow the college admission procedure and submit an application to the Department of Medical Assistants Technology. A personal interview with the chairman of the department is necessary.

Academic courses are taught by the college faculty, and the special medical technique courses are taught by other selected professional people.

Requirements for Graduation

The students shall make a satisfactory grade (C or higher in each course required by the Division of Medical Assistants, I. E., Medical Assistant courses, science courses, accounting and typing. (Fulfill college requirements for graduation.)

MEDICAL ASSISTANTS CURRICULUM

Freshman Year

FIRST SEMESTER

Psych. 111 Freshman Orientation (required of all beginning students)	1 hr.
M.A. 130 Medical Assistant Clinical Procedures	3 hrs.
M.A. 131 Medical Ethics, Laws, and Economics	3 hrs.
Biol. 145 Anatomy & Physiology	4 hrs.
Eng. 131 Composition & Grammar	3 hrs.
Sec. 132 Intermediate Typewriting	3 hrs.
PE	1 hr.
	18 hrs.

SECOND SEMESTER

M.A. 132 Medical Assistant Clinical Procedures	3 hrs.
M.A. 133 Medical Terminology	3 hrs.
Eng. 132 Composition & Grammar	3 hrs.
Acct. 131 Elementary Accounting	3 hrs.
Psych. 231 Introduction to Psychology	3 hrs.
PE	1 hr.
	16 hrs.

Sophomore Year

THIRD SEMESTER

M.A. 230 Medical Assistant Administrative Procedures	3 hrs.
M. A. 231 Medical Diagnostic and Therapeutic Procedures	3 hrs.
Biol. 424 Microbiology	4 hrs.
PE	1 hr.
Elective	3 hrs.
Govt. 231 Texas and U. S. Government	3 hrs.
	17 hrs.

FOURTH SEMESTER

M.A. 232 Medical Assistant Administrative Procedures	3 hrs.
M. A. 241 Medical Laboratory Procedures	4 hrs.
M.A. 261 Externship—General Assisting	6 hrs.
PE	1 hr.
Elective	3 hrs.
	17 hrs.

M A 130—Medical Assistant Clinical Procedures. (3-2). This course includes the principles of diet and nutrition, vital signs, sterilization, introduction to pharmacology, types of instruments and their care, preparation of patient for examination, and types of examination tables. Lecture 3 hrs, laboratory 2 hrs.

M A 131—Medical Ethics, Law and Economics. (3-0). This course presents the history of merical codes of conduct including the Hippocratic Oath, the A.M.A. Principles of Medical Ethics and the International Code of Ethics. Emphasis is placed of medical professional liability. Also presented is the framework of economic security for the physician through

the study of the types of medical practice, systems of medical care, fees, federal and private insurance programs.

M A 132—Medical Assistant Clinical Procedures. (3-2). This course includes clinical procedures performed in the office of the general practitioner and the specialist in the fields of Gynecology, Obsterics, Pediatrics, Proctology, Ear, Nose, Throat and Ophthalmology. Correlates the principles of the administration of medications, bandaging, medical emergencies splints, casts and supplies. Pre-requisite MA 130.

M A 133—Medical Terminology. (3-0). This course consists of the study of the basic structure of medical terms including prefixes, suffixes, roots, combining forms, plurals, pronounciation, spelling and definitions.

M A 230—Medical Assistant Administrative Procedures. (3-0). This course consists of medical secretarial procedures necessary in the management of the medical care of the patient with emphasis on public relations, processing mail, medical records, filing systems and correspondence. Prerequisite: Intermmediate Typing.

M A 231—Medical Diagnostic and Therapeutic Procedures. (3-3). This course presents the principles of diagnostic and theraputic procedures performed in the physicians' office including electrocardiogram, x-ray, BMR and types of physical therapy.

M A 232—Medical Assistant Administrative Procedures. (3-0). This course presents the medical secretarial procedures concerned with the business aspects of medical practice with emphasis on billing, collecting, bookkeeping and banking. Prerequisite: Accounting 131.

M A 241—Medical Laboratory Procedures. (3-0). This course presents general medical laboratory procedures with emphasis on urinalysis and blood chemistries. 3 hours lecture, 2 hours lab. Prerequisite: Biology 242.

M A 261—Medical Externship. (3-15). This course will enable sophomore level students to receive selected practical experiences in medical offices and hospitals under the supervision of the doctor, nurse or medical assistant, and the instructor.

Department of Office Occupations

Director: Ms. Joyce Wilson

Instructors: Mrs. Patricia Moore, Mrs. Charlotte Murdock, Mrs. Christine Elliott, Mr. Corbett Anderson, Mrs. Louise Smith, Mrs. Kathryn Blake.

Office Occupations is offered as a nine-month day program. This program in Office Occupations will include typing, shorthand, clerical record keeping, office machines, graphic arts, office procedure, and business communications. This program will also include general related courses in math, communications, community relations, and employer-employee relations.

Due to the nature of this program, all students who enter will not begin with the same proficiencies in each area, and all students will not enter at the same time. Each course will be taught once during the nine-month period. All students who qualify for a certificate of completion will complete each of the following courses unless their program is altered by the Dean of Vocational-Technical Education and Vocational-Technical Counselor.

This program is comprised of 480 hours of general related courses and 600 hours of Office Occupations classes.

CURRICULUM FOR OFFICE OCCUPATIONS

1ST QUARTER

OFO 111	Typing I	50 clock hours
OFO 121	Shorthand I	45 clock hours
OFO 131	Clerical Record Keeping I	45 clock hours
OFO 141	Business Machines	45 clock hours
GRC 131A	Office Related Math	60 clock hours
GRC 132A	Office Related Communications	60 clock hours
GRC 134A	Community Relations	60 clock hours

2ND QUARTER

OFO 112	Typing II	50 clock hours
OFO 112	Shorthand II	45 clock hours
OFO 132	Clerical Record Keeping II	45 clock hours
OFO 171	Graphic Arts I	45 clock hours
GRC 313B	Office Related Math	60 clock hours
GRC 132B	Office Related Communications	60 clock hours
GRC 134B	Community Relations	60 clock hours

3RD QUARTER

OFO 113	Typing III	50 clock hours
OFO 123	Shorthand III	45 clock hours
OFO 151	Business Communictions	45 clock hours
OFO 161	Office Procedures	45 clock hours
OFO 172	Graphic Arts II	45 clock hours
GRC 131C	Office Related Math	60 clock hour
GRC 135	Employer, Employee, & Customer Relations	60 clock hours

COURSE CONTENT

OFO 111 Typing I. Development of basic techniques of beginning typing. Basic machine operations. (50 clock hours)

OFO 112 Typing II. Theory and practice of typing. Production typing of business letters, forms, reports, tabulations, and manuscripts with emphasis on speed and accuracy. (50 clock hours)

OFO 113 Typing III. Continuation of Typing II, including production typing of offset masters, spirit masters, and other stencils, emphasis on speed and accuracy. (50 clock hours)

OFO 121 Shorthand I. Principles of beginners shorthand. Presentation of theory, drills in vocabulary, phrases, and brief forms, development of skills in reading and writing shorthand, and development of related knowledge and skills. (45 clock hours)

OFO 122 Shorthand II. Application of shorthand skills, further development of skill building, and much emphasis on transcription skills and speed building. (45 clock hours)

OFO 123 Shorthand III. Application of shorthand skills, speed building in transcription and drill on shorthand principles with emphasis on writing speed. (45 clock hours)

OFO 131 Clerical Record Keeping I. Training for such clerical duties as preparing monthly statements, making out payroll records, filling out sales slips, preparing daily and periodic summary sheets, keeping accounts receivable records, figuring sales taxes and markup, making out checks and deposit slips, and many other clerical activities. (45 clock hours)

OFO 132 Clerical Record Keeping II. Continuation of Clerical Record Keeping I.

OFO 141 Business Machines. Functions and operations of electronic calculators, ten-key adding machines, and printing calculators, for solving fundamental arithmetic computations as they apply to business.

OFO 151 Business Communications. Practical business English, applications of grammar, spelling, vocabulary building, penmanship, and development of oral and written communication skills.

OFO 161 Office Procedure. Study of the business office: etiquette, filing, handling of mail, business forms, office equipment and supplies, development of personality through human relations in business, and obtaining a high degree of professionalism in the office. Personal hygiene and development will be stressed.

OFO 171 Graphic Arts I. Functions and operation of office printing machines, mimeograph machines, spirit duplicators, and offset printing.

OFO 172—Graphic Arts II. Continuation of Graphic Arts I, emphasis on preparation and printing of office media such as charts and graphs.

GENERAL RELATED COURSES

Two or more of the following courses will be taken by each student each 12-week period. This requirement will be altered only by suggestion of the Dean of Vocational-Technical Education and Vocational-Technical Counselor. Each student will take at least one course in each of the following areas: mathematics, communications, community relations, and employer, employee, and customer relations.

GENERAL RELATED COURSE CONTENT

GRC 131A Office Related Mathematics. A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to Office Occupations. All texts and problems used in this course will be fitted to the individual needs of each student and identified with Office Occupations.

GRC 131B Office Related Mathematics. Continuation of GRC 131A, which for the average student will provide the

mathematical coverage necessary for greater understanding and proficiency in Office Occupations.

GRC 131C Office Related Mathematics. Continuation of GRC 131B. Designed to be taken in Office Occupation training beyond that given in GRC 131A and GRC 131B.

GRC 132A Office Related Communications. Developmental reading, speaking, and writing.

GRC 132B Office Related Communications. A continuation of GRC 132A, with greater emphasis on written and oral skills as they would relate to any given trade.

GRC 134A Community Relations. Emphasis will be placed on local governmental functions and agencies which may serve the local general public.

GRC 134B Community Relations. A continuation of GRC 134A with added study of national and state governmental systems. Special emphasis will be given to national and state governments as they relate to business, labor, finance, trade, etc. Studies of representation, general welfare, suffrage, and the judicial procedures will be included.

GRC 135 Employer, Employee, and Customer Relations. Understanding of basic psychology and self-adjustment, including human relations and salesmanship.

STUDENT QUALIFICATIONS

There are no general qualifications of the student other than the desire to learn a trade and to be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen (18) if they have no high school connections. All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

TUITION

Tuition for each student will be $75.00 per quarter

NIGHT CLASSES

Night classes in Office Occupations will meet three nights a week and will be considered one-half time in relation to the day classes. Tuition will be $37.50.

Child Care Aide Training

Director: Mrs. Imogene Scott

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

The need for child care workers in this country over the next decade will be so great that a middle level professional group must be developed to care for our nation's children. The Child Care Aide need not have had as much scholastic training as those with college degrees; but nevertheless, she/he must have the competencies to care independently for children.

Length of Program:

Twelve (12) months for four (4) terms of three (3) months each. Total clock hours will be 1,440 hours to be offered in consecutive 12-week terms. The program content is comprised of 960 hours in trade and related instruction; 480 hours in general related courses. Tuition is $75 per term and each student must purchase his own textbooks.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen (18). All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not finish high school. However, certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR CHILD CARE AIDE TRAINING:

1 QUARTER

CC 131 The Human Body and It's Function	60 clock hours
CC 132 Introduction to Mental Retardation	60 clock hours
CC 133 Pre-School and Day Care Programs	60 clock hours
GRC 131 A Related Mathematics	60 clock hours
GRC 132A Related Communications	60 clock hours

2ND QUARTER

CC 134 Recreation	60 clock hours
CC 135 Health Education	60 clock hours
CC 139 Child Care and Development	120 clock hours
GRC 131B Related Mathematics	60 clock hours
GRC 132B Related Communications	60 clock hours

3RD QUARTER

CC 136 Child Growth and Development	60 clock hours
CC 137 Fundamentals of Child Guidance	60 clock hours
CC 138 Art and Crafts	60 clock hours
CC 140 The Child and the Family	60 clock hours
GRC 133 Child Care Center Management and Supervision	60 clock hours
GRC 134A Community Relations	60 clock hours

4TH QUARTER

CC 141 Seminar and Field Work	120 clock hours
CC 142 Special Projects	120 clock hours
GRC 134B Community Relations	60 clock hours
GRC 135 Employer, Employee, and Customer Relations	60 clock hours

TRADE COURSE CONTENT:*

CC 131 The Human Body and It's Functions A course designed to provide an understanding of the development, structure, and functions of the human body, and enable the student to recognize common physical handicaps in children. (5 hours per week, 60 hours per term)

CC 132 Introduction To Mental Retardation Includes a brief history of the care and treatment of mentally retarded, etiology, diagnosis, characteristics, and peculiar needs of retardates and day-to-day problems of behaviorial management. Includes periodic visits to specialized facilities for care of retardates. (5 hours per week, 60 hours per term)

CC 133 Pre-School and Day Care Programs A study of child development through pre-school and day care programs. Includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. A study of learning theories such as Piaget and Montessori will be included. (5 hours per week, 60 hours per term)

CC 134 Recreation An introduction to the fundamental principles of child development through recreational activities. Physical activities such as games, music and dance, creative

play, and free play appropriate to motor development will be included. (5 hours per week, 60 hours per term)

CC 135 Health Education Includes both theory and practice of child care in the development of habits of personal health and nutrition. (5 hours per week, 60 hours per term)

CC 136 Child Growth and Development A study of the intellectual and emotional growth and development of the child. An emphasis will be placed on the child's physical development and maturation. (5 hours per week, 60 hours per term)

CC 137 Fundamentals of Child Guidance An introduction to learning theories and their application to children, through planned activities for children. (5 hours per week, 60 hours per term)

CC 138 Arts and Crafts Includes the elementary process of working with wood, paper, clay, paint, and other materials. Posters, bulletin boards, and lettering are also included. (5 hours per week, 60 hours per term)

CC 139 Child Care and Development The history, philosophy, ethics, types of child caring facilities, and laws and standards governing child care centers. Includes a study of communication, reports, and agency records on the child. Includes a weekly visit to designated child care centers. (10 hours per week, 120 hours per term)

CC 140 The Child and The Family A course emphasizing normal child development, the family, parent-child interaction, sibling relationships, and the psychological and cultural forces offsetting them. (5 hours per week, 60 hours per term)

CC 141 Special Projects Opportunity for a student or group of students to pursue a special interest. Special projects which would demonstrate a functional capability within an area of specialization will be undertaken with the approval of the instructor. (10 hours per week, 120 hours per term)

CC 142 Seminar and Field Work On-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. (10 hours per week, 120 hours per term)

GENERAL RELATED COURSES*

Two of the following courses will be taken by each student each 12-week period. This requirement will be altered only by suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Related Mathematics A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 hours per week, 60 hours per term)

GRC 131B Related Mathematics Continuation of GRC 131A, which for the average student will provide the mathematical coverage necessary for greater understanding and proficiency in his trade.

GRC 132A Related Communications Developmental reading, speaking, and writing. (5 hours per week, 60 hours per term)

....**GRC 132B Related Communications** A continuation of GRC 132A, with greater emphasis upon written and oral skills as they would relate to any given trade. (5 hours per week, 60 hours per term)

GRC 133 Child Care Center Management and Supervision Study of problems encountered in low to middle level supervision and in management of small business. Prerequisite: GRC 132B. (5 hours per week, 60 hours per term)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 hours per week, 60 hours per term)

GRC 134B Community Relations A continuation of GRC 134A with added study of national and state governmental systems. Special emphasis will be given to national and state governments as they relate to business, labor, finance, trade, etc. Studies of representation, general welfare, suffrage, and the judicial procedures will be included. (5 hours per week, 60 hours per term)

GRC 135 Employer, Employee, and Customer Relations Understanding of basic psychology and self-adjustment, including human relations and salesmanship. (5 hours per week, 60 hours per term)

*These courses are open-ended, and students may be admitted each six weeks, as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Automotive Mechanics

Director: Mr. Nelson Davis

Instructors: Mr. Frank Bransford, Mr. Joe Crenshaw, Mr. Tommy Crenshaw, Mr. Nelson Davis, Mr. Jesse Jordan.

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

The automotive industries that service the millions of automobiles have encountered major problems in their efforts to recruit well trained personnel to repair and maintain vehicles for the American public. This pressure has caused the industry to turn to the training institutions for expansion of their resources to furnish these specialists.

Length of Program:

Twenty-one (21) months—seven (7) terms of three (3) months each. The total clocks hours will be 2,520 hours to be offered in consecutive 12-week terms. The program content is comprised of 1,920 hours in trade and related instruction; 600 hours in general related courses. Tuition is $75 per quarter and each student must purchase his own textbooks and purchase an approved tool kit.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen (18). All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR AUTO MECHANICS

1ST QUARTER

AM 151 Basic Shop Practices ..... 240 clock hours
GRC 131A Shop Related Mathematics ..... 60 clock hours
GRC 132A Shop Related Communications ..... 60 clock hours

2ND QUARTER

AM 152 Automotive Tune-Up ..... 240 clock hours
GRC 131B Shop Related Mathematics ..... 60 clock hours
GRC 132B Shop Related Communications ..... 60 clock hours

3RD QUARTER

AM 153 Transmissions ..... 240 clock hours
GRC 131C Shop Related Math ..... 60 clock hours
GRC 133 Shop Management & Supervision ..... 60 clock hours

4TH QUARTER

AM 154 Air Conditioning and Electrical ..... 240 clock hours
GRC 134A Community Relations ..... 60 clock hours
GRC 135 Employer, Employee, and Customer Relations ..... 60 clock hours

5TH QUARTER

AM 165 Basic Chassis & Drive Mechanics ..... 300 clock hours

6TH QUARTER

AM 166 General Shop Practice I ..... 300 clock hours
GRC 134B Community Relations ..... 60 clock hours

7TH QUARTER

AM 167 General Shop Practice II ..... 300 clock hours
GRC 136 Applied Drafting ..... 60 clock hours

TRADE COURSE CONTENT*

AM 151 Basic Shop Practices Shop procedure; orientation; tools and their care; safety; use of other shop equipment; parts and trade information; measurement; use of hand tools; overall study of the engine. (20 clock hours per week, 240 hours per term)

AM 152 Automotive Tune-Up Minor tune-up; diagnosis; auto electrical fundamentals; the automotive engine; engine operation; parts; cleaning; general dismantling and assembly; minor repairs for customers. (20 clock hours per week, 240 hours per term)

AM 152 Transmissions General overhaul and repair, adjustments, testing, replacement; advanced electrical shop practice for customers, starting systems; generator systems, lighting; accessories, and gauges. (20 clock hours per week, 240 hours per term)

AM 154 Air Conditioning and Advanced Electrical Automotive air conditioning maintenance and repair, advanced practice and all phases of automotive mechanics including engine, chassis, and electrical. (20 clock hours per week, 240 clock hours per term)

AM 165 Basic Chassis and Drive Mechanics Basic chassis and drive mechanics except transmission; lubrication, springs, alignment, shocks, mufflers. General engine overhaul and repair for customers. (30 clock hours per week, 360 hours per term)

AM 166 General Shop Practice I General automotive practice; customer reception; diagnostic procedures; observance of Rate Book schedules; efficiency and speed. (25 clock hours per week, 300 hours per term)

AM 167 General Shop Practice II Continuation of above; fast production techniques; service manager responsibilities. Two related electives may be permitted upon approval of the Instructor, Counselor, and Dean of Vocational-Technical Education. (25 clock hours per week, 300 hours per term)

GENERAL RELATED COURSES*

One or more of the following courses will be taken by each student each 12-week period. This requirement will be altered only by the suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Shop Related Mathematics A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 hours per week, 60 hours per term)

GRC 131B Shop Related Mathematics Continuation of of GRC 131A which for the average student will provide the

mathematical coverage necessary for greater understanding and proficiency in his trade. (5 hours per week, 60 hours per term)

GRC 131C Shop Related Mathematics Continuation of GRC 131B. Designed to be taken in trade courses requiring training beyond that given in GRC 131A and 131B. (5 hours per week, 60 hours per term)

GRC 132A Shop Related Communications Developmental reading, speaking, and writing. (5 hours per week, 60 hours per term)

GRC 132B Shop Related Communications A continuation of GRC 132A, with greater emphasis upon written and oral skills as they would relate to any given trade. (5 hours per week, 60 hours per term)

GRC 133 Shop Management and Supervision Study of problems encountered in low to middle level supervision and in management of small businesses. Communication skills are a part of this course and the student should have completed GRC 132B. (5 hours per week, 60 hours per term)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 hours per week, 60 hours per term)

GRC 134B Community Relations A continuation of GRC 134A with added study of national and state governmental systems. Special emphasis will be given to national and state governments as they relate to business, labor, finance, trade, etc. Studies of representation, general welfare, suffrage, and the judicial procedures will be included. (5 hours per week, 60 hours per term)

GRC 135 Employer, Employee, and Customer Relations Understanding of basic psychology and self-adjustment including human relations and salesmanship. (5 hours per week, 60 hour per term)

GRC 136 Applied Drafting Use of drafting instruments, symbols, codes, basic lettering, and dimensional drawings. (5 hours per week, 60 hours per term)

*These courses are open-ended, and students may be admitted each six weeks, as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Auto Body Repair Mechanics

Director: Mr. Milton Keahey

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

The automobile industry touches most of us in one way or another. In its ever-changing ideas and innovations, the auto industry strives to give the American public what it wants in luxury cars or compact economy versions. To keep these beauties in step with the expected ideas of the public, the auto industry must employ skilled craftsmen to repair and maintain the general body condition of the American auto. This program is designed to give the student those special skills which will allow him to function as an auto body mechanic.

Length of Program:

The program will run fifteen (15) months (5 terms) or 1,560 hours to be offered in five consecutive 12-week terms. Program content is comprised of 1,260 hours in trade related instruction and 300 hours in general related courses. Tuition is $75.00 per term and each student must purchase his own textbooks and furnish an approved tool kit.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR AUTO BODY REPAIR MECHANICS:

1ST QUARTER

AB 130 Basic Body Shop	240 clock hours
GRC 131A Shop Related Math	60 clock hours
GRC 132A Shop Related Communications	60 clock hours

2ND QUARTER

AB 131 Minor Body Repair	240 clock hours
GRC 133 Shop Management and Supervision	60 clock hours
GRC 134A Community Relations	60 clock hours

3rd QUARTER

AB 132 Major Body Repair	240 clock hours
GRC 135 Employer, Employee, and Customer Relations	60 clock hours
GRC 116 Color Harmony (elective)	60 clock hours

4TH QUARTER

AB 143 Automotive Body Refinishing	300 clock hours
AB 117 Power Mechanics (elective)	60 clock hours

5TH QUARTER

AB 144 Advanced Body Shop	240 clock hours

TRADE COURSES CONTENT:*

AB 130 Basic Body Shop Care and use of various hand and power tools such as grinders, body jacks; minor body straightening, sanding, paint equipment use; damage estimating; minor body jobs; interior panel and headlines placement; basic body jobs; principles and practice in soldering; application of acetylene welding techniques; bending, shrinking, cutting, heat control, safety. (20 clock hours per week, 240 hours per term)

AB 131 Minor Body Repair Practice servicing doors, locks, metal trim; glass repair; basic leading; and plastics; damage estimating; practical jobs. (20 clock hours per week, 240 hours per term)

AB 132 Major Body Repair Fender panels, quarter panels, hood; placement techniques; repair techniques. (20 clock hours per week, 240 hours per term)

AB 143 Automotive Body Refinishing Study of paint composition, primers, surfacers, and thinners; color; surface preparation; spot painting, spray techniques. (25 clock hours per week, 300 hours per term)

AB 144 Advanced Body Shop Complicated and major jobs in body repair and refinishing. Commercial techniques; fast production techniques and practice. Practical shop work. (20 clock hours per week, 240 hours per term)

AB 155 Advanced Body Repairs (elective) May be allowed or required as approved by the instructor or Dean of Vocational-Technical Education. Consists of special shop assignments and a general shop or related class. (240 hours per term, 20 hours per week)

AB 116 Color Harmony (elective) The color chart. Color blending, preparation, application; curing; practical paint chemistry, plastics. (5 hours per week, 60 hours per term)

AB 117 Power Mechanics (elective) Basic understanding of the automobile, use of hand tools; general understanding of the auto electric system; minor motor repair; minor chassis repair and adjustments. (5 hours per week, 60 hours per term)

GENERAL RELATED COURSES*

One or more of the following courses will be taken by each student each 12-week period. This requirement may be altered only at the suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Shop Related Mathematics A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 hours per week, 60 hours per term)

GRC 132A Shop Related Communications Developmental reading, speaking, and writing. (5 hours per week, 60 hours per term)

GRC 133 Shop Management and Supervision Study of problems encountered in low to middle level supervision and in management of small businesses. Communication skills are a part of this course, and the student should have completed GRC 132B. (5 hours per week, 60 hours per term)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 hours per week, 60 hours per term)

GRC 135 Employer, Employee, and Customer Relations Understanding of basic psychology and self-adjustment including human relations and salesmanship. (5 hours per week, 60 hours per term)

*These are open-ended courses and students may be admitted each six weeks as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Welding

Director: Mr. Norman Shelby

Instructors: Mr. A. C. Bookout, Mr. Bobby Mayton, Mr. Norman Shelby, Mr. Preston Smith.

Related nstructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

Industrial growth in the Texarkana area has given rise to the need for metal workers of various types. The heavy industrial needs of the local Red River Army Depot and Day & Zimmermann Ordnance Works also demand trained people in welding industries. Also, three tank car repair stations in the area give rise to added needs. This program is designed to provide the student with the necessary skills to accept employment as a welder immediately upon graduation.

Length of Program:

Full term of the program is 21 months (7 terms) or 2,040 hours offered in consecutive 12-week terms. Program content is comprised of 1,680 hours in trade and related instructions, and 360 hours in general shop related courses. Tuition is $75 per term and a lab fee of $30 is charged each term. Every student must purchase his own textbooks and furnish an approved tool kit.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all student above the age of eighteen (18). All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating cirmumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR WELDING TECHNOLOGY:

1ST QUARTER

WEL 130 Basic Acetylene Welding	240 clock hours
GRC 131A Shop Related Math	60 clock hours

2ND QUARTER

WEL 131A Electric Arc Welding ..... 240 clock hours
GRC 132A Shop Related Communications ..... 60 clock hours

3RD QUARTER

WEL 131B Electric Arc Welding ..... 240 clock hours
GRC 133 Shop Management and Supervision ..... 60 clock hours

4TH QUARTER

WEL 131C Electric Arc Welding ..... 240 clock hours
GRC 134A Community Relations ..... 60 clock hours

5TH QUARTER

WEL 132 Horizontal and "Downhill" Pipe Welding ..... 240 clock hours
GRC 135 Employer, Employee, & Customer Relations ..... 60 clock hours

6TH QUARTER

WEL 133A Special Welding ..... 240 clock hours
GRC 136 Applied Drafting ..... 60 clock hours

7TH QUARTER

WEL 133B Special Welding ..... 240 clock hours

TRADE COURSE CONTENT:*

WEL 130 Basic Acetylene Welding Orientation, safety, operation, and maintenance of oxy-acetylene equipment. Cutting, metal preparation, plate and pipe welding. (20 clock hours per week, 240 hours per term)

Wel 131A Electric Arc Welding Safety, operation of machines and equipment; fillet and squaregroove welding of plate with various types and sizes of electrodes appropriate to the type of welding being taught. Brazing of steel and cast iron. (20 clock hours per week, 240 hours per term)

Wel 131B Electric Arc Welding All-position V-groove carbon steel plate welding with "openstringer" and back-up strap." Various types and sizes of electrodes appropriate to the type of welding being taught. "Uphill" welding and ASME testing will be included. (20 hours per week, 240 per term) plate welding with various types and sizes of electrodes ap-

Wel 131C Electric Arc Welding "Uphill" pipe welding, "Bell-hole" welding, and "downhill" plate welding with various types and sizes of eltcordes appropriate to the type of welding being taught. ASME testing. (20 hours per week, 240 hours per term)

Wel 132 Horizontal and "Downhill" Pipe Welding Horizontal and "downhill" pipe welding with various sizes and types of electrodes appropriate to the type of welding being taught. Stainless steel manual electrode pipe welding and ASME testing will be covered. (20 clock hours per week, 240 per term)

Wel 133A Special Welding Gas metal arc welding of carbon steel. Welding gases and machine operation. Flux-cored and submerged arc practice. Prerequisite: WEL 131C or equivalent. (20 hours per week, 240 hours per term)

Wel 133B Special Welding Gas tungsten arc welding of carbon steel, aluminum, and stainless steel plate and pipe. Final testing. Prerequisite: WEL 133A or equivalent. (20 hours per week, 240 hours per term)

Wel 134 Advanced Welding (Elective) May be allowed or required with approval of instructor and Dean of Vocational-Technical Education. Will consist of special assignments in shop and/or general shop or related courses. (360 hours per term)

GENERAL RELATED COURSES*

One or more of the following courses will be taken by each student each 12-week period. This requirement will be altered only by the suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Shop Related Math A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 hours per week)

GRC 132A Shop Related Communications Developmental reading, speaking, and writing. (5 hours per week)

GRC 133 Shop Management and Supervision Study of problems encountered in low to middle level supervision and in management of a small business. Communication skills are a part of this course and the student should have completed GRC 132B. (5 hours per week)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 hours per week)

GRC 135 Employer, Employee, and Customer Relations Understanding the basic psychology and self-adjustment including human relations and salesmanship. (5 hours per week)

GRC 136 Applied Drafting Use of drafting instruments, symbols, codes, basic lettering, and dimensional drawings. (5 hours per week)

*These courses are open-ended, and students may be admitted each six weeks, as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Refrigeration

Director: Mr. Karl Tinnon

Instructors: Mr. Karl Tinnon, Mr. William Purifoy

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

The health, welfare, comfort, and productivity of the nation are interwoven with new advances and techniques in the refrigeration and air conditioning fields. The industrial growth in the Texarkana area has created many job opportunities for persons skilled in fundamental scientific principles of refrigeration.

Length of Program:

Twenty-one (21) months—seven (7) terms of three (3) months each. The total clock hours will be 2,520 hours to be offered in consecutive 12-week terms. The program content is comprised of 2,100 hours in trade and related instruction, 420 hours in general related courses. Tuition is $75.00 per term and each student must purchase his own textbooks and furnish an approved tool kit.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen (18). All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR REFRIGERATION AND AIR CONDITIONING:

1ST QUARTER

AC 130 Domestic Refrigeration	240 clock hours
GRC 131A Shop Related Math	60 clock hours
GRC 132A Shop Related Communications	60 clock hours

2ND QUARTER

AC 131 Small Commercial Refrigeration ..... 240 clock hours
GRC 133 Shop Management and Supervision ..... 60 clock hours
GRC 134A Community Relations ..... 60 clock hours

3RD QUARTER

AC 132 Commercial Refrigeration ..... 240 clock hours
GRC 135 Employer, Employee, & Customer Relations ..... 60 clock hours

4TH QUARTER

AC 133 Introduction to Air Conditioning ..... 240 clock hours
GRC 137 Applied Drafting ..... 60 clock hours

5TH QUARTER

AC 134 Commercial Air Conditioning ..... 300 clock hours

6TH QUARTER

AC 135 Industrial Air Conditioning & Refrigeration ..... 300 clock hours

7TH QUARTER

AC 136 Commercial & Industrial Air Conditioning & Refrigeration ..... 300 clock hours

TRADE COURSE CONTENT:

AC 130 Domestic Refrigeration Basic programmed instruction in copper tubing handling, soldering, brazing, bending, flaring, swaging; compressor construction, dismanteling, repair; basic wiring of switches, relays, lighting; building and elementary refrigeration system; basic installation and service on simple domestic refrigerators; servicing two-temperature domestic refrigerators and freezers; introduction to drafting and blueprint reading. (20 clock hours per week. 240 hours per term)

AC 131 Small Commercial Refrigeration Programmed instruction in servicing reach-in refrigerators, water coolers, freezers, beverage coolers, ice cream cabinets; servicing sealed units and electrical equipment; expansion valves and pressure regulating valves; thermostats and pressure switches; water regulating valves and condensers. (20 clock hours per week, 240 hours per term)

AC 132 Commercial Refrigeration Programmed instruction in meat, produce, dairy cases; open-type freezers; walk-in freezers and coolers; air screens; introduction to machine shop practice, introduction to arc and acetylene welding; technique

in handling heavy equipment; designing and servicing defrost systems; maintenance and service on cooling towers and water-cooled condensers. (20 clock hours per week, 240 hours per term)

AC 133 Introduction To Air Conditioning Programmed instruction in window units; domestic air conditioning systems; domestic duct work systems; air balancing; use of the psychrometric chart; psychrometric problems in comfort cooling; automobile air conditioning; domestic air conditioning control systems. (20 clock hours per week, 240 hours per term)

AC 134 Commercial Air Conditioning Programmed instruction in direct expansion air conditioners; large duct systems; units, air handlers, water chillers; piping systems; capacity control; air distribution; heating and cooling systems; pneumatic control systems; electronic control systems; installation, service, and maintenance. (25 clock hours per week, 300 hours per term)

AC 135 Industrial Air Conditioning and Refrigeration Programmed instruction in absorption refrigeration and air conditioning; non-mechanical systems; ammonia systems; cascade systems; packing plants; dairies; frozen food plants; general industrial procedure; hospitals; building maintenance; grocery stores. (25 clock hours per week, 300 hours per term)

AC 136 Commercial and Industrial Air Conditioning and Refrigeration Programmed instruction in truck refrigeration; reverse cycle refrigeration and heat pumps; electronic air filters; fans and blowers; noise control; refrigeration and heating layouts procedures; contracting; service practices; salesmanship; business practices and ethics. (25 clock hours per week, 300 hours per term)

AC 137—Advanced Refrigeration (Elective) May be allowed or required with approval of the instructor or the Dean of Vocational-Technical Education. Consists of special shop assignments and/or general shop or related classes. (240 hours per term, 20 clock hours per week)

GENERAL RELATED COURSES*

One or more of the following courses will be taken by each student each 12-week period. This requirements will be altered only by the suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Shop Related Math A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 hours per week, 60 hours per term)

GRC 132A Shop Related Communications Developmental reading, speaking, and writing. (5 hours per week, 60 hours per term)

GRC 133 Shop Management and Supervision Study of problems encountered in low to middle level supervision and in management of a small business. Communication skills are a part of this course and the student should have completed GRC 132A. (5 hours per week, 60 hours per term)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 hours per week, 60 hours per term)

GRC 135 Employer, Employee, & Customer Relations Understanding of basic psychology and self-adjustment including human relations and salesmanship. 5 hours per week, 60 hours per term)

GRC 136 Applied Drafting Use of drafting instruments, symbols, codes, basic lettering, and dimensional drawings. (5 hours per week, 60 hours per term)

*These courses are open-ended and students may be admitted each six weeks as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Commercial Electronics

Director: Mr. John Turner

Instructors: Mr. Charles Kring, Mr. John Turner

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information:

The curriculum in Commercial Electronics provides a basic education in math, human relations, and communications, plus specialized instruction in electrical and electronics theory and circuits, black and white television, transistors, color television, pomer supplies, amplifiers, transmitters, and test equipment application. The varied electronic background provided in this course prepares students for employment in many phases of electronic work.

Length of Program:

Full term of program is 18 months (6 terms) or 2,160 hours offered in consecutive 12-week terms. Program content is comprised of 1,800 hours in trade instruction and 360 hours in general related courses. Tuition is $75.00 per term and each student must purchase his own textbooks and furnish an approved tool kit.

Student Qualifications:

There are no general qualifications for the student other than the desire to learn a trade and be willing to spend the time and energy to do so. Enrollment is open to all students above the age of eighteen (18). All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education.

SUGGESTED CURRICULUM FOR COMMERCIAL ELECTRONICS:

1ST QUARTER

CE 130 Basic Electronic Theory	60 clock hours
GRC 131A Shop Related Mathematics	60 clock hours
CE 134 VTVM and Tube Radios	240 clock hours

2ND QUARTER

GRC 131B Shop Related Mathematics ..... 60 clock hours
CE 135 Solid State Devices and Transistor Radios ..... 240 clock hours
GRC 135 Employer, Employee, and Customer Relations ..... 60 clock hours

3RD QUARTER

CE 136 Black and White Television ..... 240 clock hours
GRC 133 Shop Management and Supervision ..... 60 clock hours
GRC 134A Community Relations ..... 60 clock hours

4TH QUARTER

CE 137 Advanced Black and White Television ..... 240 clock hours
GRC 136 Applied Drafting ..... 60 clock hours
CE 131 Lower Power Mechanics ..... 60 clock hours

5TH QUARTER

CE 138 Color Television ..... 300 clock hours
CE 132 Theory of Automatic Control Systems ..... 60 clock hours

6TH QUARTER

CE 139 Advanced Color Television ..... 300 clock hour
CE 133 Data Analysis ..... 60 clock hours

TRADE COURSE CONTENTS:*

CE 130 Basic Electronic Theory A basic study of the following: basic electricity, electron tubes, solid state diodes, transistors, nuvistors, single and double phase power supplies, single-ended output stages, push-push and push-pull output stages, AF amplifiers, driver stages, IF amplifiers, convertor stages, RF amplifiers, detectors, antennas, AVC stages, AGC stages, AFT stages, ACC stages, killer circuits, AFC stages, ATC stages, AFPC stages, spectrum sweep analyzers, oscillators, multi-vibrators, AM, FM, PM, oscilloscopes, marker generators, sweep generators, and marker adders. (5 hours per week, 60 hours per term)

CE 131 Lower Power Mechanics A study of the principles, testing, and repairing of units and components such as: record players, record changers, tape players, tape recorders, video recorders, automatic station finders, channel selector gearing, motorized controls, tuner detents, fine tuning gearing, dial cord drives and dial gearing. (5 hours per week, 60 hours per term)

CE 132 Theory of Automatic Control Systems A study of systems allied to radio-TV; basic electronic principles of control mechanisms; understanding of specific devices such as remote controls; garage openers, headlight dimmers; multi-way intercoms; citizen band receivers; relationships to radio-TV processes. (5 hours per week, 60 hours per term)

CE 133 DATA Analysis A course with special applications in black and white and color TV, use of schematics in analyzing reception problems; theroretical trouble-shooting; block diagram application. (5 hours per week, 60 hours per term)

CE 134 VTVM and Tube Radios Soldering of hand-wired and printed circuits. A study of components, component testing, basic functions, testing, trouble shooting and repair of the following: power supplies, output amplifiers, AF amplifiers, detectors, IF amplifiers, convertors, mixers, oscillators, RF amplifiers, antennas, AVC systems, IF alignment and RF alignment. (20 clock hours per week, 240 hours per term)

CE 135 Solid State Devices and Transistor Radios A study of the basic functions, testing, trouble shooting, and repairing of the following transistor devices: output amplifiers, AF amplifiers, AF Drivers, detectors, IF amplifiers, mixers, oscillators, convertors, antennas, and AVC systems, IF alignment, and RF alignment. (20 clock hours per week, 240 hours per term)

CE 136 Black and White Television A study of the basic functions and testing of typical tube and transistor components such as: audio sections, kinescope circuits, video sections, video detectors, video IF sections, channel selectors, sync sections, vertical deflection sections, horizontal deflection sections, horizontal AFC sections, high-voltage sections, AGC sections and field adjustments. Use of oscilloscopes, sweep generators, marker generators, marker adders, cross hatch generators and sweep analyzers. (20 clock hours per week, 240 hours per term)

CE 137 Advanced Black and White Television A continuation of CE 136 with emphasis upon trouble shooting and repairing. Also, a study of alignment of video IF and sound IF sections. (20 clock hours per week, 240 hours per term)

CE 138 Color Television A study of the basic functions and testing of tube and transistor components such as: monochrome sections, bandpass amplifiers, burst amplifiers, color killer circuits, color demodulators, I and Q demodulators, X and Z demodulators, R-Y amplifiers, B-Y amplifiers, G-Y

amplifiers, colorkine circuits, convergence circuits, 3.58 Mhz oscillators. Also, field adjustments of monochrome sections, screen and drive adjustments, static convergence and dynamic convergence. (25 clock hours per week, 300 hours per term)

CE 139 Advanced Color Television A continuation of CE 138 with emphasis upon trouble shooting and repairing components such as: monochrome sections, bandpass amplifiers, burst amplifiers, color killer circuits, ACC circuits, AFT circuits, color high level and low level demodulators, matrix sections, color difference sections, reference oscillators and dynamic convergence sections. Includes video IF alignments, sound IF alignment, chroma bandpass alignment, and AFPC adjustment. (25 clock hours per week, 300 hours per term)

CE 140 Advanced Radio and Television (Elective) A special course that may be allowed or required upon approval of the instructor and Dean of Vocational-Technical Education. Consists of shop assignments and/or general shop or related courses. (360 hours per term, 30 clock hours per week)

GENERAL RELATED COURSE*

One or more of the following courses will be taken by each student each 12-week period. This requirement will be altered only by the suggestion of the Dean of Vocational-Technical Education and the Vocational-Technical Counselor.

GRC 131A Shop Related Mathematics A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All text and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken. (5 clock hours per week, 60 hours per term)

GRC 131B Shop Related Mathematics Continuation of GRC 131A, which for the average student will provide the mathematical coverage necessary for greater understanding and proficiency in his trade. (5 clock hours per week, 60 hours per term)

GRC 132A Shop Related Communications Developmental reading, speaking, and writing. (5 clock hours per week, 60 hours per term)

GRC 133 Shop Management and Supervision Study of problems encountered in low to middle level supervision and in management of small business. Communication skills are a part of this course and the student should have completed GRC 132B. (5 clock hours per week, 60 hours per term)

GRC 134A Community Relations Emphasis will be placed on local governmental functions and agencies which may serve the local general public. (5 clock hours per week, 60 hours per term)

GRC 135 Employer, Employee, and Customer Relations Understanding of basic psychology and self-adjustment including human relations and salesmanship. (5 hours per week, 60 hours per term)

GRC 136 Applied Drafting Use of drafting instruments, symbols, codes, basic lettering, and dimensional drawings. (5 clock hours per week, 60 hours per term)

*These courses are open-ended and students may be admitted each six weeks, as long as vacancies exist. Instruction is on an individual basis and students progress at their own rate.

Department of Information Processing

Director: Mr. Burkhalter

Lecture and laboratory supervisors: Mr. Burkhalter, Mr. Folmar.

I. Rationale

Almost all facets of life have become involved with automation of one sort or another. The Texarkana business community is growing in every imaginable way. Businesses that continually expand, have high volume sales, handle fiercely competitive or perishable goods, or have large payrolls have a built-in need for automation. Much of this automation is in the form of data or information processing. The computer is making a great impact in Texarkana. Many businesses which did not anticipate any data processing even two or three years ago, today have computers in-house or on order. Traditional data processing education takes from a year for operator training to two or more years for programmer training. Those people who can afford to take him to learn are choosing four year degree programs. Many people cannot afford training over these long periods as conventionally offered.

II. Objectives

The sole objective of this program is to provide quality data processing education as required by the students during as short a period of time needed by the students. The student may choose a curriculum designed to meet his needs and then follow that curriculum at his own speed, taking as much time as needed on harder topics and proceeding quickly on familar or easier topics. There is no valid reason to hold back a student only because it is not time to begin a new topic. This program will be self-instructional and therefore self-motivated. Class hours shown in the following sections are what have proved to be average times but it should be remembered that any individual may take much less or much more time than shown.

III. Program Content

There are fifteen different courses that can be arranged in many different ways. Three different groupings of courses are later described and are the recommended courses for each area. Students following these outlines or expanded ones will receive a certificate showing completion of that area of specialization. Students may enter this program at the beginning of the quarter or at mid-semester.

BASIC PROGRAM CONTENT

1. I.P. 130—Principles of Information Processing
2. I.P. 131—Key Punch Operation
3. I.P. 132—Peripheral Equipment Operation
4. I.P. 133—Computer Operation and Prog. I
5. I.P. 134—COBOL Prog. II
6. I.P. 135—Form and File Design
7. I.P. 136—Computer Related Math
8. I.P. 137—Modern Computer Systems
9. I.P. 138—Neat/3 Programming
10. I.P. 139—Intra. to Automated Accounting
11. I.P. 231—PL/1 Prog. III
12. I.P. 232—Programming Systems
13. I.P. 234—Fortran/RPG Prog. III
14. I.P. 235—Advanced Automated Accounting
15. I.P. 243—Special Project

IV. Instructor Qualifications

The instructors in Information Processing courses will meet the requirement as outlined in the **Guide for Occupational and Technical Education of Texas** for data processing instructors. The instructor will be subject to approval of the Texas Education Agency.

V. Equipment

All equipment needed is currently installed and available on campus including the IBM 360/computer center.

VI. Student Qualifications

Students are eligible for this program if they can read and write in the English language. Enrollment will be open to students who have graduated from high school, passed the G.E.D. or are 18 years or older and have been out of high school at least 10 calendar months prior to enrollment. However, under extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education. Students will be required to take placement tests if they wish to begin the course in an advanced position.

VII. Methods of Instruction and Related Activities

Since this program is self-instructional the student will be taught using little lecture and much audio-visual and other media methods including:

1) Self-instrutional texts

2) Programmed instructional texts
3) Audio Tapes
4) Video tapes and films
5) Hands on learning experiences with laboratory equipment including keypunch, peripheral devices, modern optical scanning devices, computer systems.
6) General tests to measure advancement through topics
7) Instructional lecture needed to clear topics which may not be plainly understood by the student from lessons.
8) Reference material contained in the Palmer Memorial Library including weekly newspaper and monthly periodicals devoted to data and information processing techniques.

NOTE: All classes and labs will be supervised by a qualified instructor.

VIII. General Reference Material

All applicable IBM reference manuals are available in the Computer Center. Reference material from Auerbach and DATA PRO 70 is available in program director's office. Each course will have a current text applicable to the topic and will be available for student purchase in the bookstore.

IX. Suggested Curriculum

MACHINE OPERATION

I.P.	130	Principles of I.P.	50
I.P.	131	Key Punch Operation	80
I.P.	132	Peripheral Equipment Operation	80
I.P.	133	Computer Operation & Programming I	100
I.P.	136	Computer Related Math	50
		Class hours	360
		Program Length	12 weeks

BUSINESS PROGRAMMING

I.P.	130	Principles of I.P.	50
I.P.	133	Computer Operation & Programming I	100
I.P.	134	COBOL Programming II	100
I.P.	135	Form and File Design	50
I.P.	136	Computer Related Math	50
I.P.	139	Intro. to Automated Accounting	50
I.P.	231	PL/1 Programming III	100
I.P.	234	FORTRAN/RPG Programming IV	100
I.P.	235	Advanced Automated Accounting	50
I.P.	243	Special Project	70
		Class hours	720
		Program Length	24 weeks

INFORMATION PROCESSING

I.P.	130	Principles of I.P.	50
I.P.	133	Computer Operation & Programming I	100
I.P.	134	COBOL Programming II	100
I.P.	135	Form & File Design	50
I.P.	136	Computer Related Math	50
I.P.	137	Modern Computer Systems	50
I.P.	139	Intro. to Automated Accounting	50
I.P.	231	PL/Programming III	100
I.P.	232	Programming Systems	50
I.P.	234	FORTRAN/RPG Programming IV	100
I.P.	235	Advanced Automated Accounting	50
I.P.	243	Special Project	150
		Class hours	900
		Program Length	30 weeks

X. Course Content

I.P. 130 Principles of Information Processing It will give the student a basic knowledge of unit record and computer equipment through a broad approach to the data processing technique. Study encompasses the history of data processing from early manual methods of today's third generation equipment. Equipment is studied from a functional rather than operational standpoint.

P. I. 131 Key Punch Operation This course is designed to give the experienced typist the skills necessary to become a key punch operator. Training will be given all phases of key punching, including handling of data, handling of cards, and operation and care of equipment. (80 clock hours)

I.P. 132 Peripheral Equipment Operation This course offers the principles of operation of the common computer center peripheral equipment, including the key punch, sorter, interpreter, and reproducer. Modern input-output devices such as key-to-tape and optional scanning will also be studied. (80 clock hours)

I.P. 133 Computer Operation and Programming I This course is the first of a series of programming classes. It is designed to acquaint the student with the IBM System 360 operation and assembly language programming. (100 clock hours)

I.P. 134 COBOL Programming II This course is designed to acquaint the student with the principles of COBOL programming. Business type problems in card and disk files will be solved using the programming language. (100 clock hours)

I.P. 135 Form and File Design This course is designed to guide the student through a study of the design of automated business forms and files. Included in form and file design are payroll, accounts receivable, accounts payable, and general ledger applications. (50 clock hours)

I.P. 136 Computer Related Mathematics The course will provide the student with the basics of number systems, floating point numbers, matrices, linear programming, series, sets and logic. It will present material as related to computer systems. (50 clock hours)

I. P. 137 Modern Computer Systems This course will offer the student a look into the various computer systems by leading manufacturers. Study will be made into the techniques, applications, hardware, design calculations, and implementation of real-time computer systems. (50 clock hours)

I. P. 138 Neat/3 Programming This course is designed to give a person an introduction to the NEAT/3 programming language used by the NCR computer series. Problems will be given using card and disk files that will be similar to those enrountered in business. (100 clock hrs.)

I. P. 139 Intro. to Automated Accounting This course is designed to give the individual who has no previous bookkeeping or accounting instruction or prior experience the fundamental concept required of today's business procedures and accounting practices. This course will prepare the student for entry into I. P. 235 Advanced Automated Accounting Systems. (50 clock hours)

I.P. 231 PL/1 Programming III This course is designed to acquaint the student with principles of PL/1 programming. Business type problems using card and disk files will be solved using the programming language. (100 clock hours.)

I.P. 232 Programming Systems This course will provide the student with a study of other computer languages, their unique characteristics relative advantages and disadvantages, and methods of operation. Real time, time sharing, and conventional operating systems will be examined and discussed. Much attention will be paid to new techniques and developments in both hardware and software. (50 clock hours)

I.P. 243 Special Project Individual assignment to carefully selected businesses problems. The student must successfully design and develop a genuine business application using data processing. The student will fully document and prepare

including flow charts, file and form designs, necessary programming and data collection providing acceptable output as proof of completion. (70-150 clock hours)

I.P. 234 FORTRAN—RPG Programming Students in this course will study both FORTRAN IV and RPG compiler languages. Business problems involving both card and disk files will be presented. (100 clock hours)

I.P. 235 Advanced Automated Accounting This course will encompass accounting systems as applied to modern data processing methods. Study will be made into structure of accounts, methods of analyzing and improving accounting systems, and the design of automated accounting systems. (50 clock hours)

Commercial Truck Driving

Director: Mr. R. T. Northam

Instructors: Mr. James Dillard, Mr. R. T. Northam, Mr. Owen Owen.

Related Instructors: Mrs. Kathryn Blake, Mrs. Charlotte Murdock, Mrs. Louise Smith.

General Information

One of the major problems of the trucking industry today is a lack of qualified drivers. Freight carried by over-the-road trucks has been increasing as a result of general economic growth in the United States. The tremendous growth in the trucking industry has created a great need for well-trained drivers. In addition, many over-the-road drivers will be needed to replace those who retire, transfer to other occupations, or withdraw from the ranks for various reasons. These factors make excellent employment opportunities for truck drivers. Past experience with MDTA truck driving programs at Texarkana Community College and current job demands in the area indicate that job placement will remain close to 100 percent.

Length of Program:

This program will run for six (6) weeks. The total clock hours will be 180.

STUDENT QUALIFICATIONS:

There are no special educational or age requirements, although each applicant must be of good character, mentally alert, and physically qualified. Department of Transportation regulations require drivers to be 21 years old before driving interstate. Enrollment is open to all students above the age of eighteen (18) if they have no school connections. All students must have been out of high school at least ten (10) calendar months prior to enrollment in the event they did not complete high school. However, under certain extenuating circumstances, the applicant may be admitted by the Dean of Vocational-Technical Education. Each student must obtain a Commercial License and a physical examination before he will be admitted.

SUGGESTED CURRICULUM:

FIRST WEEK

Monday	7:30-11:30	Classroom	Student Orientation
	11:30-1:30	Field Work	Equipment Orientation
Tuesday	7:30-9:30	Classroom	Pre-Trip Inspection
	9:30-1:30	Field Work	Pre-Trip Inspection
Wednesday	7:30-9:30	Classroom	Shifting Patterns
	9:30-1:30	Field Work	Basic Operating Techniques
Thursday	7:30-9:30	Classroom	Shifting Patterns
	9:30-1:30	Field Work	Basic Operating Techniques
Friday	7:30-9:30	Classroom	Shifting Patterns
	9:30-1:30	Field Work	Basic Operating Techniques

SECOND WEEK

Monday	7:30-8:30	Classroom	Safety Meeting
	8:30-9:30	Classroom	Safe Driving Rules
	9:30-1:30	Field Work	Shifting and Backing Exercises
Tuesday	7:30-9:30	Classroom	Safe Driving Rules
	9:30-1:30	Field Work	Shifting and Backing Exercises
Wednesday	7:30-9:30	Classroom	Safe Driving Rules
	9:30-1:30	Field Work	Shifting and Backing Exercises
Thursday	7:30-9:30	Classroom	DOT Regulations
	9:30-1:30	Field Work	Shifting and Backing Exercises
Friday	7:30-9:30	Classroom	DOT Regulations
	9:30-1:30	Field Work	Shifting and Backing Exercises

THIRD WEEK

Monday	7:30-8:30	Classroom	Safety Meeting
	8:30-9:30	Classroom	DOT Regulations
	9:30-1:30	Field Work	Road Exercises
Tuesday	7:30-9:30	Classroom	DOT Test
	9:30-1:30	Field Work	Road Exercises
Wednesday	7:30-9:30	Classroom	Map Reading and Logging
	9:30-1:30	Field Work	Road Exercises
Thursday	7:30-9:30	Classroom	Logging
	9:30-1:30	Field Work	Road Exercises
Friday	7:30-9:30	Classroom	Logging Test
	9:30-1:30	Field Work	Road Exercises

FOURTH WEEK

Monday	7:30-8:30	Classroom	Safety Meeting
	8:30-9:30	Classroom	Load Distribution, Overloading, Fuel, and Tax Permits
	9:30-1:30	Field Work	Road Exercises
Tuesday	7:30-9:30	Classroom	Safe Loading and Tie Down
	9:30-1:30	Field Work	Road Exercises
Wednesday	7:30-9:30	Classroom	Hooking and Unhooking
	9:30-1:30	Field Work	Hooking and Unhooking Proper Parking and Blocking
Thursday	7:30-9:30	Classroom	Double Trailer Operating
	9:30-1:30	Field Work	Road Exercises
Friday	7:30-9:30	Classroom	State Police Seminar
	9:30-1:30	Field Work	Backing Exercises

FIFTH WEEK

Monday	7:30-8:30	Classroom	Safety Meeting
	8:30-9:30	Classroom	Two-Man Operations
	9:30-1:30	Field Work	City Driving
Tuesday	7:30-9:30	Classroom	Preventative Maintenance
	9:30-1:30	Field Work	City Driving
Wednesday	7:30-9:30	Classroom	Preventative Maintenance
	9:30-1:30	Field Work	Servicing Trucks
Thursday	7:30-9:30	Classroom	Tire, Wheel, and Rim Care, Use of Chains
	9:30-1:30	Field Work	Visit State Weight Station
Friday	7:30-9:30	Classroom	Fire Prevention and Fire Fighting
	9:30-1:30	Field Work	Backing Exercises

SIXTH WEEK

Monday	7:30-9:30	Classroom	First Aid
	9:30-1:30	Field Work	Minor Vehicle Repairs
Tuesday	7:30-9:30	Classroom	Accident Investigation and Reporting
	9:30-1:30	Field Work	Road Exercises
Wednesday			Night Driving
Thursday	7:30-9:30	Classroom	Brakes and Brake Care
	9:30-1:30	Field Work	City Driving
Friday	7:30-8:30	Classroom	Employer-Employee Relations
	8:30-9:30	Classroom	Driver attitude, Customer and Public Relations
	9:30-12:30	Classroom	Course Review
	12:30-1:30	Classroom	Graduation

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TEXARKANA COMMUNITY COLLEGE
1024 Tucker Street
Texarkana, Texas 75501

APPLICATION FOR ADMISSION

003628

PRINT INFORMATION ON THIS FORM. ONE LETTER TO A BLOCK IF APPLICABLE.

Social Security Number ___-___-___

Full Name ____ Last Name ____ First and Middle ____ Maiden if Applicable

Mailing Address ____ Address ____ City ____ State ____ Zip ____

Permanent Address ____ Address ____ City ____ State ____ Zip ____

Telephone ___-___ Place of Birth ____

Race ____ Date of Birth ____ Month ____ Day ____ Year ____

Marital Status (check): Single ....(1) Married ....(2) Divorced ....(3)

SEX (check): Male ____(1) Female ____(2)

U. S. CITIZEN (check): Yes ____(1) No ____(2)

If No, name country ____

VETERAN (check): Yes ____(1) No ____(2)

Date of Service: From 19__ To 19__

RESIDENT (check): Resident of Texas ____(1) Non-Resident ____(2) Military Resident ____(3)

County of Residence ____

IS THIS one you under G. I. Bill (check): Yes ____(4) No ____(5)

Length of time lived at permanent address: ___ years ___ months

Highest Degree Held. Check One:
....0 — None
....1 — High School Diploma
....2 — Associate Degree
....3 — Certificate of Completion
....4 — Baccalaureate
....5 — Other

Name of High School Attended ____

Address City, State ____

Date of Graduation ___ Year

List College or Universities Attended

College Transfers list last attended first
1. ____
2. ____
3. ____

Address of School ____ Date Attended From 19__ To 19__

CLASSIFICATION. Check one:
___1. Freshman (0-29 Sem.Hrs.)
___2. Sophomore (30-59 Sem.Hrs.)
___3. Unclassified (60 or more Hrs.)
(50)

Semester Last Attended College (check): Fall ....(1) Spring ....(2) Summer I ....(3) Summer II ....(4)

BASIS of ADMISSION. Check one:
___1. High School Graduate
___2. Individual Approval
___3. GED or [illegible] Equivalency
___4. Certificate Student
___5. Special Credit
___6. Re-entered Former Student
___7. Transient Student
(67)

Major Field ____

Employed Yes ....(1) No ....(2)

If yes, where employed? ____

(OVER)

12 Name of Parent or Guardian Last Name First 36

37 Address 54

55 City 64 65 66 State 67 Zip 71

Please list your hobbies or special interests: 1._____ 2._____ 3._____

Please indicate your religious preference. _____

Indicate your principal high school activities. 1. Band ___ 2. Choir ___ 3. Drama ___
4. Athletics ___ 5. Service Organizations _____

Semester you plan to enroll in TCC: Fall ___ Spring ___ Summer I ___ Summer II ___
What year?_____. Is this your first time to enroll in TCC? Yes ____ No _____

Are your transcripts on file at Texarkana Community College: Yes ____ No ____
Are you on disciplinary suspension or probation from any school: Yes ____ No ____
Are you on scholastic suspension or probation from any school: Yes ____ No ____

IMPORTANT INSTRUCTIONS: In addition to this completed form the following items must be on file in the Office of the Registrar before final acceptance will be approved:

(1) An official high school transcript showing date of graduation or an official transcript from the last college attended if you are a transfer student.
(2) ACT or CEEB test scores.
(3) A completed health form with X-ray report.
(4) Applicants whose first language is not English are required to present a certified score of 450 or above on the Test of English as a Foreign Language (TOEFL).
(5) A tuition deposit of $100 is required if it is necessary for Texarkana Community College to issue an I-20 Form for visa purposes.

I understand that, if all validating transcripts and health form are not received in the Office of Admissions by the twelfth class day, I may be dropped from all Texarkana Community College classes with forfeiture of all tuition and fees.

I certify that all information given on this application is correct.

_____ _____
Applicant's Signature Date

Return to the Office of Admissions, Texarkana Community College

1024 Tucker Street, Texarkana, Texas 75501

* * * * *

NOTICE TO NURSING APPLICANTS!!

For guidance regarding licensure after graduation, it is important to know:
Have you ever been convicted of a crime other than minor traffic violations?
Yes ____ No ____ If yes, attach an explanation.

OFFICE OF THE REGISTRAR

TEXARKAKNA COLLEGE

Texarkana, Texas

This form should be mailed to the above address not later than five days prior to registration. Full clearance for registration will not be granted until the following medical requirements are met:

1. Medical History
2. Physical Examination
3. Poliomyelitis Immunization Completed
4. Chest X-ray (duplicate copy of chest X-ray report to be included with this sheet)

Full Name .....

Single ..... Married ..... Divorced .....

Date of Birth ..... Sex .....

Address .....

Name, Address of Nearest Relative .....

.....

Medical History: (To be filled out by student before giving to M.D.)

1. Serious illnesses—give diagnosis and date.....

   .....

2. Operations — give diagnosis and date .....

   .....

3. Do you have any allergies? If so, what? .....

   .....

4. Do you have any physical or emotional disorder at present?.....

   .....

   If so, what, and are you under treatment? Prescribed & unprescribed

   medications? .....

5. Have you had any sever injuries? If so, what? .....

   .....

6. Check any of the following conditions you have had:

(a) Hay Fever .....
(b) Asthma .....
(c) Rheumatic Fever .....
(d) Heart Murmur .....
(e) Poliomyelitis .....
(f) Infectious Mononucleosis .....
(g) Hepatitis .....
(h) Fainting Spells .....
(i) Diabetes .....
(j) Epilepsy .....
(k) Tuberculosis .....
(l) Arthritis .....
(m) Kidney Disease .....
(n) Menstrual irregularity .....

7. Name and address of personal physician .....

.....

PHYSICAL EXAMINATION: (To be done by your family physician)

Weight ..... Height ..... Skin Abnormalities .....

Eyes (R).....(L).....Correted to (R).....(L).....Ears (R).....(L).....

Throat ..... Nose ..... Neck .....

Breasts (R) ..... (L) ..... Lungs .....

Heart ..... Abdomen ..... Hernia .....

Pulse Rate ..... Blood Pressure ..... Nodes.....

Defects found ..... Corrections recommended.....

Any Reasons for Limitation of Physical Activity? .....

IMMUNIZATION RECORD

Smallpox vaccination (Last Date).....Poliomyelitis .....

Tetanus Toxoid (a) Inital Series .....

(b) Last Booster .....

TB skin test—Date ..... Reading .....

Date, Place Taken, and Report of Chest X-Ray .....

.....

(Include a duplicate copy of chest X-ray report with this sheet)

A report of a tuberculin skin test may be accepted in lieu of the chest X-ray report. However, if the tuberculin skin test is positive, a chest X-ray will be mandatory.

Signed ....., M.D.

Address .....

Date .....