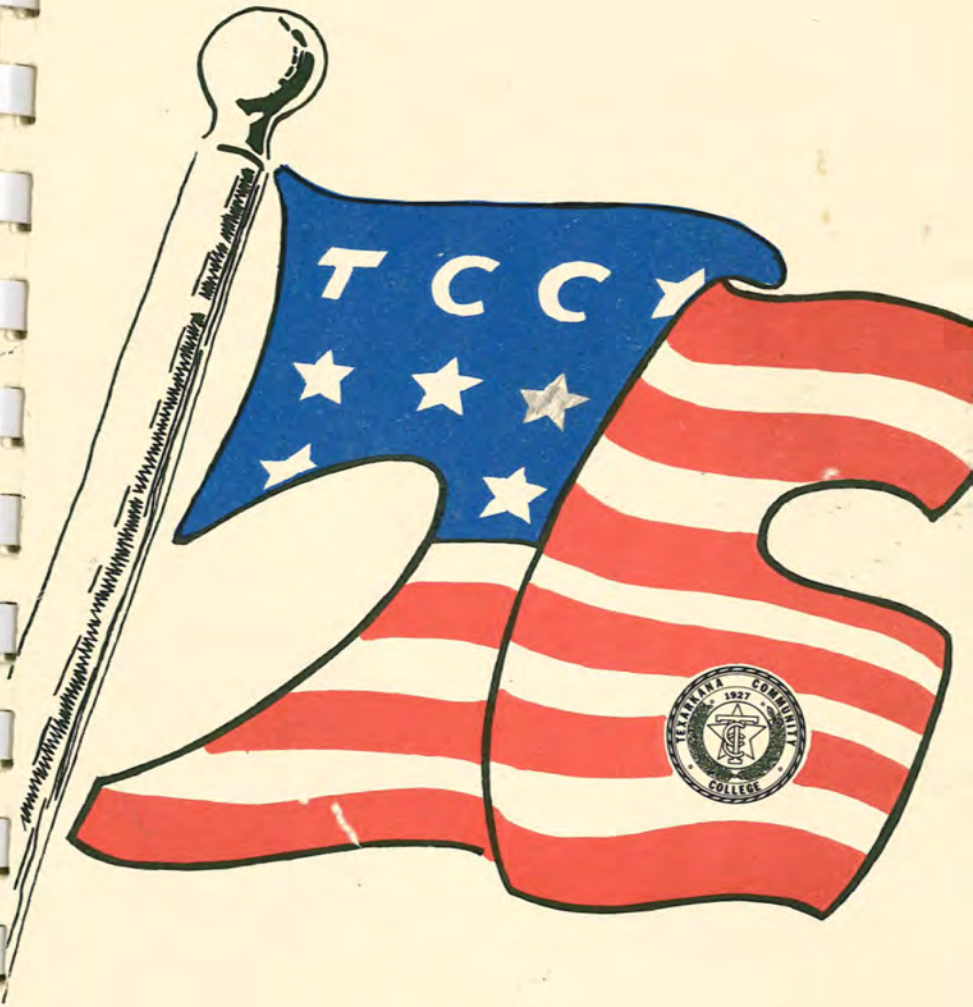
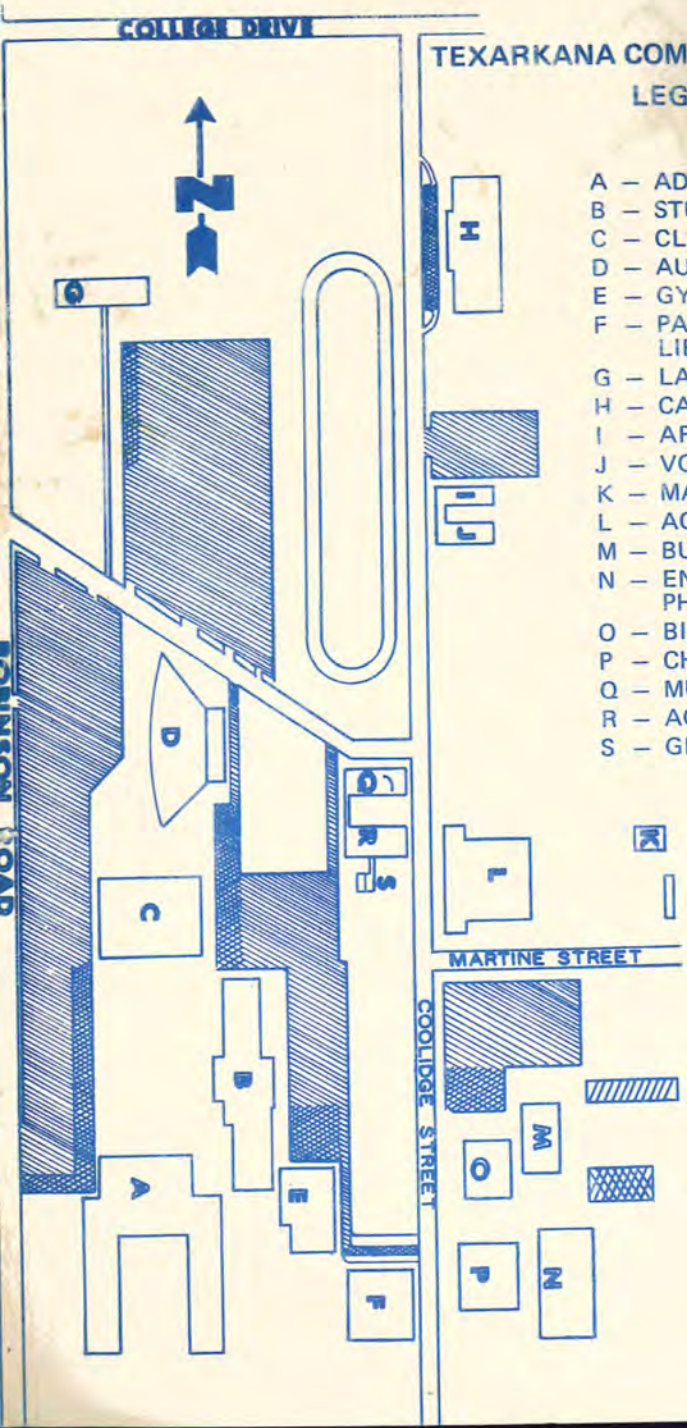


TEXARKANA COMMUNITY COLLEG



TEXARKANA COMMUNITY COLLEGE

LEGEND

A – ADMINISTRATION
B – STUDENT CENTER
C – CLASSROOM
D – AUDITORIUM
E – GYMNASIUM
F – PALMER MEMORIAL LIBRARY
G – LANGUAGE ARTS
H – CAREER EDUCATION
I – ART
J – VOCATIONAL-ANNEX
K – MAINTENANCE
L – AQUATIC CENTER
M – BUCHANAN NURSING
N – ENGINEERING, MATH, PHYSICS
O – BIOLOGY
P – CHEMISTRY
Q – MUSIC
R – AGRICULTURE
S – GREENHOUSE

STUDENT PARKING

FACULTY PARKING

Texarkana Community College

2500 N. ROBISON ROAD
TEXARKANA, TEXAS

APPROVED AND ACCREDITED
by
The Association of Texas Colleges
The Southern Association of Colleges and Schools
The Texas Education Agency
The Coordinating Board, Texas College and University System
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 Music Educators Association
Texas Association of Art Schools
American Technical Education Association, Inc.

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

Texarkana Community College Board of Trustees

Board members are: (from left to right around the table) C. A. Mitchell, president; John V. Massey; Mrs. Betty Carter; Dr. Walter C. Barnes; James Evans; Truman Arnold, vice-president; Howard Waldrop; and Dr. William R. Patterson, secretary. Not present - Burnham Jones.

PRESIDENT'S MESSAGE

If this is your first time to attend TCC – Welcome! If you are an "old hand" – Welcome back! We're glad you're here – In fact, you're why we're here!

TCC has the philosophic belief that YOU, the student, are the most important person on this campus. And we don't just pay lip-service to that statement either. You'll see it carried out in the classrooms, faculty offices, Student Center, Library, . . . all over the campus. And hopefully, in the end, you won't see it at all – you'll feel it! Because TCC is a student oriented college and that means a lot to you. You're not just a number here – you won't get folded, spindled, or mutilated. You'll be recognized as YOU – a name, a face, a smile, an individual human being with individual needs.

And look around. Beautiful campus, isn't it? Many lovely, modern well-equipped buildings. Important? Of course, but not nearly as important as the people that staff those buildings – the faculty. Because in the final analysis, the proof of the pudding, the criteria on which you will ultimately measure your educational experiences at TCC – will be your instructors. And here it pleases me greatly to say that TCC has more than its share of great ones. I should know – I had some of them myself when I was a TCC student.

So – Welcome. You've got a lot going for you here. And remember, if you have problems we're here to help. That goes for all the faculty, staff, and administrators at TCC – and me too! If you succeed, we succeed.

Carl M. Nelson

Carl M. Nelson

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College Calendar

August 21, 1976	A.C.T. Test 8 a.m. Chemistry Bldg.
August 23, 1976	Placement Tests: Eng. 9 a.m. Classroom Bldg.
August 24, 1976	Faculty Seminar 9 a.m., Student Center Music, 1 p.m., Music Bldg.
August 25, 1976	Registration for Day and Evening School
August 30, 1976	Day and Evening Classes Begin
September 6, 1976	Labor Day Holiday
September 7, 1976	Last Day to Register
October 22, 1976	Mid-Semester
November 25-26, 1976	Thanksgiving Holidays
November 29, 1976	Last Day to Drop Classes
December 13-16, 1976	Final Exams
January 8, 1977	A.C.T. Test 8 a.m. Chemistry Bldg
January 12, 1977	Registration for Day and Evening School
January 13, 1977	Registration for Day and Evening School
January 17, 1977	Day and Evening Classes Begin
January 24, 1977	Last Day to Register
March 11, 1977	Mid-Semester
To Be Arranged	Spring Holidays
April 25, 1977	Last Day to Drop Classes
May 9-12, 1977	Final Exams
May 16, 1977	Graduation
May 21, 1977	Math Placement Exam 1 p.m., EMP Bldg.
	SUMMER 1977
May 27, 1977	Registration
May 30, 1977	First Day of Classes
July 4, 1977	Holiday
July 7, 1977	Last Day of Classes
July 11, 1977	Registration
July 12, 1977	First Day of Classes
August 19, 1977	Last Day of Classes
	SUMMER 1977 (Evening Classes)
May 26, 1977	Registration
May 30, 1977	First Day of Classes
July 25, 1977	Last Day of Classes

1976

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25	26	27	28	29	30	31

Lasca Beck (Mrs.) (1968) ..... Nursing
B.S. Texas Woman's University
East Texas State University

Bob Bell (1969) ..... 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

Jack Bender (1975) ..... Auto Mechanics
L.A. Trade Technical College
Texarkana College
TEA Certified

James H. Bennett (1957) ..... Chemistry
B.S. Southern State College
University of Arkansas
M.S. East Texas State University

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

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

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

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

Jane A. Bouterse (Mrs.) (1971) ..... 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) ..... Biology
B.S. Bethany Nazarene College
M.S. East Texas State University
Colorado State University
Texas A & M

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

Ruth Bransford (Mrs.) (1969) ..... Nursing
B.S. University of Maryland

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

David Brown (1974) ..... Mid-Management
A.A. Texarkana College
B.A. University of Texas
East Texas State University

Kenneth Burkhalter (1966) ..... Data Processing
A.S. Texarkana College
C.D.P. Data Processing Management Association
B.S. East Texas State University
TEA Certified

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

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

William R. Caver (1967) ..... 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
East Texas State University - Texarkana

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

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

Sam Cotton (1975) ..... Police Technology
Paris Junior College
B.A. Texas Christian University
L.L.B. Southeastern University Law School

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

Marian Crowder (Mrs.) (1974) ..... Office Occupations
B.A. Ouachita Baptist University
University of South Mississippi

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

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

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

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

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

Marcia Sandra Dennis (Mrs.) (1975) ..... Nursing
B.S. University of Alabama School of Nursing

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

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

Sharon Drake (Mrs.) (1971) ..... English
B.S.E. Henderson State College
M.S.E. Henderson State College
East Texas State University
University of Mississippi

Carolyn Duke (Mrs.) (1974) ..... Related English
B.S. North Texas State University

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

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

DuWayne Elliott (1970) ..... Director of the Learning Resource Center
B.S. East Texas State University
M.S. East Texas State University

John Ferguson (1969) ..... Director of Community Service and Off-Campus Programs
B.S.E. Henderson State College

Shirley S. Finn (Mrs.) (1966) ..... 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) ..... Dir. Computer Center
B.S. East Texas State University

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

Bob Forward (1974) ..... Computer Programmer
B.S. Ouachita University
East Texas State University

Norell Daline Ford (Mrs.) (1975) ..... Nursing
B.S. Southwest Texas State University

Lois Gardner (Miss) (1965) ..... 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) ..... Air Technology
Western Kentucky University
B.S. Louisiana Tech University

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

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

Errol Hatfield (1969) ..... Business Administration
B.S. University of Southern California
M.B.A. University of Southern California

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

Richard Haygood (1974) ..... Refrigeration / Air Cond.
Oklahoma State University of Tech. Training
TEA Certified

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

Eldon Hicks (1975) ..... Truck Driving
TEA Certified

Adolphus Hinton (1974) ..... Mid-Management
B.A. Prairie View A & M
Texarkana Community College
M.A. University of Oklahoma
East Texas State University

Carol Hodgson (Ms.) (1972) ..... Nursing
ADN Texarkana Community College
East Texas State University

Jena Howell (Mrs.) (1975) ..... Nursing
Tyler Junior College
Texarkana Junior College
B.S. Bradley University

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

Lou Ella Humphrey (Mrs.) (1960) ..... Nursing
Arkansas Baptist Hospital School of Nursing
Little Rock University
University of Texas
B.S. East Texas State University

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

Dell Jacobs (Mrs.) (1951) ..... 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) ..... Auto Mechanics
TEA Certified

Milton Keahey (1969) ..... Auto Body Repair
TEA Certified

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

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

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

David Mueller (1971) ..... Associate Dean of Occ. / Tech. Programs
A.A. Texarkana College
B.S. Lamar Tech
M.Ed. East Texas State University

Gloria Mugno (Mrs.) (1972) ..... Nursing
Methodist Hospital of Dallas

B. J. Murdock (1958) ..... Dean of Program Development
B.S. Southern State University
M.A. East Texas State University
East Texas State University

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

Carl M. Nelson ..... President
B.S. University of Arkansas
M.Ed. University of Arkansas
Ed.D. University of Arkansas

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

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

R. T. Northam (1971) ..... Truck Driving
TEA Certified

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

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

Mildred C. Parsons (Mrs.) (1965) ..... Speech and Drama
A. A. Texarkana College
B. A. East Texas State University
M. A. East Texas State University

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

Art Purdy (1974) ..... Welding
TEA Certified

Joe Purdy (1974) ..... Welding
TEA Certified

William J. Purifoy (1973) ..... Refrigeration / Air Conditioning
TEA Certified

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

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

Kathleen Raple (Miss) (1974) ..... Nursing
Kansas State University
B.S. Wichita State University

Ira D. Robinson (1967) ..... Business Administration
Texarkana College
B.B.A. Texas Technological College
M.B.A. Texas Technological College
Northern Arizona University

William Schrader (1974) ..... Information Processing
Stephen F. Austin State University
Texarkana Community College
B.S. Stephen F. Austin State University

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

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

Norman Shelby (1973) ..... Welding
TEA Certified

Sandy Simmons (Miss) (1975) ..... Music
B.M. Baylor University
M.M. North Texas State University

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

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

Patsy Sorsby (Mrs.) (1969) ..... English
B.A. Ouachita Baptist University
M.S. Indiana State University
East Texas State University

James A. Spears (1974) ..... Air Technology
Texarkana Community College
Southern State College
TEA Certified

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

Carl Spicher (1974) ..... Electronics
Texarkana College
TEA Certified

Jeannine Thomas (Mrs.) (1971) ..... Nursing
Arkansas Baptist School of Nursing
Texarkana Community College

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

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

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

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

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

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

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

David Williams (1975) ..... Auto Body
Texarkana College
Ohlone Junior College

Jayne Williams (Mrs.) (1975) ..... English
B.A. Southern State College

Robert G. Williams (1959) ..... 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) ..... Physical Education
B.A. Ouachita Baptist University
M.S.E. Henderson State Teachers College

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

Henry W. Wood, Jr. (1959) ..... History
B.A. Ouachita Baptist University
M.A. East Texas State University
Baylor University
University of Mississippi

Dale Works (1966) ..... Associate Dean of Evening and Continuing Education
B.S. Texas Christian University
M.Ed. North Texas State University
North Texas State University

Sue Works (1970 ..... Physical Education
B.S. Texas Christian University
M.Ed. NOrth Texas State University
Texas Woman's University

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

Rolfe A. Wylie (1966) ..... Speech-English
B.S.E. Henderson State College
M.S.E. Henderson State College
Texas Technological College
East exas 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 taxpayers 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 enlargement 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 bond issue, 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 thereafter,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. Stilwell 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 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 capacity 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 Aquatic Center housing an olympic size swimming pool were added.

In March, 1975, Dr. Cady resigned and in August of 1975, Dr. Carl M. Nelson was named President of Texarkana Community College.

The growth of the College can best be shown by comparing the enrollment of 109 students in 1927-28 with the enrollment of 3777 students in 1974-75. Summer enrollment in 1928 was 25 students; in 1975 summer enrollment was 2050 students.

Texarkana Community College has recently joined forces with East Texas State University at Texarkana and Texas A & M University/Texarkana in an educational cooperative venture which will benefit greatly the students of Texarkana and the surrounding community. It is now possible to receive the first two years of a baccalaureate degree at Texarkana Community College and then continue with the third and fourth year of certain degrees at East Texas State University/Texarkana or Texas A & M while never having to leave the campus of Texarkana Community College. Each institution remains separate and distinct, with their own governing boards, their own administrations and faculties. In January of 1976 Texarkana College deeded approximately 3.8 acres of land to East Texas State University/Texarkana for that institution to build a two and one-half million dollar building on the site of the old football field. When completed the building will house ETSU/T and Texas A & M administration and faculty and complete the marriage of the three institutions.

In addition, recent legislation, Senate Bill 360, was passed which allows residents of Arkansas who receive 45 credit hours from Texarkana Community College to attend East Texas State University/Texarkana at the in-state tuition rates. The cooperative arrangement of the three institutions of higher learning is unique in the state of Texas and offers terrific advantages for the residents of this area. Educationally this is the best of all possible worlds — a two year comprehensive community college with all of its diverse missions coupled with two oustanding four year universities offering baccalaureate and graduate training.

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 Jublic Junior Colleges, the Texas Association of Junior Colleges, the Southern Association of Junior Colleges, and the National Commission on Accrediting.

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 manufacturing, shipping, transportation, and railroad center, Texarkana is also noted for its lumber and dairy products. Located near the city is the U. S. Army Lone Star 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 in school and church architecture.

BUILDINGS AND GROUNDS

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

Administration Building. The completely air-conditioned administration building, constructed of brick, tile, and concrete, contains the administrative effices, 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 Clyde 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. Closed Circuit Television programs, slides, tapes, and filmloops 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.

Media Preparation Center. The Media Preparation Center, which is located at University Center, 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.

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.

Athletic Facilities. Behind the auditorium 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 size fifty meter lanes, ten twenty-five yard lanes, three meter board, and two one-meter boards. An eight court tennis complex with championship lighting and plexi-pave surface is located directed 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 facility. 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. Lighting is provided for 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. Texarkana College also has a 360-acre farm located on the Red River Army Depot. The farm is in the development stages.

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. 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.

PHILOSOPHY AND OBJECTIVES

Texarkana Community College is committed to providing every person in the Texarkana community and surrounding area a quality educational experience whether the person is a youth setting forth toward a degree in medicine or an adult wanting to enrich his leisure hours with an interesting hobby. There is a place for the student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field. There is a place for the very bright high school student who is ready to undertake college level training in advance of his graduation from secondary school, and a place for the high school dropout who has changed his mind about the necessity of eduction in today's complex, demanding society. There is, simply stated, a place for **everyone**. Texarkana Junior College officially changed its name to Texarkana **Community** College in 1972 when its philosophy, function, and breadth outgrew the traditional "junior" college label. The new name more closely states the colleges' mission — to meet the diverse educational needs of the entire community. And how can the college serve all of the diversity of needs demanded in our community? The answer is found in educational offerings in four broad categories:

— For the student seeking the first two years of work toward the goal of a Bachelor's or higher degree the college offers a wide range of courses which are transferable to senior colleges and universities.

— For the student wishing to enter an occupation at a level above the bottom rung of the ladder the college offers programs from six weeks to two years covering specific technical / occupational fields.

— For the employed person wishing to improve his knowledge in his field or train for a move into a new occupational field — the college offers a broad range of credit and non-credit adult education courses.

— For the person who simply wants to make life a little more interesting there are community service programs, offering a myriad of subjects on cultural, civic and vocational topics.

This is what a totally comprehensive community college is all about and how it differs from the old Texarkana Junior College. Today Texarkana Community College is a truly comprehensive community college with an educational place for everyone.

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 opportunities 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 Students 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. Disbursement will be made on the presentation of properly executed vouchers.

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

The college auditorium with a seating capacity of 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 sophormore senators and five freshman senators.

A representative must be a full-time stndent 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 veteran's 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. Students who have completed 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 and 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 shall be to promote interest and participation in theatre activities among the student body; to provide quality enter-

tainment for members, the student body, 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.

Vocational Nurses Club. An organization for the vocational nursing student. This organization is to develop individual qualities of leadership, tolerance and objectivity, and to stimulate interest in participation in Vocational Nursing organizations.

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.

Agricurtural 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 interest in agriculture.

Chess Club — An organization devoted to give those who play chess an opportunity to enjoy their hobby during the college activity period.

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 in editorial and art work .

Kaleidoscope. Kaleidoscope is the college magazine which is published each semester by the students of the Journalism Department in coordination with the English and Art Departments.

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 attend all college sponsored activities and to The T.C. News, the college newspaper.

Student parking sticker fee per academic year	$5.00
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:

Laboratory Fees

Art 238	$10.00
Art 239	10.00
Biology — for each course	3.00
Chemistry — for each course	3.00
Computer Science — for each course	8.00
Data Processing — for each course	8.00
Nursing — for each course	5.00
Office Machines — for each course	5.00
Typing — for each course	2.50
Physics — for each course	3.00
Physical Science — for each course	3.00
Individualized Instruction — each course	5.00
Military Science — for each course	2.50
Activity Fee	7.00
I. D. Card Fee	1.00

Car Sticker	$ 5.00
Late Registration Fee	5.00
Schedule Change	5.00

Physical Education Fees

Regular P. E.	$ 2.00
Swimming	5.00
Scuba Diving	10.00
Bowling	16.00
Advanced Golf	15.00

Music Fees (for private music)

One 30-min. lesson per week, one hour credit	37.50
Two 30-min. lessons, or one hour lesson per week, 2 hours credit	75.00
Extension Fee	3.00
L.V.N. Tuition	150.00
L.V.N. Lab Fee	25.00
Student Nurse's Liability Insurance	8.50

Air Technology — Regular Tuition & Fees,

Plus Fee for Flight Time —

Cessna 150	$11.50 per hour
Cessna 182	18.00 per hour
Cessna 310	36.00 per hour
Flightmatic Ground Trainer	6.00 per hour

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.

TEXARKANA COLLEGE

SCHEDULE OF TUITION AND FEES

Hrs.	In-District Students	Out of Dist. Students	Out of State Students	Out of Country Students
3	$ 38.00.	$ 47.00	$ 71.00	$213.00
4	44.00.	56.00	88.00	219.00
5	50.00.	65.00.	111.50	225.00
6	56.00.	74.00.	134.00	231.00
7	65.00.	86.00.	156.50	237.00
8	75.00.	99.00.	179.50	243.00
9	85.00.	112.00.	202.00	249.00
10	95.00.	125.00.	224.50	255.00
11	105.00.	138.00.	247.50	261.00
12	115.00.	151.00.	267.00	267.00
13	120.00.	159.00.	268.00	268.00
14	125.00.	167.00.	269.00	269.00
15	130.00.	175.00.	270.00	280.00
16	135.00.	183.00.	271.00	295.00
17	140.00.	191.00.	272.00	310.00
18	145.00.	199.00.	273.00	325.00
19	150.00.	207.00.	274.00	340.00
20	155.00.	215.00	275.00	355.00

CLOCK HOUR PROGRAMS

In-District	Out-of-District	Out-of-State
$75 per quarter	$100 per quarter	$150 per quarter

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.

PROFESSIONAL NURSING STUDENTS ONLY

Hrs.	In-District Students	Out of Dist. Students	Out of State Students	Out of Country Students
3	38.00.	47.00.	71.00.	213.00
4	44.00.	56.00.	88.00.	219.00
5	50.00.	65.00.	111.50.	225.00
6	56.00.	74.00.	134.00.	231.00
7	65.00.	86.00.	156.50.	237.00
8	75.00.	99.00.	179.50.	243.00
9	85.00.	112.00.	202.00.	249.00
10	95.00.	125.00.	224.50.	255.00
11	105.00.	138.00.	247.50.	261.00
12	115.00.	151.00.	267.00.	267.00
13	118.00.	157.00.	268.00.	268.00
14	119.00.	161.00.	269.00.	269.00
15	120.00.	165.00.	270.00.	280.00
16	121.00.	169.00.	271.00.	295.00
17	122.00	173.00.	272.00.	310.00

Policy Concerning Refunds.

Upon presentation to the Business Office of an official record from the Registrar's Office showing withdrawal from a course during fall and spring semesters from Texarkana Community College, a refund will be made as follows: (1) 100% during the first week; (b) 50% during the second week; (c) none during the third week and thereafter.

Summer refunds are made according to the following schedule: (a) 100% on the second day; (b) 50% on the fourth day. Night class refund schedule is as follows: (a) 100% the first night; (b) 50% the second night. After the fourth day class and second night class no refund will be made.

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 veterans 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 part-time 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 Bowie-Miller Medical Auxiliary awards an annual scholarship. The wives of local physicians select a student of the William Buchanan Department of Nursing, associate degree program, on the basis of financial need and success in studies.

Each year the Downtown Texarkana Rotary Club, provides a scholarship for a student from Texarkana Arkansas High School, Texarkana Texas High School, Liberty-Eylau High School, and a student from Texarkana Community College. These awards are made on the recommendations of the respective schools in compliance with 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 Lions Club has provided a scholarship for a graduate of the DeKalb High School.

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

The 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 outstanding 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 Southern Clinic Scholarship is available to an entering student in the William Buchanan Department of Nursing, Associate Degree Program. The student is selected by the nursing faculty and Southern Clinic with major emphasis placed on academic standing, nursing ability, aptitude, and financial need. The scholarship may pay tuition and fees for two semesters and may be re-evaluated at the end of the second semester for an additional two semesters.

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 scholarship 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 in 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.

The Truman Arnold Business Scholarship provides five annual scholarships with a value of $250.00 per semester to students selected by the Business Administration faculty in conjunction with the Director of Student Financial Aid. Recipients must be majoring in a business-related field; must be in need of financial assistance; and must be superior students enrolled for at least 12 semester hours. Applications should be sent to the Director of Student Financial Aid.

FINANCIAL AID

Instructions to Applicants for Financial Assistance.

This is to inform you of the various programs 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 Program
9. Basic Educational Opportunity Grant
10. Downtown Rotary Club Loan Program

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, an ACT Family Financial 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 Students' Office.)

3. When the ACT Analysis 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 excellence 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.

The Lydia Lewis Holland Award is presented annually to an outstanding graduating student in the William Buchanan Department of Nursing, associate degree program. It was established by her daughter, Mrs. Jan Uyttalinda in honor of her mother, a long-time contributor to nursing in Texarkana.

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.

The Downtown Texarkana Rotary Club operates a low interest student loan fund which may provide financial aid for education. In order to apply for a loan from the Downtown Rotary Club the applicant should contact the chairman of the Student Loan Committee, P. O. Box 1341, Texarkana, Texas 75501. The student will be interviewed and the application presented to the committee for approval.

The Katherine McCartney Hibbits Memorial Fund provides a limited number of short-term loans to students majoring in a music-related field. These loans must be repaid within the semester for which they are awarded, and recipients must be recommended by the Chairman of the Humanities Division. Application blanks are available 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, Associate in Applied Science, or Associate of Business Diploma, Distinction for excellence in scholarship as follows:

1. Diplomas with High Honor to all students having not less than a 3.8 grade point average on all their college work.
2. Diplomas with Honor 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 an

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

Admission by Individual Approval. Any person over twenty-one years of age, or any student who has served in the Armed Forces of the United States, provided he is at least 18 years of age, may, at the discretion of the college, be admitted without examination, to any class below the sophomore level.

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 the English language.

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" (except Air Technology courses) 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 (6 hours must be of sophomore standing). 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 the appropriate section of this catalogue.

Substitution must be approved by the Dean of Instruction.

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 charged 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.

Absentee Policy.

Effective December 1, 1975, for the clock hour programs and the beginning of the spring semester 1976, for the credit hour programs the following absentee policy will be in effect;

Under this policy, the following number of absences would be the maximum allowable:

Semester-Hour Programs	
MWF Classes	6 (per semester)
TTh Classes	4 (per semester)
Night classes (which meet once per week)	2 (per semester)
Clock-Hour Programs	
Full-time	7 (per quarter)
One-half time	4 (per quarter)

A student's absence due to school trips and / or business would not be counted against the allowable number.

Three tardies constitute one absence.

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 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 Dean of Instruction 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 student enrolled for seven or more semester hours work in the preceding semester in the 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 Dean of Instruction. 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 2.0 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 semester 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 administered 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.

In order for a veteran to receive continued benefits under this admissions policy, he must obtain the approval of a Veterans' Administration Counseling psychologist.

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 Rehabilitation 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: Commission, Texas Rehabilitation Commission, Medical Park Tower ,1301 West 38th Street, Austin, Texas, 79705.

COURSE DESCRIPTION BY DIVISION

Texarkana College is organized in six divisions as follows: Business Administration; Health Occupations; Humanities; Mathematics, Engineering and Technology; Science and Technology; and Social Science.

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 inavariably 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 Humanities. (The system used in Applied Music explained under the Division of Humanities.) 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.

Division of Business Administration

CHAIRMAN: Ira Robinson

BUSINESS DEPARTMENT

Dr. Robert Arnold, Errol Hatfield, Dell Jacobs, Robert Mills, Ira Robinson and Frances Watson.

GENERAL STATEMENT

Students interested in a Bachelor's degree should follow the suggested course of study 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 catalogue.

Suggested Course of Study Leading To:

FOUR YEAR DEGREE IN BUSINESS EDUCATION AND/OR SECRETARIAL ADMINISTRATION

FRESHMAN YEAR*

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
Hist. 133	3	Hist. 134	3
Biol. 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 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.

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 Semester	Hours
Eng. 131 or 132	3
DP 131	3
Sec. 135 or 236 or 237	3
Sec. 132 or 233	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 or Sec. 237	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, or DP 130	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, electronic display and printing calculators.

GB 231 — Principles of Economics. A macro-economic change 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 Spohomore 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, commercial paper and agency. 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. Prerequisite G.B. 233.

GB 235 — Personal Finance. An analysis of financial problems as related to individuals and households. Topics covered include household budgets and budgetary control; bank accounts; consumer credit; personal investments; insurance; home ownership vs. renting; wills; trusts; consumer information and protection, and other selected topics.

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 of 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. Meets four hours per week.

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. Meets four hours per week. 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, and other business forms, and various duplicating processes. 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 hours 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 dictation and transcription as well as vocabulary building and development of speed. Transcription acceptable for mailing is required. Meets four hours a week. Pre-requisite: Sec 134 or consent of instructor.

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, telegrams, shipping service, telephone techniques, receptionist duties, handling arrangements for business meetings and travel, securing employment and systems of filing. Assignments are given under typical office situations as nearly as possible.

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

Sec. 237 — Specialized Machine Dictation and Transcription. Specialized machine dictation with emphasis on medical and legal vocabulary. Also, business letters and communications from a variety of professions and industries are transcribed from recording machines. Development of high level skill in rapid, accurate, mailable transcripts. Pre-requisite: Sec. 132 or equivalent.

Sec 238 — Business Correspondence. Application of letter-writing principles to inquiries and replies, credits, adjustments, collections, sales messages, and simple reports. Pre-requisite: Intermediate Typing.

DATA PROCESSING DEPARTMENT

Ken Burkhalter

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 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 CURRICULUM

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	G. B. 232	3
D. P. 235	3	Govt. 231	3
G. B. 231	3	PE	1
PE	1		
	16		14

DP 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 pre requisite needed. This course will be offered through individualized instruction.

DP 131 — Key Punch Operation. (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. Two hours lecture and three hours lab per week. Prerequisite 50 wpm typing speed.

DP 132 — Peripheral Equipment Operation. (3-1) This course offers the principles of operation of the common computer center peripheral equipment, including the key punch, sorter, interpreter, and reproducer. Modern input-ouput devices such as key-to-tape and optional scanning will also be studied. Three lecture hours and one lab hours per week.

DP 133 — Assembler Language Programming. (3-1). This course will introduce the student to basic data processing concepts. Internal aspects of the IBM System 360 are presented. Business problems will be programmed using basic assembler language. Three hours lecture and one lab hour per week.

DP 134 — Ans Cobol Programming. (3-3). This course is designed to acquaint the student with the principles of ANS COBOL programming. Business type problems in card, tape and disk files will be solved using the COBOL language. Three hour lecture and three hour lab. Prerequisite: DP 133.

DP 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 hour lecture per week. Prerequisite: DP 133.

DP 136 — Computer Related 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. The basic computer language is introduced. Three hour lecture.

DP 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 hour lecture per week. Prerequisite: DP 133.

DP 231 — PL/1 Programming. (3-3). This course is designed to acquaint the student with principles of PL/1 programming. Business type problems using card, tape and disk files will be solved using the PL/1 language. Three hour lecture and a three hour lab. Prerequisite: DP 133.

DP 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 hardward and software. Three lecture hours per week. Prerequisite: DP 133.

DP 234 — RPG II Programming. (3-3). This course is designed to acquaint the student with principles of RPG II Programming. Business problems involving card, tape and disk files will be presented. Three lecture hours and three lab hours per week. Prerequisite: DP 133.

DP 235 — Advanced Automated Accounting Systems. (3-0). 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.

DP 243 — Commercial Applications. (2-5). 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. Two hour conference, five hours lab per week.

INFORMATION PROCESSING DEPARTMENT

Bill Schrader

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 time 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 familiar 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 sixteen 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 each college semester in the fall or spring and the beginning of the summer session.

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 — Assembler Lang. Prog.
5. I.P. 134 — ANS COBOL Prog.
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 — Computer Operations
10. I.P. 139 — Intro. to Automated Accounting
11. I.P. 231 — PL/ Prog.
12. I.P. 232 — Programming Systems
13. I.P. 234 — RPG II Prog.
14. I.P. 235 — Advanced Automated Accounting
15. I.P. 243 — Commercial Applications
16. I.P. 246 — Operations Application

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 now on campus including the IBM 360/30 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 O. E. D. or are 18 years or older and have been out of high school at least 10 calendar months prior to enrollment. Students will be required to take placement tests if they wish to begin the course in 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 instructional 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 data recording 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.

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

INFORMATION PROCESSING
Basic Machine Operation

I.P. 130 Principles of I.P.	50
I.P. 131 Key Punch Operation	60
I.P. 132 Peripheral Equipment Operation	50
I.P. 138 Computer Operations	100
I.P. 246 Operations Applications	100
I.P. 135 Form & File Design	50
I.P. 136 Computer Related Math.	50
I.P. 139 Intro. to Automated Acct.	50
Class Hours	510
Program Length	17 weeks

INFORMATION PROCESSING
(Operator Option)

I.P. 130 Principles of I.P.	50
I.P. 132 Peripheral Equipment Operation	80
I.P. 134 ANS COBOL Programming	100
I.P. 135 Form & File Design	50
I.P. 136 Computer Related Math	50
I.P. 137 Modern Computers	50

I.P. 138	Computer Operations	100
I.P. 139	Intro. to Automated Accounting	50
I.P. 231	PL/1 Programming III	100
I.P. 232	Programming Systems	50
I.P. 234	RPG II Programming	100
I.P. 235	Advanced Automated Accounting	50
I.P. 246	Operations Application	250
	Class Hours	1080
	Program Length	36 weeks

INFORMATION PROCESSING
(Programmer Option)

I.P. 130	Principles of I. P.	50
I.P. 132	Peripheral Equipment Operation	80
I.P. 133	Assembler Lang. Programming	100
I.P. 134	ANS COBOL Programming	100
I.P. 135	Form and 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/1 Programming	100
I.P. 232	Programming Systems	50
I.P. 234	RPG II Programming	100
I.P. 235	Advanced Automated Accounting	50
I.P. 243	Commercial Applications	250
	Class Hours	1080
	Program Length	36 weeks

COURSE DESCRIPTION

I. P. 130 — PRINCIPLES OF INFORMATION PROCESSING

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 of today's third generation equipment. Equipment is studied from a functional rather than operational standpoint.

I.P. 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. (60 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 scaning will also be studied. (50 clock hours)

I.P. 133 — ASSEMBLER LANGUAGE PROGRAMMING

This course will introduce the student to basic data processing concepts. Internal aspects of the IBM System 360 are presented. Business problems will be programmed using basic assembler language. (100 clock hours)

I.P. 134 — ANS COBOL PROGRAMMING

This course is designed to acquaint the student with the principles of ANS COBOL programming. Business type problems in card, tape and desk files will be solved using the COBOL 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. The basic computer language is introduced. (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 — COMPUTER OPERATIONS

The student will learn how to operate various input/output components of the computer including reader, punch, printer, typewriter, tape, disk and CRT's. Operation of the IBM System 360 under DOS and Power-II spooler using multiprogramming will be studied extensively. Each student will be required to successfully perform in the capacity as a computer operator. (100 clock hours)

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

This course is designed to acquaint the student with principles of PL/1 programming. Business type problems using card, tape and disk files will be solved using the PL/1 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 — COMMERICAL APPLICATIONS

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. (250 clock hours)

I.P. 234 — RPG II PROGRAMMING

This course is designed to acquaint the student with principles of RPG II Programming. Business problems involving card, tape and disk files will be presented. (100 clock hours)

I. P. 235 — ADVANCED AUTOMATED ACCOUNTING SYSTEMS

This course will encompass accounting systems as applied to modern data processing methods. Study will be made into structure of accounts, methods of analysing and improving accounting systems, and the design of automated accounting systems. (50 clock hours)

I.P. 246 — OPERATIONS APPLICATION

Individual assignment to a computer center in the capacity of a computer operator. The student will operate the computer and analyze existing job instructions and scheduling. A report will be required describing the computer center equipment, personnel and operations analysis. (100 or 250 clock hours)

MID-MANAGEMENT DEPARTMENT

Al Hinton, David Brown, and Charles Marley.

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 instructor approval.

First Semester	HRS.
MM 141 Mid-Mgt. Training	4
MM 131 Prin. of Management	3
Eng. 131 Comp. and Rhetoric	3
Spe 131 Public Speaking	3
GB 130 Business Math	3
Psy 111 Orientation	1
	17

Second Semester	HRS.
MM 142 Mid-Mgmt. Training	4
MM 132 Personnel Mgmt.	3
Acct 231 Prin. of Accounting	3
Eng 132 Comp. and Rhetoric	3
Psy 231 Intro. to Psychol.	3
or	
Psy 233 Business Psychology	3
	16

Third Semester	HRS.
MM 241 Mid-Mgmt. Training	4
MM 231 Mid-Mgmt. Seminar	3
MM 238 Human Relations	3
GB 231 Prin. of Economic	3
Approved Elective*	3
	16

Fourth Semester	HRS.
MM 242 Mid-Mgmt. Training	4
MM 232 Mid-Mgmt. Seminar	3
GB 233 Business Law	3
Approved Elective*	3
Approved Elective*	3
	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

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 instructor. 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-Mgmt. 132 — Personnel Management. (3-0). Management-employee relationships orientated 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	HRS.
MM 143 Indust. Job Training	4
MM 131 Prin. of Management	3
GB 130 Business Math	3
Eng 131 Comp. and Rhetoric	3
Psy 111 Orientation	1
Spe 131 Public Speaking	3
	17

Second Semester	HRS.
MM 144 Indust. Job Training	4
MM 132 Personnel Management	3
Acct 231 Prin. of Accounting	3
Eng 132 Comp. and Rhetoric	3
Psy 231 Intro. to Psychology	3
	16

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

Fourth Semester	HRS.
MM 244 Indust. Job Training	4
MM 234 Indust. Mgmt. Sem.	3
GB 233 Business Law	3
Approved Elective*	3
Approved Elective*	3
	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 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.

OFFICE OCCUPATIONS DEPARTMENT

Joyce Wilson, Corbett Anderson, Marion Crowder, Patricia Moore.

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 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.

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

PRESENT

CURRICULUM FOR OFFICE OCCUPATIONS

FIRST QUARTER		LECTURE	LAB	CLOCK HOURS
OFO 111	Typing I	1	5	72
OFO 121	Shorthand I	2	4	72
OFO 131	Clerical Record Keeping I	1	4	60
OFO 141	Business Machines	1	2	36
GRC 131A	Related Math	5		60
GRC 132A	Related Communications	5		60
		15	15	360
SECOND QUARTER				
OFO 112	Typing II	1	4	60
OFO 122	Shorthand II	1	5	72
OFO 132	Clerical Record Keeping II	1	4	60
OFO 171	Graphic Arts I	1	3	48
GRC 131B	Related Math	5		60
GRC 132B	Related Communications	5		60
		14	17	360
THIRD QUARTER				
OFO 113	Typing III	1	4	60
OFO 123	Shorthand III	1	4	60
OFO 133	Clerical Record Keeping III	1	4	60
OFO 161	Office Procedures	3	3	72
OFO 172	Graphic Arts II	1	3	48
GRC 134A	Community Relations	5		60
		12	18	360
FOURTH QUARTER				
OFO 181	Selected Studies in Office Occupations	5	25	360
	TOTALS	36	74	1440

COURSE DESCRIPTIONS

OFO 111 — Typing I. Development of basic techniques of beginning typing. Basic machine operation. (72 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. (60 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. (60 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. (72 clock hours)

OFO 122 — Shorthand II. Application of shorthand skills, further development of skill building, and much emphasis on transcription skills and speed. (60 clock hours)

OFO 123 — Shorthand III. Application of shorthand skills, speed building in transcription and drill on shorthand principles with emphasis on writing speed. (60 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. (60 clock hours)

OFO 132 — Clerical Record Keeping II. Continuation of Clerical Record Keeping I. (60 clock hours)

OFO 133 — Clerical Record Keeping III. Continuation of Clerical Record Keeping I and II. (60 clock hours)

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. (48 clock hours)

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. (72 clock hours)

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. (48 clock hours)

OFO 181 — Selected Studies in Office Occupations. Advanced study in Typing, Shorthand, and/or Clerical Record Keeping as needed with consent of instructor. Emphasis will be placed on terminology and skills needed in specialized areas such as the legal or medical professions. (360 clock hours)

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.

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.

COMMERCIAL TRUCK DRIVING DEPARTMENT

R. T. Northam, James Dillard and Eldon Hicks.

CAREER OPPORTUNITIES IN COMMERCIAL TRUCK DRIVING

Employment in the trucking industry is expected to grow rapidly in the future. One of the major problems facing the trucking industry is a lack of qualified drivers. The demand for truck drivers

is in response to the general economic growth of the United States and the near completion of the National Interstate Highway System. In addition to the jobs created by employment growth, many jobs must be filled as experienced drivers retire or withdraw from the ranks for various other reasons. These factors create excellent employment opportunities for Commercial drivers.

The Commercial Truck Driving Program, operated through the Business Division of Texarkana Community College, provides students — both men and women — with the knowledge and skills necessary for safe and economical operation of tractor-truck equipment.

GENERAL INFORMATION

The Commercial Truck Driving Program includes the following areas;

(1) Classroom Instruction — Lectures, discussions, and demonstrations covering Department of Transportation Safety Regulations, equipment maintenance, defensive driving, map reading and preparation of drivers daily log.

(2) Field Work — Basic driving skills such as shifting patterns, backing exercises, and parking exercises.

(3) Road Driving — Behind-the-wheel driving in the city and on roads and highways in the area during the day and at night under the supervision of the instructors.

ENTRANCE REQUIREMENTS

A student must be able to read and understand Department of Transportation safety regulations and have writing ability to complete logs, manifests, bill of ladings, etc. Each applicant must be of good character, mentally alert, and physically qualified. Enrollment is open to all students above the age of 18 if they have no school connections; however, Department of Transportation regulations require drivers to be 21 years of age before driving interstate. All students must have been out of high school at least 10 calendar months prior to enrollment in the event they did not complete high school.

Each student must obtain a physical examination as required by the Department of Transportation and a Commercial Drivers License before he / she will be admitted. It will also be the student's responsibility to furnish Texarkana Community College with a current motor vehicle driving record report. Physical examination forms and driving record request forms are available at the College.

The prospective student should also keep in mind that motor carrier companies are required to perform a security investigation on all prospective employees. The security check is not a requirement for admittance to the driving program, however,

conviction for theft or use of narcotics may disqualify a graduate of the program from employment with a motor carrier. Individual questions about the security investigation can be directed to the Business Division Chairman, Texarkana Community College.

COST OF COURSE

The total cost to each student for this program is $350.00 and is **payable in full** at the time of registration.

This program is approved for Veterans Education Benefits. Additional information concerning such benefits is available in the Veterans Affairs Office on campus.

REFUND POLICY

If a student officially withdraws from the program no later than the 2nd day of class, he/she will receive a refund of 100% of the fees paid. If a student withdraws on the 3rd or 4th day of class, 50% of the fees will be refunded. After the 4th day of class, no refund will be made.

CLASS SCHEDULE

Classes will meet five days a week for six weeks. The daily schedule will consist of approximately two hours of classroom instruction and approximately four hours to be spent on the practice field and/or on the road.

Upon successful completion of the instructional objectives, a certificate evidencing such completion will be awarded.

PLACEMENT

Texarkana Community College does not guarantee jobs for graduates. The college does, however, make every effort to assist students in obtaining employment after graduation. In some instances motor carrier companies recruit drivers directly from the college.

TRUCK DRIVING COURSE DESCRIPTION

CTD 141 — Commercial Truck Driving. This is a 180 clock hour class, that meets six hours per day for six weeks. Instruction includes Department of Transportation regulations, maneuvering truck tractors, shifting patterns, safety, road exercises, loading and weight distribution, backing, servicing, and other skill training related to safely driving large rigs.

Division of Health Occupations

CHAIRMAN: Shirley Finn

Information For All Health Occupations Students

1. Student loans are available. For more information, contact the Dean of Students, TCC.

2. Students are responsible for their own transportation between college and the hospital or other health agencies, including field trips.

3. For educational reasons, the full-time student should not be employed for more than 24 hours per week (equivalent to three days, eight-hour shifts). Protracted fatigue and sleepiness can lead to omissions in learning and errors in performance in giving care. Such circumstances can lead to withdrawal from the program. Students employed are not permitted to wear the school uniform or any identification implying the TCC student role. Performance for pay is the legal responsibility of the employing agency.

4. Students who fail a course in the major will have one other opportunity to enroll to complete the same course successfully. When the student is allowed to re-enter will depend upon an available opening in that course.

5. Students who have exited a program before completion and are interested in returning should seek employment in a health agency during the interim to retain their skills.

6. Periodically, it may be necessary to enroll in late afternoon/early evening classes.

7. Students are expected to arrange time to study in the autotutorial lab (ATL) located in the nursing building. The amount of study time, whether at home or on campus, will depend upon your personal needs.

8. The college absentee policy is based on 88% attendance and will be in effect for lecture periods as described. Because of the concern that absence from associate degree nursing and medical assistants labs reduces learning opportunities to be safe in patient care, only in case of substantiated hardship is absence allowed. For such circumstances, the student will be permitted to continue in the programs provided the absenteeism does not exceed:

T-Th Lab — 3 Absences / semester
M-W-F Lab — 2 absences / 8 week terms

9. All students must carry liability insurance. The fee is due upon registration of the first clinical course.

10. No one will be admitted without a physical examination within six months prior to acceptance.

11. Students must follow the degree plan as printed in this section unless granted permission to deviate by the division chairman.

William Buchanan Department of Nursing

Associate Degree Nursing Program

Shirley Finn, Lasca Beck, Mary CoVan, Mary Mote, June Lewis, Sandra Dennis, Dalline Ford, Carol Hodgson, Kathleen Raple, Gene Livingston, and Ruth Bransford.

The Philosophy and Objectives of the Associate Degree Nursing

The William Buchanan Department of Nursing is an integral part of Texarkana Community College. The faculty of the Department of Nursing believes that nursing is intervening to help an individual during temporary or permanent alteration of basic human needs. It is an inherent and vital service within the health care system.

Nursing education has the responsibility to prepare an associate degree practitioner who can use independent and dependent functions in the provisions 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 of Texarkana Community College 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, using the problem-solving process.
3. relay pertinent information to qualified persons if the needs of the patient are beyond her knowledge 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. assist a person in seeking those community resources that can contribute to his well-being.
7. comply with current standards of practice.
8. participate with the health team in the exploration of ideas for change.
9. recognize avenues by which one obtains continued growth.
10. describe the functions of the various nursing levels assumed by the registered nurse in the acute care setting.

5/19/72 (Rev. May 1974)

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 Board 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.

Applicant must arrange an interview with the college Counseling service immediately after the application is sent.

CLOSING DATE: If you wish to be considered for the Fall nursing course, apply to the college by March 15. Applicants received after that date will be considered for the next class.

Other Information

1. After acceptance into the program, to indicate faith of intention to enroll, a $50.00 deposit is required. At registration, upon presentation of receipt, it will be deducted from tuition costs. If one fails to enroll, the deposit is forfeited.
2. Any or all of the general education courses listed in the curriculum may be taken prior to admission to the nursing program. Transfer courses comparable to ours are accepted. Transfer courses in college chemistry or physics may be accepted in lieu of physical science, with completion of a learning packet.
3. Students must achieve at least a grade of C in all nursing and natural science courses. A 2.0 cumulative grade point average must be maintained. If not maintained, the student cannot advance further in nursing courses until it is attained by success in non-nursing courses.
4. The Texas Legislature designates that the A.D. curriculum span a 24-calendar month period. Students not having previous college credit must enroll for the first summer term preceding the Fall enrollment into nursing courses. See recommended courses under degree plan this section.

Requirements for Graduation

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

1st Summer Session	Hours
P. Sci. 141*	4
Math for Nurses	1
Psy. 111 (Beginning student)	1
	6

FRESHMEN YEAR

1st Fall Semester	Hours	1st Spring Semester	Hours
Nurs. 181	8	Nurs. 172	7
Bio. 145*	4	Eng. 131	3
Psy. 231.	3	Bio. 146*	4
	15	Psy. 236.	3
			17

1st Summer Session	Hours
Nurs. 153	5

2nd Summer Session
Free or may take 3 or 6 hours of non-nursing courses

SOPHOMORE YEAR

Fall	Hours	Spring	Hours
Nurs. 271	7	Nurs. 253	5
Bio. 242*	4	Nurs. 252	5
Eng. 132	3	Govt. 231	3
	14	Nurs. 214	1
		Soc. 131	3
			17

.The biological sciences must be taken co-requisite to nursing courses taught this term, or may be taken in advance of nursing taught this term.

COURSE CONTENT

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 applied 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 – Medical-Surgical Nursing II. (3-12). Designed as a continuation of Medical-Surgical Nursing I. Includes experiences in selected specialty areas. Includes intravenous therapy, and an individualized module in nursing management. The module requires two eight-hour days for experience, 6:45 a.m. to 3 p.m. One or two field trips within the region may be required. Lecture, 3 hours. Laboratory, 12 hours. Prerequisite: Nursing 181, 172, 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. Prerequisite: Nursing 181, 172, 153.

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 assignment in the hospital and other community agencies. Lecture, 5 hours. Laboratory, 15 hours for eight weeks. Prerequisite: Nursing 181, 172, 153.

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. Co-requisite with the last nursing course.

VOCATIONAL NURSING PROGRAM

Lou Ella Humphrey, Pat Morgan, Jeannine Thomas, Pauline Barnes, Janet Lewis, Jena Howell.

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. Successful completion of the pre-entrance aptitude test. Applicants must arrange by contacting the Texas Employment Commission, 1118 Wood St., Texarkana, Texas.
2. Completion of the application papers. Applicant obtains these from the Nursing Department, Texarkana Community College.

3. Send to the Nursing Department a high school transcript or your scores on the General Education Development Test (G.E.D.). College transcripts are acceptable.
4. A personal interview with a member of the nursing faculty or counselors. For an appointment, please call 838-4541, ext. 260, or write Texarkana Community College, Nursing Department.

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.

Other Information

1. Two classes are admitted each year, usually near August 30 and January 1. PLEASE APPLY NO LATER THAN 30 DAYS BEFORE THESE DATES.
2. The college absenteeism policy is based on 88% attendance. For the vocational nursing student the faculty will compute for each course, the expected attendance for formal class periods. Because of concern that absence from the clinical area reduces learning opportunities to be safe in patient care, no clinical absences are permitted. In case of substantiated hardship, the student may miss up to 10 clinical days during the twelve months training and each day must be made up at the end of the 12 months. Violation of either the 88% attendance to formal classes and/or 10 clinical days can result in dismissal.

Costs

Students should expect to spend approximately $355. Tuition, fees and books are payable at the beginning of each class period.

	Fall Semester (Preclinical)	Spring Semester (Med./Surg. Nurs.)	Summer Term (OB/Ped. Nurs.)
Tuition	$ 50.00	$ 50.00	$ 50.00
Fees			
Lab	25.00		
Activity	7.00	7.00	
Liability Insurance	8.50		
Graduation			3.75
Graduation Lamp			3.50
Books (Approx.)	50.00	25.00	25.00
Uniform (Approx. 6 weeks after enrolling)	50.00		
TOTAL	$190.50*	$ 82.00	$ 82.25

*Due first day, all except cost of uniforms.

OTHER COSTS:
1. White shoes & hose, and a watch with a second hand may be purchased wherever the student chooses.
2. Graduation uniform, white.
3. Graduation patch and cap — Approximately $2.80, due 1 month before graduation.
4. School pin after graduation, $8.25 — Optional

SAMPLE CURRICULUM PLAN
VOCATIONAL NURSING

SPRING SEMESTER			LECTURE	LAB
VN	131	Personal and Vocational Adjustments	18	0
VN	132	Disease Control and Prevention	10	0
VN	133	Vocational Nursing Skills	186	0
VN	134	Pharmacology	50	0
VN	135	Nutrition	26	0
VN	136	Anatomy	40	0
VN	137	Basic Practicum		209
			330	209

INTRA-TERM SESSION			
VN	130.1L	Practicum	75
			75

SUMMER TERM (two)				
VN	231	Medical-Surgical Nursing I	88	0
VN	231.1L	Advanced Practicum I	0	399
			88	399
INTRA-TERM SESSION				
VN	130.2L	Practicum	0	41
FALL SEMESTER				
VN	232	Medical-Surgical Nursing II	36	509
VN	232.1L	Advanced Practicum II		
VN	233	Geriatrics	10	
VN	234	Mental Health-Mental Illness	20	
VN	235	Maternal-Child Nursing	80	
			146	509
INTRA-TERM SESSION				
VN	130.3L	Practicum	0	41

TOTALS: 564 Class Hours
1274 Laboratory Hours

COURSE CONTENT

VN 131 — Personal and Vocational Adjustments. Introduction to nursing; nursing ethics; legal aspects; personal hygiene; licensure and nursing associations and publications. Minimum of 18 clock hours of lecture.

VN 132 — Disease Control and Prevention. Basic microbiology for understanding importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community health and resources. Minimum of 10 clock hours of lecture.

VN 133 — Vocational Nursing Skills. Basic nursing concepts; nursing techniques; principles and techniques of drug administration excluding infusions. Minimum of 186 clock hours of lecture.

VN 134 — Pharmacology. Weight systems; calculation of dosages; introduction to basic classification of drugs. Minimum of 50 clock hours of lecture.

VN 135 — Nutrition. Basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets. Minimum of 26 clock hours of lecture.

VN 136 — Anatomy. Basic anatomy and physiology as a background for nursing skills and other subjects. Minimum of 40 clock hours of lecture.

VN 137 — Basic Practicum. Beginning experiences in application of theory in a hospital setting. Minimum of 209 practice hours required.

VN 231.1L — Advanced Practicum I. Application of theory by practice in the hospital. Minimum of 399 clock hours of medical-surgical experience in the hospital.

VN 232.1L — Advanced Practicum II. Application of theory by practice in the hospital. A minimum of 509 clock hours includes three weeks on maternity, two weeks in newborn nursing, three weeks in pediatric care, and additional medical-surgical experience.

VN 233 — Geriatrics. Normal physical debilitation due to aging process. Conditions and nursing care and incorporated. Minimum of 10 clock hours of lecture.

VN 234 — Mental Health and Mental Illness. Basic principles of positive mental health and of psychiatric nursing. Minimum of 30 clock hours of lecture.

VN 231 — Medical Surgical Nursing I. Nursing of conditions of illness requiring medical and/or surgical treatment. Care of aged. Supportive care inclusive of physical, emotional and spiritual needs. Incorporation of specific drug and diet therapy. Minimum of 88 clock hours of lecture. Advanced Practicum I required concurrent course.

VN 232 — Continuation of VN 231. Includes aspects of first aid. Minimum of 36 clock hours of lecture.

VN 235 — Maternal-Child Nursing. Normal obstetrics; pregnancy through labor and delivery to post-partum and newborn care (inclusive of complications specific to obstetries and disease conditions), including physical, emotional and spiritual needs. Effects of drugs and diet on mother and newborn, characteristics and complications of newborn, congenital anomalies and birth injuries. Nursing of children with diseases specific to children, inclusive of growth and development, measures in meeting physical and emotional needs, calculation of pediatric dosages; incorporation of drug and diet therapy. Minimum of 80 clock hours of lecture. Appropriate hospital experience obtained in Advanced Practicum II required.

VN 130.1L, 1302L, 130.3L — Practicum. Makes use of the time between terms for further practice in the hospitals in order to comply with regulations of the Texas Board of Vocational Nurse Examiners. One week of functional assignment of medications is included as a requirement. Minimum of 157 total clock hours of experience, no lecture.

Division of Humanities

CHAIRMAN: Rolfe Wylie

ART DEPARTMENT

Ralph Caver and Mary Long

Suggested course of study leading to the Bachelor of Art Degree or Bachelor of Fine Arts Degree:

FRESHMAN YEAR

1st Semester	Hours
Art 131	3
Art 133	3
Eng. 131	3
Modern Language	4
Art Hist. 138	3
PE	1
Psych. 111	1
	18

2nd Semester	Hours
Art 134	3
Art 132	3
Eng. 132	3
Modern Language	4
Art Hist. 139	3
PE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
Art 233 or Art 231	3
Art 235 or Art 238	3
Eng. 231	3
Modern Language	4
Govt. 231	3
PE	1
	17

2nd Semester	Hours
Art 234 or Art 232	3
Art 236 or Art 238	3
Eng. 232	3
Modern Language	4
Govt. 232	3
PE	1
	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 three hours. Three hours laboratory.

Art 132 — Basic Drawing. Continuation of Art 131. Advanced problems in the fundamentals of drawing. Lecture three 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, tempra 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 elemetnary 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 to broaden and enlighten the cultural background of the student.

Art 138 — Art History Survey I. A survey of painting, sculpture, architecture, 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. Pre-requisite: Sophomore standing or instructor's approval. An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques. Lecture three hours, Laboratory three hours.

Art 232 — Sculpture II. A continuation of Art 231, sculpture, with more emphasis on individualized work. The student can select for himself the type of sculpture he wishes to engage in — additive and subtractive. Lecture three hours. Laboratory three hours.

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. Pre-requisite: consent of instructor. Lecture three hours, Laboratory three hours.

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

Art 235 — Weaving. Weaving on several types of hand looms. A study of color, texture, and design in basic two-harness techniques, and experimental use of various fibers. Three lecture hours, three hours laboratory.

Art 236 — Weaving. Continuation of Art 235 with an introduction of four-harness techniques. Three hours lecture, three hours laboratory.

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

Art 239 — Ceramics. Continuation of Ceramics 238 with original glaze experiments in clay. Lecture three hours, Laboratory three hours.

ENGLISH DEPARTMENT

Jane Bouterse, Dr. Bill Carlisle, Gladys Cupp, Sharon Drake, Mary Lewis, Pat Sorsby, Nellie Thomas, and Jayne Williams.

Eng. 031 — Basic English. The course is designed to overcome deficiencies in spelling, punctuation and sentence construction and to give students practice in expository writing. Transferrable elective credit at some colleges.

Eng. 131 — Composition and Rhetoric I. An intensive study of writing and reading 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 aesthetic 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 interrrelations of literary form and thought. Prerequisite: English 132.

Eng. 237 — Selected Studies in Literature. Intensive reading in single areas unified by period genre or theme. Prerequisites: English 132, and sophomore standing. Three hours credit. May be repeated for credit when topics vary.

JOURNALISM DEPARTMENT

Joy Arnold

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, journalism serves as an outlet for creative talent and school service through the production of its three major publications: the weekly newspaper, TC Campus News; the magazine, Kaleidoscope; 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 todays concepts in mass communication.

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. Laboratory is required.

Jour 232 — Reporting II. Continuation of Journalism 231 with a comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style. Emphasis is placed on more complex stories and more specialized types of stories. Headline writing, proof reading, and page make-up are introduced. Laboratory is required.

MODERN LANGUAGE DEPARTMENT

Ruth Fomby and Lois Gardner

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 lectures 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.

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.

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

MUSIC DEPARTMENT

Dr. Murry Alewine, Nona Culpepper, Jim Herrin, Sue McCrossen, Tom Seay, and Sandy Simmons.

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 required for the first two years of a senior college, and if successfully 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 the term of study.

During the first semester of enrollment in the Department of Music each student is assigned an advisor who will counsel them during their 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 they 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, Synthesizer, 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 students plan to minor in music they should contact one of the music faculty members to outline their 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 thory 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

1st 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	*Required of Voice Majors only	17

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
PE	1
	16

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

MUSIC THEORY

Mu 041 — Elements of Music. A preparatory, non-transferable non-credit course for students who have made unsatisfactory scores on the music placment 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 progressions 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). Part writing 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 chorals. 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 harmonization 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 134 — Introduction to Jazz. A survey of modern and historical literature of the jazz idiom. A comparison of size groups, styles, and geographic influence will be made. No previous music instruction required. Three credit hours meeting three contact hours per week.

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. Composition 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: 177, 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, thereafter 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	6	Choir
2	Voice	7	Percussion
3	Wind Instruments	8	Vocal Ensemble
4	Strings	9	Band
5	Organ	0	Stage Band

All Applied Music students must sign up for one hour per week of lab, studio or concert recitals.

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, Impressionistic, 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 Mozart, 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 once 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, Beethover, suitable literature from Chopin, 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.

Mu 11S1-11S2-12S1-12S2 — Synthesizer. Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of filters, envelope, ring modulator, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.

Mu 21S1-21S2-22S1-22X2 — Synthesizer. Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt, and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of filters, envelope, ring modulator, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.

ORGAN

Mu 1151, 1152, 2153, 2154 — (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 and 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 repertory are these:

Gleason: Method of Organ Playing
Manual Technique; Pedal Techniques
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 1221, 1222 — Voice major. Two half-hour lessons each week with a mimium 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, 2224 — 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 Hashell, 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, double bass, or guitar for students who are not string majors. Suitable solo and technical literature from the standard repertory will be used. One half-hour lesson per week with one hour of practice daily.

Mu 1241, 1242 — Individual instruction in violin, viola, violoncello, double bass, or guitar 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 participate in a major ensemble each semester they are enrolled in the music department.

MAJOR ENSEMBLES

Mu 1161, 1162, 2163, 2164 — Choir. The Texarkana Community College Choir makes local and regional appearances. Open to all students with the approval of the director. Responsibility for public appearances is necessary for membership. Each course carries one hour credit.

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.

MUSIC THEATRE

Mu 135, 136, 235, 236 — Music Theatre. This course is designed to give the actor and singer practical experience in music theatre. A study of the integration of music, acting, and staging. The student may pursue this study for four semesters with three credit hours per semester. The course will serve as opera workshop for music majors and minors. No prerequisite necessary.

SPEECH-DRAMA DEPARTMENT

Nancy Keyton, Mildred Parsons, and Rolfe Wylie.

Spe or Drama 111, 112, 113, 114 — Speech-Drama Workshop. A study in forensic 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 performances and correct careless and ineffective speech habits. Required of speech majors.

Spe 135 — Oral Interpretation. A study of the technique of effective oral realing. Attention is given to pitch, quality, pronunciation and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

Drama 131 — Introduction to the Theatre. A general survey of the major fields of threatre art. Emphasis on the various types and styles of plays, elementary theory and practice of acting and directing, basic principles of technical production, methods of construction and handling of scenery, elementary problems in design, stage lighting, costume and costume design. Participation in major productions. For drama majors and non-majors. Satisfies the Fine Arts Humanities requirement.

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. Three hours lab.

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.

Dra. 135 — Acting 1. An elementary study of the principles of acting including following stage directions, the use of stage areas, coordination of voice and body, improvisation practice in scenes from plays. Practical application in working with College productions.

Dra 136 — Acting II. A continuation of Acting I with emphasis on characterization and creating a role. Theories of Acting and Styles of Acting. Practical application in working with college productions. Prerequisite: Drama 133 — Acting I or permission of the instructor.

Dra 137 — History of the Theatre I. The history of the theatre from the beginnings of dramatic art through the Renaissance. Includes the study of classical forms of drama in Ancient Greece, styles of acting, and the development of the physical theatre.

Dra 138 — History of the Theatre II. A continuation of History of the Theatre I beginning with the theatre of the Seventeenth Century and including modern drama.

Division of Mathematics, Engineering, Physics and Technology

CHAIRMAN: Richmond White

AIR CONDITIONING/REFRIGERATION DEPARTMENT

Richard Haygood, Olen Adams, William Purifoy, and Ken Loyd.

I. 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.

II. BASIC PROGRAM CONTENT:

1. AC 130 — Basic Electricity
2. AC 131 — Basic Refrigeration & Air Conditioning Theory
3. AC 132 — Heating
4. AC 133 — Residential Air Conditioning
5. AC 134 — Commercial & Industrial Air Conditioning
6. AC 135 — Commercial & Industrial Refrigeration

III. LENGTH OF PROGRAM:

Eighteen (18) months — six (6) terms of three (3) months each. The total clock hours will be 2160 hours to be offered in consecutive 12-week terms. The program content is comprised of 1860 hours in trade and related instruction, 300 hours in general related courses.

IV. INSTRUCTOR QUALIFICATIONS;

The instructors in the refrigeration and air conditioning courses will meet the requirements as outlined in the **Guide for Occupational and Technical Education of Texas.** The instructors will be subject to approval of the Texas Education Agency.

V. 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.

VI. METHODS OF INSTRUCTION AND RELATED ACTIVITIES:

1. Lecture as listed in trade course content and in general shop related courses.
2. Discussion as listed in course outline, both trade and related.
3. Supervised study as listed in course outline, both related and trade.
4. Laboratory practices related to each trade and related course.
5. Films and other audio-visual methods as related to new ideas of each trade.
6. General tests as required for evaluation and learning.

VII. GENERAL REFERENCE MATERIAL

Copies of the following will be made available to students in the shop area and general library reference reading materials.

1. Basic Electrical and Electronic Principles by Suffern
2. Modern Refrigeration and Air Conditiong by A. D. Althouse.
3. Principles of Air Conditioning by Lang.
4. Comfort Heating sis by Langley.

VIII. SUGGESTED CURRICULUM FOR REFRIGERATION AND AIR CONDITIONING:

1st Quarter

GAC 130 Basic Electricity	240 clock hours
One GRC GRC 131 Shop Related Math	60 clock hours
GRC 132 Shop Related Communications	60 clock hours

2nd Quarter

GAC 131 Basic Refrigeration & Air Conditioning Theory	240 clock hours
GRC 133 Shop Management	60 clock hours
One GRC X GRC 135 Employer, Employee Relations	60 clock hours

3rd Quarter

AC 132 Heating	300 clock hours
One GRC GRC 136 Applied drafting	60 clock hours

4th Quarter

AC 133 Residential Air Conditioning	360 clock hours

5th Quarter

AC 134 Commercial & Industrial Air Conditioning	360 clock hours

6th Quarter

AC 135 Commercial & Industrial Refrigeration	360 clock hours

TRADE COURSE CONTENT

AC 130 — Basic Electricity. Ohm's law, basic wiring of switches, relays; principles of electric motors, single phase and three phase; principles of transformers, capacitors and inductors; reading and drawing electric wiring diagrams; study of magnetism and trouble shooting practices.

AC 131 — Basic Refrigeration & Air Conditioning Theory. Instruction in copper tubing handling, soldering, brazing, bending, flaring, swaging; duct systems and air flow; compressor construction, dismanteling, repair; introduction to arc and acetylene welding; basic installation and service on simple domestic refrigerators; shop safety.

AC 132 — Heating. Electric and gas fired forced air heating systems; hot water heating systems; boilers, boiler controls and piping; heating layouts procedures, contracting; service practices; business practices and ethics.

AC 133 — Residential Air Conditioning. Programmed instruction in window units; domestic air conditioning systems; domestic duct work systems; air balancing, automobile air conditioning; domestic air conditioning control systems; use of psychrometric chart; psychrometric problems in comfort cooling.

AC 134 — Commercial & Industrial Air Conditioning. Programmed instruction in direct expansion air conditioners; large duct systems; condensing units, air handlers, water chillers; piping systems; capacity control; air distribution, and cooling systems, pneumatic control systems; electronic control systems; installation, service, and maintenance, absorption systems; heat pumps; electronic air filters; fans and blowers; noise control.

AC 135 — Commercial & Industrial Refrigeration. Instruction in servicing meat, produce, dairy cases; open-type freezers; walk-in freezers and coolers; air screens, technique in handling heavy equipment; designing and servicing defrost systems; maintenance and service on cooling towers and water-cooled condensers, amonia systems; cascade systems; dairies; truck refrigeration, reverse cycle defrost; and ice makers.

MATH DEPARTMENT

Stewart Angel, Carmon McFerran, Mike Mankins, and Ken Parmley.

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
PE	1		
	18		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 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 equivalent 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 I. 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 co-ordinates properties of the conic sections, transcendental curves. Prerequisite: Mathematics 131 and 132 or equivalent.

Math 137 — Modern Mathematics II. A continuation of Mathematics 135 with the application of fractions and rational numbers, decimals and real numbers, mathematical systems, concepts of inequalities, functions, systems of equations, complex numbers, and elementary geometry.

Math 230 — The Fundamental Concepts of Mathmetics 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, controids, moments of inertia work, partial derivatives, series, multiple integrals, indeterminant 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 science. Not intended for students majoring in mathematics or natural sciences. No prerequisite.

QUALITY CONTROL DEPARTMENT

Ron Cowling, Charles Wood.

Introduction

The rapid advancement in technological growth in recent years has highlighted the necessity for continuous exposure to the new techniques, practices, and philosophies being used in complex scientific, test and manufacturing programs. Professional personnel engaged in the fields of quality control and reliability are especially affected by the accelerating rate of technological change. To assure maintenance of professional competency in the fields of quality control and reliability, participation in formal training such as afforded under this program is encouraged.

Texarkana College offers this program leading to an Associate Degree in Applied Science in Quality Control Technology.

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 Counseling Office for the completion of the G.E.D. high school test.

QUALITY CONTROL CURRICULUM

FIRST YEAR

1st Semester	Hours	2nd Semester	Hours
Q.C. 130	3	Q.C. 132	3
Q.C. 131	3	Q.C. 133	3
Math. 131	3	Eng. 132	3
Eng. 131	3	Hist. 134	3
Hist. 133	3	Speech 131	3
Psych. 111	1	P. E.	1
P. E.	1		
	17		16

SECOND YEAR

1st Semester	Hours	2nd Semester	Hours
Q.C. 234	3	Q.C. 235	3
Psych. 231	3	Q.C. 236	3
Acct. 131	3	Govt. 232	3
Eng. 131	3	Soc. 131	3
Govt. 231	1	Elective	3
P. E.		P. E.	1
	16		16

QUALITY CONTROL TECHNOLOGY

DESCRIPTION OF COURSES

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

Q C 130 — Basic Quality Control. (3-0). Designed to introduce students to the concepts of quality control. Topics covered in the course include: natural variation, comparison of 100 percent inspection sampling, frequency distributions, computation of averages and organization of the quality control functions and quality control group relationships with production, inspection, marketing, engineering, and customer.

Q C 131 — Inspection Practices and Techniques. (3-0). Covers the activities and responsibilities of an inspector and tester. The techniques will be chiefly oriented around electronics and mechanical products. Prerequisite: Basic Quality Control.

Q C 132 — Statistical Quality Control Variables. (3-0). Presents basic statistical techniques which have a wide range of industrial applications. Special emphasis will be placed upon grading of products. Prerequisite: Basic Quality Control.

Q C 133 — Statistical Quality Control Attributes. (3-0). Continuation of Quality Control 132. Stresses "go" and "no-go" type of control. Prerequisite: Statistical Quality Control Variables.

Q C 234 — Quality Specifications and Quality Control Procedures. (3-0). This course is designed to present the specific requirements and needs in relation to specifications, standards and quality control procedures. Topics covered will include: purpose of quality specifications; content; written and oral specifications; completeness; functional and non-functional requirements; purpose and objectives of the quality control procedure; and quality control procedures in manufactory of items to assure quality at the most economical level. Prerequisite: Basic Quality Control.

Q C 235 — Reliability Objectives and Techniques. (3-0). A course emphasizing the basic objectives and techniques of Reliability. The importance of Reliability, definitions, basic statistics, and calculations are covered. The effects of environment, operability, maintainability, and cost will be considered, as well as safety and derating factors, reliability in construction, and systems effectiveness considerations. Prerequisites: Q.C. 130, Q.C. 132, Q.C. 133, and Math requirement.

Q C 236 — Maintainability Objectives and Techniques. (3-0). Introduction to maintainability as it relates to systems effectiveness. Course covers maintainability objectives, quantitative factors, maintenance concepts, maintainability analysis, trade-off techniques, design concepts, design review and maintainability demonstrations. Prerequisites: Q.C. 130, Q.C. 132, Q.C. 133, and Math requirements.

COMMERCIAL ELECTRONICS DEPARTMENT
(Radio and Television Repair)

Carl Spicher

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, power 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 1860 hours in trade 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 (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.

SUGGESTED CURRICULUM

Radio and Television Repair

1ST QUARTER

			Lec	Lab	Clock Hours
CE	130	Shop Procedures	2	3	60
CE	131	Fundamentals of Electricity	6	9	180
GRC	131A	Shop Related Math	5	0	60
GRC	132A	Shop Related Communications	5	0	60
			18	12	360

2ND QUARTER

CE	132	Fundamentals of Electronics	10	15	300
GRC	131B	Shop Related Math	5	0	60
			15	15	360

3RD QUARTER

CE	133	Electronic Test Equipment	2	3	60
CE	134	Electronic Equipment	5	15	240
CRC	133	Shop Management and Supervision	5	0	60
			12	18	360

4TH QUARTER

CE	135	Black and White Television Servicing	2	3	60
CE	136	Black and White Television	5	15	240
GRC	136	Applied Drafting	5	0	60
			12	18	360

5TH QUARTER

CE	137	Color Television Servicing	2	3	60
CE	138	Color Television	5	20	300
			7	23	360

6TH QUARTER

CE	139	Electronic Systems	5	20	360
			5	20	360

COURSE CONTENT

CE 130 — Shop Procedures. Familiarization with safety precautions to be used when working with electronic circuits and equipment, hand tools used in electronics, rules for soldering, bread-boarding, printed-circuit boards, electronic measuring instruments, electronic components, symbols, and schematic diagram.

CE 131 — Fundamentals of Electricity. A study of sources of electricity, resistance, current, voltage, Ohm's law, conductors, insulators, resistors, capacitors, inductors, magnetism, relays, direct and alternating current motors.

CE 132 — Fundamentals of Electronics. A study of electronic devices and circuits, semiconductors, vacuum tubes, characteristics and testing, power supplies, audio amplifiers, speakers, microphones, oscillators, integrated circuits, resistance and voltage analysis.

CE 133 — Electronic Test Equipment. A study of VTVM, VOM, oscilloscope, power meter, grid-dip meter, signal generators, sweep and marker generator, and frequency counter; their use in tuning, alignment, and troubleshooting of electronic equipment.

CE 134 — Electronic Equipment. A study of amplitude and frequency modulated transmitters, antenna and transmission lines, AM, FM, and stereo multiplex receivers, inter-coms, and citizen-band radios.

CE 135 — Black and White Television Servicing. Familiarization with safety precautions to be used when working with television receivers, block diagram, operating and service controls and adjustment, schematic diagrams, component location, sweep and marker generator, television analyst, and servicing diagnosis.

CE 136 — Black and White Television. A study of tuners, video and sound IF amplifiers, video amplifiers, detectors, AGC and sync circuits, vertical and horizontal deflection circuits, CRT and high voltage circuits, and low voltage power supplies, — theory and servicing.

CE 137 — Color Television Servicing. Familiarization with safety precautions, operating and service controls and adjustment, block diagram, colorimetery, schematic diagrams, components location, Color Bar-Dot generator, and servicing diagnosis.

CE 138 — Color Television. A study of tuners, video and sound IF amplifiers, video amplifiers, detectors, AGC and sync circuits, chroma bandpass and burst amplifiers, color oscillator and synchronization, ACC, AFT, ATC, PCC, ABL, and AFPC circuits, demodulators, video matrixing circuits, vertical and horizontal deflection circuits, CRT and high voltage circuits, automatic degaussing circuits, and low voltage power supplies — theory, alignment, and troubleshooting.

CE 139 — Electronic Systems. A study of television cameras, video recorders, and players, CCTV and MATV systems, receiver remote control, and stereo systems.

ENGINEERING DEPARTMENT

Paul McFerran, Robert Ward, and Richmond White

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	PE	1
Eng. 131	3	Phys. 243	4
PE	1	Chem. 142	4
Psych 111	1		
	19		19

*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.

SOPHOMORE YEAR

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

DRAFTING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	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

ENGINEERING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours
Engr. 111	1
Chem. 141	4
Engr. 131	3
Math. 131	3
Math. 132	3
Psy. 111	1
PE	1
	19

2nd Semester	Hours
Engr. 112	1
Chem. 142	4
Engr. 132	3
Math. 136	3
C.S. 231	3
PE	1
	18

SOPHOMORE YEAR

Spe. 131	3
Math. 231	3
Phys. 243	4
Hist. 133	3
Engr.. 135	3
PE	1
	17

2nd Semester	Hours
G.B. 231	3
Hist. 134	3
Math. 232	3
Phys. 244	4
Govt. 231	3
PE	1
Physics 244	4
PE	1
	17

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, tracing and duplication. Two hours lecture, two hours 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 hours laboratory, supervised study and individual instruction. Prequisite: 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. Prequisite: 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 is 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. Prepre-quisite: 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 momentus, 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 (or Modern Language)	3	CS 231	3
CS 232	3	PE	1
PE	1		17
	20		

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

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 vecter algebra, mechanics, heat, thermodynamics and sound. Three hours lecture and three hours laboratory each week. Prerequisite: Math. 131, Math 132, or concurrent 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.

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 Magnetism. 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: Math 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.

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.

ASTRONOMY

Astr. 141 — Introduction to Astronomy. The course is designed to give the student basic astronomical knowledge of recent developments in astronomy and give some insights into the current frontiers of astronomy. Topics covered in reaching this objective would be pulsars, quasi-stellar objects, black holes and the evolution of the universe. Basic knowledge of the historical aspects

of astronomy will be presented as it applies to recent developments. Cosmology and cosmogony are also included.

Astr. 142 — Introduction to Astronomy. Continuation of Astronomy 141.

COMPUTER SCIENCE DEPARTMENT

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	Physics 244	4
Physics 243	4	Elective**	4
Govt. 231	3	PE	1
PE	1		
	17		15

**Foreign Language preferred.

COMPUTER SCIENCE

CS 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, error (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 as 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.

CS 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.

FLIGHT TECHNOLOGY DEPARTMENT

Jimmie Blackard, Larry Gordon, and Jim Spears.

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.

FLIGHT TECHNOLOGY CURRICULUM

FALL

			Semester Hours	Lecture	Lab
AT	133	Preflight	3	3	0
AT	131	Aircraft Science	3	3	0
AT	121	Primary	2	.38	1.5
AT	122	Basic Flight	2	.38	1.5
		Approved English	3	3	0
		Physical Education	1	0	1
		Approved Elective	3	3	0
			17		

SPRING

			Semester Hours	Lecture	Lab
AT	135	Aerophysics	3	3	0
AT	232	Meteorology	3	3	0
AT	123	Commercial Flight I	2	.58	2.33
AT	114	Commercial Flight II	1	.33	.81
		Approved English	3	3	0
		Approved Elective	3	3	0
		Physical Education	1	0	1
			16		

SOPHOMORE YEAR

FALL

			Semester Hours	Lecture	Lab
AT	236	Commercial Navigation	3	3	0
AT	132	Propulsion Systems	3	3	0
AT	225	Commercial Flight III	2	.5	2.0
AT	226	Instrument Flight I	2	.36	1.44
231		Government	3	3	0
		Approved Elective	3	3	0
			16		

SPRING

			Semester Hours	Lecture	Lab
AT	238	Instrument Navigation	3	3	0
AT	217	Instrument Flight II	1	.35	1.38
AT	228	Commercial-Instrument I	2	.55	2.2
	232	Government	3	3	0
		Approved Elective	3	3	0
		Approved Elective	3	3	0
			15		

AVIATION ELECTIVES:
AT 221, AT 237, AT 216, AT 239, AT 218, AT 219.

BUSINESS ELECTIVES:
General Business – 130, 231, 232, 233, 234.
Mid-Management – 131, 132, 234, 235, 238.

EDUCATION ELECTIVES:
Psychology 231, Biology, 145, Chemistry 141, Engineering 111.
Physical Science 142, Computer Science, 131, Education 131, 132.
Sociology 131, Physical Education 118C, Physical Education 132.

MATH ELECTIVES:
Math 131, Math 132, 136, 231, 232, 233.

COURSE DESCRIPTIONS

AT 111 — Flight Instruction. (25.1) Solo. A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. Twenty hours of instruction is provided of which twelve hours is spent in dual flight and four solor 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 Aero Technology students who merely desire to achieve the fundamental, practical experience of flight and first-hand knowledge of aircraft operations. Co-requisite: None.

AT 130 — Basic Flight. (5-2) 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 fourty hours of instruction is provided, including twelve hours of dual flight, twenty hours of solo flight and eight hours of oral instruction and briefing. Co-requisite: 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. Pre-requisite: 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 — Propulsion 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 principals 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 (.75-3). 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 sixty hours of instruction is provided, including ten of dual flight, thirty-eight hours of solo flight and twelve hours of oral instruction and briefing. Prerequisite: Basic Flight or Equivalent.

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

AT 216 Flight—Advanced II. (.25-1) 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 sixteen hours of instruction is provided including sixteen hours of dual flight and four hours of oral instruction and briefing. Prerequisite: Permission of the Chief Pilot.

AT 221 — Flight-Instructor. (.50-2) This flight course prepares the experienced Pilot for the Federal Aviation Administration Flight Instructor Certificate for Airplanes. A total of forty hours of instruction is provided, including eight hours of oral flight instruction, twenty-five hours of dual instruction. Prerequisite: AT 237 concurrent enrollment AT 237.

AT 232 — Meterology. (3-0) This course aims to present concisely and sustematically 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. (.75-3) 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 sixty hours of instruction is provided ten hours of dual flight, thirty-eight hours of solo flight and twelve hours of oral instruction and briefing. Prerequisite: AT 134 or equivalent flight experience as determined by the chairman.

AT 235 — Flight-Advanced I. (.55-2.2) Instrument Pilot. The necessary instruction to qualify for the Federal Aviation Administration Instrument Pilot Rating. A total of fifty hours instruction is provided, including thirty 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 and at least 100 hours of flight time. Co-requisite: AT 238 or equivalent.

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 — Instrument 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 maneuvers. FAA Publications such as Flight Instructors 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.

COURSE DESCRIPTION

GROUND TRAINING COURSES

AT 131 — Aircraft Science. (3-3-0) 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 Systems. (3-3-0). This course introduces to the student the propulsion and its operation. Typical operational type power plants are available for study. Prerequisite: None.

AT 133 — Preflight. (3-3-0). 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. Stage I through V, Lessons 1 through 15, Private Ground Training Syllabus. Prerequisite: None.

AT 135 — Aerophysics. (3-3-0) This is the first of three commercial ground schools. The course introduces physics, physical terms, basis for physical laws in practical application to aeronautics, aircraft performance charts, weight and balance determination, multi-engine operations and procedures, and aviation safety. This course includes Stage I, III, and VI, Lessons 16 through 19, 28, & 29, 34 & 35 in the Commercial Ground Training Syllabus. Prerequisite: None.

AT 218 — Multi Engine Flight Instructor Theory. (1-1-0) This course is designed to meet the prerequisites specified in Parts 61 and 141 of the Federal Air Regulations for the Flight Instructor Airplane, Multi Engine added instructor rating. Instruction will be to develop the student instructor's understanding of the safe operation of light twin engine airplanes, including airplane performance, limitation, engine out considerations and emergency situations. Stage II will develop the student Instructor's understanding of, and how to perform pertinent flight training maneuvers and procedures. Stage I and II, Lessons 1-11 of the Flight Instructor's Airplane, Multi Engine, Ground Training course. Prerequisite: Permission of Chief Flight Instructor.

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

AT 236 — Commercial Navigation. (3-0) The basic elements of air navigation, computer and plotter, aeronautical charts, Federal Aviation Administration regulations, Federal Aviation Administration publications pertinent to the Commercial Pilot Certificate at the completion of the course, the student will take the Commercial Pilot — Airplane Federal Aviation Administration written examination. Stage II, V, VII, VIII, Lessons 20 through 27, 32 and 33, 36 through 40, of the Commercial Pilot Ground Training Syllabus. Prerequisite: AT 135, 232. Co-requisite: AT 135, 232.

AT 237 — Instruction Theory. (3-3-0) This course prepares the enrollee for the instructor-written examination given by the Federal Aviation Administration. Two main topics are

fundamentals of instruction and analysis of maneuvers. Federal Aviation Administration Publications, such as Flight Instructor's Handbook, Airman's Information Manual, Flight Training Manual and pertinent Advisory Circulars are studied. Stage I and II, Lesson 1 through 17, of the Flight Instructor Airplane, Single Engine, Ground Training Syllabus. Prerequisite: Chief flight Instructor's permission.

AT 238 — Instrument Navigation. (3-3-0). 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 (ILS), Direction Finding (DF) and others. Charts and approach plates as adopted to radio navigation including the use of the Airman's Information Manual. Stage I and II, Lesson 41 through 53, Ground Training Syllabus - Instrument Phase. Prerequisite: Instructor's permission.

AT 239 — Instrument Flight Instructor Theory. (3-3-0) This course is designed to prepare the Professional Flight Instructor for the instrument flight instructor written and oral examination. Areas of instruction will develop the student instructor's understanding of the fundamentals of learning and teaching procedures, testing and evaluation, weather, aerodynamics, flight instruments, electronic aids to instrument flying, airspace, air traffic control, emergencies, and aviation safety. 48 hours of instruction is provided, 5 hours of which will be performed by the student instructor. Stage I, II, III Lessons 1-18, Flight Instructor Instrument, Airplane, Ground Training Syllabus.

COURSE DESCRIPTION

FLIGHT TRAINING COURSES

AT 121 — Primary Flight. (2-.38-1.5) A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. 35.5 hours of instruction is provided of which 24 hours is spent in dual and solo flight, and 11.5 hours in oral instruction and briefing. This course qualifies a student for solo flight. It also includes maximum performance take-offs and landings, night flight, and VOR orientation. This course is designed for those who wish to begin training towar qualifying for a Federal Aviation Administration Private Pilot Certificate; also for Aero Technology students who merely desire to achieve the fundamental, practical experience of flight and first-hand knowledge of aircraft operation.

AT 122 — Basic Flight. (2-.38-1.5) This course is a continuation of AT 121. At the completion of this course the student may elect to take the Private Pilot Flight Test. The course provides 34.1 hours of instruction, of which 24 hours is in dual and solo flight and 10.1 hours of oral instruction and briefing. The course includes dual and solo cross-country operation, private pilot operation, and two phase checks. Prerequisite: AT 121 and AT 133. Co-prerequisite: AT 133.

AT 123 — Commercial Flight I. (2-.58-2.33) This is the first of six courses of flight training for the Federal Aviation Administration Commercial Pilot Certificate with Instrument and Multi-Engine Commercial ratings. A total of 50.1 hours of instruction is provided, including, 16.2 dual, 21.0 solo, and 12.9 hours of oral instruction and briefing. Areas of instruction will be lessons 15 through 18 of the Flight Training Syllabus, which includes basic maneuvers by visual aid and instrument reference, precision-commercial maneuvers, and a final stage check. Prerequisite: AT 122 or Equivalent. Co-prerequisite: AT 135.

AT 114 — Commercial Flight II. (1-.33-.81). This course includes Stage II, Lessons 19 through 23 of the flight training syllabus. The course provides 26.1 hours of instruction, 13.0 dual and 13.1 oral. Included in this stage is advanced trasition - single engine, light twin basic maneuvers, emergency procedures, and airport operations. At the completion of this course you may elect to take the Private - Multi Engine flight test. Prerequisite: AT 114, and 135. Co-Prerequisite: AT 135 or 232.

AT 225 — Commercial Flight III. (2-.5-2.0) This course includes Stage III, advanced cross-country and night operations. Stage III provides 42.9 hours of instruction, 10.3 dual, 22.4 solo, and 10 hours of oral briefing. Prerequisite: AT 114, or equivalent, AT 232.Co-Prerequisite: AT 236, and AT 232.

AT 226 — Instrument Flight I. (2-.36-1.44) This course includes Stage I and II, Lessons 26 through 32, of the instrument phase of training. The course provides 35.1 hours of instruction, 16 dual, 7 solo, and 12.1 oral. Areas of instruction include attitude instrument flying, radio navigation, and 2 progress checks. Prerequisite: AT 123, or equivalent, AT 232. Co-Prerequisite: AT 238, AT 217.

AT 217 — Instrument Flight II. (1-.35-.38) Stage III includes Lessons 33 through 37, which provides 32.6 hours of instruction, 12.2 dual, 9.8 solo, and 10.6 oral. Areas of instruction include: Holding, VOR, ADF, and ILS approaches, missed approach procedures, and the final instrument approach phase check. Prerequisite: AT 238 or 226. Co-Prerequisite: AT 238.

AT 288 — Commercial - Instrument I. (2-.55-2.21) This course includes the final preparation prior to taking the flight tests for a Commercial Certificate, Instrument and Multi-Engine Commercial ratings. Stage IV of the Instrument phase and Stage IV of the Commercial Phase, Lessons 38 through 44 are included. The course provides 47.9 hours of instruction, 14.5 dual, 20.8 solo, and 12.6 oral. Areas of instruction will include IFR enroute and emergency procedures. Commercial maneuvers, single and multi-engine and the required progress checks. Prerequisite: AT 135, 232, 236, 238, 217. Co-Prerequisite: AT 238.

AT 211 — Flight - Advanced II. (1-.25-1.0) 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 twenty hours of instruction is provided including sixteen hours of dual flight and four hours of oral instruction and briefing. Stage I and II, Lessons 1-10 of the multi engine land airplane, added class rating certification course. Prerequisite: Permission of Chief Flight Instructor.

AT 221 — Flight Instructor. (2-.50-2). This flight course prepares the experienced pilot for the Federal Aviation Administration Flight Instructor Certificate for Airplanes. A total of forty hours of instruction is provided, including eight hours of oral flight instruction, twenty-five hours of dual instruction. Stage I and II, Lessons 1 through 21, Flight Instructor Airplane, Single Engine, Flight Training Syllabus. Prerequisite: Unrestricted Commercial Certificate. Co-Prerequisite: AT 237.

AT 235 — Flight - Advanced I. (3-.55-2.2) Instrument Pilot. The necessary instruction to qualify for the Federal Aviation Administration Instrument Pilot Rating. A total of fifty hours of instruction is provided, including thirty hours of dual flight, ten hours of synthetic flight and ten hours of oral instruction and briefing. Stage I-IV, Lessons 26 through 40, of the instrument rating certification course, airplane. Prerequisite: Permission of the Chief Flight Instructor. Co-Prerequisite: AT 238.

AT 216 — Instrument Flight Instructor. (1-.25-1) A course designed to develop a student instructor's aeronautical skill and experience necessary to meet the requirements for a flight instructor certificate with instrument - airplane rating as specified in Parts 61 and 141 of the Federal Air Regulations. The course includes 33.2 hours of instruction. This includes 20 hours of flight instruction, 10 of which is given by the student instructor to another student to gain actual experience. This is done under the direct supervision of an Instrument Flight Instructor. Stage I and II, Lessons 1 - 15, of the Flight Instructor Instrument, Airplane Flight Training Syllabus. Prerequisite: Permission of Chief Flight Instructor.

AT 219 — Flight Instructor, Multi Engine. (1-.25-1) A course designed to prepare the professional Flight Instructor to instruct in a modern, light twin engine aircraft. Stage I developes the student instructor's ability to perform the required flight training procedures and maneuvers with the competency of a commercial pilot. Stage II develops the student instructor's ability to develop effective lesson plans appropriate to the student involved, and the pilot operations being covered. The student gains actual experience by instructing another student under the supervision of a qualified Multi Engine Flight Instructor. Stage I and II, Lessons 1-18, of the Professional Flight Instructor Airplane, Multi Engine, Flight Training Course. Prerequisite: Permission of Chief Flight Instructor. Co-requisite: AT 218.

WELDING DEPARTMENT

A.C. Bookout, Bobby Mayton, Arthur Purdy, Joe Purdy, and Norman Shelby.

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 Ordinance 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 2520 hours offered in consecutive 12-week terms. Program content is comprised of 2100 hours in trade and related instructions, and 420 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 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.

SUGGESTED CURRICULUM FOR WELDING TECHNOLOGY

		LECTURE	LAB	CLOCK HOURS
FIRST QUARTER				
WEL 130	Basic Acetylene Welding	2	2	240
GRC 131A	Shop Related Math	1	0	60
One GRC 132A	Shop Related Communications	1	0	60
		4	2	360
SECOND QUARTER				
WEL 131A	Electric Arc Welding	2	3	300
One GRC 131B	Shop Related Math	1	0	60
		3	3	360
THIRD QUARTER				
WEL 131B	Electric Arc Welding	1	4	300
One GRC 133	~~Employer, Employee~~ Relations Communication	1	0	60
		2	4	360
FOURTH QUARTER				
WEL 131C	Electric Arc Welding	1	4	300
One GRC 134A	~~Community Relations~~	1	0	60
		2	4	360
FIFTH QUARTER				
WEL 132	Horizontal and "Downhill" Pipe Welding	1	4	300
GRC 135	Small Business Management	1	0	60
		2	4	360
SIXTH QUARTER				
WEL 133A	Special Welding	1	4	300
GRC 136	Applied Drafting	1	0	60
		2	4	360
SEVENTH QUARTER				
WEL 133B	Special Welding	1	5	360
	TOTALS	16	26	2520

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)

Wel 131C — Electric Arc Welding. "Uphill" pipe welding, "Bell-hole" welding, and "downhill" plate welding with various types and sizes of electrodes 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. Will consist of special assignments in shop and/or general shop or related courses. (360 hours per term).

Division of Science and Technology

CHAIRMAN: Dr. Mike Buttram

AGRICULTURE DEPARTMENT

David Adams and Dr. Royce Granberry.

The Agriculture 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 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 constructed according to the interests and needs of the individual.

SUGGESTED COURSES OF STUDY DEPARTMENT OF AGRICULTURE GENERAL AGRICULTURE

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. (Soph.)	3	Agri. 233	3
Govt. 231	3	Agri. 235	3
Speech 133	3	Govt. 232	3
PE	1	Agri. 236	3
	14	PE	1
			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		17
	19		

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	Elective	3
PE	1	PE	1
	18		18

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
Eng. (Soph.)	3	Agri. 233	3
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

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Chem. 241	4	Agri. 236	3
Math 231	3	Agri. 233	3
Eng. (Soph.)	3	Chem. 242	4
Hist. 134	3	Phys. 142	4
Phys. 141	4	Agri. 241	4
PE	1	PE	1
	18		19

AGRI-BUSINESS

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Agri. 131	3	Agri. 132 or 235	3
Agri. 134	3	Agri. 133 or 236	3
Biol. 143	4	Eng. 132	3
Eng. 131	3	Hist. 133	3
Math. 131 or 133	3	Elective	3
Psy. 111	1	PE	1
PE	1		16
	18		

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	Agri. 241	4
Eng. (Soph.)	3	Hist. 134	3
PE	1	PE	1
	16		17

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. 136*	3	Eng. 132	3
Biol. 143	4	Math. 231*	3
PE	1	PE	1
Psych. 111	1		18
	19		

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Chem. 241	4	Chem. 242	4
Eng. (Soph.)	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

FOOD TECHNOLOGY

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Biol. 143	4	Biol. 144	4
Chem. 141	4	Chem. 142	4
Engr. 131	3	Eng. 132	3
Math 131	3	Math 132	3
Eng. 131	3	Agri. 132	3
Engr. 111	1	PE	1
Psy 111	1		18
PE	1		
	20		

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Chem. 241	4	Chem. 242	4
Agri. 131	3	Phys. 142	4
Phys. 141	4	Hist. 134	3
Hist. 133	3	Spch. 133	3
Eng. (Soph.)	3	Biol. 242	4
PE	1	PE	1
	18		19

AGRICULTURAL ENGINEERING

FRESHMAN YEAR

1st semester	Hours	2nd semester	Hours
Eng. 131	3	Eng. 132	3
*Math. 136	3	Math. 231	3
Chem. 141	4	Chem. 142	4
Engr. 131	3	Engr. 112	1
Engr. 111	1	Hist. 134	3
Hist. 133	3	Agri. 133	3
PE	1	PE	1
Psy. 111	1		18
	19		

SOPHOMORE YEAR

1st semester	Hours	2nd semester	Hours
Eng. (Soph.)	3	Math. 233	3
Math. 232	3	Engr. 232	3
Chem. 241	4	Phys. 244	4
Engr. 231	3	Agri. 241	4
Phys. 243	4	C.S. 231	3
PE	1	P.E.	1
	18		18

(History and Government can be taken in summer school.)
*If student does not achieve suitable score on mathematics placement test, Math 131 and Math 132 should be substituted or taken in summer sessioin prior to freshman year.

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

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

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 two hours. Laboratory three 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 two hours. Laboratory three 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. Lecture two hours. Laboratory three 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 two hours. Laboratory three 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 or consent of instructor. Lecture three 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 two hours. Laboratory three hours.

Agri 236 — Principles of Horticulture. Study of structure, growth, development, maintenance, and use of horticultural plants. Propagation principles, greenhouse production, and practice in propagation techniques. Prerequisite: Biology 143 or consent of instructor. Lecture two hours. Laboratory three 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 two hours. Laboratory three hours.

Agri 241 — Soil Science. A study of the formation, classification, physical, chemical and biological properties of soils. Prerequisite: Chemistry 141 or concurrent enrollment. Lecture three hours. Laboratory three hours.

AUTO BODY DEPARTMENT

Milton Keahey and David Williams.

General Information:

The automotive 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. 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.

AUTO BODY MECHANICS
SUGGESTED CURRICULUM

			LECTURE	LAB	CLOCK HOURS
FIRST QUARTER					
AB	130	Basic Body Shop	2	2	240
GRC	131A	Shop Related Math	1	0	60
One GRC	132A	Shop Related Communications	1	0	60
			4	2	360
SECOND QUARTER					
AB	131	Minor Body Repair	1	3	240
GRC	133	Shop Management and Supervision	1	0	60
One GRC	134A	Community Relations	1	0	60
			3	3	360
THIRD QUARTER					
AB	132	Major Body Repair	1	3	240
One GRC	135	Employer, Employee, and Customer Relations	1	0	60
GRC	116	Color Harmony (elective)	1	0	60
			3	3	360
FOURTH QUARTER					
AB	143	Automotive Body Refinishing	1	3	300
AB	117	Power Mechanics (Elective)	1	0	60
			2	3	360
FIFTH QUARTER					
AB	144	Advanced Body Shop	1	5	360
		TOTALS	13	16	1800

AUTO BODY REPAIR MECHANICS
COURSE 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 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. (30 hours per week, 360 clock hours per term)

AB 116 — Color Harmony (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 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 week, 60 hours per term)

AUTO MECHANICS DEPARTMENT

Nelson Davis, Frank Bransford, Jesse Jordan, Harry Martin and Jack Bender.

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 clock 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. Each student must purchase his own textbooks and 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.

AUTOMOTIVE DEPARTMENT
SUGGESTED CURRICULUM

			LEC	LAB	CLOCK HOURS
FIRST QUARTER					
AM	161	Shop Orientations - Engine Maintenance and Overhaul	5	15	240
GRC	131A	Shop Related Math	5		60
One GRC	132A	Shop Related Communications	5		60
			15	15	360
SECOND QUARTER					
AM	162	Engine Systems and Tune-Up Practices	5	20	300
One GRC	131B	Shop Related Math	5		60
			10	20	360
THIRD QUARTER					
One AM	163	Chassis Maintenance and Suspension comm	5	25	360
		communication	5	25	360
FOURTH QUARTER					
AM	164	Electrical Systems and Air Conditioning	5	20	300
One GRC	133	Shop Management and Supervision	5		60
			10	20	360
FIFTH QUARTER					
AM	165	Standard and Automatic Transmission	5	20	300
GRC	136	Applied Drafting	5		60
			10	20	360
		TOTALS	50	100	1800

AUTOMOTIVE MECHANICS
COURSE CONTENT

AM 161 — Shop Orientation — Engine Maintenance and Overhaul (5-15-) 240 Clock Hours. This course covers shop procedures, orientation and safety, tools, service manuals and the disassembly and overhaul of internal combustion engines.

AM 162 — Engine Systems and Tune-up Practices. (5-20) 300 Clock Hours. This phase deals with engine cooling systems, fuel, ignition, emission and exhaust systems. Also included will be minor tune-up, diagnosis, and auto electrical fundamentals.

AM 163 — Chassis Maintenance and Suspension (5-25) 360 Clock Hours. A study of chassis maintenance and repair including clutches, drive lines, rear axles, steering systems and front-end alignment, and drum and disc brakes.

AM 164 — Electrical Systems and Air Conditioning (5-20) 300 Clock Hours. This course covers electrical and air conditioning theory and the proper use of testing equipment in diagnosing and correcting malfunctions in alternators, generators, starters, switches, compressors, and controls.

AM 165 — Standard and Automatic Transmissions (5-20) 300 Clock Hours. This phase includes the operation principles and overhaul and adjustment techniques of the automatic transmission. Also included is the operation of planetary gear trains, clutches, hydraulic pumps and valve bodies.

BIOLOGY DEPARTMENT

Willard Pyle, Joel McGee, Jim Parsons, Jerry Wright, Ed Braddock, Joe Varner and Warren Dill.

MEDICAL TECHNOLOGY

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

St. Michael Hospital School of Medical Technology. Work at Texarkana College is fully approved by the St. Michael School of Medical Technology for two years of pre-medical technology training. The St. Michael School of Technology is approved by the Board of Schools 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 through a 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 pre - medical 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 course 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 is through a 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		Phys. 142	4
Phys. 141	4	Eng. 234	3
Biol. 242	4		
Eng. 233	3		10
	16		

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	2nd Semester	Hours
Phys. 141	4	Phys. 142	4
Chem. 241	4	Chem. 242	4
Chem. 253	5	Psych. 231	3
Biol. 242	4	Eng. 234	3
PE	1	Govt. 232	1
Gov. 231	3	PE	1
Eng. 233	3		
	24		16

PRE-MEDICAL

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	1
Fr. 141 or Ger. 141	4	Fr. 142 or Ger. 142	4
Eng. 131	3	Eng. 132	3
PE	1	PE	1
Psych 111	1		
	20		17

SOPHOMORE YEAR**

1st Semester	Hours	2nd Semester	Hours
Chem. 241	4	Chem. 242	4
Phys. 141	4	Phys. 142	4
Fr. 231 or Ger. 231	3	Fr. 232 or Ger. 232	3
Eng. 233	3	Eng. 234	3
Hist. 133	3	Hist. 134	3
PE	1	PE	1
Biol. 241	4	Biol. 242	4
	22		22

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

BIOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Biol. 141	4	Biol. 142	4
Chem. 141	4	Chem. 142	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	CS 231**	3
	19		21

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Biol. 241	4	Biol. 242	4
Chem. 241	4	Chem. 242	4
Phys. 141	4	Phys. 142	4
Govt. 231	3	Govt. 232	3
Eng. 233	3	Eng. 234	3
PE	1	PE	1
	19		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 six 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 six 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. An introduction to the field of animal biology. A survey of the animal kingdom with emphasis on animal life systems, heredity and ecology. Three hours lecture and three hours laboratory each week.

Biol. 145 — Anatomy and Physiology. The first in a two course series dealing with anatomy and physiology of the human body. (This course is recommended for nurses, medical technicians, physical education majors, and other interested persons.) Three hours lecture, three hours laboratory each week.

Biol. 148 — Anatomy and Physiology. The second in a two course series dealing with anatomy and physiology of the human body. (This course is recommended for nurses, medical technicians, physical education majors, and other interested persons.) Three hours lecture and three hours laboratory each week.

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

l 242 — M robiology. A study of the characteristics a ivitie of r ro-organisms and their relation to health e disease roduction to pathogenic organisms with major emphasis istory, morphology, infection, control, immunization and niques. Three hours lecture and three hours laborator ch week.

CHEMISTRY DEPARTMENT

James Bennett and Mike Buttram.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. 131	3	Eng. 132	3
**Math 136	3	Math. 232	3
**Math 231	3	Chem. 142	4
Chem. 141	4	*Modern Language 142	4
*Modern Language 141	4	PE	1
PE	1	C.S. 231	3
Psych 111	1		18
	19		

*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.

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 institution.

Chem 141 — General Chemistry. Fundamental principles of pure chemistry, theoretical and applied chemistry. Study of atomic structure, 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 school.) 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 nonmetals. Accepted with applications from agriculture, home economics, etc. (May not be used in science 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 substance. Prerequisite: 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, sulfonic acids, amines, diazonium salts, aldehydes, ketones, carbohydrates, proteins, 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.

SMALL ENGINE REPAIR DEPARTMENT

David Jackson

General Information:

The small engine repair business has grown rapidly in the past few years due to the suburban type of living in the United States and the increased use of recreational vehicles with small engines. The Small Engine Repair curriculum provides a basic education in repairing outboard motors, lawn mowers, chain saws, and other air cooled engines.

Length of Program:

The Small Engine Repairs program will run for six (6) months. This will include a total of 720 clock hours, which will be comprised of 600 hours of trade related instruction and 120 hours of general related instruction.

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.

SUGGESTED CURRICULUM FOR SMALL ENGINE REPAIRS

1st QUARTER

SE 130 Basic Shop Practices	300 clock hours
GRC 131A General Related Math	60 clock hours

2nd QUARTER

SE 131 Advanced Shop Practices	300 clock hours
GRC 132A General Related Communications	60 clock hours

TRADE COURSE CONTENT:*

SE 130 — Basic Shop Practices. A study of hand tool measuring equipment, shop safety, reconditioning of internal parts of engines, cooling systems, lower units, lubrication of lower unit and internal parts of the engine, parts control and fuel system. (25 clock hours per week, 300 hours per term)

SE 131 — Advanced Shop Practices. A study of magneto ignition systems, CD ignitions, transistorized ignitions, diagnosis, and tune-up of engines. (25 clock hours per week, 300 hours per term)

Division of Social Science

CHAIRMAN: Gilbert Smith

CHILD CARE AND DEVELOPMENT DEPARTMENT

Imogene Scott

GENERAL INFORMATION

A program that meets CDA credentialing for students interested in child care programs. It can be taken for one year certification or a two years associate of Arts in Applied Science degree. Completion of this program prepares day care center workers and supervisors.

SUGGESTED CURRICULUM
CHILD CARE AND DEVELOPMENT CURRICULUM

*FIRST YEAR
1ST SEMESTER

			CREDIT	LAB	LEC
CC	161	Child Nutrition and Health Care	6	6	2
CC	131	Developmental Language Activities	3	2	2
CC	141	Early Childhood Learning Theories	4	2	3
		Suggested Elective	3	0	3
			16	10	10

2ND SEMESTER

CC	162	Child Care Center Director Mgmt. I	6	6	2
CC	132	Early Childhood Curriculum	3	2	1
CC	133	Child Growth and Development	3	2	1
		Suggested Elective	3	0	3
			15	10	7

*** A Certificate of Completion will be awarded to students who terminate training at the end of one year.**

SECOND YEAR
1ST SEMESTER

CC	261	Child Care, Development and Guidance	6	6	2
CC	231	The Child and the Family	3	0	3
CC	262	Child Care Center Director Mgmt. II	6	6	2
			15	12	7

2ND SEMESTER

CC	263	Seminar and Practicum	6	6	2
CC	264	Special Projects	6	6	2
		Suggested Elective	3	0	3
			15	12	7

Suggested Electives:

Related Communications	Government	Sociology
Art	History	Music
Psychology	English	First Aid

An Associate in Applied Science will be offered to graduates of the two year program. CDA credentials may be applied for from the National Consortium.

CHILD CARE AND DEVELOPMENT COURSE DESCRIPTIONS

CC 161 — Child Nutrition and Health Care. Includes both theory and practice of child care in the development of habits of personal health and nutrition. Special attention will be given to food planning, disease control, safety and emergency procedures. Two lectures / Six labs per week. Six hours credit.

CC 141 — Early Childhood Learning Theories. An introduction to learning theories and their applications to children, through planned activities for children in a Center setting. Three lectures / Two labs per week. Four hours credit.

CC 162 — Child Care Center Director Management I. Study of child care center laws, standards. Responsibilities of personnel and management requirements are emphasized. Visit to Day Care Centers required. Two lectures and six labs per week. Six hours credit.

CC 262 — Child Care Center Director Management II. Continuation of CC 162 (prerequisite). Budgeting, food service, designing and utilizing space, planning for equipment and problems related to the management of a small business are studied. Two lectures and six labs per week. Six hours credit.

CC 131 — Developmental Language Activities. Students will improve their own language skills. Techniques and materials appropriate to developing language arts for young children. Required to teach language activities in Child Care Center. Two lectures / Two labs per week. Three hours credit.

CCC 133 — Child Growth and Development. Emphasis is placed on the child's physical development and individual differences. Opportunities provided for observations. One lecture and two labs per week. Three hours credit.

CC 132 — Early Childhood Curriculum. Creativity in math, science, health, art, music, and social studies will be emphasized. Includes program planning, curriculum development, teaching strategies, and materials. Participation in childrens' activities is required. One lecture / Two labs per week. Three hours credit.

CC 261 — Child Care, Development and Guidance. Early childhood group management. Techniques of communication and group interaction. Psychological aspects of behavior in the young child. Observation and work with children required. Two lectures / Six labs per week. Six hours credit.

CC 231 — The Child and the Family. A course emphasizing normal child development, parent-child interaction a sibling relationships, psychological and cultural forces in the environment. Three lectures per week. Three hours credit.

CC 263 — Seminar and Practicum. On-the-job experiences, opportunities for direct involvement in program activities. Sharing time with community resource persons. Two lectures / Six labs per week. Six hours credit.

CC 264 — Special Projects. Opportunity for a student or group of students to pursue special interests. Projects which would demonstrate a functional capability within an area of specialization will be undertaken with the approval of the instructor. Work with children is required. Two lectures and six labs per week. Six hours credit.

FIRE TECHNOLOGY DEPARTMENT

Billy Fox

SUGGESTED CURRICULUM

FIRST YEAR

			Sem. Hrs.	Lect.	Lab	Clock Hours
FIRST SEMESTER						
ENG.	031 or 131	Basic English or Freshman English	3	3	0	48
FPT.	131	Fundamentals of Fire Protection	3	3	0	48
FPT.	132	Fire Protection Systems	3	3	0	48
FPT.	134	Industrial Fire Protection I	3	3	0	48
SPE.	131	Public Speaking I	3	3	0	48
PSYCH.	111	Freshman Orientation	1	1	0	16
			16	16	0	256
SECOND SEMESTER						
FPT.	133	Fire Prevention	3	3	0	48
FPT.	135	Industrial Fire Protection II	3	3	0	48
FPT.	136	Building Codes and Construction	3	3	0	48
FPT.	239	Technical Writing	3	3	0	48
Free Elective			3	3	0	48
			15	15	0	240

SECOND YEAR

FIRST SEMESTER						
FPT.	137	Chemistry for Fire Protection Technology	3	3	0	48
FPT.	231	Math for Fire Protection Technology	3	3	0	48
FPT.	233	Fire Administration I	3	3	0	48
FPT.	235	Hazardous Materials I	3	3	0	48
GOVT.	231	State and Federal Constitution	3	3	0	48
		Approved Elective	3	3	0	48
			18	18	0	288

SECOND SEMESTER

FPT.	138	Chemistry for Fire Protection Technology	3	3	0	48
FPT.	232	Fire and Arson Investigation	3	3	0	48
FPT.	234	Fire Administration II	3	3	0	48
FPT.	246	Fire Fighting Tactics and Strategy	4	4	0	64
Free Elective			3	3	0	48
Approved Elective			3	3	0	48
			19	19	0	304
		TOTALS	68	68	0	1088

APPROVED ELECTIVES

FPT.	139	Fire Safety Education	3	3	0	48
FPT.	248	Emergency Medical for Fireman I	4	3	2	70
FPT.	249	Emergency Medical for Firemen II	4	3	3	96
FPT.	237	Legal Aspects of Fire Protection	3	3	0	48
FPT.	236	Hazardous Materials II	3	3	0	48

COURSE CONTENT

131 **FPT 131 — Fundamentals of Fire Protection** (3-3-0) 3 Semester Hours Credit. History of philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.

132 **FPT 132 — Fire Protection Systems** (3-3-0) 3 Semester Hours Credit. Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies.

134 **FPT 133 — Fire Prevention** (3-3-0) 3 Semester Hours Credit. The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire Prevention organizations; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and

national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

new **FPT 134 — Industrial Fire Protection I** (3-3-0) 3 Semester Hours Credit. Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant lay-out, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants.

new **FPT 135 — Industrial Fire Protection II** (3-3-0) 3 Semester Hours Credit. Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solution for industrial fire problems; role of insurance and other special organizations; an indepth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations.

135 or 234 **FPT 136 — Building Codes and Construction** (3-3-0) 3 Semester Hours Credit. Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code.

235 **FPT 137 — Chemistry for Fire Protection Technolology I** (3-3-0) 3 Semester Hours Credit. An introductory study in organic and inorganic chemistry; a thorough introduction to the fundamental facts, laws, principles, theories, and concepts of chemistry which are necessary for further work in science related subjects. Stress is placed on the modern concepts of atomic structure, chemical bonding and molecular structure in order to interpret the chemical and physical properties of matter.

FPT 138 — Chemistry for Fire Protection II (3-3-0) 3 Semester Hours Credit. A general course in chemistry oriented toward fire technology. Theories of combustion and extinguishment, including flammable materials and the nature of extinguishing agents; the properties of matter affecting fire behavior; and the application of the law and principles of chemistry and physics to the use, storage, transportation, and disposal of flammable solids, liquids, gasses, and dusts.

FPT 139 — Fire Safety Education (3-3-0) 3 Semester Hours Credit. A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

Spring **FPT 231 — Math for Fire Protection Technology** (3-3-0) 3 Semester Hours Credit. A course designed to provide a practical knowledge of commercial, technical, and simple scientific use of arithmetic, algebra, geometry, and trigonometry as related to fire technology.

233 **FPT 232 — Fire and Arson Investigation.** (3-3-0) 3 Semester Hours Credit. A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinion; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.

133 **FPT 233 — Fire Administration I** (3-3-0) 3 Semester Hours Credit. An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's Position.

134 **FPT 234 — Fire Administration II** (3-3-0) 3 Semester Hours Credit. Study to include insurance rates and ratings; preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and commmunications systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention.

HISTORY – GOVERNMENT DEPARTMENT

Lavonne Davis, Jimmy Hawkins, Lester Meredith, Gilbert Smith, J. E. Spencer, Bob Williams, and Henry Wood.

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	Psych 231	3
Acct. 231	3	Acct. 232	3
PE	1	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
Psy. 111	1		
	18		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
		Math 137	3
	17		20

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
Psy. 111	1		
	19		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 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.

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.

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 judicial functions in federal, state, and local governments. Survey and appraisal of such problems as civil service, taxation, fiscal policy, foreign relations, national defense, business and labor problems, welfare and social security, agriculture and conservation. Open to students of sophomore standing.

GEOGRAPHY

Geo 131 — Principles of Geography. The study of human society in relation to the physical conditions and the natural resources of the earth. This course should make clear such factors of natural environment as location, climate, relief and forests with emphasis on human response to these factors.

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. Night only - fall term.

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

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

Ed 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.

Ed 137 — 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.

PSYCHOLOGY – SOCIOLOGY DEPARTMENT

Bob Bell, John Benson, and Lucy Larey.

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 problem 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)

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; psychology 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.

PHYSICAL EDUCATION DEPARTMENT

Henry Duke, Hub Dungan, Norma Nelson, Wayne Williams, and Sue Works.

This department provides opportunities for every student to acquire skill and knowledge in many sports and recreational 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
Physch 111 Fresh. Orientation	1
Eng. 131	3
Hist. 131 or 231	3
Math. 135 or 131	3
PE 131	3
Biol. 141	4
PE	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
Eng. 234	3
Speech 131	3
Biol. 145	4
Govt 231	3
Elective	3
PE	1
	17

2nd Semester	Hours
Eng. 235 or 233	3
Soc. 131	1
Govt. 232	3
Psych. 231	3
Elective	3
PE	1
	16

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

Women's Physical Education
112w Body Mech. and Conditioning
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) (Senioir Lifesaving)
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 disablity. 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 instructor's certificate. Successful completion 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 118C—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 perofessional 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 grades. Organization and methods of teaching progressions of elementary activities are taught and practiced.

POLICE TECHNOLOGY DEPARTMENT

Jim Pynes and Sam Cotton.

Introduction

The Associate in Applied Science Degree in Police Administration and Technology is designed to develop those competencies needed for employment as a police officer as well as to provide additional training for officers already in the field.

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.

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

LAW ENFORCEMENT TECHNOLOGY SUGGESTED CURRICULUM

FIRST YEAR

			SEM. HRS.	LECT.	LAB.	CLOCK HOURS
FIRST SEMESTER						
HIST	133	History of the United States	3	3	0	48
ENG	131	Composition and Rhetoric I	3	3	0	48
*LE	131	Introduction to Law Enforcement	3	3	0	48
*LE	132	Criminal Investigation	3	3	0	48
Science Elective			4	1	3	96
PSYCH	111	Freshman Orientation	1	1	0	16
			17	16	3	304

SECOND SEMESTER						
HIST	134	History of the United States	3	3	0	48
ENG	132	Composition and Rhetoric II	3	3	0	48
*LE	133	Legal Aspects of Law Enforcement	3	3	0	48
*LE	144	Criminal Procedure and Evidence	3	3	3	96
		*Science Elective	4	1	3	96
			16	15	3	336
FIRST SEMESTER						
GOVT	231	State and Federal Constitution	3	3	0	48
ENG		Literature Elective	3	3	0	48
*LE	232	Police Community Relation	3	3	0	48
Approved Elective			3	3	0	48
Approved Elective			3	3	0	48
			15	15	0	240
SECOND SEMESTER						
GOVT	232	American Government	3	3	0	48
*LE	234	Police Role in Crime and Delinquence	3	3	0	48
*LE	235	Police Organization and Administration	3	3	0	48
Approved Elective			3	3	0	48
Humanities Elective			3	3	0	48
			15	15	0	240
		TOTALS	63	61	6	1072

All electives must be approved by a counselor or a director of the LE Program.

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 baccaulaureate degree unless the senior college or university may choose to allow it.

*** LE 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.

*** LE 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.

*** LE 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.

LE 135 — Traffic Planning and Administration. (3-3-0) History, development, economics of the modern transportation system; agencies involved in traffic administration and control;police traffic engineering, education, and enforcement. Three semester hours.

LE 136 — Patrol Administration. (3-3-0) Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes patrol force supervision, manpower distribution, types of patrol. Three semester hours.

LE 137 — Traffic Law. (3-3-0) A survey of local and state traffic laws, and techniques of enforcement. History, development, and economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement. Three semester hours.

*** LE 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.

LE 231 — Juvenile Procedures. (3-3-0) The nature and extent of delinquency, theories, prevention and evaluation, control, and treatment programs and procedures. Three semester hours.

***LE 232 — Police Community Relations.** (3-0) The role of the individual officers in achieving and maintaining positive public response; intergroup relations and public information. Three semester hours.

LE 232 — Probation and Parole. (3-3-0) The development, organization, operation and result of systems of probation and parole as substitutions for incarnation, methods of selection, and prediction scales.

*** LE 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.

***LE 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.

LE 236 — Penology (Jail Operation and Management). (3-3-0) The philosophy and objective of jail operation. Also the study of the Administrator's role in setting objectives, planning, decision making, and controlling of the jail. Three semester hours.

*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 - 9-12 hours, Government - 6 hours, History - 6 hours, Science and/or Foreign Language - 8-12 hours, Humanities and Other Elective - 8-15 hours.

Police Technology Courses can be taken for credit by examination.

RELIGION DEPARTMENT

David Diller

RELIGION

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

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

General Related Courses*

Kathryn Blake, Charlotte Murdock, Steve Middlebrooks, and Louise Smith.

One or more of the following courses will be taken each 12-week period in the following programs: Auto Body Repair, Auto Mechanics, Child Care Aids, Commercial Electronics, Office Occupations, Air Conditioning/Refrigeration, Small Engine Repair, and Welding. This requirement will be altered only by the suggestion of the Vocational-Technical Counselors.

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 — 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 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 — 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 — 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 ge 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 — Small Business Management. A course in the related education section that services areas involved in running a business. Shop layout, purchase of land and equipment, payroll, personnel functions, administrative functions, etc.

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.

VOCATIONAL-TECHNICAL EDUCATION

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 designed 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 eight 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 eighteen 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, (7) Welding, (18) Small-Engine Repair.

GENERAL EDUCATIONAL DEVELOPMENT TEST

The General Educational Development Tests are given Monday through Friday in the Counseling Office at 8:30 a.m. and 1:30 p.m. and 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 with approval of the Counselor.

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 Counseling Office.

EVENING AND CONTINUING EDUCATION DIVISION

Dale Works, Dean
John Ferguson, Director of Community Service and Off-Campus Programs

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 Continuing 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 Evening and 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 designed for registration as stated on the Evening Schedule. All registration must be completed by the sixth class day. (Exception: Persons may register any time before class starting date on non-credit courses.)

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 be enforced at night. A campus security guard will be on duty each night enforcing these regulations. All student 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 9:30 p.m. Monday through Thursday, and from 8 a.m. to 5 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 activities, 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 non-credit courses include:

Antiquing
Auto Paint & Body
Ballet for Adults
Basic Bookkeeping
Basic Electronics
Bass Fishing
Blueprint Reading
Bridge
Cake Decorating
Ceramics
Charm Class
Chess
Christmas Design
Class Piano
Class Voice
Creative Writing
Defensive Driving
Diet and Weight Control
Driver's Training
Family Estate Planning
Family Finance
Federal Income Tax
Flower Arranging
Home Vegetable Gardening
Horticulture
Improving Your English
Insurance Recorder
Interior Design
Interstate Commerce Law
Investment Information
Karate: Self Defense
Key Punch
Lady Know Your Car
Legal Secretary
Middle Eastern Dance
Office Machines
Officiating (Sports)
Oil Painting
Outboard Motor Repair
Paramedics (Advanced EMT)
Photography
Piano Preparatory
GED Preparatory
Real Estate
Real Estate Appraisal
Scuba Diving
Sculpture
Shorthand
Sign Language
Lawnmower and Small Engine Repair
Spanish (Conversational)
Speed Reading
Swimming
Tennis
Trampoline
Transportation Rates
Transactional Analysis
Typing
Welding
Writing for Publication
Yoga (Hatha)

SENIOR CITIZEN PROGRAM

Texarkana College extends to the senior citizens of the community special privileges. At age 60 and over, the individual may each year apply for a special ID card to be made by the Continuing Education Office. The cost of this card will be $1.00 and the participant will receive the following privileges:

1. Use of library
2. Swimming pool privileges
3. Free counseling
4. Use of tennis courts
5. Attend college sponsored activities in the auditorium free of charge; such as concerts, plays, etc.
6. Eligiblity to Texarkana Community College's lunch program (They would be able to buy 20 lunches for $31.50. Lunches would include a plate lunch, salad or dessert and small drink for $1.57 per meal.)
7. Pay only one-half fee on most non-credit courses.
8. May audit any college credit course free of charge on a space available basis.

Some courses and/or programs would not be eligible for audit or the one-half fee discount, i.e., welding, auto mechanics, real estate, etc. These courses will be clearly indicated.

Proof of age would be a driver's license, birth certificate or any other positive identification.

Temporary parking stickers will be issued when an ID card is made, free of charge. These stickers are good for one semester, at which time they will be reissued. They may be obtained through the Dean of Students Office or the Continuing Education Division.

OFFICE OF THE REGISTRAR
TEXARKANA 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)..... Corrected 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) Initial 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 .....