



YAVAPAI COLLEGE

PRESCOTT, ARIZONA



FOUNDING CATALOGUE 1969 • 1970

COLLEGE CALENDAR

FALL, 1969

September 9 - 12	Faculty conference and Department meetings
September 16 (Tues)	Dormitory opens 8:00 a.m.
September 17 - 19 (Wed. - Fri.)	Orientation and Registration 9:00 a.m.
September 22 (Mon.)	Classes begin 8:00 a.m. Late registration - \$5.00 fee
September 26 (Fri.)	Last day to register for credit, Drop-Add period ends
November 3 - 7 (Mon. - Fri.)	Mid-Term exams
November 11 (Tues.)	Holiday - Veterans Day
November 12 (Wed.)	All deficient grades due in Registrar's Office by 4:00 p.m.
November 27 - 30 (Thurs. - Sun.)	Thanksgiving recess
December 1 (Mon.)	Classes resume 8:00 a.m.
December 20 (Sat.) thru	
January 4 (Sun.) - 16 days	Christmas holidays
January 5 (Mon.)	Classes resume 8:00 a.m.
January 7 - 16 (Wed. - Fri.)	Spring semester pre-registration
January 16 - 22 (Fri. - Thurs.)	Dead week. No student activities
January 23, 26, 27, 28 (Fri. - Wed.)	Final examinations
January 30 (Fri.)	All semester grades due in Registrar's office by 12:00 noon

1969														1970														
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Yavapai College

PRESCOTT, ARIZONA

GENERAL CATALOG

First Annual Session

1969 - 1970

COLLEGE CALENDAR

SPRING, 1970

February 2 - 3 (Mon. - Tues.)	Registration 9:00 - 12:00 a.m. and 1:30 - 9:00 p.m.
February 4 (Wed.)	Classes begin 8:00 a.m. Late registration - \$5.00 fee
February 13 (Fri.)	Last day to register for credit, Drop-Add period ends
March 19 - 25 (Thurs. - Wed.)	Mid-term exams
March 26 - 30 (Thurs. - Mon.)	Spring recess
March 31 (Tues.)	Classes resume 8:00 a.m.
April 1 (Wed.)	All deficient grades due in Registrar's office by 12:00 noon
May 20 - 25 (Wed. - Mon.)	Dead week. No student activities
May 26 - 29 (Tues. - Fri.)	Final examinations
May 29 (Fri.)	Grades on prospective graduates due in Registrar's office by 2:00 p.m.
May 31 (Sun.)	Commencement, 8:00 p.m.
June 1 (Mon.)	All semester grades due in Registrar's office by 4:00 p.m.
June 2 (Tues.)	Department meetings
June 3 (Wed.)	Faculty post-session conference

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BOARD OF TRUSTEES

Richard Walraven	President
Roy E. Campbell	Secretary
Duane Miller	Member
Walter G. Statler	Member
Fred H. Wheadon	Member

ADMINISTRATION

John W. Barnes	President
Raymond E. Cleveland	Dean of Instruction
Loyd R. Hughes	Associate Dean-Occupational Education
Eugene M. Hunt	Dean of Business Services
Joseph F. Russo	Dean of Student Personnel Services

YAVAPAI COLLEGE FACULTY

Yavapai College is presently in the process of selecting its founding faculty. Every effort is being expended to bring together from all parts of the world the very finest, most qualified instructors.

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***General
Information***

GENERAL INFORMATION

Facts About the College

LOCATION OF CAMPUS

Yavapai College is a public two-year institution. It is located on the east perimeter of the City of Prescott, Arizona, where U. S. Highway 89 and State Highway 69 converge. The one hundred-acre campus overlooks the city and commands a breathtaking view of Granite Mountain and Thumb Butte, two of the state's geographical landmarks.

The campus area is steeped in history. During westward expansion and the War Between the States, the very location was used as a military fort to protect the travelers moving West. More recently the Fort Whipple Army Hospital was located where the new college will have its operation.

The campus is within minutes of the lovely Courthouse Plaza, one of the focal points of the City of Prescott. This beautiful little community has sixteen thousand friendly people who are dedicated to the finest in educational opportunities for the youth in Arizona and the surrounding areas. A short distance from the campus are the cities of Clarkdale, Sedona, Cottonwood, Seligman, Ash Fork and Jerome. Bagdad, Humboldt, Mayer and Camp Verde are also communities that welcome junior college students as their own and have pledged their efforts to make Yavapai College the best junior college in the state.

HISTORICAL BACKGROUND

The original meetings to begin planning for a junior college in Yavapai County were held in January of 1966 and a planning committee was selected. Through the efforts of the planning committee and other interested citizens, an election was held on November 8, 1966, and the district was officially voted into being.

On December 12, 1966, County School Superintendent Warner B. Dixon, Sr., appointed a five-man board to direct the future course of the College. The initial meeting of the board was held on January 5, 1967, with the five newly-appointed members present. They were Richard Walraven, Roy Campbell, Duane Miller, Walter Statler and Fred Wheadon. Mr. Walraven was elected as president of the board at the meeting.

The Arizona State Board of Directors for Junior Colleges officially approved the Whipple site in Prescott as the location for the college in its regular meeting on February 20, 1967.

Dr. John W. Barnes, formerly vice-president of Kilgore College, Kilgore, Texas, was appointed president of Yavapai College on April 15, 1967. On April 17, 1967, the State Board approved the petition presented by the local Board of Trustees calling for a bond election in the amount of \$2,500,000 to be held on May 23, 1967. The election was held and the voters of Yavapai County approved the bond issue providing the College the necessary funds to begin planning a campus. Mr. Bennie Gonzales, Phoenix architect, was selected in June, 1967, to design and supervise construction of the initial building program of the College.

Phase one of the building program includes construction of a library building, a science building, an academic classroom building, a gymnasium complete with swimming pool, an administration building, a student center and an occupational technology building. Dormitory housing is also included in the first phase of the building program and all facilities will be air-conditioned.

EDUCATIONAL PHILOSOPHY

Yavapai College is dedicated to the philosophy that in a democracy the well-being of the individual as well as the whole of society depends upon the sound moral and educational development of its people. Since education is an individual, evolutionary, and never-ending process, the College curricula will necessarily be both flexible and extensive.

Seriousness of purpose, dedication to discipline, and the desire to learn enduring values will all be recognized as outstanding assets and earn the student the right to be helped without limit. This is the desire and privilege of every employee of Yavapai College and will insure the pursuit of high standards of achievement for student and faculty alike.

In order to insure the fullest service possible to the community, Yavapai College will offer extensive and flexible curricula in a wide variety of educational areas. The educational program is geared to meet the needs of full-time as well as part-time students. The College doors will remain open from early morning until late at night.

EDUCATIONAL OBJECTIVES

1. **UNIVERSITY TRANSFER EDUCATION**—The College provides the first two years of college work for those students planning to earn a Baccalaureate or higher degree.
2. **GENERAL EDUCATION**—The College provides general education courses to develop competence, skills and attitudes essential to effective performance as an individual, as a citizen and as a productive member of society. Within this academic framework are studies in communication and languages, social sciences and humanities, mathematics, physical and social development, as well as a program of co-curricular activities.
3. **OCCUPATIONAL EDUCATION**—The College provides courses which qualify students in vocational and/or technical fields and equip them for occupational competency.
4. **AREA SERVICE**—The College provides life-long education for adults, opportunities for cultural enhancement, special interest courses, lectures and meetings designed to satisfy the special needs of business and of area groups.
5. **PERSONAL GUIDANCE**—The College provides guidance services to enable the student to select, with proper perspective, the educational program that is compatible with his abilities, aptitudes and ambitions.

EXTENSION COURSES

Those persons needing junior, senior or graduate courses for teacher certification as well as other purposes may find these opportunities available at Yavapai College if there is sufficient need. In collaboration with Northern Arizona University, Arizona State University and the University of Arizona, Yavapai College will arrange for the offering of classes on its campus in order to serve the educational needs of the students in this area.

TRANSFER OF CREDITS

The entire academic program of Yavapai College has been developed with great care to the end that all courses, if taken in proper order and a grade "3" (or "C") or better is made, will transfer to senior colleges. Special care has been taken by securing advice from the state universities and meticulous attention has been given to academic transfer details. Yavapai College has secured written transfer commitments from the institutions of higher learning of the State of Arizona. These include the junior college system and the three state universities.

Very special precautions will be taken to see that each student is enrolled for the proper courses. Academic counselors keep a file on each student so that transfer difficulties may be minimized. Although the ultimate responsibility rests with each student to decide upon the institution to which he wishes to transfer and to see that he takes the proper course(s), Yavapai College considers it also has an obligation to assist each student in the area of academic guidance.

AFFILIATION AND ACCREDITATION

All curricula offered by Yavapai College are approved by the Arizona State Board of Directors for Junior Colleges. Yavapai College is presently in "correspondence" status to become an approved institution and a member of North Central Association of Schools and Colleges. The North Central Association accreditation will make possible the transfer of Yavapai College credits, not only to Arizona colleges and universities, but to colleges and universities across the nation as well.

While this probationary period is being served, Yavapai College credits are accepted in transfer by Arizona universities as well as other universities across the nation.

WHY YOU SHOULD ATTEND YAVAPAI COLLEGE

1. Yavapai College makes possible a less abrupt and less difficult transition from high school to university. With direct personal contact between teacher and student, the adjustment to college life and study is made easier and more pleasant.
2. Occupational education, consisting of both vocational and technical education courses is offered at Yavapai College. No comparable

education is to be found anywhere in Northern Arizona. Such occupational programs are flexible and geared to meet the needs of the eighty percent of the college age population who will not graduate from a four-year institution.

3. Because most students may live at home and travel only a few miles to college, the cost of attending Yavapai College is much less than the cost would be for living away from home while attending college, even if a student should receive a scholarship from a larger college.
4. Dedicated teachers will enable students to receive maximum individual attention. Thus, the teacher may detect and help the student correct difficulties which might lead to failure and withdrawal from college.
5. Students who have subject or grade deficiencies for transfer to senior institutions are given an opportunity to correct such deficiencies, thus enabling them to complete a university education which might otherwise be denied.
6. Adults who have not graduated from high school may be admitted on individual approval to gain enrichment from college study.
7. A major advantage at Yavapai College is that students will gain valuable experience through participation in student activities which will aid their self-reliance, leadership abilities and ability to get along well with others. These qualities are most important for good citizenship and a successful life after completing college.
8. Regardless of ultimate goals, students at Yavapai College should be better persons for having mingled in classes and social activities with people who have lived or travelled internationally.
9. The students, faculty and administration of Yavapai College are dedicated to quality education, sound aspirations, proper social development, and the general betterment of individuals and the world in which we live.
10. Yavapai College is a completely new and modern college with a distinctive character and personality. The campus is designed for maximum function and beauty. Students will find the scenery to be relaxing as well as highly conducive to study and learning.



***Student Services,
Organizations
And Activities***

STUDENT SERVICES

Organizations And Activities

STUDENT GUIDANCE SERVICES

Yavapai College offers varied guidance services for students. The faculty, the faculty advisers, the heads of departments, and the deans of the College keep regular office hours for consultation. The Health Service provides health counsel; the Placement Service Office compiles records for possible employment; and the Admissions Office directs admissions, keeps cumulative files of student achievements, and issues the catalog which students should read to assist them in planning their courses and obtaining necessary information about the College.

COUNSELING CENTER

This Center offers students professional counseling on educational, personal, or career problems. The most common service is assistance in identifying aptitudes, interests and personality traits for consideration in choice of vocation or educational program. Assistance is also offered in dealing with emotional disturbances, personal problems, or situational aspects which detract from the student's ability to derive maximum benefit from his college experience. No charge is made for this service. Counseling is normally made available through scheduled appointments but should a student feel the need to see a counselor immediately, he could, at most times, be seen without an appointment.

Students may be required to take special tests as recommended by the appropriate dean or required by College policy. Do not deny yourself the advantages of this service.

HEALTH SERVICES

This service is maintained for the purpose of constant supervision over the health of students.

Any illness or injury must be reported to the Student Health Service without delay. A campus resident is required to report illness immediately to the head resident of his or her hall. Failure to do so may result in one being asked to leave the hall. Parents will be notified at once of any serious illness or need for hospitalization. When hospitalization is considered necessary, the College assumes no financial responsibility. Parents are consulted in advance of hospitalization if at all possible.

HOUSING

The College recognizes the importance of housing as a part of the total educational program. Thus, to the extent that it is possible, college housing is made available to students so that they may experience the companionship, cultural environment, and social opportunities which are a vital part of the College's training.

One of the valuable characteristics of a college education is the individual's opportunity to meet students of varied cultures and interests. By

the mutual exchange of views, students learn from one another, gain a fresh outlook and new ideas, and enlarge their experience in human relationships. This phase of college life is shared most fully by hall residents.

In addition to lifelong friendships formed among residence companions, students gain worthwhile experience in community living. Each residence hall elects its own student officers, plans programs of social and recreational activities.

Head residents in each hall are experienced counselors who are equally skilled in helping new students adjust to campus life and in providing mature advice and guidance when needed.

The Deans and head residents reserve the right to inspect student living quarters at any time.

Housing Facilities—Rooms in the residence hall are completely furnished except for bedding. Students must furnish own pillows, pillowcases, sheets, blankets and bedspreads. Laundry facilities are available in the dormitory. Students are required not to bring additional furniture with them. Students care for their own rooms, but maid or janitor service is supplied throughout other portions of the dormitory.

Occupancy—Housing accommodations are available for occupancy one day preceding Orientation Week. Students are expected to vacate accommodations by noon Saturday of the last week of the term.

Care of Halls—The College attempts to furnish comfortable and attractive living conditions for students. Students are expected to cooperate by keeping them so. Should any damage, beyond the usual wear, occur to the decorations and furniture of a room, the cost of redecoration or repair will be charged to the occupants of the room.

The halls are so equipped and managed as to secure the maximum values at a minimum cost. No cooking of any kind is permitted in students' rooms. Electrical appliances such as percolators and grills are to be used only in kitchens and utility rooms. Vocal or instrumental music may not be practiced in any of the halls. Arrangements for such practice may be made through the Music Department. If radios are used, they must be adjusted so as not to interfere with the rights of others. No pets are permitted in the halls.

AUTOMOBILES

Registration—Students who operate an automobile on the campus, whether their own or otherwise, are required to register this automobile with the Campus Security Office, and to display an appropriate sticker on the rear window of the car at all times. Students should have with them at the time of official registration at the college the license numbers of all cars they expect to operate on the campus.

Campus Parking and Traffic Regulations—Students who own or drive cars on the campus are expected to familiarize themselves with, and to abide by, the parking and traffic regulations.

Penalties—Non-registration or improper registration of student ve-

hicles, illegal or improper parking, speeding and reckless driving are all subject to a penalty, the severity of which depends upon the violation. Failure to comply with parking and traffic regulations may result in a student forfeiting the privilege of driving or parking on campus.

State of Arizona Registration—Arizona law requires that every motor vehicle owned by an out-of-state student and operated within this state, which does not carry Arizona license plates, must be registered with the Motor Vehicle Division, located in the Yavapai County Court Building in Prescott. No fee is charged for such registration when the vehicle is not used for business purposes and the owner qualifies as a non-resident.

FINANCIAL AIDS

Yavapai College offers a variety of financial aids to full-time students.

Types of financial aids available are National Defense Student Loans, Economic Opportunity Grants, Work-Study Programs, Guaranteed Loans, campus employment, scholarships, and out-of-state tuition waivers. Eligibility for assistance is based on financial need, academic promise and leadership qualities. Complete information concerning these and necessary applications for scholarships and grants are available through the Dean of Student Personnel Services, Yavapai College, Box 553, Prescott, Arizona 86301.

BEQUESTS

Yavapai College is indeed grateful to the many individuals, organizations, and businessmen throughout the area who have provided scholarships to assist worthy students. Any College—whether public or private—has many needs that would go unfulfilled if it were not for the voluntary gifts of many people. Yavapai College is no exception. Types of gifts made and the motivation for making them vary widely, but the ultimate effect of all gifts is the strengthening of the scientific, literary, and educational pursuits of the College.

CAMPUS CLUBS AND ORGANIZATIONS

Clubs and organizations may be formed for many purposes: social, religious, athletic, professional, vocational, or service. All students are urged to participate in some club or organization.

The student should remember, however, that his primary responsibility in college is to his regular studies. Therefore, activities schedules should be prepared to avoid interference with course work.

Yavapai College engages in intercollegiate competition in various sports. The College is a member of the Arizona Junior College Athletic Association and the National Junior College Athletic Association and is governed by the rules and regulations of these two organizations.

Additionally, the College has an active intramural program with participation in a variety of sports.

PUBLICATIONS

During the first year of operation, the College will publish a news-

paper and yearbook. The selection of staff members for these publications will be determined by students, faculty and administration. Students interested in working on the staff of either or both publications should contact the Dean of Student Personnel Services in the Administration Building.

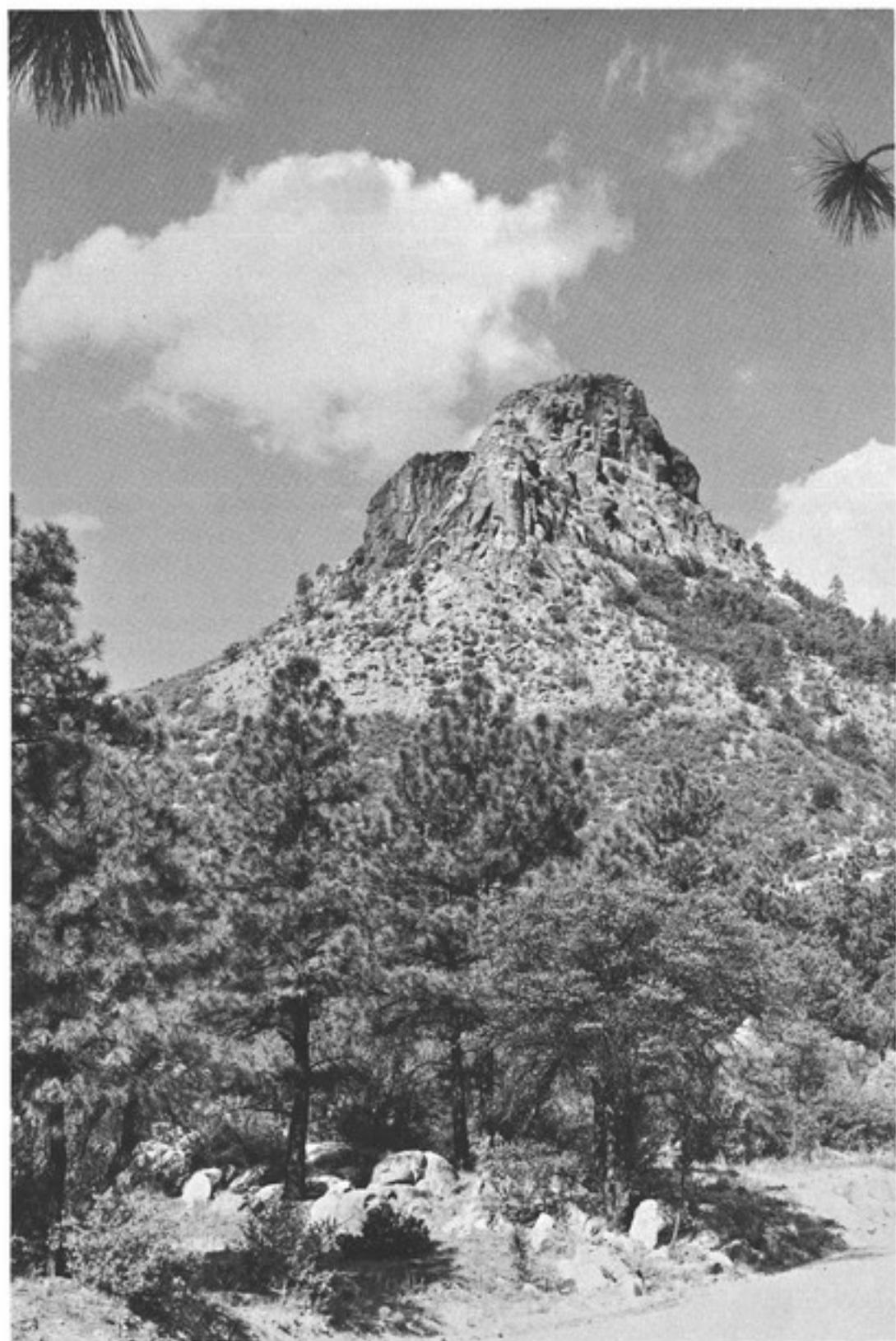
STUDENT CENTER

The "living room" of the campus offers an opportunity for students and faculty to gather and discuss the problems of the day in an informal atmosphere. Meeting rooms are available as well as comfortable lounges, a recreation room, and various dining rooms. The offices of the Student Government are in this building.

COMMUNITY SERVICES

The College offers a wide range of community services for the benefit of students and patrons in the district. The services include selected concerts, lectures, drama productions, radio and television programs, a speakers' bureau, library services, recreational and social events, and sports activities as well as use of campus facilities by community groups and agencies. Quite often the College provides members of the faculty and administration for service on committees in various community agencies in an attempt to closely relate the College to the community.





***General
Academic
Regulations***

GENERAL ACADEMIC REGULATIONS

Admissions

Though it was founded as a community college to meet the needs of the area, Yavapai College welcomes applications from all students who are seriously interested in pursuing a college program in preparation for further college study, as preparation for employment, or to improve job skill and personal capabilities to the end of becoming responsible and participating citizens of our American society.

REGULAR STUDENT

An applicant who:

- a. Is transferring (12 or more semester hours) in good standing from an accredited college and meets the scholastic standards of Yavapai College;
- b. Has graduated from an accredited high school;
- c. Has a GED Certificate of High School Equivalency and is 19 years of age;
- d. Is an able and ambitious student still in high school but who wishes to take college level courses;
- e. Is a mature person (21 years of age or older), who may be admitted as a regular student to the College. He must also complete formal registration and be approved for a formal education plan leading to a defined educational goal.

ADMISSION PROCEDURES

1. A proper application for admission form must be completely and accurately filled out and filed with the Admissions Office. (Application forms are available either from your high school counselor's office or by writing to the Director of Admissions of Yavapai College). Completed applications should be returned to the Admissions Office. It is advisable for these applications to be returned prior to July 1st or January 2nd, depending on the semester in which the student expects to enroll.
2. *Transcripts:*
 - a. Students entering as high school graduates must submit high school transcripts which indicate class standing at the time of graduation;
 - b. Students transferring from other colleges must submit transcripts from all colleges and/or high schools attended;
 - c. Students must request the high school and/or college to send any transcript required for admission;
 - d. Those entering under GED must present a copy of the High School Equivalency Certificate;
 - e. Able and ambitious students must present an up-to-date high

school transcript together with a letter of approval from a high school official.

3. ACT examination is required for all students registered for more than eleven semester hours except those registered as Auditors or who are transferring 28 or more acceptable hours from other colleges. If Yavapai College has not received scores from ACT, a student may request ACT to send scores to the College by sending \$1.00 to ACT, P.O. Box 168, Iowa City, Iowa 52240. The College may waive this requirement if unusual circumstances of the student appear to warrant special consideration.
4. Complete and submit Residency Form if not a legal resident of Yavapai College.
5. *Health Form:*

Students under 21 who register for ten or more semester hours must submit a physician's report of a recent physical exam on the College health form. The physical exam must have been administered within the 6 months prior to registration. It is recommended that all students taking an active physical education course file a health form even though they are exempt by reason of age or course load.

6. *Social Security Number:*

This is necessary as the identification number of the student.

NOTE: All of the above requirements should be completed prior to the dates established in the College calendar or registration directions to avoid assessment of late admission fees.

Inquiries concerning admission to Yavapai College should be directed to the Director of Admissions, Yavapai College, Box 553, Prescott, Arizona 86301.

NON-REGULAR STUDENT

A non-regular student is classified as:

- a. A student registering only as an auditor; or
- b. A student who cannot or does not wish to qualify as a regular student by completing any or all steps of admission procedures and selecting an educational goal.

ADMISSION WITH ADVANCED STANDING

1. Entering freshman students who have taken the Advanced Placement Examinations administered by the College Entrance Examination Board will be considered for advanced placement and for receiving college credit, provided they scored sufficiently high on these examinations.
2. Students presenting official transcripts, containing a statement of honorable dismissal from other accredited higher institutions, will be granted the advanced standing which their previous training justifies. Courses carrying grades below "3" are not accepted as transfer credits.

3. Evaluation of credits is made only after 15 semester hours have been earned in residence. Evaluation prior to above total will be made only upon application and payment of a \$5.00 fee.
4. Students entering with at least one year of active military service will receive 4 units of credit in physical education and 2 units of credit in hygiene. These courses may not be repeated for credit.

CREDIT BY EXAMINATION

A student enrolled for credit at Yavapai College may establish credit by examination by obtaining the application form from the administration and permission from the department involved, paying the required fee of \$7.50 per semester hour, and successfully completing the examination. After receiving the approval from the department, the student should pay the required fee before writing the examination. A student may not petition to challenge a course a second time or establish credit in a course for which he has previously registered, or in a course which is a prerequisite for a course already completed. Certain departments may have additional qualifications which must be met before a course may be challenged.

1. Students who have attended an institution of higher learning elsewhere are required to give the name of the institution attended in the space provided for this purpose on the application form. Transfer students are also required to supply the College Registrar an official transcript of college credit of the colleges previously attended. If this is not done upon registration, the student's enrollment in the College may be cancelled.
2. A transfer student whose cumulative grade average is 3.401 to 4.000 (where a grade of D equals a grade average of 4.000) and who is eligible to return to the last institution attended will be admitted on academic probation. A student who has been academically dismissed from another institution may petition the Admissions and Standards Committee for admission. However, a general rule is established that a student whose cumulative grade point is in excess of 4.000 will not be admitted until after one semester of non-attendance.
3. Students who are disqualified because of conduct or any other reason will not be admitted until such disqualification is removed. Students must furnish evidence of good standing and that they are eligible to return to the institution last attended.
4. Transfer students entering on probation will be limited to twelve (12) semester hours of credit, plus required P.E.
5. Students may petition the Admission Committee for admission under special conditions.

VETERANS AND CHILDREN OF DECEASED OR DISABLED VETERANS

Yavapai College is approved for all educational programs under the direction of the Veterans Administration. The College and students

must comply with all procedures and requirements governing the Act under which the student is being granted educational funds.

A staff member of Yavapai College has been appointed as a veteran's coordinator to maintain liaison between veterans and children of deceased or disabled veterans and the Veterans Administration.

In order to secure the benefits of any public laws pertaining to them, students must obtain a statement of authorization to attend Yavapai College from the district office of the Veterans Administration. These authorization papers must be presented to the liaison person at the time of registration in order that the College may proceed with its own responsibility in cooperating with the Veterans Administration.

SOCIAL SECURITY BENEFITS

There may be students eligible for benefits under the amended Social Security Act if they were receiving benefits from their parents' social security account. Further details are obtainable from the local Social Security Administration Office.

NOTICE OF ACCEPTANCE OF ADMISSION

Applicants will be issued official notice when accepted. The Certificate of Admission may be denied or revoked and registration cancelled if it appears to the Committee on Admissions and Academic Standards that a student's attendance would not be mutually beneficial to himself and Yavapai College.

All students must be officially accepted for admission before moving into the dormitories, being assigned on-campus employment, or participating in athletic practice. Registration cannot be completed until all admission requirements have been met.

CLASSIFICATION

FRESHMAN

A freshman is a student registered in a specific curriculum who has earned fewer than 28 semester hours of credit. An able and ambitious high school student is considered a freshman.

SOPHOMORE

A sophomore is a student registered in a specific curriculum who has earned 28 or more hours of credit but has not earned a degree.

UNCLASSIFIED

An unclassified student is one who has an associate or higher degree.

AUDITOR

An "Audit" student is one who attends classes but does not participate in the regular activities of the class. Auditors pay fees, deposits and tuition on the same basis as non-regular students. Auditors do *not* receive credits or grades in the classes they attend. A student registering as an auditor may

not change to a credit basis later than the end of the first week of the semester. A student registering for credit may not change to audit after the fifth week. They are expected to attend classes but are not required to take tests or prepare daily work. Auditors may be withdrawn from class for poor attendance.

REGISTRATION

In addition to the regular registration period, which normally begins during the first week in September, the College offers the student an opportunity to pre-register at an earlier date to allow extra time for effective use of the guidance and counseling services provided by Yavapai College. Pre-registration normally begins during the third week of July.

For admission at either time, a student must file the following items in the Director of Admissions Office at least one week before the time he plans to register:

1. Application for admission;
2. Transcript of high school credits (obtainable from high school administration office);
3. Transcript of credits from any accredited college or university the student may have attended;
4. Scores of the American College Testing Program (ACT Test);
5. Completed Medical Report Form;
6. Completed Residency Form if not a legal resident of Yavapai County.

NOTE: A Permit to Register will be issued only after this material has been received and evaluated by the Director of Admissions. A special bulletin containing dates and full information on this year's registration and pre-registration may be obtained for the Admissions office.

TESTS AND EXAMINATIONS

To enter Yavapai College, a student must take the tests of the American College Testing Program. Results of these tests will be used by College counselors to assist the entering student in planning the schedule which will most efficiently meet his needs. Students who plan to take advantage of the pre-registration should arrange to have their tests well ahead of time. Dates of these national tests and detailed information concerning them is available at the office of the Dean of Student Personnel or from the student's high school counselor.

THE COUNSELING PROGRAM

Special emphasis is given to counseling at Yavapai College in an effort to help the student find himself as an individual, to help him recognize his aptitudes, and to assist him make the best adjustment to college life. Students are encouraged to make full use of the Counseling Center throughout their two years at Yavapai College.

An important phase of registration for freshmen and transfer students

is the Counseling Program. Conducted by the Staff of the Counseling Center, this highly practical program acquaints students with their new surroundings and helps get them off to a head start in their pursuit of a college education. All freshmen students are required to take Orientation 111, a one-hour credit course covering policies and regulations of the College, use of the Library, and other aids in making a successful transition to college life.

COURSES REQUIRED OF ALL REGULAR STUDENTS

1. English—Students registered for ten or more semester hours must take English 131 and 132. However, students not sufficiently prepared in English composition as indicated by the ACT scores or any other scores from tests required of entering students must earn a grade of "3" or better in any of the existing English preparatory classes before taking English 131.
2. Physical Education—is required of all freshmen unless they are excused for any of the following reasons:
 - a. Medical excuse as indicated on medical card or by a letter from a physician;
 - b. Four semesters credit in required P.E.;
 - c. Over 21 years of age as of the first day of the semester;
 - d. Veteran with at least one year of active military service;
 - e. Petition for a valid reason(s) approved by the Admissions and Standards Committee or Physical Education Department Chairman.
3. Reading—must be taken by all students whose ACT social science reading score falls below the 40th percentile.

ACADEMIC LOAD

The normal academic load varies from 14 to 18 semester hours. Students carrying at least 12 hours will be considered full-time students. Students who ranked in the lower fourth of their graduating class, or who transfer from another college on academic probation, or who return after academic suspension are limited to 12 hours plus required P.E. for the first semester of attendance. Subsequent load will be determined by their grade point average at the end of the first semester.

Students desiring to take more than 18 hours must petition the Admissions and Standards Committee for approval. Ordinarily, only students with a grade point average of 2.00 (or a "B") or better for the preceding semester, or first-semester freshmen who were in the upper quarter of their high school graduating class, are permitted to carry more than 18 hours.

Students who are working or who have considerable extra-curricular activities should reduce their academic load in college proportionately.

REPEATING A COURSE

A student may repeat a course previously taken at Yavapai College in

order to improve his grade. Only the higher grade is credited and used in computing the grade average if the proper Grade Report Form is filed with the Admissions Office at the time of registration. Both grades will appear on the permanent record and transcript.

LATE REGISTRATION

Students registering on or after the date specified for the beginning of classes each semester will be charged a late registration fee. Late registration for each semester is closed at noon Saturday of the first week of classes. Students registered for 6 hours or less of evening classes are not charged the late registration fee.

INCOMPLETE REGISTRATION

Registration is not complete until all fees have been paid and all required examinations have been taken. Failure to satisfy any of the admission or registration requirements is sufficient cause for dropping a student from all classes.

CHANGES IN REGISTRATION

Programs should be carefully planned under the guidance of the Counseling Center so that changes in registration will not be necessary. After a student has completed his registration, changes may be made only through the Admissions Office by means of a Drop-Add card. Changes may be made as late as noon Saturday of the first week of classes.

DROPPING COURSES AFTER THE CLOSE OF REGISTRATION

The courses for which a student is registered at the close of the late registration period (as designated by the official College calendar) constitute his official registration and semester load. A student may officially drop a course or courses from his approved program of studies with a mark of "WP" or "WF" after the close of the Drop-Add period and before the end of the first six weeks of the semester. Following the first six weeks of the semester, students who drop or fail to attend a class regularly will receive a grade of 5 (Failure). Exceptions due to injury, death in the family or other crises must be approved by the instructor, the Dean of Student Personnel, and the student's curriculum adviser. Where exceptions are permitted, the recorded grade will be "WP" or "WF" in accordance with the student's status at the time of withdrawal. No student will be permitted to drop a course during the week in which final examinations begin.

To drop a course the student will obtain a Drop-Add form from the Admissions Office and process it according to the instructions on the form.

ATTENDANCE

ABSENCE — OFFICIAL AND UNOFFICIAL

Students are expected to attend all class meetings and laboratory sessions for which they are registered unless they are officially excused.

An official absence is granted a student by the Dean of Student Personnel only when such absence is caused by official participation in a college activity, and only when the sponsor of such activity submits the name of the student involved to the Academic Dean's office. All other absences are unofficial. All absences are recorded.

Absence caused by unavoidable conditions, such as illness, shall be reported by the student or a member of his family to the Dean of Student Personnel and the course instructor.

WITHDRAWAL FOR EXCESSIVE ABSENCE

When a student accumulates absences in excess of the number of class meetings per week, the instructor may execute the appropriate form. The student will be notified of this action by mail. The student must consult with the instructor if he wishes reinstatement.

MAKE-UP WORK

Classwork missed because of official absence may be made up by the student. The student shall take the initiative in making up such work. The instructor is not obligated to, but may permit the student to make up work which has been missed because of unofficial absence.

WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to withdraw from the College should withdraw officially by obtaining and completing an official withdrawal form from the Admissions Office and complete the exit interview in the Counseling Center.

Until a student withdraws officially he is registered in all courses and will, at the end of the semester, receive grades appropriate to his performance in each course. A student who officially withdraws from the College receives the mark "WP" or "WF" in all courses for which he is registered. No student will be permitted to withdraw during the week in which final examinations begin. Students who cease to attend classes but who fail to officially withdraw will receive a grade of 5 (Failure).

CONDUCT OF STUDENTS

STANDARDS OF CONDUCT

Under the policy of the College, students enjoy the greatest degree of liberty consistent with good work and orderly conduct.

Each student is expected to conduct himself in such a manner as to uphold, not detract from, the good name of the College and fellow students by full recognition of his responsibilities under the law, and of the moral and social standards of the community, state and nation. The Constitution and laws of the State of Arizona confer on the Arizona State Board of Directors for Junior Colleges broad legal authority to regulate student life, guided by constitutional standards. In exercising this authority the College is also guided by considerations of educational policy. All students and student organizations of the College are subject to the rules and

regulations of the College. The President and/or his delegated official may counsel, admonish, suspend, expel, or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and the obligations of citizens, admission to the College is a privileged status and involves special, additional obligations to the College community. The College, under the authority vested by law in the Arizona State Board of Directors for Junior Colleges, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, or speak for, or in the name of, Yavapai College.

It is presumed that students as members of the academic community understand that maturity, responsibility, due regard for law and the rights of others are always involved in the realm of liberty. Among the circumstances which may lead to disciplinary action, including dismissal from the College are:

1. Serious infractions of the law duly established by evidence or as determined by legal enforcement agencies of the city, county, state and nation;
2. Endangering or threatening the life or physical safety of others or self;
3. Action, individual or group, involving destruction of property, endangering life, or disturbing the orderly and necessary peaceful processes of the College;
4. Sexual immorality;
5. Failure to meet just financial obligations to the College;
6. Violation of the College regulations, federal, state, and local laws regarding the use of firearms, drugs, or intoxicants. The possession or use of intoxicants, and drugs, is prohibited on College property and at functions sponsored by College organizations.

The *Student Handbook*, published annually under the auspices of the Dean of Student Personnel, contains more specific regulations and policies. Students are held responsible for knowledge of the same.

Students accepted for residence in College residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy or disorderly occupants may be dismissed from the halls or be otherwise subjected to disciplinary measures. Residence hall regulations are set forth in further detail elsewhere in this catalog and in the *Student Handbook*.

Appropriate dress is expected of students on and off the campus. Specific codes regulating student dress will be found in the *Student Handbook*. The student is expected to adhere to these rules.

GRADES

A grade for each student in each course will be given at the middle and end of each semester according to the following system. (Grades will not

be recorded for courses cancelled during the first week). The student's grade report will be mailed to the parent or guardian. Grade averages are computed by multiplying the number grade by the corresponding semester hours of credit and dividing the sum of these products by the total semester hours.

GRADE KEY

	<i>Grades</i>	<i>Grade Points</i>
1 —	Excellent	1 grade point per semester hour
2 —	Good	2 grade points per semester hour
3 —	Average	3 grade points per semester hour
4 —	Unsatisfactory	4 grade points per semester hour
5 —	Failure	5 grade points per semester hour
I —	Incomplete	
WP —	Withdrawn — Passing	
WF —	Withdrawn — Failing	
Au —	Audit (No Credit)	
	0 points per semester hour

The mark of "WF" is computed to be the same as the failing grade of "5" in determining grade averages for probation and suspension.

INCOMPLETE

A mark of "I" is given only when a course is incomplete because of illness or other conditions beyond the control of the student. Negligence and indifference are never accepted as reasons for an "Incomplete" grade. "In-completes" must be removed in a manner prescribed by the instructor not later than the mid-term of the following semester. If the "Incomplete" is not removed, it remains on the record and is given the same consideration as "Withdrawal — Failing" (WF).

FINAL EXAMINATIONS

Final examinations are given in each course. All students must take the examinations in their courses at the scheduled time. Students who miss a final examination for any valid reason will be permitted to make up the examination, within a time limit not to exceed the middle of the following semester. The arrangements for the make-up examination shall be made by students in consultation with the instructor. The validity of an excuse for absence from a final examination should be established by consultation with the instructor and the Dean of Instruction.

TRANSCRIPTS

Each student is entitled to one transcript free of charge, but a fee of \$1.00 is charged for each additional transcript. A transcript will not be released for the student who is indebted to the College.

The transcripts are issued upon request only. Those students who desire to transfer to other institutions of higher education should request the transcript from the Office of Admissions to be sent directly to the admissions office of the institution they expect to enter.

DEAN'S SCHOLASTIC HONOR LIST

The Dean's Scholastic Honor List consists of all students who have a semester grade average of 1.500 or better at the end of any grade period. Only students who have completed 12 or more semester hours are eligible for this honor.

SCHOLASTIC PROBATION AND SUSPENSION

PROBATION AND SUSPENSION

Students whose cumulative grade average is below the following index may be placed on probation or be suspended at the end of any semester, at the discretion of the Administration.

		<i>Index</i>
FRESHMAN	0 - 29 Semester hours	3.4
SOPHOMORE	30 - 59 Semester hours	3.25

Students must earn an average of 3.000 to be eligible to receive an Associate degree.

REINSTATEMENT

A student who has been suspended may file an application for reinstatement with the Dean of Instruction. After a review of his case by the Dean and upon recommendation by the standards committee of the College, he may be reinstated on probation. A suspended student has the right to be heard by the standards committee.

DISCIPLINARY PROBATION OR SUSPENSION

An instructor may dismiss a student from a class meeting for disciplinary reasons. This action shall be reported by the instructor to the Dean of Student Personnel Services immediately. The student shall report to the Dean's office before returning to class. Students may also be recommended for disciplinary action for improper social conduct by an instructor. Only the President of the College and/or his designated administrative official may suspend students for disciplinary reasons.

Students who are placed on probation, or suspended, or expelled from the College, may not participate in any College activity.

GRADUATION

In order to obtain the Associate in Arts degree from Yavapai College, candidates must:

1. Satisfy entrance requirements as a regular student.
2. File a petition for graduation with the Admissions office not later than March 15. A student eligible for graduation at the end of the first semester must petition for graduation not later than November 15. A penalty of \$1.00 is assessed for the late filing of a petition for graduation.

3. Be credited in the Admissions Office with not less than 64 semester hours*. A maximum of 9 hours of courses numbered below 100 may be counted toward graduation. Graduation requirements shall include successful completion of courses in the following areas:

English	6 semester hours
(English 131, 132, 134 or the equivalent as determined by the head of the English Department.)	
Physical Education	2 semester hours
(2 semesters of required physical education or an official excuse. Evening Division candidates may be excused from the physical education requirement.)	
Social and Behavioral Sciences	6 semester hours
Requirements may be satisfied by any courses offered in General Social Science, Psychology, History, Political Science, Sociology, Economics, and Education Departments.	
Science and Quantitative Studies	6 semester hours
Requirements may be met by any of the courses in Biology, Chemistry, Electronics, Geology and Physics. Certain other science-related courses may be substituted to meet this requirement. Substitutions must be approved by the Registrar and Admissions Office.	
Humanities	2 semester hours
Requirements may be met by any courses in Foreign Language or Philosophy as well as the specific courses listed below from certain other departments.**	

* Students may satisfy the 64 hour requirement for the Associate in Arts degree after leaving Yavapai College by transferring up to 9 credits completed in accredited institutions. These credits must be earned and transferred no later than the semester immediately following the last enrollment at Yavapai College. In such cases, the 3 credit hours in the academic year of graduation may be waived.

Psychology 131 may be used to satisfy either the Behavioral and Social Science requirement or Science and Quantitative Studies.

** Additional courses meeting Humanities requirements for graduation:

Art 236	Prehistoric to Gothic
Art 237	Renaissance and Modern Art
Theatre 121	Introduction to the Theatre
English 231, 232	Introduction to Literature
English 235, 236	World Literature
English 232, 233	Survey of English Literature
English 236, 237	American Literature
Music 131, 132, 133	Appreciation and Literature of Music
History 233	History of Religions

A student in continuous attendance may, if he so desires, graduate under the requirements listed in the Yavapai College catalog at the time of his admission.

Students may offer as a substitute for item three the completion of a recognized two-year curriculum as stated in this catalog.

4. Have an average grade of 3.000 or better in all work completed at Yavapai College, including failures. The average for students who have earned fewer than 32 semester hours at Yavapai College must include both grades earned in residence and grades transferred.
5. Have acquired a minimum of sixteen semester hours in residence, a minimum of three being in the academic year of graduation.
6. Have removed, thirty days prior to the day of commencement, all marks of deficiency on their records, if they expect to use credit in those subjects toward graduation.
7. Have removed any indebtedness to the College.
8. Attend the commencement rehearsals and exercises of his class, unless he has presented a petition for absence to the Committee on Graduation and the petition is approved.

GRADUATION HONORS

Each student who has a grade-point average of 1.000 through 1.500 is entitled to have the words "with honors" embossed on his diploma.

In order to qualify for graduation with these honors, students must have completed a minimum of 30 semester hours at Yavapai College and all transfer credits must be at least of equal quality.

DEGREES

The Associate in Arts Degree or the Associate in Applied Science Degree are conferred on all students who are graduated.

The Associate in Applied Science Degree will be awarded to students who meet curricula requirements for two-year occupational programs.

TRANSFER TO OTHER COLLEGES AND UNIVERSITIES

A student who will transfer to another college or university to complete requirements for the baccalaureate degree should obtain its catalog and have it available when he consults with the adviser in order to determine the specific course requirements in his particular field of study for the freshman and sophomore years and then take an equivalent program at Yavapai College. This procedure will assure the student of the maximum number of credits transferable from Yavapai College to a four-year college. This number will vary from 62 to 72 semester hours, depending upon the college and the degree program chosen by the student. A foreign language requirement is a part of certain degree programs; therefore, the student should consult the appropriate catalog for this determination. Courses numbered below 100 afford the student an opportunity to build or develop the skill or skills necessary to succeed with college level courses.

ARIZONA STATE UNIVERSITY

Arizona State University students are required to demonstrate a satis-

factory level of basic knowledge in the humanities and fine arts, social and behavioral sciences, and sciences and mathematics. Specific patterns of general studies requirements are established by the colleges of the University within the overall program approved by the General Studies Council. Since requirements under this program vary somewhat from one curriculum to another, the student should refer to the *ASU Catalog* description of the recommended general studies program in his college. Students from approved institutions of higher education ordinarily will be given credit, hour for hour, for work done in those institutions insofar as it is equivalent in content to general studies courses at this University.

All students who are candidates for a bachelor's degree in any curriculum are required to complete a total of 36 semester hours in general studies courses. The program requires a minimum of eight semester hours chosen from appropriate courses in each of the following fields:

I. *University English Proficiency Requirement* — English 131 - 132 First Year English required of all students.

II. *Humanities and Fine Arts*. Students select with the approval of his adviser two or more courses which comprise a pattern designed to enhance their ability to develop a discriminating appreciation and understanding of the humanities, fine arts and philosophical ideas. This pattern is intended to develop standards of critical judgment, ability to assess and evaluate humanistic ideas and values, and competence in the basic arts of communication and self expression.

Architecture, Art, Dance, Drama, English, Foreign Languages, Interdisciplinary Humanities, Music, Philosophy, Speech

III. *Social and Behavioral Sciences*. A student selects, with the approval of his adviser, two or more courses which comprise a pattern of study in the social and behavioral sciences. This pattern should be designed to expand knowledge of the individual and his relation with society; to deepen the historical appreciation of American and other cultures; to estimate the impact of science, technology, and changing business and economic conditions on human societies; and to increase awareness of the major social issues of the time.

Aerospace Studies, Agriculture, Anthropology, Business Administration, Cultural Geography, Economics, Education (Educational Foundations), Engineering, Health Education, History, Home Economics, Mass Communications, Military Sciences, Political Science, Social Psychology, Sociology.

IV. *Sciences and Mathematics*. A student selects, with the approval of his adviser, two or more courses which comprise a coherent pattern designed to explore the fundamental concepts of science and mathematics; to reveal the role of observation and experiment, inductive and deductive reasoning, and the quantitative approach in modern physical, biological and engineering science; and to bring into sharp focus the scientific forces that influence the destiny of man.

To complete the total requirements of thirty-six semester hours, the

student shall select, with the approval of his adviser, appropriate electives from the above fields or from other fields approved within the framework established by each college. Requirements in these fields of general studies may be met by advanced standing credit or may be waived by virtue of acceptable performance on a proficiency examination. In such cases, the prescribed requirements are correspondingly reduced.

Botany, Chemistry, Engineering, Experimental Psychology, Geology, Mathematics, Physical Geography, Physics, Zoology

UNIVERSITY OF ARIZONA

Requirements at the University of Arizona for the freshman and sophomore years vary considerably for the various degrees offered. A student expecting to transfer to the University of Arizona should consult its catalog.

The following requirements should be noted:

FRESHMAN COMPOSITION (English 131 and 132), 6 semester hours is required for all degrees.

FOREIGN LANGUAGES: There is a foreign language requirement in many curriculums at the University of Arizona. Students should check the University's catalog for the foreign language requirement for the particular degree for which they expect to become a candidate.

HUMANITIES: 8 semester hours are required for all students in Business Administration, Fine Arts, and Liberal Arts. Yavapai College courses which will satisfy the Humanities requirements are English 136 and 137 and either Art 234, 236 or 237, or one semester of Philosophy 131.

SOCIAL SCIENCES: Requirements for different degrees vary considerably. Consult the University of Arizona catalog.

SCIENCE AND MATHEMATICS: For the Bachelor of Arts degree, the student must have 8 semester hours in one of the three areas—mathematics, physical science, or biological science. Students preparing for elementary school teaching have a different requirement in science and mathematics. These students should have at least 12 semester hours of science including one course in each of the following: biology, chemistry, geology, and physics. In addition, they must have 3 hours in mathematics. Students at Yavapai College are advised to take Biology 141, Chemistry 143 or 144, Geology 141, Physics 141 and Mathematics 130 to apply toward this requirement.

PHYSICAL EDUCATION: Required of all freshman and sophomore students.

NORTHERN ARIZONA UNIVERSITY

Requirements at Northern Arizona University for the freshman and sophomore years are approximately the same as those at Arizona State University, except that a course is required in each of the three areas: physical science, biological science, and general mathematics. Yavapai

College students are advised to take Physics 141, Biology 141 or Biology 142 and Mathematics 130 to apply toward this requirement.

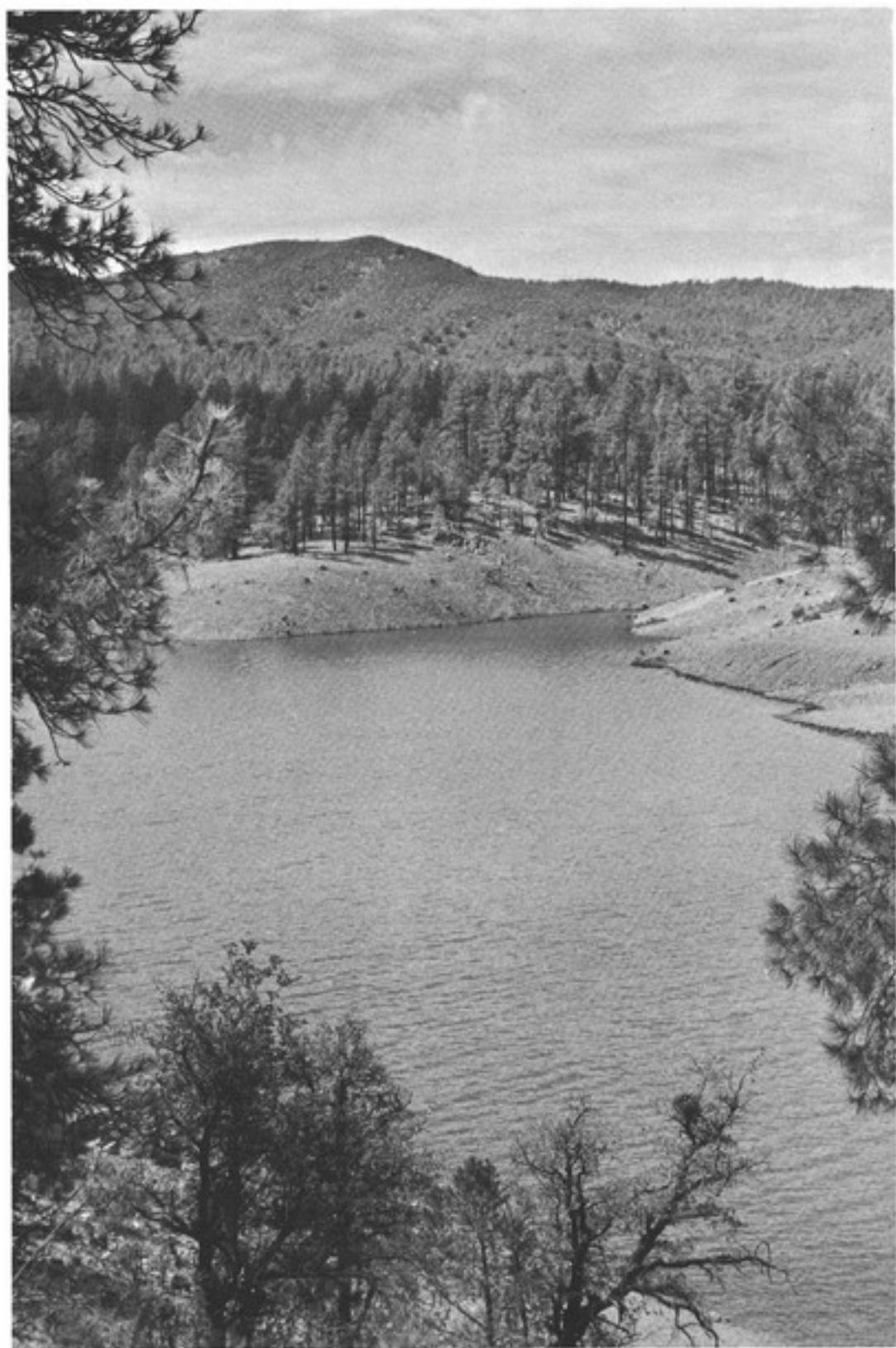
FACULTY ADVISEMENT

Each student is assigned to a faculty adviser who provides assistance in curricular planning. This includes guidance in planning a program and selecting courses which are compatible with the student's educational-vocational goals. The student's faculty adviser knows the course requirements of the program which the student has selected. If a student decides to change to a different program, he is then assigned to a different adviser, who is familiar with the requirements of the student's new program. The adviser uses the student's scores on the ACT to place the student in courses consistent with his level of preparation. Students may also seek the assistance of advisers on other problems of an educational nature.

SUMMER SESSIONS

The College will offer a balanced summer program to meet the needs of all students wishing to accelerate their collegiate work, to pursue occupational curricula, to correct academic deficiencies, or to enjoy cultural activities.





***Schedule
Of
Charges***

SCHEDULE OF CHARGES

Tuition, Fees And Assessments

CLASSIFICATION FOR TUITION PURPOSES

REGULAR STUDENT

A regular student is a student who has completed formal registration, including the filing of an admission application and transcripts, and is approved for a formal education plan leading to a defined educational goal.

NON-REGULAR STUDENT

A non-regular student is one who does not qualify as a regular student.

RESIDENCY

The Yavapai College Governing Board has adopted the following resolutions regarding the residence of students attending Yavapai College:

1. The residency status of a student, as determined at registration time, will continue throughout the semester;
2. A resident is one who can give evidence beyond reasonable doubt that his permanent residence is in Yavapai County. In determining residence, the place of voting, the previous home, the date of taking up residence, date of marriage, age, vocation, citizenship and expectation of future residence will be taken into consideration;
3. Minor students whose parents are residents of Yavapai County are classified as residents;
4. Students over 21 years of age or emancipated minors (as determined by the Director of Admissions) who have been residents of Yavapai County for 6 months immediately preceding the date of registration are classified as residents;
5. An alien who has filed first naturalization papers and who has been a resident of Yavapai County for 6 months after filing such papers will be classified as a resident;
6. Military personnel, and members of their immediate families, stationed at one of the bases in Arizona will be classified as residents;
7. Foreign students admitted on a student or visitor's visa will be classified as non-residents.

All tuition fees, assessments and deposits are to be paid at registration time according to the following schedule:

APPROXIMATE COSTS

1969 - 70

YAVAPAI COUNTY COLLEGE DISTRICT

Tuition Charges

Out-of-State Tuition

Per Semester (12 or more hours)	\$400.00
Per Semester hour (1-11)	35.00

Out-of-County, In-State (Regular Student) *	
Per Semester — Regular Student (12 or more hours)	\$400.00
Per Semester — Regular Student (per sem. hour) (1-11)	35.00
County Resident	
Regular Student	No Fee
Student Assessments	
Per Semester — Associated Students (10 or more hours)	\$ 50.00
Membership (Activity Fee) and Student Assessment	
Per Semester — Associated Students (7-9 hours)	28.00
Membership (Activity Fee) and Student Assessment	
Per Semester — Associated Students (6 or less hours)	17.00
Membership (Activity Fee) and Student Assessment	
Laboratory Fees and Deposits	
Per Semester — Locker, up to	\$ 5.00
Excessive loss or breakage in lab class due to student carelessness	Replacment Costs
Special Fees	
Out-of-State application fee	\$ 5.00
Change in program fee	1.00
Credit by Examination Fee (per sem. hour)	7.50
Graduation Fee (Cap, Gown, Diploma, Announcements)	10.00
Graduation in Absentia (includes Graduation fee)	15.00
Late aptitude tests up to	6.00
Late final examination in any course	3.00
Late payment of fees	5.00
Late registration fee	5.00
Music Lesson Fee (per credit for non-music majors)	48.00
Residual ACT	10.00
Returned Checks (insufficient funds, etc.)	10.00
Transcript Fee — first free, each additional	1.00
Room and Board — Per Semester	
Room and seven (7) day meal ticket	\$425.00
Off-campus students — seven (7) day meal ticket	245.00
Refundable Room Deposit, per semester	40.00

* Arizona Junior College legislation A.R.S., Section 15-693 states that it shall be the obligation of the county of the student's residence to reimburse the college in the amount equal to the difference between the resident student's and the out-of-county student's tuition and/or fees. (Applies only to counties having no public junior college).

* Non-resident tuition shall be waived for students registering for six or less semester hours of credit.

HOUSING AND DINING FACILITIES AND EXPENSES

GENERAL HOUSING INFORMATION

Yavapai College has limited dormitory facilities for both men and women on the campus. Dormitory life is an important college influence and can contribute much to the development of the personality and character of a student.

The rooms in the hall are arranged for the occupancy of two students. Students are asked to bring sufficient blankets for winter use, and to provide their own sheets, pillowcases and pillows. Additionally, students may wish to bring comforts for a *single* bed, a bedspread, dresser scarf, bathrobe, soft-soled slippers, shower slippers, alarm clock, towels and wash cloths and a washable laundry bag. The College does not provide study lamps except as built in or stationary fixtures. All personal property should be clearly marked with the name of the student. Personal property is not covered by College insurance.

All students under 21 are required to live in college housing or in the homes of parents, guardians or relatives, or *approved* housing, if they are not commuting students.

Students living in College residence halls are expected to carry an academic load of 12 or more credit hours.

All residence hall students are required to participate in the College food service facilities and must sign a room and board contract (if students are under 21, parent or guardian must also sign). Three (3) meals are served each day except Sunday when only two (2) meals are served.

A student who plans to leave the College at the end of the first semester will forfeit his dormitory room deposit unless notification of his intent to leave is given to the Dean of Students 21 calendar days prior to the last day of the fall semester.

Returning students have first option on College housing, and must pay Room Deposit and sign a new Housing Contract before May 1st or lose priority.

The Dean of Students reserves the right to change, deny or to cancel the room reservation either before or while the student occupies the room if he feels it to be in the best interest of the student and the College.

ROOM RESERVATION DEPOSIT

Rooms will be reserved upon admission by the College, completion of the Housing Contract, and payment of a \$40.00 room deposit. Rooms will be reserved in order of admissions. The College, however, will be under no obligation to hold reserved space for students who have not confirmed their reservation by September 1, preceding the fall semester. (The Dean of Students will send an addressed postcard for confirmation of room reservation prior to September 1.)

COST OF ROOM AND BOARD

ROOM AND A SEVEN (7) DAY MEAL TICKET\$425.00

It is expected that payments will be made by the semester, in advance. However, arrangements can be made with the Business Office to make payments on the following schedule:

	Payment	DUE DATES	
		Fall Semester	Spring Semester
Room and 7-day Meal Ticket	\$275.00	September 9	January 27
	\$150.00	November 12	March 31
Total Semester Cost	\$425.00		

Students rooming off-campus may obtain meals at the Dining Hall on the following schedule:

For a 7-day Meal Ticket, a total cost of \$245.00, payable in advance, or payments can be arranged in the amounts of \$150.00 and \$95.00 according to the above time schedule.

The College charges only the amount necessary to defray the cost of operation for room and board services and reserves the right (subject to the approval of the State Board of Directors) to increase the charge to meet any increase in the prices of foodstuffs and service.

Dormitories and the Dining Hall are closed during Thanksgiving, Christmas and Easter vacations on a schedule to be posted.

REFUNDS*Tuition Refunds*

Students who withdraw prior to October 3rd will have their tuition refunded on the basis of the following schedule:

1. Up to the end of the first week, 75% of their tuition
2. Up to the end of the second week, 60% of their tuition
3. From the end of the second week to October 3rd, 50% of their tuition.

There will be no tuition refund after October 3rd.

The same refund schedule as listed for the Fall Semester will be used during the first three weeks of the Spring Semester. Note that pro-rated refunds apply only to out-of-state and out-of-county tuition.

Student Membership (Activity) Fee Refunds

Student membership (activity) fees are non-refundable during or after the first day of classes. Fifty per cent (50%) if withdrawal is prior to the first day of scheduled classes. No refund thereafter.

Room Refund

A student who withdraws prior to the eighth (8th) week of the current semester will forfeit his room payment on the basis of the following refund schedule:

1. Forfeiture of the room payment for the week the student withdraws, plus an additional four (4) weeks' room payment.

2. When the forfeiture has been deducted, the balance of the room payment will be refunded.

There will be no refund of room payment following the eighth (8th) week of the current semester.

Board Refund

A student who withdraws prior to the eighth (8th) week of the current semester will forfeit his board payment on the basis of the following refund schedule:

1. Forfeiture of the board payment for the week the student withdraws, plus an additional two (2) weeks' board payment.
2. When the forfeiture has been deducted, the balance of the board payment will be refunded.

There will be no refund of board payment following the eighth (8th) week of the current semester.

Room Deposit Refund

The \$40.00 room deposit is a guarantee against cancellation of the housing contract, termination of residency prior to the end of the semester, and damage or loss of College property while in residence. Twenty-five per cent (25%) of a student's room deposit will be forfeited in the event he fails to register and attend classes. The room deposit is fully forfeited under the following conditions:

1. Failure to give notification of room cancellation by the date specified:
 - a. Fall Semester — All students by August 1st
 - b. Spring Semester — All students by January 2nd
2. Failure to complete the current semester of residence
3. Loss or damage to College property (only in the amount of loss or damage)
4. Academic or disciplinary dismissal from college prior to the termination of the current semester
5. Failure to follow formal and prescribed checkout procedures when leaving assigned residence hall.

Forfeiture of Refunds

All refunds and deposits due students for any reason whatsoever will be forfeited unless called for on or before June 15th of the college year in which they are due. If June 15th falls on a Saturday or Sunday, or other day when the Business Office is closed, the refund will be made on the next business day.

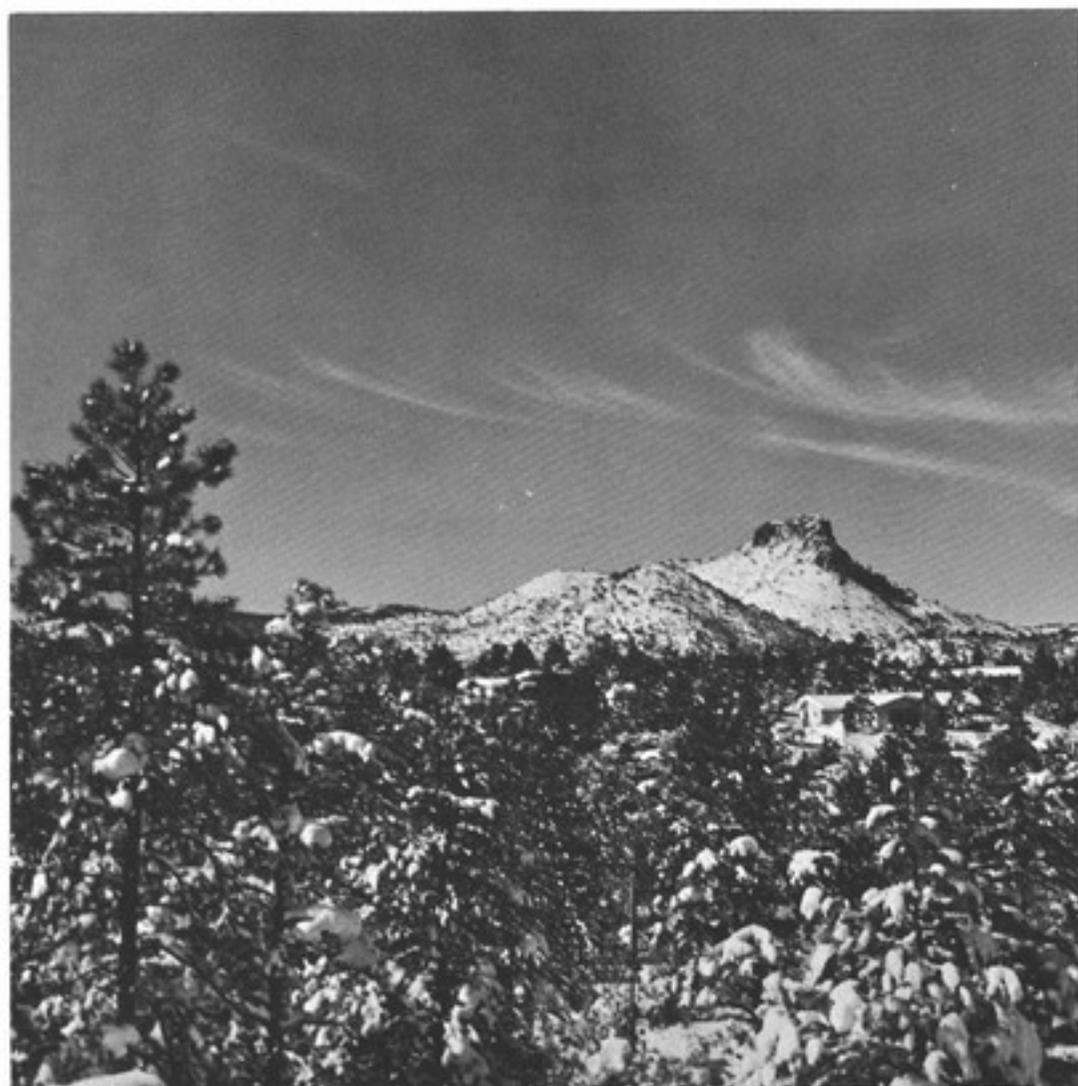
Note: The student must assume the responsibility for initiating a refund request.

***Business
Administration***

BUSINESS ADMINISTRATION

Curricula in the Division of Business Administration meet the needs of three groups of students who plan to enter the field of business:

1. The first two years for those who plan to continue their studies at a senior college or university and meet the requirements for the bachelor of business administration degree.
2. Two-year curricula in accounting, data processing, secretarial science and middle-management. (Program located in the Occupational Education Division of this catalog).
3. One year of intensive study in business courses for those who will seek employment at the end of a year of study. (Program located in the Occupational Education Division of this catalog).



BUSINESS ADMINISTRATION
(Leading to BBA Degree)
FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
BA 131	3
BA 132, 130 or Math 131	3
Science	4
*Elective	2
Orientation 111	1
PE 111	1
	17

Second Semester

English 132	3
History 131 or 132	3
BDP 121	2
Science	4
*Elective	3
PE 112	1
	16

SOPHOMORE YEAR

Third Semester

Accounting 241	4
Economics 231	3
English 231	3
*Elective	3
Speech 231	3
PE 211	1
	17

Fourth Semester

Accounting 242	4
Economics 232	3
English 232	3
Government 231 or 232	3
*Elective	2
PE 212	1
	16

*Approved electives from Sociology 131, History 231-232, Art 235-236, Music 133, Bible, Psychology 231.

BUSINESS ADMINISTRATION**Description of Courses****ACCOUNTING**

ACCT. 131. **ELEMENTARY ACCOUNTING I.** Three hours credit. Double-entry accounting practices and procedures applied to special journals, accounts, working papers, subsidiary records; and the preparation of financial statements for a sole proprietorship with an introduction to partnerships. Three lecture hours each week.

ACCT. 132. **ELEMENTARY ACCOUNTING II.** Three hours credit. A continuation of Accounting 131; partnerships and corporations. Three lecture hours each week.

ACCT. 233. **TAX AND PAYROLL ACCOUNTING.** Three hours credit. The principles of Federal Income Tax procedure, social security taxes, unemployment taxes, and sales taxes. The course includes the preparation of returns for individuals, partnerships, and corporations. Prerequisite: Accounting 242 or consent of Division Director. Three lecture hours each week.

ACCT. 234. **ELEMENTARY COST ACCOUNTING.** Three hours credit. Accounting for material, labor, and burden under job costs; continuous process, and assembly systems; commercial and distribution costs. Prerequisite: Accounting 242 or consent of Division Director. Three lecture hours each week.

ACCT. 241. **PRINCIPLES OF ACCOUNTING.** Four hours credit. Theory and principles of accounting applied to the single proprietorship, partnership, and corporate enterprise; analysis and reporting of financial information for decision making. Prerequisite: Accounting 131 and 132 or permission of instructor. Three lecture hours and two laboratory hours each week.

ACCT. 242. **PRINCIPLES OF ACCOUNTING.** Four hours credit. A continuation of Accounting 241. Corporations, stockholders' equity presentation, investments and long-term obligations, branch accounting, manufacturing and process costs, job order costs, statement analysis, budgets, federal and state taxes, funds statements and other reports. Prerequisite: Accounting 241. Three lecture hours and two laboratory hours each week.

BUSINESS ADMINISTRATION

B.A. 131. **INTRODUCTION TO BUSINESS.** Three hours credit. Business organization in a capitalistic economy; general overview of ownership, management, and organization; marketing; operational factors; personnel; finance; quantitative controls; legal and regulatory environment of business. Three lecture hours each week.

B.A. 132. **BUSINESS MATHEMATICS.** Three hours credit. Trade and cash discounts, commission, mark-up, simple interest, bank discounts,

effective interest and payments, inventories, depreciation, distribution of overhead, compound interest, annuities and bonds, insurance, taxes and statistical graphs. Three lecture hours each week.

B.A. 231. **BUSINESS COMMUNICATIONS.** Three hours credit. Business letter composition using correct, forceful language and form. Study of effective letters relative to inquiry, complaint, sales, credit and collection, introduction and recommendation, application, and good will. Prerequisites: English 131 and Typing 130. Three hours each week.

B.A. 232. **BUSINESS LAW.** Three hours credit. General principles of the law of contracts, negotiable instruments, agency, bailment, property and title. Prerequisite: Sophomore standing or approval of division director. Three lecture hours each week.

B.A. 233. **BUSINESS PSYCHOLOGY.** Three hours credit. Interpersonal relations in business and industry; human needs and their satisfaction, leadership and supervision; group dynamics and the informal group, communication. Three lecture hours each week.

B.A. 234. **PRINCIPLES OF MANAGEMENT.** Three hours credit. Principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, directing and controlling. Recent concepts in management. Prerequisite: Sophomore standing or approval of division director. Three lecture hours each week.

B.A. 235. **SALESMANSHIP.** Three hours credit. A consideration of the general principles of successful personal selling. Particular attention is given to personal requisites, qualifications, and training programs to enable the student to become a successful salesman. Prerequisite: Sophomore standing or consent of division director. Three lecture hours each week.

B.A. 236. **PRINCIPLES OF INSURANCE.** Three hours credit. Study of insurance as it applies to the average citizen, with emphasis on types of policies available, and types and costs of policies needed by policy holders. Detailed studies are made of the protection offered by the following: life, disability, automobile, and personal liability policies; property insurance including fire, theft, extended coverage endorsements, and all risk forms; social insurance, including Federal Old Age and Survivors' Insurance, workmen's compensation, unemployment, and non-occupational disability insurance. Three lecture hours each week.

B.A. 237. **PRINCIPLES OF REAL ESTATE.** Three hours credit. Fundamentals of real estate covering contracts, deeds, leases, abstracts, options, liens, management, appraisal, taxes, study of fluctuations in residential building, and requirements of Real Estate License Act. Three lecture hours each week. Offered in the Evening Divisions only.

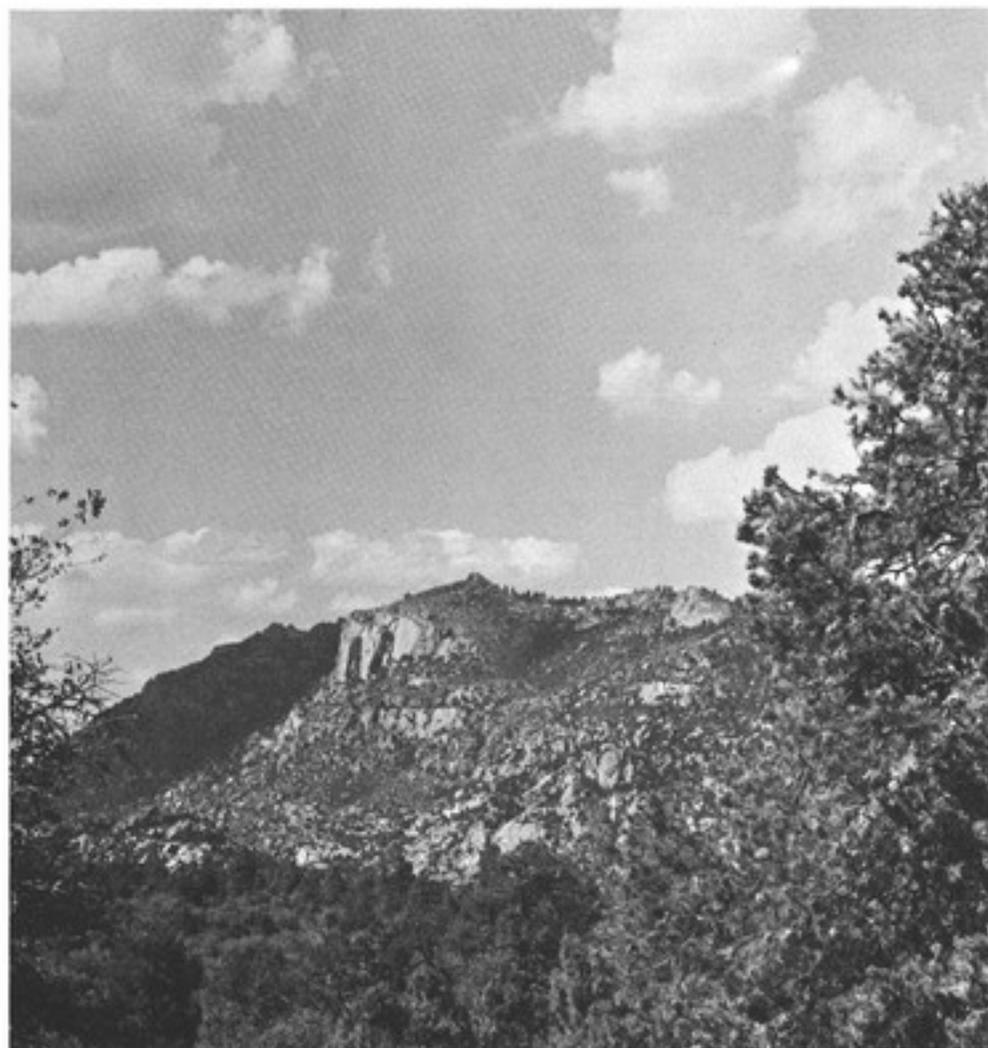
ECONOMICS

ECO. 131. **CONSUMER ECONOMICS.** Three hours credit. Study of the financial problems which people ordinarily encounter in managing

their family affairs. Topics include financial security for the family, family budgeting, use of credit, home ownership, financial tangles, savings and investment planning, and family tax problems. Three lecture hours each week.

ECO. 231. PRINCIPLES OF ECONOMICS. Three hours credit. Fundamental principles of economic organization and growth; money and banking; income and employment; monetary and fiscal policy; determinants of national income; business fluctuations; comparative economic systems. Prerequisite: Sophomore standing or approval of division director. Three lecture hours each week.

ECO. 232. ECONOMIC APPLICATIONS. Three hours credit. Fundamental principles of business organization in the market society; theory of the firm; competition and types of business organization; analysis of current economic problems; economics of under developed countries. Prerequisites: Sophomore standing and Eco. 231 or consent of division director. Three lecture hours each week.



***Engineering—
Sciences
Division***

ENGINEERING—SCIENCES DIVISIONS

ENGINEERING-SCIENCE CURRICULUM

For All Engineering Areas

FRESHMAN ENGINEERING

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Chemistry 143	4
Mathematics 133	3
*Engineering Drawing 131	3
History 131 or 132	3
Orientation 111	1
Physical Education 111	1
	<u>18</u>

Second Semester

English 132	3
Chemistry 144	4
Mathematics 251	5
Engineering Drawing 132	3
Physical Education 112	1
	<u>16</u>

SOPHOMORE ENGINEERING

First Semester

English 231	3
Mathematics 252	5
Physics 241	4
**Approved Elective	3
Physical Education 211	1
	<u>16</u>

Second Semester

Mechanical Engineering 231	3
Physics 242	4
Government 231 or 232	3
**Approved Electives	6
Physical Education 212	1
	<u>17</u>

* Prerequisite for Engineering Drawing 132, but will not be accepted for degree credit in an engineering curriculum in a senior college.

** Approved electives are to be selected to meet engineering degree requirements at the institution to which the student will transfer.

**MEDICAL TECHNOLOGY
(Transfer Program)**

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Mathematics 131 or 133	3
Biology 143	4
Chemistry 143	4
Orientation 111	1
Physical Education 111	1
	<u>16</u>

Second Semester

English 132	3
Mathematics 132	3
Biology 144	4
Chemistry 144	4
Physical Education 112	1
	<u>15</u>

SOPHOMORE YEAR

First Semester

English 231	3
French 141	4
Biology 241	4
History 131	3
Government 231	3
Physical Education 211	1
	<u>18</u>

Second Semester

English 232	3
French 142	4
Biology 242	4
History 132	3
Government 232	3
Physical Education 212	1
	<u>18</u>

*Other recommended courses: French 231, French 232, Physics 141, Physics 142.

PRE-DENTAL COURSE

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Chemistry 143	4
Biology 143	4
Mathematics 131	3
Physical Education 111	1
Orientation 111	1
	<u>16</u>

Second Semester

English 132	3
Chemistry 144	4
Biology 144	4
Mathematics 132	3
Physical Education 112	1
	<u>15</u>

SOPHOMORE YEAR

First Semester

Biology 241	4
English 231	3
Chemistry 243	4
French 141	4
History 131	3
Physical Education 211	1
	<u>19</u>

Second Semester

Chemistry 244	4
French 142	4
History 132	3
Physical Education 212	1
Biology 244	4
	<u>16</u>

*Other required courses: Government 231, 232; French 231, 232; Physics 141, Physics 142; Biology 242; English 232.

PRE-MEDICAL COURSE

FRESHMAN YEAR

First Semester	
<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Chemistry 143	4
Biology 143	4
Mathematics 131	3
Physical Education 111	1
Orientation 111	<u>1</u>
	16
Second Semester	
English 132	3
Chemistry 144	4
Biology 144	4
Mathematics 132	3
Physical Education 112	<u>1</u>
	15

SOPHOMORE YEAR

First Semester	
Biology 241	4
English 231	3
French 141	4
Chemistry 243	4
History 131	3
Physical Education 211	<u>1</u>
	19
Second Semester	
French 142	4
Chemistry 244	4
History 132	3
Physical Education 212	1
Biology 242	<u>4</u>
	16

*Other required courses: Government 231, 232; French 231, 232; English 232; Physics 141, 142.

Yavapai College

PRE-PHARMACY

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Chemistry 143	4
Biology 141	4
Mathematics 131	3
Physical Education 111	1
Orientation 111	1
	<u>16</u>

Second Semester

English 132	3
Chemistry 144	4
Biology 142	4
Mathematics 132	3
Physical Education 112	1
	<u>15</u>

SOPHOMORE YEAR

First Semester

Biology 241	4
Chemistry 243	4
History 131	3
Physics 141	4
Physical Education 211	1
	<u>16</u>

Second Semester

Biology 242	4
English 231	3
Chemistry 244	4
History 132	3
Physics 142	4
Physical Education 212	1
	<u>19</u>

*Other required courses: Government 231, 232; English 232.

**ENGINEERING ROUTE TO THE DEGREE OF
BACHELOR OF BUSINESS ADMINISTRATION**

**BASIC TWO YEARS OF A FOUR-YEAR PROGRAM
FRESHMAN YEAR**

First Semester	
<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Mathematics 133	3
Chemistry 143	4
Engineering Drawing 131	3
Physical Education 111	1
Orientation 111	1
History 131 or 132	<u>3</u>
	18

Second Semester	
English 132	3
Mathematics 251	5
Chemistry 144	4
Physics 141	4
Physical Education 112	<u>1</u>
	17

SOPHOMORE YEAR

First Semester	
Physics 142	4
Mathematics 252	5
Accounting 241	4
Physical Education 211	1
Economics 231	<u>3</u>
	17

Second Semester	
English 231	3
Accounting 242	4
Government 231 or 232	3
Physical Education 212	1
Economics 232	<u>3</u>
	14

AGRICULTURE

The major objective of this discipline is to give two years of training to those students who plan to major in a branch of Agriculture such as Animal Husbandry, Entomology, Horticulture, Agricultural Education, Forestry, Farm Management, Agricultural Economics, Wildlife Management and Agronomy.

AGRICULTURAL EDUCATION

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Biology 141	4
History 131	3
Agriculture 141	4
Physical Education 111	1
Orientation 111	1
	16

Second Semester

English 132	3
Biology 142	4
History 132	3
Agriculture 142	4
Physical Education 112	1
	15

SOPHOMORE YEAR

First Semester

English 231	3
Chemistry 143	4
Government 231	3
Agriculture 242	4
Physical Education 211	1
Mathematics 131	3
	18

Second Semester

English 232	3
Chemistry 144	4
Government 232	3
Agriculture 243	4
Speech 131	3
Physical Education 212	1
	18

GENERAL AGRICULTURE

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Chemistry 143	4
Biology 141	4
Agriculture 141	4
Physical Education 111	1
Orientation 111	1
	<u>17</u>

Second Semester

English 132	3
Chemistry 144	4
Agriculture 143	4
Biology 142	4
Physical Education 112	1
	<u>16</u>

SOPHOMORE YEAR

First Semester

English 231	3
Chemistry 241	4
History 131	3
Government 231	3
Agriculture 242	4
Physical Education 211	1
	<u>18</u>

Second Semester

English 232	3
History 132	3
Government 232	3
Agriculture 243	4
Physical Education 212	1
	<u>14</u>

*Other required courses: Mathematics 131; Economics 231; Chemistry 242.

Yavapai College

ENGINEERING — SCIENCE

DESCRIPTION OF COURSES

AGRICULTURE

AGRICULTURE 141. AGRONOMY CROP PRODUCTION. Four hours credit. Classification and distribution of farm crops; crop improvement; seeding practices; tillage; harvesting; pastures; diseases and pests. Three lecture hours and one two-hour lab per week.

AGRICULTURE 142. GENERAL HORTICULTURE. Four hours credit. Survey of horticulture; growth and fruiting habits; principles and practices of propagation; planting care; culture, harvesting, handling, and utilization of fruit and vegetable crops. Three lecture hours and one two-hour laboratory per week. Prerequisite: Biology 141 or consent.

AGRICULTURE 143. GENERAL ANIMAL PRODUCTION. Four hours credit. The importance of livestock farming; types; breeds; market classes and grades; slaughtering; markets and marketing. Three lecture hours and one two-hour lab per week.

AGRICULTURE 242. DAIRYING. Four hours credit. Dairy breeds; selection; culling; records and management; milk; processing of milk and milk products; testing; inspection; judging. Three lecture hours and one two-hour lab per week. Prerequisite: Chemistry 141 or consent.

AGRICULTURE 243. SOILS AND FERTILIZERS. Four hours credit. Origin, formation and physical properties of soils and plant food elements; economic uses of organic matter and commercial fertilizers. Three lecture hours and one two-hour lab per week. Prerequisite: Chemistry 141, Geology 141, or consent.

BIOLOGY 236. GENERAL ENTOMOLOGY. Three hours credit. Principles of insect taxonomy, morphology, physiology, and control. Two lecture hours and one two-hour lab per week. Prerequisite: Biology 142 or consent.

BIOLOGY

BIOLOGY 141. GENERAL BIOLOGY. Four hours credit. Fundamentals of cellular organization. Morphology and physiology of higher vertebrates. Lab dissection of representative vertebrate. Three lecture hours and one two-hour lab per week.

BIOLOGY 142. GENERAL BIOLOGY. Four hours credit. Plants and invertebrate animals. Emphasis on classification, inheritance, evolutionary theory and ecology. Coordinated lab experiences. Three lecture hours and one two-hour lab per week. Prerequisite: Biology 141.

BIOLOGY 143. GENERAL ZOOLOGY. Four hours credit. A systematic study of the morphology and physiology of vertebrates; genetics, adaptation; evolution; biological aspects of human welfare. Three lecture hours and two two-hour labs per week.

BIOLOGY 144. GENERAL ZOOLOGY. Four hours credit. Systematic study of invertebrates; special emphasis on ecology and distribution of animals. Three lecture hours and two two-hour labs per week. Prerequisite: Biology 143.

BIOLOGY 234. HUMAN ANATOMY AND PHYSIOLOGY. Three hours credit. Principles of the structure and function of the human body. Two lecture hours and one two-hour lab per week. Prerequisite: Consent of instructor.

BIOLOGY 235. HUMAN ANATOMY AND PHYSIOLOGY. Three hours credit. Continuation of Biology 234. Two lecture hours and one two-hour lab per week. Prerequisite: Biology 234 or consent of instructor.

BIOLOGY 236. GENERAL ENTOMOLOGY. Three hours credit. Principles of insect taxonomy, morphology, physiology, and control. Two lecture hours and one two-hour lab per week. Prerequisite: Biology 142 or consent of instructor.

BIOLOGY 241. MICROBIOLOGY. Four hours credit. Anatomy and physiological functions of bacteria; classification and identification of representative microorganisms; economic and pathologic relationships of microorganisms to man. Three lecture hours and four hours of lab per week. Prerequisite: Biology 141 or 143.

BIOLOGY 242. ANATOMY AND PHYSIOLOGY. Four hours credit. An integrated study of anatomy and physiology with a detailed study of systems in relation to body metabolism. A major emphasis on the human body as an integrated whole. Three lecture hours and one three-hour lab per week. Prerequisite: Biology 141 or 143, or consent of instructor.

BIOLOGY 243. GENERAL BOTANY - PLANT MORPHOLOGY. Four hours credit. A phylogenetic study of the plants, with emphasis on organization, classification, reproduction, and evolution. Three lecture hours and one two-hour lab per week. Prerequisite: Biology 141 or 143. Offered in the spring.

BIOLOGY 246. MICROBIOLOGY (BACTERIOLOGY). Four hours credit. Principles of microbiology, historic concepts, sterility, chemotherapy and antibiotics, immunology, serology, and diseases caused by microorganisms. Economic and pathologic relationships of microorganisms to man. Prerequisite: Biology 141 or 143 or consent of instructor. Three lecture hours and four hours of lab per week.

CHEMISTRY

CHEMISTRY 141. INTRODUCTORY CHEMISTRY. Four hours credit. An introduction to the principles and concepts of current chemical thought. Not to be taken by chemistry majors, minors or other science majors. Three hours of lecture and two hours of laboratory each week.

CHEMISTRY 142. INTRODUCTORY CHEMISTRY. Four hours credit. A continuation of Chemistry 141 with emphasis on chemistry of the elements and an introduction to organic and biochemistry. Three hours of lecture and two hours of lab each week. Prerequisite: Chemistry 141.

CHEMISTRY 143. GENERAL CHEMISTRY. Four hours credit. A general study of inorganic chemistry. Fundamental concepts, chemical bonding, states of matter, atomic structure, the periodic table, solutions, acids and bases, reversible reactions and equilibrium, and stoichiometry. Three lecture hours and four lab hours each week. Prerequisite: One year high school algebra or equivalent.

CHEMISTRY 144. GENERAL CHEMISTRY. Four hours credit. A continuation of Chemistry 143. Electrochemistry, perspective of the elements, chemistry of the representative, transition and inner-transition elements; qualitative analysis. Three lecture hours and four lab hours each week. Prerequisite: Chemistry 143.

CHEMISTRY 145. INTRODUCTION TO ORGANIC AND PHYSIOLOGICAL CHEMISTRY. Four hours credit. Elements, periodicity, bonding, solutions, organic compounds, enzymatic actions, digestion, metabolism. Three hours of lecture and three hours of lab.

CHEMISTRY 241. QUANTITATIVE ANALYSIS. Four hours credit. The use and operation of the analytical balance, operations and tools of quantitative analysis, the theory and practice of selected gravimetric and volumetric techniques. Two lecture hours and six lab hours each week. Prerequisite: Chemistry 143-144.

CHEMISTRY 243. ORGANIC CHEMISTRY. Four hours credit. An introduction to the chemistry of carbon compounds. An integration of aromatic and aliphatic compounds which treats the hydrocarbons, alcohols, ethers, halogens and carboxylic acids. Emphasis throughout on reaction mechanisms, stereo-chemistry, activation energy, reaction rates, and chemical bonding. Three lecture hours and one three-hour lab each week. Prerequisite: Chemistry 144.

CHEMISTRY 244. ORGANIC CHEMISTRY. Four hours credit. A continuation of Chemistry 243. The chemistry of amines, diazonium salts, phenols, aldehydes, ketones, carbohydrates, amino acids, proteins, and fats. Three lecture hours and one three-hour lab each week. Prerequisite: Chemistry 243.

ENGINEERING

ENGINEERING DRAWING 131. ENGINEERING DRAWING. Three hours credit. Foundations of orthographic and isometric projections; freehand engineering lettering; detail drawing. Two lecture hours and four lab hours per week. Prerequisite: Plane Geometry. Offered in Fall.

ENGINEERING DRAWING 132. DESCRIPTIVE GEOMETRY. Three hours credit. Points, lines, planes in space; vectors, tangencies, intersections, shades and shadows. Two lecture hours and four lab hours per week. Prerequisite: Engineering Drawing 131. Offered in Spring.

CIVIL ENGINEERING 231. PLANE SURVEYING. Three hours credit. Use of chain level and transit. Routes, curves, cross-sections, topography, earth work. Two lecture hours and one three-hour lab per week. Prerequisite: Mathematics 131 or 132.

MECHANICAL ENGINEERING 231. STATICS. Three hours credit. Forces, force systems, components, resultants, equilibrium, centroids, moments of inertia. Three lecture hours per week. Prerequisite: Physics 241. Corequisite: Mathematics 232.

MECHANICAL ENGINEERING 232. DYNAMICS. Three hours credit. Kinetics and kinematics of rectilinear and curvilinear translation, rotation, and plane motion; forces; accelerations, momentum; periodic motion. Three lecture hours per week. Prerequisites: Mathematics 232 and Mechanical Engineering 231.

MECHANICAL ENGINEERING 233. MECHANICS OF MATERIALS. Three hours credit. Stresses; strains; combined stresses and strains, deformations; torsion, deflection; fatigue. Three lecture hours per week. Prerequisites: Mathematics 232 and Mechanical Engineering 231.

ELECTRICAL ENGINEERING 241. ELECTRICITY AND MAGNETISM. Four hours credit. Required for electrical engineering majors. Fundamental principles of direct current, magnetic and electrostatic circuits, electrical networks, induced emf, and electronics. Three lecture hours and one three-hour lab each week. Prerequisite: Credit in or concurrent enrollment in Mathematics 231.

ELECTRICAL ENGINEERING 242. NETWORK THEORY. Introduction to network theory, complex numbers, phasor algebra. Resonance phenomena and poles and zeroes of impedance and admittance are defined. Prerequisites: Electrical Engineering 241 and Mathematics 232 or concurrent enrollment. Three lecture hours and one three-hour lab each week.

GEOLOGY

GEOLOGY 131. GENERAL GEOLOGY. Three hours credit. A non-laboratory science course for the average person interested in a knowledge of the earth, its composition, and the life of the geologic past. A general knowledge of geology will be offered with local application whenever possible. Three lecture hours each week.

GEOLOGY 141. PHYSICAL GEOLOGY. Four hours credit. A general understanding of the structure of the earth and its composition. Includes the study of topographic maps, rocks and minerals, geologic processes and agents. The process of weathering; gradation by wind, running water, ground water, glaciers, waves and gravity; diastrophism; and vulcanism are covered. Three lecture hours and one three-hour lab.

GEOLOGY 142. HISTORICAL GEOLOGY. Four hours credit. A study of the earth and its inhabitants as revealed in the rocks. An introduction to the vast time element in the creation of the world. Includes a brief survey of the plant and animal kingdoms, a few elementary principles of stratigraphy, and a systematic study of the developments of the earth from its origin as a planet to the present. Three lecture hours and one three-hour lab period each week. Prerequisite: Geology 141 or consent.

MATHEMATICS

MATHEMATICS 7. ALGEBRA. Two hours credit. A basic course in Algebra for those who have not had Algebra or for those who need a review. Two lecture hours per week.

MATHEMATICS 121. SLIDE RULE. Two hours credit. Multiplication and division; ratio and proportion; squares and square roots; cubes and cube roots; folded scales; inverted scales; trigonometric scales; solutions of triangles; logarithms to the base 10; Log Log scales. Two lecture hours each week. Offered in the Fall.

MATHEMATICS 130. INTERMEDIATE ALGEBRA. Three hours credit. Signed numbers; sets, functions, graphs; systems of linear equations; products and factors; exponents, roots, and radicals; quadratic equations. Three lecture hours each week. Prerequisite: High School Algebra or Mathematics 7.

MATHEMATICS 131. COLLEGE ALGEBRA. Three hours credit. Quadratic equations; determinants of second and third order; complex numbers, mathematical induction; progression, binomial theorem; combinations and permutations; partial fractions; introduction to theory of equations. Three lecture hours per week. Prerequisite: Two years high school algebra or Mathematics 130.

MATHEMATICS 122. TRIGONOMETRY. Two hours credit. Trigonometric functions; logarithms; radian measure; solutions of triangles, trigonometric identities and equations; inverse trigonometric functions; complex numbers. Three hours lecture each week. Prerequisite: One year of high school algebra or Mathematics 130.

MATHEMATICS 132. PLANE GEOMETRY. Especially designed for Data Processing majors. Three lecture hours per week. Three hours credit.

MATHEMATICS 133. ENGINEERING ALGEBRA. Three hours credit. Quadratic equations; integral and fractional exponents; logarithms; complex numbers; inequalities; binomial theorem; determinants; matrices; progressions; variation; theory of equations. Three lecture hours per week. Prerequisite: Two years of high school algebra, or one year of high school algebra and Mathematics 130.

MATHEMATICS 137. TECHNICAL MATHEMATICS I. Three hours credit. A review of basic arithmetic, and the application of arithmetical computation required to solve problems in fractions, percentage, ratio and proportion, areas, volumes, cutting speeds, gears, gear trains, pulleys, belts, and graphs. Three lecture hours each week.

MATHEMATICS 138. TECHNICAL MATHEMATICS II. Three hours credit. The fundamental principles of algebra with special emphasis on fractions and solution of equations; also, applied trigonometry which includes trigonometric solutions of acute and obtuse triangles involving actual shop problems. Three lecture hours each week.

MATHEMATICS 139. LINEAR ALGEBRA. Three hours credit. An introduction to the language and theory of sets; elementary symbolic

logic; groups, rings, and fields; functions; proof; vectors and matrices. Three lecture hours per week. Prerequisite: Mathematics 131 or 133.

MATHEMATICS 241. MATHEMATICS FOR GENERAL EDUCATION. Four hours credit. A study of some topics in modern mathematics with primary emphasis on conceptual understanding rather than on manipulative skills. (Designed especially for elementary education majors.) Four lecture hours per week.

MATHEMATICS 230. ELEMENTARY STATISTICS. Three hours credit. Description of tools used in statistical inference and frequency; distributions; probability and probability distribution; sampling and sampling distributions; statistical inference, regression and correlation; and practical applications. Three lecture hours per week. Prerequisite: Algebra 131 or 133.

MATHEMATICS 251. ANALYTIC GEOMETRY AND CALCULUS I. Five hours credit. Required for engineering students. Recommended for physics and mathematics majors. Differentiation of algebraic functions; vectors; lines; planes, conic sections; translation and rotation of axes; differentials; integration of simple forms; applications of work; pressure; volume. Five lecture hours each week. Prerequisite: Mathematics 131 and 122.

MATHEMATICS 252. ANALYTIC GEOMETRY AND CALCULUS II. Five hours credit. Differentiation and integration involving transcendental functions (Related rates, geometric applications of integration); applications of the derivative and integral to parametric and polar equations; integration by various devices; mean value theorems and indeterminate forms; curvature, centroids, moments, and other applications. Five lecture hours each week. Prerequisite: Mathematics 251.

MATHEMATICS 253. ANALYTIC GEOMETRY AND CALCULUS III. Five hours credit. Series; partial differentiation; multiple integration; introduction to differential equations; hyperbolic functions; Laplace transforms; numerical methods. Five lecture hours each week. Prerequisite: Mathematics 252.

MATHEMATICS 234. DIFFERENTIAL EQUATIONS. Three hours credit. A first course in ordinary differential equations. Elementary and linear equations with applications; non-homogeneous equations; equations of order one and higher degree. Three lecture hours each week. Prerequisite: Mathematics 252.

MATHEMATICS 237. TECHNICAL MATHEMATICS III. Three hours credit. A study of gears, strength of materials, mechanics, and various practical problems that may arise in the shop. Three lecture hours each week.

MATHEMATICS 238. TECHNICAL MATHEMATICS IV. Three hours credit. Application to special shop problems. Three lecture hours per week.

PHYSICS

PHYSICS 141. GENERAL PHYSICS. Four hours credit. Designed for liberal arts, premedical, and technical education students. Mechanics and heat, vectors, force, momentum, work, velocity, acceleration, calorimetry, change of state. Noncalculus. Three lecture hours and one two-hour lab each week.

PHYSICS 142. GENERAL PHYSICS. Four hours credit. Continuation of Physics 141. Electricity, magnetism, sound and light. Three lecture hours and one two-hour laboratory each week. Prerequisite: Physics 141 or consent.

PHYSICS 241. ENGINEERING PHYSICS. Four hours credit. The course is principally for engineering students. The elements of mechanics, mechanics of fluids, properties of matter, and heat. Three lecture hours and one three-hour laboratory each week. Prerequisite: Mathematics 231 or concurrent enrollment.

PHYSICS 242. ENGINEERING PHYSICS. Four hours credit. The elements of magnetism, electrostatics, electrodynamics, wave-motion, sound, and light. Three lecture hours and one three-hour lab each week. Prerequisite: Physics 241.

PHYSICS 243. WAVE-MOTION, SOUND AND LIGHT. Four hours credit. The course includes a study of wave-motion, sound, illumination, and light. Three lecture hours and one three-hour lab each week. Prerequisites: Physics 141 or 241 and credit or registration for Mathematics 231.

PHYSICS 244. MODERN PHYSICS. Four hours credit. The electron, atomic physics, nuclear physics and solid state. Three lecture hours and one three-hour lab each week. Prerequisites: Physics 242 and Mathematics 232.



*Fine
Arts
Division*

FINE ARTS DIVISION

Art

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Foreign Language	3
History 131	3
Art 131	3
Art 133	3
Orientation 111	1
Physical Education 111	<u>1</u>
	17

Second Semester

English 132	3
Foreign Language	3
History 132	3
Art 132	3
Art 134	3
Physical Education 112	<u>1</u>
	16

SOPHOMORE YEAR

First Semester

English 231	3
Foreign Language	3
Government 231	3
Art 230	3
Art 238	3
Physical Education 211	<u>1</u>
	16

Second Semester

English 232	3
Foreign Language	3
Government 232	3
Art 231	3
Art 232	3
Physical Education 212	<u>1</u>
	16

ART EDUCATION

The course outlined below is designed for the art major who wishes to teach art in the public schools:

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Art 131	3
Art 133	3
English 131	3
History 131	3
Foreign Language	3
Physical Education 111	1
Orientation 111	1
	<hr/>
	17

Second Semester

Art 132	3
Art 134	3
English 132	3
History 132	3
Foreign Language	3
Physical Education 112	1
	<hr/>
	16

SOPHOMORE YEAR

First Semester

Art 137	3
English 231	3
Government 231	3
Psychology 231	3
Foreign Language or Science	3
Physical Education 211	1
	<hr/>
	16

Second Semester

Art 139	3
English 232	3
Government 232	3
Elective	3
Physical Education 212	1
Foreign Language or Science	3
	<hr/>
	16

MUSIC

For Students Majoring in Applied Music

MAJOR IN BAND INSTRUMENT

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Music 131	3
Music 141	4
Major Instrument 121	2
English 131	3
History 131	3
Ensemble (Band) 111	1
Physical Education 111	1
Orientation 111	1
	<u>18</u>

Second Semester

Music 132	3
Music 142	4
Major Instrument 122	2
English 132	3
History 132	3
Ensemble (Band) 112	1
Physical Education 112	1
	<u>17</u>

SOPHOMORE YEAR

First Semester

Music 241	4
Major Instrument 221	2
English 231	3
Government 231	3
Elective	3
Ensemble (Band) 211	1
Physical Education 211	1
	<u>17</u>

Second Semester

Music 242	4
Major Instrument 222	2
English 232	3
Government 232	3
Elective	3
Ensemble (Band) 212	1
Physical Education 212	1
	<u>17</u>

MAJOR IN PIANO

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Music 131	3
Music 141	4
Piano 121	2
English 131	3
History 131	3
Ensemble (Choir or Band) 111	1
Physical Education 111	1
Orientation 111	<u>1</u>
	18

Second Semester

Music 132	3
Music 142	4
Piano 122	2
English 132	3
History 131	3
Ensemble (Choir or Band) 112	1
Physical Education 112	<u>1</u>
	17

SOPHOMORE YEAR

First Semester

Music 241	4
Piano 221	2
English 231	3
Government 231	3
Elective	3
Ensemble (Choir or Band) 211	1
Physical Education 211	<u>1</u>
	17

Second Semester

Music 242	4
Piano 222	2
English 232	3
Government 232	3
Elective	3
Ensemble (Choir or Band) 212	1
Physical Education 212	<u>1</u>
	17

Yavapai College

MAJOR IN VOICE

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Music 131	3
Music 141	4
Voice 121	2
Piano 111	1
English 131	3
History 131	3
Ensemble (Choir) 111	1
Physical Education 111	1
Orientation 111	1
	<u>19</u>

Second Semester

Music 132	3
Music 142	4
Voice 122	2
Piano 112	1
English 132	3
History 132	3
Ensemble (Choir) 112	1
Physical Education 112	1
	<u>18</u>

SOPHOMORE YEAR

First Semester

Music 241	4
Voice 221	2
Piano 211	1
English 231	3
Foreign Language	3
Government 231	3
Ensemble (Choir) 211	1
Physical Education 211	1
	<u>18</u>

Second Semester

Music 242	4
Voice 222	2
Piano 212	1
English 232	3
Foreign Language	3
Government 232	3
Ensemble (Choir) 212	1
Physical Education 212	1
	<u>18</u>

MUSIC EDUCATION
With Voice, Piano, or Band Instruments as
Principal Applied Instruments
FRESHMAN YEAR

<i>Subject</i>	<i>First Semester</i>	<i>Semester Hours</i>
Music 131 or 133		3
Music 141		4
*Voice or Piano 121		2
Piano or Voice 111		1
English 131		3
History 131		3
Ensemble (Band or Choir) 111		1
Physical Education 111		1
Orientation 111		1
		19
	<i>Second Semester</i>	
Music 132, Art 138 or Speech 131		3
Music 142		4
*Voice or Piano 122		2
Piano or Voice 112		1
English 132		3
History 132		3
Ensemble (Band or Choir) 112		1
Physical Education 112		1
		18

SOPHOMORE YEAR

	<i>First Semester</i>	
Music 241		4
*Voice or Piano 221		2
Piano or Voice 211		1
English 231		3
Government 231		3
Psychology 231		3
Ensemble (Band or Choir)		1
Physical Education 211		1
		18
	<i>Second Semester</i>	
Music 242		4
*Voice or Piano 222		2
Piano or Voice 212		1
English 232		3
Government 232		3
Ensemble (Band or Choir)		1
Physical Education 212		1
		15

*If Clarinet, Cornet, Trumpet or Trombone is the applied instrument, that instrument will be substituted. One year of Piano will be required—Piano 111, 112, during the Sophomore year.

THEATRE

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
History 131	3
Foreign Language	3
Speech 131	3
Theatre 133	3
Theatre 121	2
Physical Education 111	1
Orientation 111	1
	<hr/> 19

Second Semester

English 132	3
History 132	3
Foreign Language	3
Speech 132	3
Theatre 134	3
Theatre 122	2
Physical Education 112	1
	<hr/> 18

SOPHOMORE YEAR

First Semester

English 231	3
Government 231	3
Foreign Language	3
Theatre 131	3
Music 133 or Art 211	3
Physical Education 211	1
	<hr/> 16

Second Semester

English 232	3
Government 232	3
Foreign Language	3
Theatre 132	3
Music 133 or Art 212	3
Physical Education 212	1
	<hr/> 16

SPEECH EDUCATION

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
History 131	3
Speech 131	3
Theatre 121	2
Foreign Language or Theatre 133	3
Physical Education 111	1
Orientation 111	1
	<u>16</u>

Second Semester

English 132	3
History 132	3
Speech 132	3
Theatre 122	2
Foreign Language or Theatre 134	3
Physical Education 112	1
	<u>15</u>

SOPHOMORE YEAR

First Semester

English 231	3
Government 231	3
Theatre 131	3
Music 133 or Art 137	3
Biology 141	4
Physical Education 211	1
	<u>17</u>

Second Semester

English 232	3
Government 232	3
Theatre 132	3
Music 133 or Art 138	3
Biology 142	4
Physical Education 212	1
	<u>17</u>

*Student must complete 18 hours of Sophomore courses in order to qualify for the Associate of Arts degree.

FINE ARTS

DESCRIPTION OF COURSES

ART

ART 130. STUDIO ART. Three hours credit. Exploratory work in drawing, painting and use of color. Emphasis will be placed upon experimentation and expression. Course designed for non-art majors. One lecture hour and three laboratory hours per week.

ART 131. INTRODUCTION TO DRAWING. Three hours credit. Creative methods and techniques of handling charcoal, ink and various drawing materials will be discussed and applied. One lecture hour and three laboratory hours per week.

ART 132. DRAWING (continued). Three hours credit. A continuation of Art 131. One lecture and three laboratory hours per week.

ART 133. ART THEORY AND DESIGN. Three hours credit. An introduction to the language of art and to the study of visual design. Emphasis is on black and white two-dimensional work. Two lecture hours and two laboratory hours per week.

ART 134. ART THEORY AND DESIGN (continued). Three hours credit. Emphasis is on color theory and three-dimensional work. Prerequisite: Art 133. Two lecture hours and two laboratory hours per week.

ART 135. CREATIVE ART SURVEY. Three hours credit. A survey of the creative and aesthetic values of art as reflected in man's cultural development. Two lecture hours and two laboratory hours per week.

ART 136. CREATIVE ART SURVEY (continued). Three hours credit. Continuation of Art 135, but 135 is not a prerequisite. Two lecture hours and two laboratory hours per week.

ART 137. ART AND CRAFTS FOR ELEMENTARY TEACHERS. Three hours credit. An Art education workshop designed for elementary teachers. Philosophy of art education integrated with laboratory projects. Creative work with charcoal, colored chalk, crayon, poster paint, watercolor, paper sculpture and clay. Two lecture hours and three laboratory hours per week.

ART. 138. INTRODUCTION TO PAINTING. Three hours credit. Study of the fundamentals of expression through various media and techniques. Two lecture hours and three laboratory hours per week.

ART. 139. INTRODUCTION TO SCULPTURE. Three hours credit. Exploration of sculptural expression through various media and techniques. Two lecture hours and three laboratory hours per week.

ART 230. OIL PAINTING. Three hours credit. Introduction to basic techniques of oil painting. Survey and exploration of a wide range of techniques, styles and expressions. Prerequisite: Art 138, or departmental approval. Two lecture hours and three laboratory hours per week.

ART 231. OIL PAINTING (continued). Three hours credit. Continuation of Art 230 with increased opportunity for supervised independent development. Prerequisite: Art 230, or departmental approval. Two lecture hours and three laboratory hours per week.

ART. 232. PRINTMAKING. Three hours credit. An introduction to basic printing techniques as Fine Arts media. The course emphasizes etching and engraving, woodcut and linoleum cut. Prerequisite: Art 230, Art 231, or departmental approval.

ART 233. INTRODUCTION TO ADVERTISING DESIGN. Three hours credit. Introduction to Lettering, Layout and Typography. Instruction in lettering, rough layouts and basic typography. Prerequisite: One of the following, or departmental approval: Art 131, Art 132, Art 133, Art 134. Two lecture hours and two laboratory hours per week.

ART. 234. ADVANCED ADVERTISING DESIGN. Three hours credit. Advanced problems in all media. Comprehensive layouts. Prerequisite: Art 233 or departmental approval. Two lecture hours and two laboratory hours per week.

ART. 235. ART APPRECIATION. Three hours credit. For non-art majors. Painting, sculpture and architecture from the time of the Greeks to the present. Individual works of art are examined with regard to both their formal qualities and the manner in which they exemplify the shifting patterns of Western culture. For humanities credit. Three lecture hours per week.

ART 236. ART HISTORY. Three hours credit. A course primarily for art majors, but open to non-majors with departmental approval. Historical survey of art from pre-historic ages to the Renaissance. Three lecture hours per week.

ART 237. ART HISTORY. Three hours credit. A continuation of Art 236 but Art 236 is not a prerequisite. Historical survey of art from the Renaissance to the present day. Three lecture hours each week.

ART 238. WATERCOLOR PAINTING. Three hours credit. A course designed to introduce the student to various techniques and approaches to water color painting. A course with pictorial and non-representational compositions, color value and basic skills for successful water color renderings. Two lecture hours and three laboratory hours per week.

ART. 239. ADVANCED ARTS AND CRAFTS. Three hours credit. A creative art workshop designed for art majors or education majors with art interests. Stress is on contemporary design in block printing, enameling, wood, fabrics and materials suitable for secondary school students. Two lecture hours and three laboratory hours per week.

MUSIC**ENSEMBLE****BAND**

BAND 111, 112, 211, 212. One hour credit. May be taken four successive semesters for credit. An ensemble course open to all instrumentalists of the college regardless of their major field. The repertoire of the band encompasses a broad range of musical composition, marches, overtures, special arrangements and instrumental numbers of a classical, semi-classical and popular nature. Rehearsal and laboratory instruction on all instruments used in the band. Members participate in scholastic and concert programs on the campus and take part in many civic and community activities throughout the area. Three one-hour laboratory periods each week.

CHOIR

CHOIR 111, 112, 211, 212. One hour credit. May be taken four successive semesters for credit. Open to all students by audition. An ensemble course designed to acquaint members with the best in classical and modern choral music. The general development of choral music is surveyed through the study of some major works. Choral techniques and group vocal problems are discussed. In order to obtain credit the student is required to attend all called rehearsals and all public performances. Three one-hour laboratory periods each week.

ATTENDANCE AT RECITALS AND CONCERTS. One of the most important phases of the student's academic career in music is in the area of audience participation at recitals, concerts and festivals. Each academic year many such programs are given. Music majors are expected to attend at least three-fourths of these programs; music minors and other students taking music courses, one-half. Attendance is checked.

THEORY AND LITERATURE

MUSIC 130. FUNDAMENTALS OF MUSIC. Three hours credit. Scale building, the study of intervals, the presentation of time and rhythmic patterns and basic information on which to build a good working knowledge of music. Three lecture hours each week.

MUSIC 131. INTRODUCTION TO MUSIC LITERATURE. Three hours credit. The overall development of musical composition. A study of outstanding examples of musical composition beginning with the *Ars Nova*, and covering the Baroque, and the Pre-Classical, Classical, and introduction to the Romanticists. Required of all music majors in the first semester of the freshman year. Three lecture hours each week.

MUSIC 132. INTRODUCTION TO MUSIC LITERATURE. Three hours credit. A continuation of Music 131. Completing the study of Romanticism and beginning the study of Impressionism and Expression-

ism, the rise of Nationalism, Neo-Classicism, and the Modern Schools. Required of all music majors in the second semester of the freshman year. Prerequisite: Music 131. Three lecture hours each week.

MUSIC 133. MUSIC APPRECIATION. Three hours credit. Basic techniques and information for the intelligent appreciation of music. A study of music as an art form, and an examination of the materials of music and musical forms. Offered both fall and spring semesters. Three lecture hours each week.

MUSIC 141. THEORY OF MUSIC. Four hours credit. The fundamentals of music for music majors. Sight singing, ear training, using melodic and harmonic dictation-keyboard drill and four-part writing. A study of the elements of rhythm and meter identification, chord structure and formation, and tonality. Any student who has had no previous piano study must take piano concurrently. Required of all music majors in the first semester of the freshman year. Three lecture hours and three laboratory hours each week.

MUSIC 142. THEORY OF MUSIC. Four hours credit. A continuation of Music 141, and a more advanced study of the elements of rhythm, chord structure, scales and melody writing. Chromatics, intervals, and all rhythmic patterns. Continued study of tonality through ear training. Required of all music majors in the second semester of the freshman year. Prerequisite: Music 141 with a minimum grade of C or equivalent preparation as demonstrated by placement examinations. Three lecture hours and three laboratory hours each week.

MUSIC 241. ADVANCED THEORY. Four hours credit. A study of all the seventh chords as applied to four part writing. More advanced rhythmic, melodic and harmonic dictation with keyboard drill and the application of the above studies. Required of all music majors in the first semester of the sophomore year. Prerequisite: Music 141-142 with minimum grade of C. Three lecture hours and three laboratory hours each week.

MUSIC 242. ADVANCED THEORY. Four hours credit. A continuation of Music 241. Altered chords, mixed chords, and an introduction to two, three, and four part in eighteenth century counterpoint. Advanced rhythmic, melodic, and harmonic dictation involving diatonic and altered triads, and seventh chords with modulations. Required of all music majors in the second semester of the sophomore year. Prerequisite: Music 241 with a minimum grade of C. Three lecture hours and three laboratory hours each week.

APPLIED MUSIC

PIANO AND ORGAN

PIANO 111. One hour credit. The fundamentals of piano playing. Students are accepted as beginners or at any stage of pianistic ability. Material will be selected by the instructor to suit the individual student. One half-hour private lesson each week.

PIANO 112. One hour credit. A continuation of Piano 111.

PIANO 121. Two hours credit. Bach two Part Inventions or selections from the French Suites; one movement from a Sonata by Haydn, Mozart or Beethoven; romantic and modern compositions. All major and minor scales and arpeggios and selected Czerny studies. Two half-hour private lessons each week.

PIANO 122. Two hours credit. A continuation of Piano 121.

PIANO 211. One hour credit. Continued development of each and facility in piano playing. Materials selected by the instructor to suit the individual student. One half-hour private lesson each week.

PIANO 212. One hour credit. A continuation of Piano 211.

PIANO 221. Two hours credit. Bach Two and Three Part Inventions, studies from Czerny Op. 299 or 740, one complete sonata by Mozart, Haydn or Beethoven, other romantic and modern compositions of similar difficulty, all major and minor scales, triad, dominant and diminished 7th arpeggios. Two half-hour private lessons each week.

PIANO 222. Two hours credit. A continuation of Piano 221.

ORGAN 111. One hour credit. This course is designed to meet the needs of students whose interest lies in playing the church service and for those who wish to add to their cultural development. One half-hour private lesson each week. Prerequisite: Adequate piano background or special permission of the instructor.

ORGAN 112. One hour credit. A continuation of Organ 111.

ORGAN 211. One hour credit. Continued development of ease and facility of organ playing.

ORGAN 212. One hour credit. A continuation of Organ 211.

VOICE

VOICE 111. One hour credit. Fundamentals of voice culture. Correct posture, breathing, diction, vowel purity, tone production, and placement. One half-hour private lesson each week.

VOICE 112. One hour credit. A continuation of Voice 111.

VOICE 121. Two hours credit. Fundamentals of voice culture. Added instruction in correct posture, breathing, diction, vowel purity, tone production and placement. Basic exercises on scales and sustained tones. Fundamentals of Italian diction. Early English and Italian songs. Two half-hour private lessons each week.

VOICE 122. Two hours credit. A continuation of Voice 121.

VOICE 211. One hour credit. Continued development of vocal facility and ease and beauty of tone production. One half-hour private lesson each week.

VOICE 212. One hour credit. A continuation of Voice 211.

VOICE 221. Two hours credit. Systematic review of the fundamentals

of vocal production. Tone placement and color, phrasing, style and interpretation. Emphasis on the study and correction of vocal problems through the continued development of repertoire. Two half-hour private lessons each week.

VOICE 222. Two hours credit. A continuation of Voice 221.

CLARINET

CLARINET 111. One hour credit. Fundamentals of clarinet playing such as embouchure, breathing, tone production and fingering. One half-hour private lesson each week.

CLARINET 112. One hour credit. A continuation of Clarinet 111.

CLARINET 121. Two hours credit. An introduction to the problems of clarinet playing. The student learns simple solos. Study of scales and arpeggios. Two half-hour private lessons each week.

CLARINET 122. A continuation of Clarinet 121.

CLARINET 221. Two hours credit. Advanced solos, studies, etudes, in addition to review of basic materials of previous grades. Two half-hour private lessons each week.

CLARINET 222. Two hours credit. A continuation of Clarinet 221.

CORNET OR TRUMPET

CORNET OR TRUMPET 111. One hour credit. Fundamentals of cornet or trumpet playing, including embouchure, breathing and attack. One half-hour private lesson each week.

CORNET OR TRUMPET 112. One hour credit. A continuation of Cornet or Trumpet 111.

CORNET OR TRUMPET 121. Two hours credit. Continued studies for the development of embouchure, breathing, attack, scale studies, and simple melodies. Two half-hour private lessons each week.

CORNET OR TRUMPET 122. Two hours credit. A continuation of Cornet or Trumpet 121.

CORNET OR TRUMPET 221. Two hours credit. Selected studies. Breath control, attack and articulation. Two half-hour private lessons each week.

CORNET OR TRUMPET 222. Two hours credit. A continuation of Cornet or Trumpet 221.

TROMBONE

TROMBONE 111. One hour credit. Fundamentals of trombone playing embouchure development, breath control and articulation. One half-hour private lesson each week.

TROMBONE 112. One hour credit. A continuation of Trombone 111.

TROMBONE 121. Two hours credit. Studies for the development of embouchure, breathing and articulation, with simple melodies in medium range and exercises in staccato playing. Two half-hour private lessons each week.

TROMBONE 122. Two hours credit. A continuation of Trombone 121.

TROMBONE 221. Two hours credit. Continued studies, more advanced solos, and special emphasis on perfection of staccato and legato playing. Two half-hour private lessons each week.

TROMBONE 222. Two hours credit. A continuation of Trombone 221.

SPEECH - THEATRE

SPEECH 131. FUNDAMENTALS OF SPEECH. Three hours credit. Open to all students. Basic studies in the mechanism of speech, use of the body, training in articulation, enunciation and pronunciation, phonetics, and aid in the correction of minor speech defects. Three lecture hours each week.

SPEECH 132. PUBLIC SPEAKING. Three hours credit. Planning, organization, and delivery of all types of speeches including speeches to inform, stimulate, convince, actuate and entertain, and parliamentary procedure. Three lecture hours each week. Prerequisite: Speech 131 or consent of instructor.

SPEECH 133. ORAL INTERPRETATION. Three hours credit. Introduction to oral interpretation of literature; preparation and reading of poetry and prose; story telling, choral speaking, practice in phrasing, vocal quality, time, force, pitch and bodily responses. Prerequisite: Speech 131. Three lecture hours each week.

SPEECH 231. BUSINESS SPEECH. Three hours credit. Methods of preparation, outlining, and delivery; studies in relation to business speech techniques and chairmanship; organization of material for public speech situations and parliamentary practices. Three class hours each week.

SPEECH 232. DEBATE. Three hours credit. Principles of argumentation and debate; practice in preparing and presenting written and spoken argument. Prerequisite: Speech 131 or the consent of the instructor. Three lecture hours each week.

SPEECH 233. INTRODUCTION TO RADIO AND TELEVISION. Three hours credit. Background and history of the broadcasting industry; the use and care of equipment; voice, diction and microphone technique. Prerequisites: Speech 131 and sophomore standing. Three lecture hours each week.

THEATRE 121. INTRODUCTION TO THEATRE. Two hours credit. Basic principles of theatre art, theatre history, acting, staging, design and directing. Two lecture hours each week.

THEATRE 122. CONTEMPORARY THEATRE. Two hours credit.

Twentieth-century theatre and American, English and Continental plays. Two lecture hours each week.

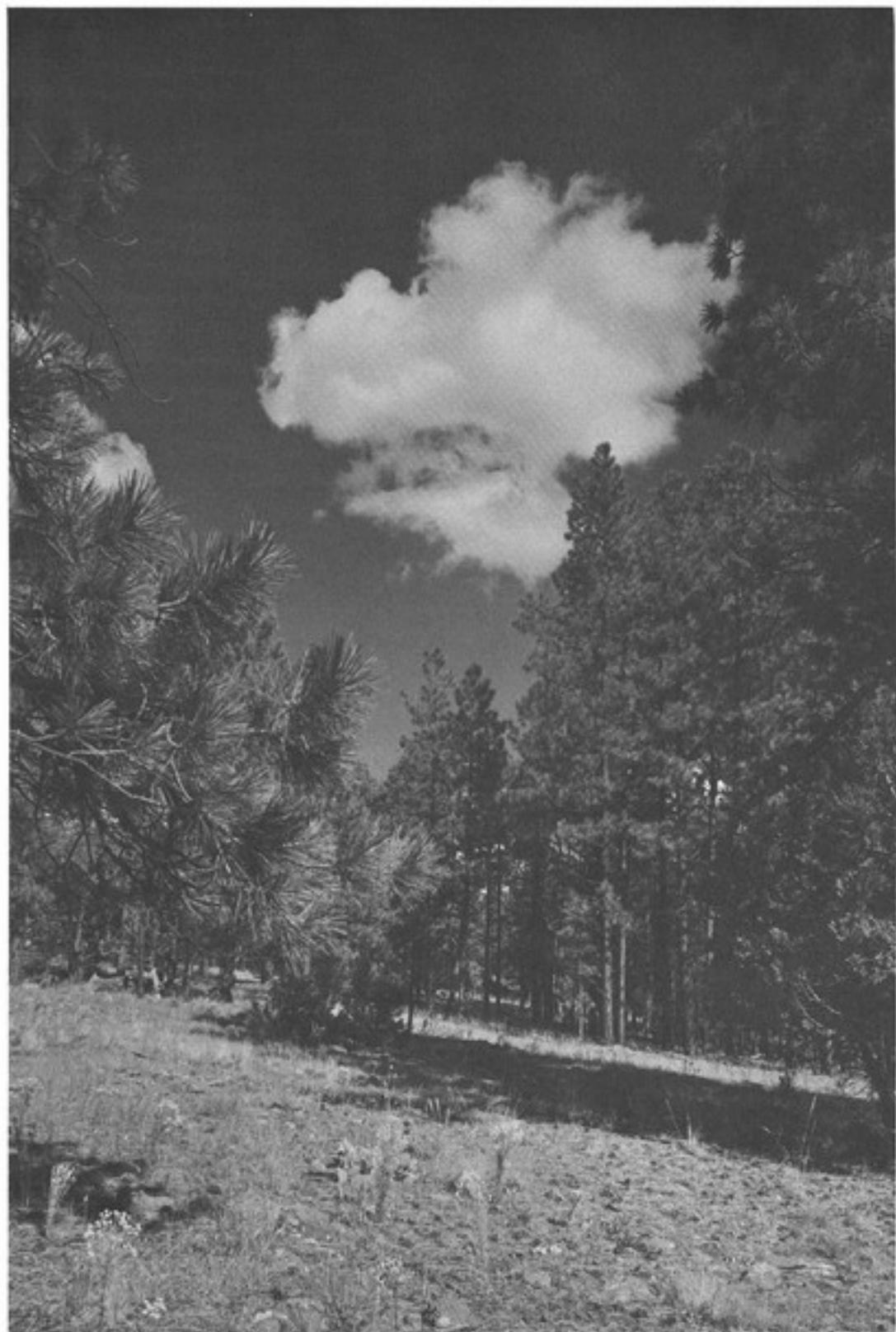
THEATRE 131. ACTING. Three hours credit. Techniques of speech and movement on the stage, pantomime, character analysis, and participation in laboratory scenes and departmental productions. Three lecture hours and four laboratory hours each week.

THEATRE 132. ACTING. Three hours credit. A continuation of Theatre 131. Prerequisite: Theatre 131 or the equivalent.

THEATRE 133. FUNDAMENTALS OF STAGECRAFT. Three hours credit. Basic design and execution of stage settings, and an introduction to costume, make-up and lighting. Two lecture hours and nine laboratory hours each week.

THEATRE 134. FUNDAMENTALS OF STAGECRAFT. Three hours credit. A continuation of Theatre 133.





*Liberal
Arts
Division*

LIBERAL ARTS DIVISION

Liberal Arts

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Mathematics 131 or *Elective	3
**Foreign Language	3
History 131	3
***Science	4
Physical Education 111	1
Orientation 111	1
	<hr/> 18

Second Semester

English 132	3
**Foreign Language	3
Mathematics 132 or *Elective	3
History 132	3
***Science	4
Physical Education 112	1
	<hr/> 17

SOPHOMORE YEAR

First Semester

English 231	3
Government 231	3
Science	4
*Elective	4
Physical Education 211	1
	<hr/> 15

Second Semester

English 232	3
Government 232	3
Science	4
*Elective	4
Physical Education 212	1
	<hr/> 15

*Psychology, Speech, Art, Bible, History, Music.

**French, Spanish.

***Chemistry, Physics, Geology, Biology.

LIBERAL ARTS OR UNDECIDED: NOTE: Any Liberal Arts student planning to transfer to a senior college or university should check degree requirements with his Division Director.

**PHYSICAL EDUCATION MAJOR FOR MEN
FRESHMAN YEAR**

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Physical Education 131	3
English 131	3
History 131	3
Physical Education 111	1
Orientation 111	1
Biology 141	4
	15

Second Semester

Physical Education 132	3
English 132	3
History 132	3
Elective	3
Physical Education 112	1
Biology 142	4
	17

SOPHOMORE YEAR

First Semester

English 231	3
Speech 131	3
Physical Education 233	3
Government 231	3
Physical Education 211	1
*Sociology 131	3
	16

Second Semester

Psychology 231	3
English 232	3
Music 133	3
Government 232	3
Physical Education 212	1
*Sociology 132	3
Elective	1
	17

*This is a suggested elective. Others are: Music, Art, Typing.

PHYSICAL EDUCATION MAJOR FOR WOMEN

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Physical Education 131	3
English 131	3
History 131	3
Speech 131	3
*Sociology	3
Physical Education 111	1
Orientation 111	1
	<u>17</u>

Second Semester

Music 133	3
English 132	3
History 132	3
*Sociology 132	3
Physical Education 112	1
Physical Education 132	3
	<u>16</u>

SOPHOMORE YEAR

First Semester

Biology 141	4
English 231 or 233	3
Physical Education 233	3
Government 231	3
Physical Education 211	1
Elective	1
	<u>15</u>

Second Semester

Biology 142	4
English 232 or 234	3
Elective	3
Psychology 231	3
Government 232	3
Physical Education 212	1
	<u>17</u>

*This is a suggested elective. Others are: Speech, Music, Art, Typing.

ELEMENTARY EDUCATION

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
Geography 131	3
Science or Foreign Language	3
History 131	3
Art	3
Physical Education 111	1
Orientation 111	1
	<u>17</u>

Second Semester

English 132	3
Geography 132	3
Science or Foreign Language	3
History 132	3
Art or Speech	3
Physical Education 112	1
	<u>16</u>

SOPHOMORE YEAR

First Semester

English 231 or 233	3
Psychology 231	3
Government 231	3
Music	3
Foreign Language, Science or *Elective	3
Physical Education 211	1
	<u>16</u>

Second Semester

English 232 or 234	3
*Elective	3
Science, Foreign Language, or *Elective	3
Government 232	3
Music or Elective	3
Physical Education 212	1
	<u>16</u>

*Suggested elective: Sociology 131-132.

SECONDARY EDUCATION

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
*Elective	3
Science or Foreign Language	3
History 131	3
Mathematics 131	3
Physical Education 111	1
Orientation 111	1
	<u>17</u>

Second Semester

English 132	3
*Elective	3
Science or Foreign Language	3
History 132	3
Mathematics 132	3
Physical Education 112	1
	<u>16</u>

SOPHOMORE YEAR

First Semester

English 231	3
Psychology 231	3
Government 231	3
Foreign Language, Science or *Elective	6
Physical Education 211	1
	<u>16</u>

Second Semester

English 232	3
*Elective	3
Government 232	3
Foreign Language, Science, or *Elective	6
Physical Education 212	1
	<u>26</u>

*Electives should be selected in major or minor field of study. Sociology 131 and 132 are also recommended.

JOURNALISM

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
History 131	3
Science	3
Journalism 131	3
Physical Education 111	1
Orientation 111	1
Math 130 or 131	3
	<u>17</u>

Second Semester

English 132	3
History 132	3
Science	3
*Typing 130	3
Math 131 or 132	3
Physical Education 112	1
	<u>16</u>

SOPHOMORE YEAR

First Semester

English 231	3
Government 231	3
Journalism 231	3
Science	3
Physical Education 211	1
Elective	3
	<u>16</u>

Second Semester

English 232	3
Government 232	3
Journalism 232	3
Science	3
Physical Education 212	1
Elective	3
	<u>16</u>

*For students who have not had high school typing. (Students should check foreign language requirements at the senior college they plan to attend.) Suggested electives: Sociology 131 and 132, Psychology 231, Speech 131 and 233, Economics 131.

PRE-LAW COURSE

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
English 131	3
History 131	3
*Science	3
Mathematics 131	3
**Foreign Language	3
Physical Education 112	<u>1</u>
	16

Second Semester

English 132	3
History 132	3
*Science	3
Mathematics 132	3
**Foreign Language	3
Physical Education 112	<u>1</u>
	16

SOPHOMORE YEAR

First Semester

English 231	3
History 231	3
Government 231	3
Economics 231	3
**Foreign Language	3
Physical Education 211	<u>1</u>
	16

Second Semester

English 232	3
History 232	3
Government 232	3
Economics 232	3
**Foreign Language	3
Physical Education 212	1
Elective	<u>1</u>
	17

*Chemistry or Physics and Biology or Geology.

**Some universities do not require foreign language. In this case, electives may be selected.

LIBERAL ARTS**DESCRIPTION OF COURSES****BIBLE**

Courses in Bible will be taught by qualified instructors. In the course of time the different denominations will likely establish centers or Bible Chairs near the college campus. When this occurs, Bible will be taught by these organizations.

BIBLE 111. BIBLICAL TEACHINGS ON MARRIAGE AND THE HOME. One hour credit. An examination of Scriptures in the Old and New Testament, pertaining to marriage, home, and family relationships. One lecture hour each week.

BIBLE 112. JOHN AND HIS GOSPEL. One hour credit. A study of the fourth gospel with emphasis upon the economic, social, political, and religious conditions of the time. One lecture hour each week.

BIBLE 113. JOB. One hour credit. A study of the Old Testament story of Job with emphasis upon God and principles revealed concerning man's suffering. One lecture hour each week.

BIBLE 131. SURVEY OF THE OLD TESTAMENT. Three hours credit. A survey of the contents of the Old Testament in relation to the history of the Hebrews and their religious outlook on life. Three lecture hours each week.

BIBLE 132. SURVEY OF THE NEW TESTAMENT. Three hours credit. A survey of the New Testament in relation to its historical and basic Christian teachings. Three lecture hours each week.

BIBLE 231. LIFE AND TEACHINGS OF CHRIST. Three hours credit. An intensive study of the Life and Teachings of Christ as revealed in the Gospels. The economic, social, political, and religious conditions of the world of His day. Three lecture hours each week.

BIBLE 232. LIFE AND LETTERS OF PAUL. Three hours credit. An intensive study of the Apostle Paul and his writings with references to the Gospel message as he applied it to the problems of his day. The economic, social, political, and religious conditions of his time. Three lecture hours each week.

EDUCATION

EDUCATION 121. DEVELOPMENTAL READING. Two hours credit. Practice designed to improve reading comprehension and increase reading speed. Two laboratory hours each week.

ENGLISH

ENGLISH 033. REMEDIAL ENGLISH. Three hours credit. A course in English grammar designed to give the student control over the structure of English. Frequent practice in expressing ideas in short themes which

are based upon selected readings of expository prose. Assignment to this is based on language deficiency as determined by entrance tests, high school record, and diagnostic writings. Upon completion of this course, the student may enter English 132 depending upon the recommendation of the respective instructor. Three lecture hours per week.

ENGLISH 131. GRAMMAR AND COMPOSITION. Three hours credit. A review of the fundamentals of functional grammar, and sentence structure; development of paragraphs and the whole composition; a study of model essays; extensive theme writing; individual conferences. Three lecture hours each week.

ENGLISH 132. COMPOSITION AND LITERATURE. Three hours credit. A continuation of skills begun in English 131; selected essays as a basis for thought and expression; semantic analysis; introduction to literature; method and materials of research; theme writing; assigned library readings; preparation of a research paper; individual conferences. Prerequisite: English 131. Three lecture hours each week.

ENGLISH 133. GRAMMAR AND COMPOSITION (HONORS). Three hours credit. Study of model essays, theme writing, assigned library readings, and individual conferences. (May be substituted for English 131 and open only to students selected on the basis of admission test scores.) Three lecture hours each week.

ENGLISH 134. COMPOSITION AND LITERATURE (HONORS). Three hours credit. Advanced theme writing and preparation of a fully-documented research paper; selected literary works such as stories, poems, plays, and assigned readings. (May be substituted for English 132). Prerequisite: English 133 or English 131, and recommendation of instructor. Three lecture hours each week.

ENGLISH 135. COMMUNICATION SKILLS. Three hours credit. A practical course in conversational English and the application of principles of speech to the actual problems of students in Technical Education. Three lecture hours each week.

ENGLISH 136. WORLD LITERATURE. Three hours credit. (Classical and Medieval Periods) Selections from the great literature of the world in translation and lectures on the cultural background of the writings. Prerequisite: English 131. Three lecture hours per week.

ENGLISH 137. WORLD LITERATURE. Three hours credit. (The Renaissance and Modern Periods) Selections from the great literature of the world in translation and lectures on the cultural backgrounds of the writings. Prerequisite: English 131. Three lecture hours per week.

ENGLISH 231. FORMS OF LITERATURE. Three hours credit. An analysis of the elements, techniques and types of short stories and novels; development of skills necessary to comprehension, appreciation and evaluation of the world's great literature, past and present, and especially that of our English and American literary heritage; study of mythological background. Prerequisite: English 131-132. Three lecture hours each week.

ENGLISH 232. FORMS OF LITERATURE. Three hours credit. A con-

tinuation of English 231. A detailed, comprehensive study of the elements and types of poetry and drama; selected non-fiction. Prerequisite: English 231 or English 131-132 and consent of instructor. Three lecture hours each week.

ENGLISH 233. ENGLISH LITERATURE. Three hours credit. A general survey of the major works in English literature from its origin to the beginnings of the Romantic movement. Prerequisites: English 131-132. Three lecture hours each week.

ENGLISH 234. ENGLISH LITERATURE. Three hours credit. A general survey of the major works in English literature of the Romantic period to the present time. Prerequisite: English 233. Three lecture hours each week.

ENGLISH 235. TECHNICAL REPORT WRITING. Three hours credit. This course provides an opportunity to apply the principles of exposition to the actual problems of students in Technical Education. Three lecture hours each week.

ENGLISH 236. AMERICAN LITERATURE. Three hours credit. Readings in representative American writers from Colonial times to the Civil War, including the growth of nationalism and the rise of the New England school. Writers such as Bryant, Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman to be studied. Prerequisite: English 132. Three lecture hours per week.

ENGLISH 237. AMERICAN LITERATURE. Three hours credit. Readings in representative American authors from Whitman to the present. Dickinson, Twain, James, Eliot, Frost and Hemingway are representative writers. The influence of westward expansion, growth of regionalism and literature of social protest will be covered. Prerequisite: English 132. Three lecture hours per week.

ENGLISH 238. LITERATURE OF SOUTHWEST. Three hours credit. Literature, folklore and tradition of the American Southwest. The accounts of early-day travelers, the development of the "Western Story," the regional novel. Useful bibliography. No prerequisite. Three lecture hours per week.

JOURNALISM

JOURNALISM 131. INTRODUCTION TO MASS COMMUNICATIONS. Three hours credit. Survey of the mass media, including newspapers, radio, television, movies, magazines, books. Growth of the media and its role in the historical development in the United States. Three hours each week.

JOURNALISM 231. NEWS REPORTING AND WRITING. Three hours credit. Detailed study of news story, including the interview, news lead, story form and types. Assignments in writing, and criticisms for class purposes. Three lecture and four laboratory hours on college newspaper each week.

JOURNALISM 232. NEWS REPORTING AND WRITING. Three

hours credit. Special attention to feature articles, editorials, photo-journalism, news editing and layout, and advertising. Prerequisite: Journalism 231. Three lecture and four laboratory hours on college newspaper each week.

FOREIGN LANGUAGES

FRENCH

FRENCH 141. BEGINNING FRENCH. Four hours credit. Basic grammar drill, pronunciation drill, simple reading, and conversation. Three lecture hours and two laboratory hours each week.

FRENCH 142. BEGINNING FRENCH. Four hours credit. Pronunciation, drill, and conversation based on reading. Prerequisite: French 141. Three lecture hours and two laboratory hours each week.

FRENCH 231. INTERMEDIATE FRENCH. Three hours credit. Grammar review, composition, and readings of French civilization and literature, with conversation based on materials read. Individual laboratory work. Prerequisites: French 142 or two years of French in an accredited high school and instructor's consent. Three lecture hours each week.

FRENCH 232. INTERMEDIATE FRENCH. Three hours credit. Grammar review, reading of the short story, novel, and drama in French literature. Conversation and composition based on materials read. Individual laboratory work. Prerequisites: French 231 or French 142 and consent of instructor. Three lecture hours each week.

FRENCH 223. INTENSIVE PRACTICE IN SPOKEN FRENCH. Two hours credit. This course is required of all students majoring in French and suggested for all students selecting French to fulfill their language requirement. Conversation on current events, oral reading of dialogues and plays. Phonemic drill. Structure drill. Two lecture hours each week. Prerequisite: Registration for French 231.

FRENCH 224. INTENSIVE PRACTICE IN SPOKEN FRENCH. Continuation of French 223. Prerequisite: Registration for French 232.

SPANISH

SPANISH 141. BEGINNING SPANISH. Four hours credit. The study of Spanish grammar and development of vocabulary. Conversation in Spanish is stressed. Three lecture hours and two laboratory hours each week.

SPANISH 142. BEGINNING SPANISH. Four hours credit. A continuation of Spanish 141. Simple graded readings dealing principally with life in Spanish-American countries. Conversation in Spanish is stressed. Prerequisite: Spanish 141. Three lecture hours and two laboratory hours each week.

SPANISH 231. INTERMEDIATE SPANISH. Three hours credit. A review grammar text is used. Continued emphasis on conversation, correct

pronunciation, and correct writing. Readings from various Spanish-American authors. Prerequisite: Either Spanish 141-142, the consent of the instructor, or two years of Spanish in an accredited high school. Three lecture hours each week.

SPANISH 232. INTERMEDIATE SPANISH. Three hours credit. Readings from Spanish-American authors. Grammar, composition, and conversation. Prerequisite: Spanish 231 or equivalent. Three lecture hours each week.

GEOGRAPHY

GEOGRAPHY 131. PRINCIPLES OF GEOGRAPHY (PHYSICAL ENVIRONMENT). Three hours credit. Introduction to geography through acquisition of knowledge about and an understanding of the physical environment. A presentation of physical facts and uses of them. Three lecture hours each week.

GEOGRAPHY 132. PRINCIPLES OF GEOGRAPHY (SOCIAL ENVIRONMENT). Three hours credit. Introduction to geography through a study of cultural or human elements of mankind by a better understanding of the economies, languages, religions, and politics of the world. Three lecture hours each week.

GOVERNMENT

GOVERNMENT 231. GOVERNMENT OF THE UNITED STATES. Three hours credit. The Constitution and Government of the United States. This course and Government 232 meet the requirement of the state law for graduation from a tax-supported institution. Open to all sophomores. Three lecture hours each week.

GOVERNMENT 232. STATE AND LOCAL GOVERNMENT. Three hours credit. The Constitution of Arizona and the state, county, and municipal governments. This course and Government 231 meet the requirement of the state law for graduation from a tax-supported institution. Open to all sophomores. Three lecture hours each week.

HISTORY

HISTORY 131. UNITED STATES HISTORY. Three hours credit. The development of American characteristics and nationality from the early European exploration to the preservation of the Union in 1865. Three lecture hours each week.

HISTORY 132. UNITED STATES HISTORY. Three hours credit. The United States from the Civil War to the present time. Three lecture hours each week.

HISTORY 133. UNITED STATES HISTORY (HONORS). Three hours credit. The history of the United States from the age of discovery to 1865. For Honor Students only. May be substituted for History 131. Credit may not be earned in History 131 and 133. Three lecture hours each week.

HISTORY 134. UNITED STATES HISTORY (HONORS). Three hours credit. The history of the United States from the Civil War to the present. For Honor Students only. May be substituted for History 132. Credit may not be earned in both History 132 and 134. Three lecture hours each week.

HISTORY 131-E. UNITED STATES HISTORY. Three hours credit. The history of the United States from the Age of Discovery to 1865. For students with low ACT scores and high school grades in history. May be substituted for History 131; however, credit may not be earned in both. Five class hours each week.

HISTORY 132-E. UNITED STATES HISTORY. Three hours credit. The history of the United States from the Civil War to the present. For students with low ACT scores and high school grades in history. May be substituted for History 132; however, credit may not be earned in both. Five class hours each week.

HISTORY 231. WESTERN CIVILIZATION TO 1660. Three hours credit. The development of ancient, medieval, and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation, and the early colonial movements. The influence of these factors on cultural, economic, and political developments. Three lecture hours each week.

HISTORY 232. WESTERN CIVILIZATION SINCE 1660. Three hours credit. The development of our expansion and conflict with cultures and civilizations native to Asia, Africa, and the New World; the development of such institutions as nationalism, democracy, socialism and the conflicts of the twentieth century. The relationship between the industrial revolutions and these institutions. Three lecture hours each week.

SOCIOLOGY

SOCIOLOGY 131. INTRODUCTORY SOCIOLOGY. Three hours credit. An introduction to the study of sociology. Group behavior relationships of man, stressing the interaction of heredity, geographical environment, the group, and culture upon man's personality and upon his social life. Three lecture hours each week.

SOCIOLOGY 132. SOCIAL PROBLEMS. Three hours credit. An analysis and study of contemporary social problems, their likely causes, how they affect us, and what can be done about them. Prerequisite: Sociology 131 or consent of the instructor. Three lecture hours each week.

PHYSICAL EDUCATION COURSES

Four semesters of activity courses are required for graduation with an associate degree from Yavapai College.

ACTIVITY COURSES FOR MEN

PHYSICAL EDUCATION 111. One hour credit. Fundamental instruc-

tion and participation in individual and team sports, including tennis, basketball, volleyball, and weight lifting. Two class hours each week.

PHYSICAL EDUCATION 112. One hour credit. Instruction and participation in volleyball, tennis, weight lifting, and golf, and a study of personal health. Two class hours each week.

PHYSICAL EDUCATION 211. One hour credit. Intermediate and advanced skills in tennis, basketball, weight lifting, and ping pong, with beginning instruction in officiating. Two class hours each week.

PHYSICAL EDUCATION 212. One hour credit. Intermediate and advanced skills in tennis, basketball, weight lifting, and ping pong, with continuing instruction in officiating. Two class hours each week.

ACTIVITY COURSES FOR WOMEN

PHYSICAL EDUCATION 111. One hour credit. Fundamental instruction and participation in individual and team sports, including tennis and basketball. Two class hours each week.

PHYSICAL EDUCATION 112. One hour credit. Badminton, tennis, indoor bowling, square dancing, folk dancing. Two class hours each week.

PHYSICAL EDUCATION 211. One hour credit. An intermediate course in active sports with beginning instruction in officiating. Two class hours each week.

PHYSICAL EDUCATION 212. One hour credit. Intermediate and advanced skills in volleyball, badminton, and tennis. Two class hours each week.

THEORY COURSES FOR MEN AND WOMEN

PHYSICAL EDUCATION 131. FUNDAMENTALS OF HEALTH, PHYSICAL EDUCATION, AND RECREATION. Three hours credit. The scope of health, physical education, and recreation; organization of professional activities; vocational opportunities and essential qualifications of members of the profession. Three lecture hours each week.

PHYSICAL EDUCATION 132. FIRST AID AND SAFETY. Three hours credit. Theory and practice in the standard and advanced courses of the American Red Cross in first aid, home, and industrial safety. Three lecture hours each week.

PHYSICAL EDUCATION 233. OFFICIATING. Three hours credit. Study and interpretation of rules of various sports and actual practice of officiating and judging athletic events. Three lecture hours each week.

PHYSICAL EDUCATION 234. PERSONAL AND COMMUNITY HEALTH. Three hours credit. Principles of personal and community health; nutrition, mental health, sanitation, community services, public health agencies. Three lecture hours each week.

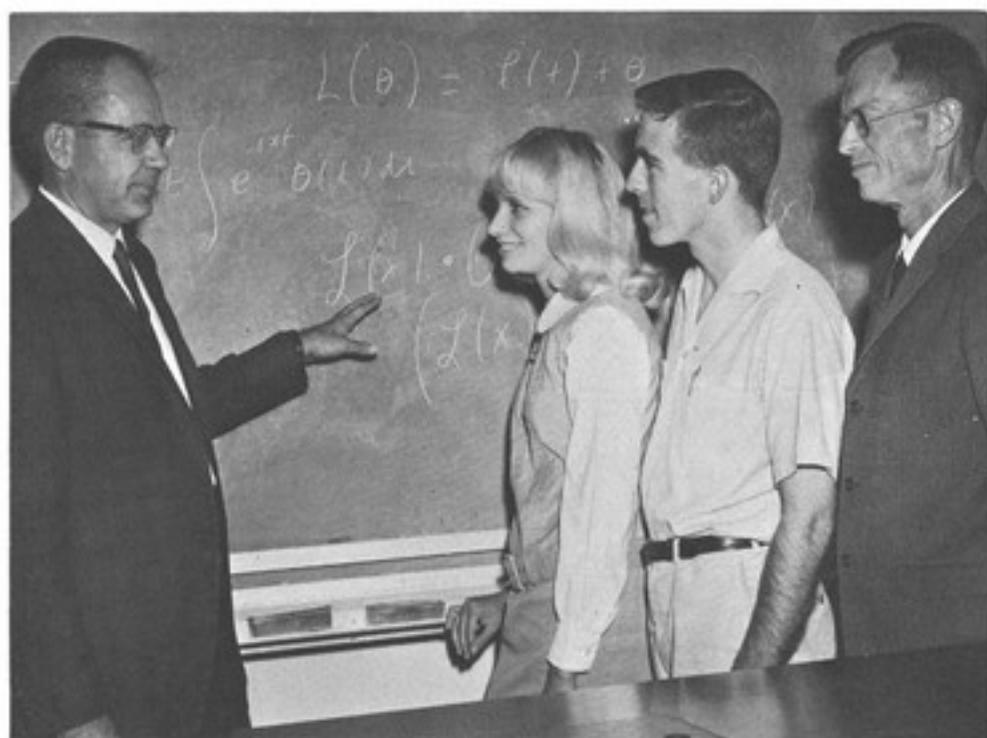
ORIENTATION AND PSYCHOLOGY

ORIENTATION 111. One hour credit. A study of effective study habits,

methods of making wise vocational choices, techniques and habits of personality development, social customs, good citizenship, and other qualities essential for successful adjustments to life. Required of all freshmen and transfer students with less than 12 semester hours. One lecture hour each week.

PSYCHOLOGY. 231. INTRODUCTORY PSYCHOLOGY. Three hours credit. An introduction to the field of psychology, dealing with such topics as the scientific method in psychology, a survey of the different fields in psychology, heredity and environment, intelligence, emotions, motivation, the nervous system, and the learning process. Three lecture hours each week.

PSYCHOLOGY 233. CHILD GROWTH AND DEVELOPMENT. Three hours credit. The growth and development of the child from infancy to adolescence; the stages in the process and factors which influence growth and development. Required course in the associate degree nursing program. Three lecture hours each week.



***Occupational
Education***

OCCUPATIONAL EDUCATION CURRICULA

The Yavapai College staff has developed occupational programs in cooperation with agricultural, business and industrial interests of Yavapai County and Northern Arizona and selected authorities in occupational education within the State of Arizona. This joint effort has resulted in credit and non-credit programs of study which are realistic and practical for students planning to seek employment within the agricultural, business and industrial community of the area. The occupational programs of study are organized into Short-Term, Certificate and two-year Associate of Applied Science degree programs.

Short-Term Programs

These studies are designed to provide the student with marketable occupational skills and knowledge in a relatively short time. This training is particularly suited for the young man or older adult who must gain almost immediate employment or to the person who wishes to upgrade himself in his present position. Such short-term courses will be added to the occupational curricula as they are needed.

Certificate Programs

These are programs of study designed to prepare students for employment in occupational fields which require attainment of a higher technical skill than short-term programs provide. They are one to two years in length with a minimum of general education requirements. The specific courses to be taken by the student are *not* prescribed. The student will design his own program of study with flexible requirements in general education. The only stipulation is that approximately one-third of the courses taken must be in the occupational area in which the student wishes to specialize. (Note: The certificate program will not be offered in the Nursing program of studies.) Upon satisfactory completion of the program, a certificate is awarded to the student. In addition, a resumé of the courses taken and the student's performance in such courses will be provided to prospective employers so they may properly assess the student's occupational preparation.

Associate of Applied Science Degree Program

A student may elect to take the two-year Associate of Applied Science degree program in selected occupational areas. Essentially, the student would take a prescribed curriculum consisting of a minimum of non-technical or general education courses, a series of related technical education courses and a number of courses in the area of technical specialization. This program of studies is intended to prepare the student for job entry into a cluster of occupations at the paraprofessional or technical level of competence. However, should a student decide to transfer to a four-year college or university, some of the courses taken will be transferable. The entire curriculum, however, is *not* designed to be transferable.

***Health
Division***

HEALTH DIVISION**ASSOCIATE DEGREE NURSING PROGRAM****ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science degree in nursing includes a balance of general education courses and nursing courses which assists students in acquiring the knowledge and skills to function as general-duty staff nurses. 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, the student will receive the Associate of Applied Science degree and will be eligible to write the examination to become a Registered Nurse in the State of Arizona.

The student will qualify for the Associate of Applied Science degree at the end of the second semester of the sophomore year. The student must complete the second summer session before she can write the State Board Examination.



FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Nursing 161	6
Biology 234	3
Chemistry 145	4
Orientation 111	1
English 131	3
	<hr/> 17

Second Semester

Nursing 142	4
Nursing 143	4
Biology 235	3
Biology 246	4
	<hr/> 15

SUMMER SESSION

First Term

<i>Subject</i>	<i>Semester Hours</i>
Nursing 231	3
English 132	3
	<hr/> 6

SOPHOMORE YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Nursing 262	6
Psychology 233	3
Sociology 131	3
Approved Elective	3
	<hr/> 15

Second Semester

Nursing 263	6
Psychology 231	3
Nursing 264	6
	<hr/> 15

SUMMER SESSION

First Term

Nursing 255	5
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NURSING

Course Descriptions

NURSING 161. FUNDAMENTALS OF NURSING. Six hours credit. Professional relations and a brief resumé of nursing history. Concepts of total nursing care for individual patients through the application of scientific principles. Health facilities of the hospital and community, skills of communications and observation. Two lecture hours and twelve laboratory hours each week.

NURSING 142. MEDICAL AND SURGICAL NURSING I. Four hours credit. Knowledge, skills and attitudes related to comprehensive nursing care of patients having surgery and patients with gastrointestinal and cardiovascular diseases. Includes experience in the operating room. Two lecture and six laboratory hours each week.

NURSING 143. MEDICAL AND SURGICAL NURSING II. Four hours credit. A study of disease processes involving the respiratory, excretory and reproductive systems, nutrition, pharmacology, pathology, prevention, rehabilitation and nursing care integrated. Two lecture and six laboratory hours each week.

NURSING 231. MEDICAL AND SURGICAL NURSING III. Three hours credit. A study of disease processes involving the skin, muscles and bones. One lecture and six laboratory hours each week.

NURSING 262. MATERNAL AND CHILD HEALTH. Six hours credit. Management and treatment of normal and abnormal phases of pregnancy, parturition, and puerperium, and the newborn infant, with emphasis on the physical and psychological needs of the mother. Child health in relation to the meaning of illness to growth and development from infancy to adolescence. Principles and techniques of guidance of the health child as a basis for the development of understanding and skills in giving comprehensive nursing to the child with various disease conditions in all age groups. Two lecture and twelve laboratory hours each week.

NURSING 263. MEDICAL AND SURGICAL NURSING IV. Six hours credit. Guided experience in areas of clinical nursing centered around patients with diseases of the nervous system, the endocrine system, the eye and the ear. Two lecture and twelve laboratory hours each week.

NURSING 264. MEDICAL AND SURGICAL NURSING V. Six hours credit. Responsibilities, functions and duties of the personnel in a selected clinical area. Introduction to team nursing. Includes emergency and disaster nursing and trends in nursing. Two lecture and twelve laboratory hours each week.

NURSING 255. PSYCHIATRIC NURSING. Five hours credit. Dynamics of personality development, normal and abnormal behavior, observations and interpretation of a wide range of personality reaction types, and an understanding of a nurse's role in the treatment, re-education and prevention of psychiatric disorders. Fundamental principals underlying all psychiatric activities. Three lecture and six laboratory hours each week. Prerequisite: Psychology 231.

***Business
Education
Division***

Business Education Division**ONE-YEAR CURRICULUM****ACCOUNTING**

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Accounting 241	4
Business Administration 131	3
Business Administration 132	3
Business Administration 133	3
English 131	3
Orientation 111	1
Physical Education 111	1
	<hr/> 18

Second Semester

Accounting 242	4
Business Administration 231	3
Business Administration 232	3
Data Processing 121	2
Secretarial Science 130 or Economics 131	3
Physical Education 112	1
	<hr/> 16



TWO-YEAR CURRICULUM

ACCOUNTING

FRESHMAN YEAR

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Accounting 241	4
Business Administration 132	3
Data Processing 121	2
English 131	3
History 131	3
Orientation 111	1
Physical Education 111	1
	<u>17</u>

Second Semester

Accounting 242	4
Business Administration 131	3
Business Administration 133	3
English 132	3
History 132	3
Physical Education 112	1
	<u>17</u>

SOPHOMORE YEAR

Third Semester

Accounting 233	3
Business Administration 232	3
Economics 231	3
English 231	3
Government 231	3
Physical Education 211	1
	<u>16</u>

Fourth Semester

Accounting 234	3
Business Administration 231	3
Business Administration 233	3
Economics 232	3
Government 232	3
Physical Education 212	1
	<u>16</u>

BUSINESS ADMINISTRATION**Description of Courses****ACCOUNTING**

ACCT. 131. **ELEMENTARY ACCOUNTING I.** Three hours credit. Double-entry accounting practices and procedures applied to special journals, accounts, working papers, subsidiary records; and the preparation of financial statements for a sole proprietorship with an introduction to partnerships. Three lecture hours each week.

ACCT. 132. **ELEMENTARY ACCOUNTING II.** Three hours credit. A continuation of Accounting 131; partnerships and corporations. Three lecture hours each week.

ACCT. 233. **TAX AND PAYROLL ACCOUNTING.** Three hours credit. The principles of Federal Income Tax procedure, social security taxes, unemployment taxes, and sales taxes. The Course includes the preparation of returns for individuals, partnerships and corporations. Prerequisite: Accounting 242 or consent of Division Director. Three lecture hours each week.

ACCT. 234. **ELEMENTARY COST ACCOUNTING.** Three hours credit. Accounting for material, labor, and burden under job costs; continuous process, and assembly systems; commercial and distribution costs. Prerequisite: Accounting 242 or consent of Division Director. Three lecture hours each week.

ACCT. 241. **PRINCIPLES OF ACCOUNTING.** Four hours credit. Theory and principles of accounting applied to the single proprietorship, partnership and corporate enterprise; analysis and reporting of financial information for decision making. Prerequisite: Accounting 131 or 132 or permission of instructor. Three lecture hours and two laboratory hours each week.

ACCT. 242. **PRINCIPLES OF ACCOUNTING.** Four hours credit. A continuation of Accounting 241. Corporations, stockholders' equity presentation, investments and long-term obligations, branch accounting, manufacturing and process costs, job order costs, statement analysis, budgets, federal and state taxes, funds statements and other reports. Prerequisite: Accounting 241. Three lecture hours and two laboratory hours each week.

BUSINESS DATA PROCESSING

<i>Subject</i>	First Semester	<i>Semester Hours</i>
	First Semester	
BDP 131	Introduction to Data Processing	3
ACCT 131	Principles of Accounting	3
BA 131	Introduction to Business	3
BA 132	Business Math	3
PE 111	PE	1
English 135	Communication Skills	3
		<u>16</u>
	Second Semester	
BDP 132	Basic Computer Programming	3
ACCT 132	Principles of Accounting	3
MATH 130	Intermediate Algebra	3
	Elective	4
PE 112	PE	1
MATH 132	Plane Geometry*	3
		<u>17</u>
	Third Semester	
BDP 231	Business Systems Analysis and Design	3
BDP 233	Intermediate Computer Programming	3
ECO 231	Principles of Economics	3
ET 121	Electrical Fundamentals	2
PE 211	PE	1
English 235	Technical Report Writing	3
		<u>15</u>
	Fourth Semester	
BDP 234	Advanced Computer Programming	3
BA 233	Business Psychology	3
BDP 236	Application Design & Implementation	3
	Elective	3
BA 234	Principles of Management	3
PE 212	PE	1
		<u>16</u>

*For those who have not had plane geometry. Students who have had plane geometry may take an elective.

BUSINESS DATA PROCESSING**Course Descriptions**

B.D.P. 121. SURVEY OF DATA PROCESSING. Two hours credit. This course is designed to meet the requirements of the Business curriculum as well as the needs of business and professional people who desire a general knowledge of Computers and Data Processing. It will cover the history and evolution of the equipment, variety of management uses and capabilities as well as limitations of different Data Processing machines. Each student will be given the opportunity to select and program the solution of any one of several typical business problems.

B.D.P. 121 is required for all Business majors and is recommended for Education majors; it is not recommended for Data Processing or Engineering majors. Prerequisites: None. Two lecture hours per week.

B.D.P. 131. INTRODUCTION TO DATA PROCESSING. Three hours credit. This is the first course in the Data Processing curriculum. It covers use, function and problem solving with Unit Record Equipment. It also demonstrates the transition from Unit Record to Report Program Generator use. The student will learn to solve problems by using both Unit Record Equipment and RPG programming. Prerequisites: None. Two lecture hours and four laboratory hours per week.

B.D.P. 132. BASIC COMPUTER PROGRAMMING. Three hours credit. In this course the student will acquire proficiency in all basic techniques of COBOL or PL/1 programming. Successful completion of the course will indicate that the student has gained sufficient knowledge to productively program business applications with a minimum of supervision. Prerequisites: B.D.P. 131 or permission of instructor. Two lecture hours and one laboratory hour per week.

B.D.P. 231. BUSINESS SYSTEMS ANALYSIS AND DESIGN. Three hours credit. The aim of this course is complete understanding of the "Total Systems Concept". This concept includes analysis of users' needs, of available equipment and manpower and of financial feasibility. In addition, much attention shall be given to procedures and documentation, file and forms design, data collection and preparation and program analysis in the design and implementation of the total system. Individual and team-approach to problem solving will be utilized. Prerequisites: B.D.P. 132 or permission of instructor. Two lecture hours and four laboratory hours per week.

B.D.P. 233. INTERMEDIATE COMPUTER PROGRAMMING. Three hours credit. This course and the following course, B.D.P. 234, will give the student a thorough understanding of the machine-oriented Assembler Language which permits more efficient use of the third-generation computer. Instruction in basic assembler language will be the primary aim of B.D.P. 233. Pre-requisites: B.D.P. 132 or permission of instructor. Two lecture hours and four laboratory hours per week.

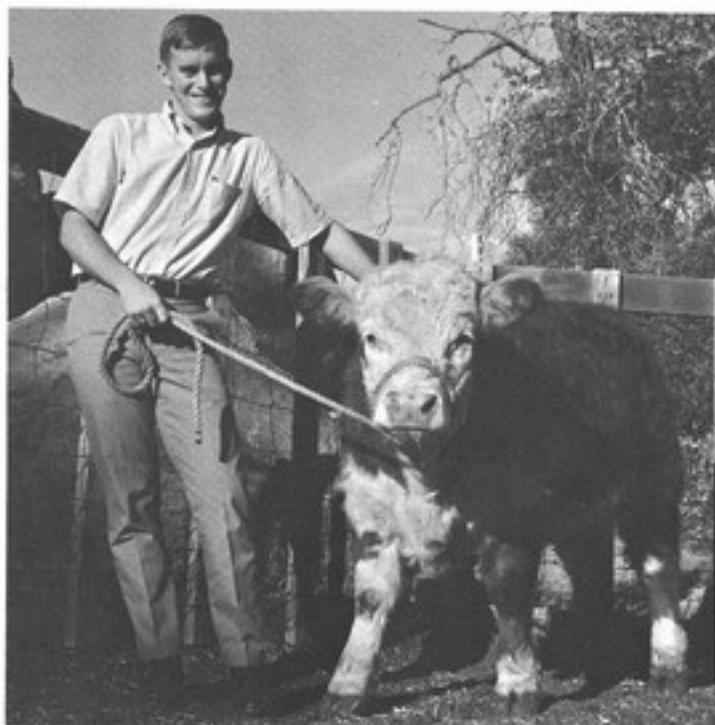
B.D.P. 234. ADVANCED COMPUTER PROGRAMMING. Three

hours credit. Utilizing assembler language learned in B.D.P. 233, the student will write programs which use sequential and random access files. In addition the course will convey a working knowledge of the following concepts: Input-Output Control System (IOCS), Disk Operating System (DOS), Resident Supervisor, Transient Routines, Sort/Merge and Utility Programs. Use of multiprogramming and teleprocessing will also be taught in this course. Prerequisites: B.D.P. 233 or permission of instructor. Two lecture hours and four laboratory hours per week.

B.D.P. 236. APPLICATIONS, DESIGN AND IMPLEMENTATION. Three hours credit. This course represents the culmination of the Data Processing Curriculum. Successful completion will insure that the student has been exposed to actual business problems and will provide him with valuable experience in practical applications. Requirements include, but are not limited to the following:

1. Definition of an industry problem including analysis of user's needs,
2. Design of a workable solution (which will require conferences with user),
3. File and forms design,
4. Documentation of programs and procedures, and finally,
5. Programming and implementing the entire system.

Stress will be placed on the requirements of modern business and industry; students will work on their own with pre-arranged conferences with their instructor for advice and evaluation. Pre-requisites: B.D.P. 231, B.D.P. 234 and permission of instructor.



MIDDLE-MANAGEMENT

The two-year Associate of Applied Science degree program is designed to prepare students for careers in the middle levels of management in retail and wholesale sales organizations as well as a widening variety of other businesses and industries. The student will receive education and experience in selecting, financing and operating a business as well as in sales, advertising, legal aspects and accounting practices essential to business management or ownership.

First Semester		<i>Semester Hours</i>
<i>Subject</i>		
ACCT 131	Principles of Accounting I	3
BA 131	Introduction to Business	3
BA 232	Business Law	3
English 135	Communication Skills	3
MM 131	Introduction to Management	3
PE 111	Physical Education	<u>1</u>
		16
Second Semester		
ACCT 132	Principles of Accounting II	3
BA 132	Business Math	3
MM 231	Marketing	3
English 235	Tech Report Writing	3
MM 132	Advertising	3
PE 112	Physical Education	<u>1</u>
		16
Third Semester		
MM 231	Marketing	3
BDP 121	Survey of Data Processing	2
ECO 231	Principles of Economics	3
BA 234	Principles of Management	3
PSY 231	Introductory Psychology	3
	Humanities Elective	3
PE 211	Physical Education	<u>1</u>
		18
Fourth Semester		
BA 231	Business Communications	3
MM 232	Personnel Management	3
MM 233	Management Problem Seminar	3
SOC 131	Introductory Sociology	3
	Elective	3
PE 212	Physical Education	<u>1</u>
		16

MIDDLE-MANAGEMENT**Course Descriptions**

M.M. 131. **INTRODUCTION TO MANAGEMENT.** Three hours credit. Techniques and procedures of general management; duties and responsibilities of the manager; employer-employee relationships. Three lecture hours each week.

M.M. 132. **ADVERTISING.** Three hours credit. Principles of modern advertising in relation to customer psychology; media, campaigns, and budgets. Three lecture hours each week.

M.M. 231. **MARKETING.** Three hours credit. Fundamentals of marketing functions, transporting, assembling, storage, trade channels, cost, cooperative marketing, trade associations, price policies, market analysis, marketing structures and agencies, types of middlemen, and current marketing practices. Three lecture hours each week.

M.M. 232. **PERSONNEL MANAGEMENT.** Three hours credit. A study of principles, procedures and organizational techniques currently utilized by business in the management of personnel; theory and policy versus techniques; selection and placement of personnel, maintenance of morale, control of working conditions and employee services; effective personnel functions. Three lecture hours each week.

M.M. 233. **MANAGEMENT PROBLEM SEMINAR.** Three hours credit. A presentation of problem cases from management, covered on a seminar basis. Problems will be presented from source material and local business proprietors will be invited to present problems for discussion and possible determination. Three lecture hours each week.



SECRETARIAL

The secretarial curriculum is a one-year certificate program with two options available. The options are Business Secretary Option and Medical Secretary Option. The Business Secretary curriculum leads to employment as a secretary, receptionist, typist or office worker in business and industrial firms. The Medical Secretary Option leads to employment in similar positions in hospitals and medical firms. Employment opportunities are rapidly expanding for college educated secretaries.

Business and Medical Options

ONE-YEAR PROGRAM

First Semester

<i>Subject</i>		<i>Semester Hours</i>
B.A. 131	Introduction to Business	3
S.S. 130	Typewriting I—Intermediate Typing	3
Eng. 131	English Composition	3
S.S. 134	Shorthand	3
S.S. 233	Office Machines	3
P.E. 111	Physical Education	1
		<hr/> 16

Second Semester

S.S. 132	Typewriting II—Advanced Typing	3
S.S. 231	Transcription	3
Eng. 235	Technical Report Writing	3
	Business or Medical Option Elective	3
	Elective	3
P.E. 112	Physical Education	1
		<hr/> 16



TWO-YEAR CURRICULUM

SECRETARIAL SCIENCE

First Semester

<i>Subject</i>	<i>Semester Hours</i>
Business Administration 131	3
English 131	3
History 131	3
Secretarial Science 131	3
Secretarial Science 135	3
Orientation 111	1
Physical Education 111	1
	<hr/>
	17

Second Semester

Business Administration 133	3
English 132	3
History 132	3
Secretarial Science 132	3
Secretarial Science 136	3
Physical Education 112	1
	<hr/>
	16

Third Semester

Accounting 241	4
English 231	3
Government 231	3
Elective	3
Secretarial Science 231	3
Physical Education 211	1
	<hr/>
	17

Fourth Semester

Accounting 242	4
Business Administration 231	3
Government 232	3
Secretarial Sciences 133	3
Secretarial Science 232	3
Physical Education 212	1
	<hr/>
	17

SECRETARIAL SCIENCE

SS. 130. **BEGINNING TYPING.** Three hours credit. For students with no previous instruction in typing. Presentation of the keyboard by touch method, development of techniques in basic machine operations and skill in centering, tabulating, and typing business correspondence, forms and manuscripts. Three lecture hours each week.

S.S. 131. **INTERMEDIATE TYPING.** Three hours credit. For students who have high school credit in typing or the equivalent. Advanced corrective drills, timed writings, business forms, correspondence, tabulation, rough drafts, and manuscripts. Three lecture hours each week.

SS. 132. **ADVANCED TYPING.** Three hours credit. Skill building drills, sustained timed writings, letters, tabulations, manuscripts, legal documents, forms, rough drafts, and office projects. Three lecture hours each week.

S.S. 133. **OFFICE PROCEDURES.** Three hours credit. Study of modern office practices including etiquette, handling of office mail, filing systems, business forms and reports, office equipment and supplies, and the development of skill in operation of duplicating machines and dictating and transcribing machines. Prerequisite: Typing 131. Three hours each week.

S.S. 134. **BEGINNING SHORTHAND.** Three hours credit. An introductory course for students who have not had previous instruction in shorthand. Presentation of theory with attention to correct formation of shorthand characters, brief forms, and phrasing and to the reading, writing, and transcription of well-written shorthand. Three lecture and two laboratory hours each week.

S.S. 135. **INTERMEDIATE SHORTHAND.** Three hours credit. For students who have had previous instruction in shorthand. Improvement of shorthand characters, phrasing skill, speed in dictation and transcription, and correct punctuation and spelling in transcription. Three lecture and two laboratory hours each week.

S.S. 136. **ADVANCED SHORTHAND.** Three hours credit. Drill on shorthand principles, including specialized vocabularies. Development of speed in sustained dictation and mailable transcription. Prerequisites: S.S. 135 and S.S. 131. Three lecture and two laboratory hours each week.

S.S. 231. **TRANSCRIPTION.** Three hours credit. Study of theory, principles, increased phrasing skill, and sustained writing speed. Emphasis is given to efficient transcription, grammatical correctness, spelling, punctuation and the use of forceful English. Prerequisite: S.S. 136. Three lecture hours each week.

S.S. 232. **ADVANCED TRANSCRIPTION.** Three hours credit. A continuation of S.S. 231 with special attention given to rapid transcription and the spelling, definition and application of words. The building of a shorthand vocabulary for various professions. Three lecture hours each week.

S.S. 233. **BUSINESS MACHINES.** Three hours credit. Functions and operations of the rotary calculator, printing calculator, and ten-key adding machine with applications to business problems. Three lecture hours each week.

***Technical
Education
Division***

TECHNICAL EDUCATION DIVISION

CIVIL AND CONSTRUCTION TECHNOLOGY

The two-year Associate of Applied Science degree program in Civil and Construction Technology is intended to prepare persons who will be effective and in demand in civil engineering and building construction. The techniques produced by this program may assist engineers in planning, directing, inspecting and supervising construction projects of various kinds. Graduates may be employed in such positions as surveyors, construction supervisors, estimators, engineering aides, or soil mechanics lab technicians.

<i>Subject</i>		<i>Semester Hours</i>
First Semester		
Math 131	College Algebra	3
Eng 135	Communications	3
CT 121	Introduction to Civil Technology	2
PE 111	Physical Education	1
CT 141	Plane Surveying	4
DRF 131	Engineering Graphics I	3
		16
Second Semester		
DRF 133	Descriptive Geometry	3
Eng 235	Tech Report Writing	3
PE 112	Physical Education	1
CT 132	Route Surveying	3
DRF 231	Cartographic Drafting	3
	Humanities Elective	3
		16
Third Semester		
<i>Subject</i>		<i>Semester Hours</i>
CT 221	Elements of Construction	2
CT 233	Materials of Construction	3
MTT 131	Intro to Materials Testing	2
CT 235	Intro to Hydraulics and Hydrology	3
Math 122	Trigonometry	2
DP 121	Survey of Data Processing	2
PE 211	Physical Education	1
		15
Fourth Semester		
CT 232	General Land Surveying	3
CT 224	Soil Mechanics	2
CT 236	Independent Study	3
MTT 234	Concrete and Bituminous Testing	3
	Electives	5
PE 212	Physical Education	1
		17

CIVIL AND CONSTRUCTION TECHNOLOGY**Course Descriptions**

CT 121. **INTRODUCTION TO CIVIL TECHNOLOGY.** Two hours credit. A basic course designed to give the student familiarity with the role of the civil technician. Basic engineering principles, techniques of engineering research, and investigation, concepts of measurement, construction techniques and related engineering problems will be discussed. Two lecture hours per week.

CT 132. **ROUTE SURVEYING.** Three hours credit. Covers advanced problems in horizontal, vertical and easement curves, volume of materials, distribution of earth materials, development of profiles and cross-sections. Two hours lecture and two hours laboratory per week.

CT 141. **PLANE SURVEYING.** Four hours credit. This course consists of basic surveying principles and procedures such as measuring distances, differential and profile leveling, plotting profiles, cross-sectioning, laying grade, lines, measuring angles and traversing vertical and simple curves. Two hours lecture and four hours laboratory per week.

CT 221. **ELEMENTS OF CONSTRUCTION.** Two hours credit. Attempts to develop in the students a working knowledge of the principles involved in heavy construction industry such as heavy equipment cost and performance evaluating techniques, field inspection, tunneling, blasting and materials handling. Two hours laboratory and one hour lecture per week.

CT 233. **MATERIALS OF CONSTRUCTION.** Three hours credit. Includes a study of the principle materials used in the construction of high ways, buildings, utilities and other structures. Also covers some construction materials testing. Two hours lecture and two hours laboratory per week.

CT 235. **INTRODUCTION TO HYDRAULICS AND HYDROLOGY.** Three hours credit. A study of the principles of liquid flow in pressured conduits and open channels, hydraulic-cycle; run-off collection, systems and stream flow and application of such principles to foundations, building materials, water supply and waste disposal. Two hours lecture and two hours laboratory per week.

CT 232. **GENERAL LAND SURVEYING.** Three hours credit. A study and application of land surveying principles to field problems including such techniques as stadia surveying, polaris and sun shots, traverse methods, plane table work and mapping. One hour lecture and four hours laboratory per week.

CT 224. **SOIL MECHANICS.** Two hours credit. Principally a course in soil testing as it applies to civil engineering and the application of such test results to problems of foundations design. One hour lecture and two hours laboratory per week.

CT 236. **INDEPENDENT STUDY.** Three hours credit. A flexible curriculum designed to allow the student, with the instructor's supervision, to design his own course of study to provide for specialization in the student's own area of interest. Six hours laboratory per week.

COMMERCIAL ART

The commercial art curriculum is intended to prepare persons for employment in such organizations as advertising agencies, commercial art studios, printing and publishing firms; television and motion picture studios and large sign shops. Graduates may find employment as illustrators, mechanical artists, designers or layout persons. However, graduates may find employment opportunities more prevalent in the larger metropolitan centers than in rural areas. For description of courses, see page 68, this catalog.

First Semester

<i>Subject</i>		<i>Semester Hours</i>
Art 131	Introduction to Drawing	3
Art 133	Art Theory and Design	3
Art 135	Creative Art Survey	3
Art 138	Introduction to Painting	3
Eng. 131	Grammar and Composition	3
DRF 125	Engineering Graphics	2
PE 111	Physical Education	1
		<hr/> 18

Second Semester

Art 132	Drawing (continued)	3
Art 134	Art Theory and Design (continued)	3
BA 235	Salesmanship	3
DRF 131	Engineering Drawing	3
Eng. 235	Technical Report Writing	3
PE 112	Physical Education	1
		<hr/> 16

Third Semester

Art 233	Introduction to Advertising Design	3
Art 230	Oil Painting	3
Art 232	Printmaking	3
Art 238	Watercolor painting	3
DRF 132	Residential Planning and Drafting	3
	Elective	2
PE 211	Physical Education	1
		<hr/> 18

Fourth Semester

Art 234	Advanced Advertising Design	3
Art 231	Oil Painting (continued)	3
Art	Elective	3
Theatre 133	Fundamentals of Stagecraft	3
GOV 231	Government of the United States	3
	Elective	2
PE 212	Physical Education	1
		<hr/> 18

DRAFTING TECHNOLOGY

The two-year program in Drafting Technology is formulated to produce a draftsman who has been exposed to a wide variety of drafting exercises. The curriculum embodies architectural drafting, and electro-mechanical design. Graduates of the program may find employment as beginning draftsmen in various kinds of business and industrial firms.

First Semester		
<i>Subject</i>		<i>Semester Hours</i>
Math 137	Technical Mathematics I	3
Eng 135	Communication Skills	3
ET 121	Electrical Fundamentals	2
DRF 131	Engineering Graphics I	3
DRF 132	Residential Planning and Drafting	3
PE 111	Physical Education	1
		<u>15</u>
Second Semester		
DRF 142	Machine Drafting and Design	4
DRF 133	Descriptive Geometry	3
MIT-W 131	Introduction to Welding	3
Eng. 235	Technical Report Writing	3
Math 138	Technical Mathematics II	3
PE 112	Physical Education	1
		<u>17</u>
Third Semester		
Math 235	Slide Rule	1
DRF 231	Cartographic Drafting	3
DRF 233	Industrial Illustrations	3
CT 141	Plane Surveying	3
MIT-M 143	Machine Shop I	4
	Elective	3
PE 211	Physical Education	1
		<u>18</u>
Fourth Semester		
DRF 232	Electronic Drafting	3
DRF 234	Residential-Estimating and Building Economics	3
MTT 234	Concrete and Bituminous Testing	3
DRF 236	Independent Study	3
	Elective	3
PE 212	Physical Education	1
		<u>16</u>

DRAFTING TECHNOLOGY**Course Descriptions**

DRF 125. **ENGINEERING GRAPHICS.** Two hours credit. Principles and practices of graphic language. Instrument acquaintance, applied geometry, lettering, orthographic projections, dimensioning principles and interpretation drawing. One hour lecture and three hours laboratory per week.

DRF 131. **ENGINEERING DRAWING.** Three hours credit. Designed to provide the beginning student with a firm background in drafting techniques with an understanding of orthographic projection, oblique projection and perspective drawing. Two hours lecture and three hours laboratory per week.

DRF 133. **DESCRIPTIVE GEOMETRY.** Three hours credit. Covers the theory and practice of geometrical magnitudes in space and their representatives by means of drawings. Two hours lecture and three hours laboratory per week.

DRF 132. **RESIDENTIAL PLANNING AND DRAFTING.** Three hours credit. The study of residential construction methods and materials, house design analyzing preliminary planning and drawing of house plans. Two hours lecture and three hours laboratory per week.

DRF 142. **MACHINE DRAFTING AND DESIGN.** Four hours credit. Instruction covers dimensioning, symbols, tolerances, shop terms, standards and methods of machine production. Preparation of working drawings are assigned. Two hours lecture and six hours laboratory per week.

DRF 231. **CARTOGRAPHIC DRAFTING.** Three hours credit. Directed toward an understanding of the techniques and involvements in topographic maps. The areas of symbols, contours, profiles, lead plot surveys and costed mylar engravings are encompassed. Two hours lecture and three hours laboratory per week.

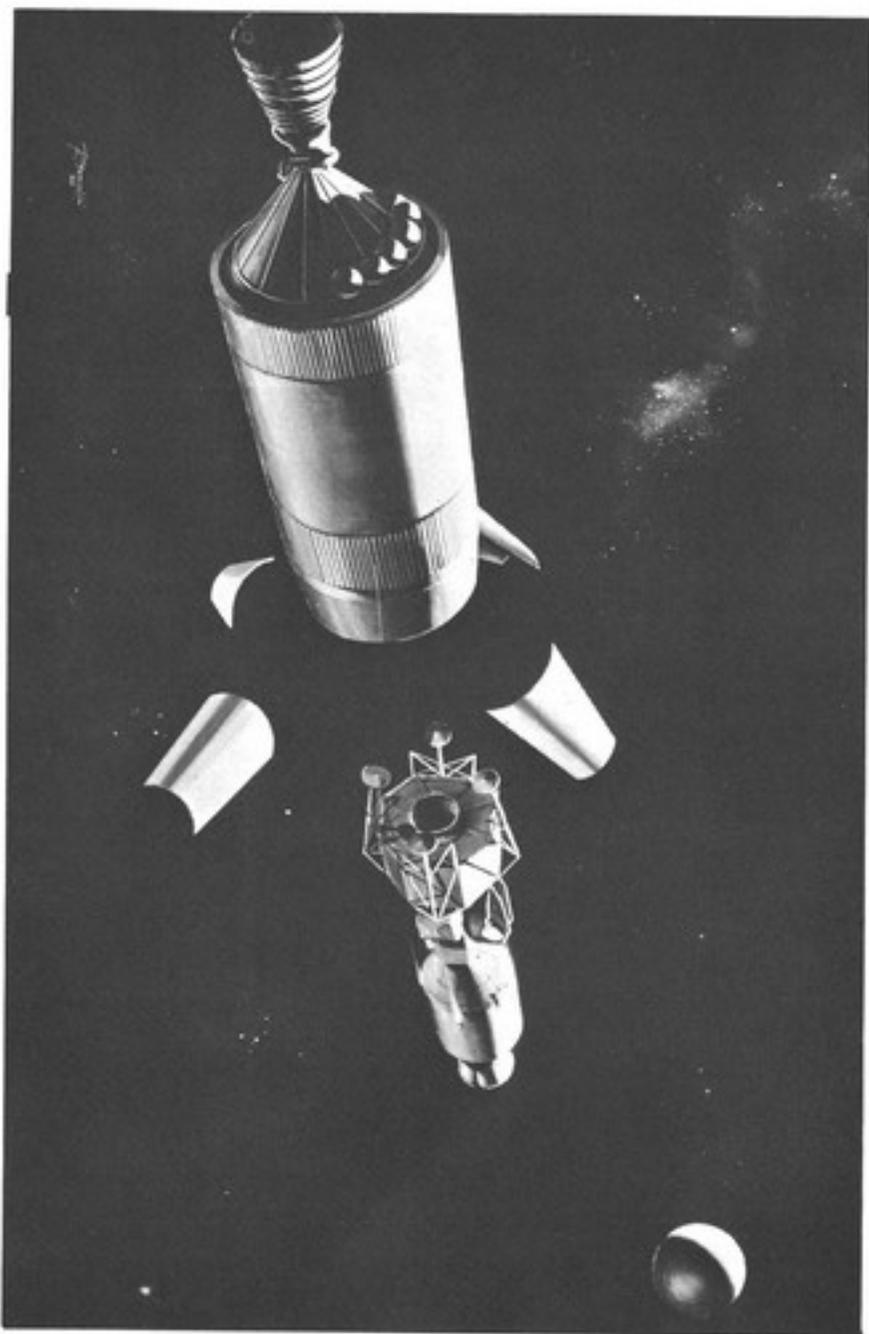
DRF 233. **INDUSTRIAL ILLUSTRATION.** Three hours credit. An extension of DRF 142 in which study and instruction are directed toward developing the student's skill in using a variety of methods in pictorial representation, rendering and illustrated working drawings. Two hours lecture and three hours laboratory per week.

DRF 232. **ELECTRONIC DRAFTING.** Three hours credit. This basic curriculum provides the student with an introduction to accepted practices and principles of schematic development as applied to diagrammatic drafting developed for the field of electronics. Two hours lecture and three hours laboratory per week.

DRF 234. **RESIDENTIAL-ESTIMATING AND BUILDING ECONOMICS.** Three hours credit. Provides familiarization with estimating of building construction costs, quantity take-off surveys, labor productivity rates, local cost factors, overhead and profit. Emphasis will be placed on

both short and long-term financing arrangements. Two lecture and three laboratory hours per week.

DRF 236. INDEPENDENT STUDY. Three hours credit. A flexible curriculum designed to allow the student, with the instructor's supervision, to design his own course of study to provide for specialization in the student's own area of interest. Six hours laboratory per week.



ELECTRONICS TECHNOLOGY

This two-year curriculum prepares the student to become an electronic technician who will assist electronic engineers in the design, production, operation and servicing of electrical and electronic systems and equipment. Another area includes work with communications equipment at many levels of proficiency. Electronics and electricity maintenance and repair, radio and television station operation and development of microwave equipment are among the prospects for employment.

First Semester

<i>Subject</i>		<i>Semester Hours</i>
Math 137	Technical Mathematics I	3
English 135	Communication Skills	3
Math 235	Slide Rule	1
ET 141	Principles of Direct Current	4
MIT-W 131	Introduction to Welding	3
PE 111	Physical Education	<u>1</u>
		15

Second Semester

Math 138	Technical Mathematics II	3
ET 142	Principles of Alternating Current	4
ET 132	Semiconductive Devices	3
ET 134	Principles of Radio	3
DRF 131	Engineering Graphics I	3
PE 112	Physical Education	<u>1</u>
		17

Third Semester

English 235	Technical Report Writing	3
ET 233	Electronic Calculations	3
Physics 142	General Physics	3
ET 231	Principles of Television	3
PE 211	Physical Education	1
BDP 121	Survey of Data Processing	2
	Elective	<u>2</u>
		17

Fourth Semester

ET 132	Electronic Construction Techniques	3
ET 234	Physical Electronics	3
ET 242	Industrial Electronics	4
ET 236	Independent Study	3
	Elective	3
PE 212	Physical Education	<u>1</u>
		17

ELECTRONICS TECHNOLOGY**Course Descriptions**

ET 121. **ELECTRICAL FUNDAMENTALS.** Two hours credit. This course provides an introduction to the field of electricity for the person who does not intend to specialize in this subject. It is essentially non-mathematical in nature, and includes familiarization with a wide range of electrical components. One hour lecture and three hours laboratory per week.

ET 141. **PRINCIPLES OF DIRECT CURRENT.** Four hours credit. Basic principles of electricity and electronics, and the application of these concepts to direct current circuits utilizing components such as resistors, inductors, and capacitors. Ohm's law and power calculations resistance combination, meter theory, magnetic fundamentals and direct current generators are covered. Laboratory work is designed to illustrate various principles covered in lecture. Three hours lecture and three hours laboratory per week.

ET 142. **PRINCIPLES OF ALTERNATING CURRENT.** Four hours credit. Basic principles of alternating current including vectors, complex numbers, phase relationships, inductive and capacitive reactance and impedance. Behavior of A-C circuits are analyzed under both sinusoidal and non-sinusoidal inputs. Series and parallel resonant circuits and transformer theory and application. Laboratory work is designed to illustrate various principles covered in lecture. Three hours lecture and three hours laboratory per week.

ET 132. **SEMICONDUCTOR DEVICES.** Three hours credit. A study of semiconductor diodes and transistors including modern electron theory. Transistor characteristics, amplifiers, oscillators, receivers, and industrial applications. Servicing and amplifier design. Laboratory work is designed to illustrate various principles covered in lecture. Two hours lecture and three hours laboratory per week.

ET 134. **PRINCIPLES OF RADIO.** Three hours credit. A comprehensive study of the principles of operation of vacuum tubes and transistors, their basic circuits, and the application of these circuits to audio frequency sound systems and radio receiver applications. Test equipment and test procedures as applied to receiver circuits. Two hours lecture and three hours laboratory per week.

ET 231. **PRINCIPLES OF TELEVISION.** Three hours credit. Principles of television transmission and reception with emphasis on circuits for pulse-shaping, picture scanning and synchronization. Video amplifiers, color television and industrial closed circuit systems. Two hours lecture and three hours laboratory per week.

ET 242. **INDUSTRIAL ELECTRONICS.** Four hours credit. A survey of electronic circuitry, as applied to control, regulation, sampling, and computing in industrial process will constitute the lectures. The laboratory

will give applications to parallel the lecture material. Three hours lecture and three hours laboratory per week.

ET 233. **ELECTRONIC CALCULATIONS.** Three hours credit. Application of mathematics to the solution of electronic circuit problems with the emphasis on linear systems and complex algebra. Three hours lecture per week.

ET 234. **PHYSICAL ELECTRONICS.** Three hours credit. A study of physical principles involving microelectronics, integrated circuits, computers, masers, lasers, parametric amplifiers and other recent electronic developments. Three hours lecture per week.

ET 236. **INDEPENDENT STUDY.** Three hours credit. A flexible curriculum designed to allow the student, with the instructor's supervision, to design his own course of study to provide for specialization in the student's own area of interest. Six hours laboratory per week.



MECHANICAL - INDUSTRIAL TECHNOLOGY

This two-year Associate of Applied Science degree program is designed to produce technicians who are competent in the areas of welding, sheet metal and machine shop applications. There are two options available to students. These are the Welding Option, which allows the student to specialize in welding and materials fabrication, and, the Machine Shop Option in which the student will develop further competence as a machinist. Graduates of this program may find employment opportunities in many kinds of industrial installations including machine shops, metal fabricating plants, aerospace industries, heavy equipment installations and mining companies.

WELDING OPTION

First Semester

<i>Subject</i>		<i>Semester Hours</i>
MIT-W 131	Introduction to Welding	3
MIT-W 141	Oxyacetylene Applications	4
DRF 131	Blueprint Reading	3
Math 137	Technical Mathematics I	3
Eng 135	Communications Skills	3
PE 111	Physical Education	1
		<hr/>
		17

Second Semester

MIT-W 132	Materials and Fabrication	3
MIT-W 142	Shielded Metal Arc Welding	4
Math 138	Technical Mathematics II	3
DRF 131	Engineering Graphics I	2
Eng 235	Technical Report Writing	3
PE 112	Physical Education	1
		<hr/>
		16

Third Semester

MIT-M 134	Metallurgy	3
MIT-M 143	Machine Shop I	4
MIT-W 241	Advanced Welding I	4
MIT-W 231	Structural Design and Stress Analysis	3
Physics 141	General Physics	3
PE 211	Physical Education	1
		<hr/>
		18

Fourth Semester

ET 121	Electrical Fundamentals	2
MTT 233	Materials Testing — Welding	3
MIT-W 242	Advanced Welding II	4
	Elective	3
MIT-W 232	Independent Study	3
PE 212	Physical Education	1
		<hr/>
		16

MECHANICAL - INDUSTRIAL TECHNOLOGY**WELDING OPTION****Course Descriptions**

MIT-W 131. INTRODUCTION TO WELDING. Three hours credit. A basic course which covers the principles of welding, operation and types of welders, welding positions and welds, encompassing a history of the welding industry along with the nomenclature used in the industry. Three hours lecture per week.

MIT-W 141. OXYACETYLENE APPLICATIONS. Four hours credit. A study of the operating principles of oxyacetylene welding and cutting, braze welding, cast iron braze welding and cast iron oxyacetylene welding with practical laboratory experience. Two hours lecture and six hours laboratory per week.

MIT-W 132. MATERIALS AND FABRICATION. Three hours credit. Concerns the basic metallurgical principles in the welding processes and the weldability of various metals under different welding processes. Three hours lecture per week.

MIT-W 142. SHIELDED METAL-ARC WELDING. Four hours credit. The principles and actual operation of shielded metal-arc welding of fillet and groove welds in all positions as well as advanced shielded metal-arc multipass welding in all positions. Two hours lecture and six hours laboratory per week.

MIT-W 241. ADVANCED WELDING I. Four hours credit. Theory and practice on shielded metal-arc pipe welding, gas tungsten-arc welding machine cutting and an introduction to materials testing. Two hours lecture and six hours laboratory.

MIT-W 231. STRUCTURAL DESIGN AND STRESS ANALYSIS. Three hours credit. Analysis and design of statically determinate and indeterminate members and structures, with a study of the welding procedures for shop fabrication and field erection. Stress analysis concerns a study of center of gravity and moment inertia of plane areas and built-up structural sections, tensile, compressive and shearing stresses and strain, welded and riveted joints and flexural and shearing stresses in beams. Two hours lecture and three hours laboratory per week.

MIT-W 242. ADVANCED WELDING II. Four hours credit. Theory and practice concerning gas metal-arc welding. Fine wire CO₂ welding and automatic welding are presented. Experience in more advanced destructive and non-destructive material is also provided. Two hours lecture and six hours laboratory per week.

MIT-W 232. INDEPENDENT STUDY. Three hours credit. A flexible curriculum designed to allow the student, with the instructor's supervision, to design his own course of study to provide for specialization in the student's own area of interest. Six hours laboratory per week.

MECHANICAL - INDUSTRIAL TECHNOLOGY

MACHINE SHOP OPTION

First Semester

<i>Subject</i>		<i>Semester Hours</i>
MIT-M 131	Machine Shop Theory	3
DRF 131	Blueprint Reading	3
MIT-M 143	Machine Shop I	4
Math 137	Technical Mathematics I	3
English 135	Communication Skills	3
	Physical Education	1
		<u>17</u>

Second Semester

MIT-M 132	Fundamentals of Machine Control Systems	3
MIT-M 134	Metallurgy	3
MIT-M 144	Machine Shop II	4
MIT-M 136	Machinists Math	3
English 235	Technical Report Writing	3
PE 112	Physical Education	1
		<u>17</u>

Third Semester

MIT-M 241	Advanced Machine Shop	4
PT 232	Fluid Power	3
MIT-M 231	Numerical Control Machines	3
MIT-W 131	Introduction to Welding	3
	Elective	3
PE 211	Physical Education	1
		<u>17</u>

Fourth Semester

DRF 142	Machine Drafting and Design	4
MIT-M 222	Machine Design	2
MIT-M 232	Programming Techniques	3
MIT-M 234	Independent Study	3
MTT 232	Metals Testing	3
	Elective	2
PE 212	Physical Education	1
		<u>18</u>

MECHANICAL - INDUSTRIAL TECHNOLOGY**MACHINE SHOP OPTION****Course Descriptions**

MIT-M 131. **MACHINE SHOP THEORY.** Three hours credit. Principles involved in the art of cutting metals by drilling, turning, boring, milling and grinding. Cutting tool geometry; nomenclature; cutting tools; materials; cutting speeds and feeds; and coolants. Three lecture hours per week.

MIT-M 143. **MACHINE SHOP I.** Four hours credit. Shop organization, safety and regulations. Mechanics of machine operation including levers, wheels, axles, bearing, pulley, gears, and screw threads. The use of shaping and cutting tools used in machine shops; cutting feeds and speeds for different metals and materials. The use of lubricants and coolants and the operation of drilling, boring and turning machines. Three lecture hours and three laboratory hours per week.

MIT-M 132. **FUNDAMENTALS OF MACHINE CONTROL SYSTEMS.** Three hours credit. A presentation of the fundamentals of machine control systems, including the study of comparators, amplifying devices, AC and DC actuating devices, loads, sensors, monitors. Also included is an introduction to digital computing, binary numbers, binary coded decimal and type format, programming for simple two-axis machines and terminology. Three lecture hours per week.

MIT-M 134. **METALLURGY.** Three hours credit. A study of the composition and properties of base metals and alloys. Includes a presentation of methods of manufacturing and processing metals with implications of how various metals and alloys can be cut, shaped or formed by machine operation. Three lecture hours per week.

MIT-M 144. **MACHINE SHOP II.** Four hours credit. A continuation of MIT 143, including the operating principles and actual operation of milling, planing, shaping and grinding machines. Includes the instruction on feeds, speeds and set-up operations of these various machines. Three hours lecture and three hours laboratory per week.

MIT-M 136. **MACHINISTS MATH.** Three hours credit. This course concerns the use of mathematical tables of powers, roots and reciprocals of numbers, chords and segments, formulas, geometrical propositions and constructions, trigonometry, tapers and angles, tolerances and allowances, screw threads, strength of materials, gear design and gear problems. Three lecture hours per week.

MIT-M 241. **ADVANCED MACHINE SHOP.** Four hours credit. Includes the operating principles and actual operations of various metal forming machines including forging, shearing, stamping and pressing machines. Newer metal-shaping methods that employ disintegrating corrosion, erosion and force characteristics of chemical, electricity, magnet-

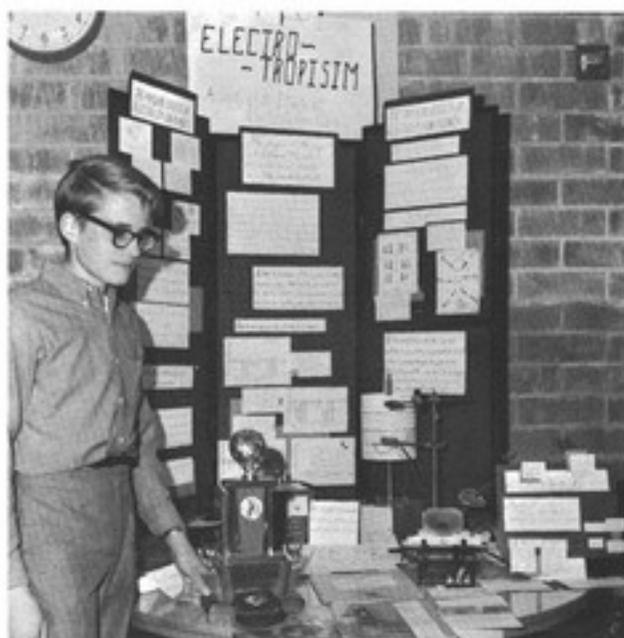
ism, liquid explosives, sound and light will also be covered. Three hours lecture and three hours laboratory per week.

MIT-M 231. NUMERICAL CONTROL MACHINES. Three hours credit. Principles and techniques involved in the operation of N/C systems and machinery. A review of mathematical formula required in part-programming and computer programming. An introduction to mathematical arrangements and flow-charting for computer usage. Use of special language forms for computer input and program sheets with terminology peculiar to numerical control. A comprehensive analysis of control systems in use in industry. Three lecture hours per week.

MIT-M 222. MACHINE DESIGN. Two hours credit. Design principles of certain machine elements are considered and calculations are made for determination of size and shape. It includes a study of the factors which influence the selection of materials, the geometry of the element and considers the environment of application of any particular machine element. Attention is given to economy, various loading conditions, stresses and deformation which must be considered in developing a satisfactory design. One lecture hour and three laboratory hours per week.

MIT-M 232. PROGRAMMING TECHNIQUES. Three hours credit. Designed for those interested in more complex part of programming techniques for numerical controlled machine tools. Emphasizes the "computing" feature of automatic programmed tools with a study of Five-axis part programming techniques. Three hours lecture per week.

MIT-M 234. INDEPENDENT STUDY. Three hours credit. A flexible curriculum designed to allow the student, with the instructor's supervision, to design his own course of study to provide for specialization in the student's own area of interest. Six hours laboratory per week.



PROPULSION TECHNOLOGY

The two-year Associate of Applied Science degree propulsion technology curriculum is designed to produce technicians competent in the field of automotive and diesel power mechanics. Second-year students may elect to take one of two options which are the Automotive Option and the Diesel Option. The Automotive Option allows students to specialize in maintenance, diagnosis and repair of automobile and gasoline engines. The Diesel Option places emphasis upon diesel engine applications in heavy equipment and trucks including maintenance, diagnosis and repair. Graduates of this program may find employment opportunities in automobile dealership garages, private repair garages, agricultural tractor and machinery dealerships, highway maintenance departments, mining installations and trucking firms and construction industries.

First Semester

<i>Subject</i>		<i>Semester Hours</i>
PT 151	Internal Combustion Engines	5
ET 121	Electrical Fundamentals	2
DRF 131	Blueprint Reading	3
Math 137	Technical Mathematics I	3
Eng. 135	Communication Skills	3
PE 111	Physical Education	<u>1</u>
		17

Second Semester

PT 142	Spark Ignition Engines	4
PT 144	Compression Ignition Engines	4
DRF 131	Engineering Graphics I	2
MIT-W 131	Intro to Welding	3
Eng. 235	Tech Report Writing	3
PE 112	Physical Education	<u>1</u>
		17

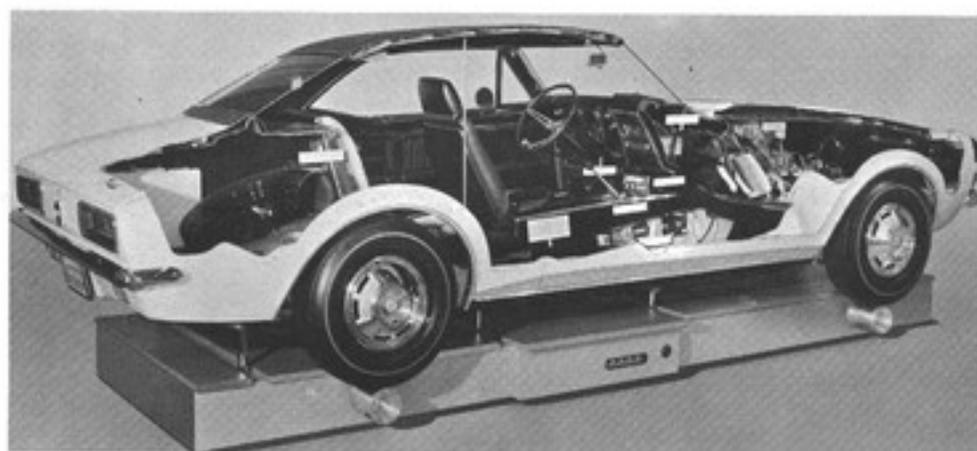
— Sophomore Year Automotive Application Option —

Third Semester

<i>Subject</i>		<i>Semester Hours</i>
PT 231	Automobile Engines	3
PT 233	Automobile Chassis Components	3
PT 225	Fuels and Lubricants	2
	Elective	3
MIT-M 143	Machine Shop I	4
PE 211	Physical Education	<u>1</u>
		16

Propulsion Technology (Continued)

Fourth Semester		
PT 234	Automobile Transmission and Power Training	3
PT 222	Electrical Systems	2
PT 230	Automobile Shop Practices	3
PT 238	Engine Testing Instrumentation	3
	Elective	2
MTT 231	Materials Testing—Propulsion	3
PE 212	Physical Education	1
		<u>17</u>
— Sophomore Year Heavy Equipment Application Option —		
Third Semester		
PT 235	Heavy Equipment Engines	3
PT 225	Fuels and Lubricants	2
	Heavy Equipment Chassis	
PT 237	Components	3
	Elective	3
MIT-M 143	Machine Shop I	4
PE 211	Physical Education	1
		<u>16</u>
Fourth Semester		
PT 222	Electrical Systems	2
PT 224	Truck Transportation Problems	2
PT 236	Power Transmission Systems	3
PT 238	Engine Testing Instrumentation	3
MTT 231	Materials Testing—Propulsion	3
PT 232	Fluid Power	3
PE 212	Physical Education	1
		<u>17</u>



PROPULSION TECHNOLOGY**Course Descriptions**

PT. 151. **INTERNAL COMBUSTION ENGINES.** Five hours credit. The principles of spark ignition and compression ignition engines are taught and variations in design and operational characteristics of different engine types are discussed. In the laboratory, the student will learn the proper use of hand tools, micrometers, dial indicators and other special tools in the visual inspection, measurement and service procedures for both spark and compression ignition engines. Three lecture and six laboratory hours per week.

PT. 144. **COMPRESSION IGNITION ENGINES.** Four hours credit. This course is a study of combustion chamber design, fuel injection systems, and the diagnosing of faults in fuel injection and combustion systems. Two lecture and six laboratory hours per week.

PT 142. **SPARK IGNITION ENGINES.** Four hours credit. The principles of carburetion and ignition in modern spark ignition engines are taught. A study is also made of modern testing equipment used in engine analysis. Two lecture and six laboratory hours per week.

PT 231. **AUTOMOBILE ENGINES.** Three hours credit. This course consists of engine internal condition diagnosis and rebuilding. Emphasis will be placed upon cylinder, cylinder head, crankshaft and bearing repair. Two lecture and three laboratory hours per week.

PT 233. **AUTOMOBILE CHASSIS COMPONENTS.** Three hours credit. A thorough study is made of the design and operation of suspension systems, steering gears and linkage, alignment, brake systems and power steering systems. Particular emphasis is placed upon developing skill in diagnosing and repairing malfunctions in these components. Two lecture and three laboratory hours per week.

PT 235. **HEAVY EQUIPMENT ENGINES.** Three hours credit. This course consists of diagnosis of malfunctions and the determination of internal engine condition without complete engine disassembly. Other topics such as preventive maintenance programs and operating records will be studied. Two lecture hours and three laboratory hours per week.

PT 237. **HEAVY EQUIPMENT CHASSIS COMPONENTS.** Three hours credit. This course is a study of the design and operation of suspension, brake and steering systems used on mobile heavy equipment as well as the systems required for stationary application. Two lecture hours and three laboratory hours per week.

PT 238. **ENGINE TESTING INSTRUMENTATION.** Three hours credit. This study includes the operation, calibration and use of measuring instruments in testing internal combustion engines and related equipment. On-the-engine tests such as brake horsepower, torque and fuel consumption are included in the laboratory work. Two lecture and three laboratory hours per week.

PT 225. **FUELS AND LUBRICANTS.** Two hours credit. This is a study of the chemical behavior of petroleum products. Recognized ASTM laboratory tests will be performed by the student. Topics covered are distillation, motor oil viscosity, flash point, pour point and cloud point and the cetane and octane numbers of fuel. Special consideration is given to combustion and lubrication problems found in internal combustion engines and auxiliary industrial equipment. One lecture and three laboratory hours per week.

PT 222. **ELECTICAL SYSTEMS.** Two hours credit. Electrical components and systems associated with engine power applications will be taught. Diagnosis techniques and repair procedures will be emphasized. One lecture and three laboratory hours per week.

PT 224. **TRUCK TRANSPORTATION PROBLEMS.** Two hours credit. The laws governing truck transportation as well as problems in selecting, servicing, and operating a fleet of commercial vehicles are explored in this course. Two lecture hours per week.

PT 234. **AUTOMOBILE TRANSMISSIONS AND POWER TRAINS.** Three hours credit. A study is made of the design, construction, operation and servicing of the automobile power transmission system. These components include clutches, drive lines, rear axles, differentials and standard and automatic transmission. Topics such as simple, complex and planetary gear trains, torque converters and fluid coupling will be included. Two lecture and three laboratory hours per week.

PT 236. **POWER TRANSMISSION SYSTEMS.** Three hours credit. Transmission of power from the internal combustion engine by mechanical, electrical and hydraulic means is explored. Problems in design and applications will be solved. The laboratory experience will include inspection, disassembly and repair of clutches, standard transmissions, automatic transmissions, torque converters, differentials, axles and bearings found in heavy equipment. Two lecture hours and three laboratory hours per week.

PT 230. **AUTOMOBILE SHOP PRACTICES.** Three hours credit. The student will apply the knowledge and skills learned in previous courses and will study the automobile as a complete functioning system. Emphasis will be placed on diagnosis and repair of major and minor components. One lecture and six laboratory hours per week.

PT 232. **FLUID POWER.** Three hours credit. A study of the principles of hydraulics and pneumatics as applied to heavy equipment. A study of basic hydraulic systems on trucks and earth-moving equipment with emphasis upon diagnosis and repair. Two lecture and two laboratory hours per week.

TECHNOLOGY INTRODUCTION

This is a one or two semester curriculum designed for students who wish to major in a technical field but are unsure of the particular curriculum in which they wish to specialize. Students will select courses from the technical core curriculum until they decide upon an area of specialization. With proper planning, students can still graduate at the end of four semesters with an associate degree in the technical specialization of their choice.

First Semester		<i>Semester Hours</i>
<i>Subject</i>		
Math 137	Technical Mathematics	3
Eng. 135	Communication Skills	3
PE 111	Physical Education	1
	Technical Core*	7-9
		<u>14-16</u>
Second Semester		
Eng. 235	Technical Report Writing	3
PE 112	Physical Education	1
	Technical Core*	10-12
		<u>14-16</u>

*Students select the technical courses from the following: DRF 142; MIT-M 143; ET 121; MIT-W 131; CT 121; and PT 151.



MATERIALS TESTING TECHNOLOGY**Course Descriptions**

(Courses will be integrated with the appropriate technologies)

MTT 131. **INTRODUCTION TO MATERIALS TESTING.** Two hours credit. This is an introduction to the concepts of material testing utilizing both destructive and non-destructive testing. One hour lecture and three laboratory hours per week.

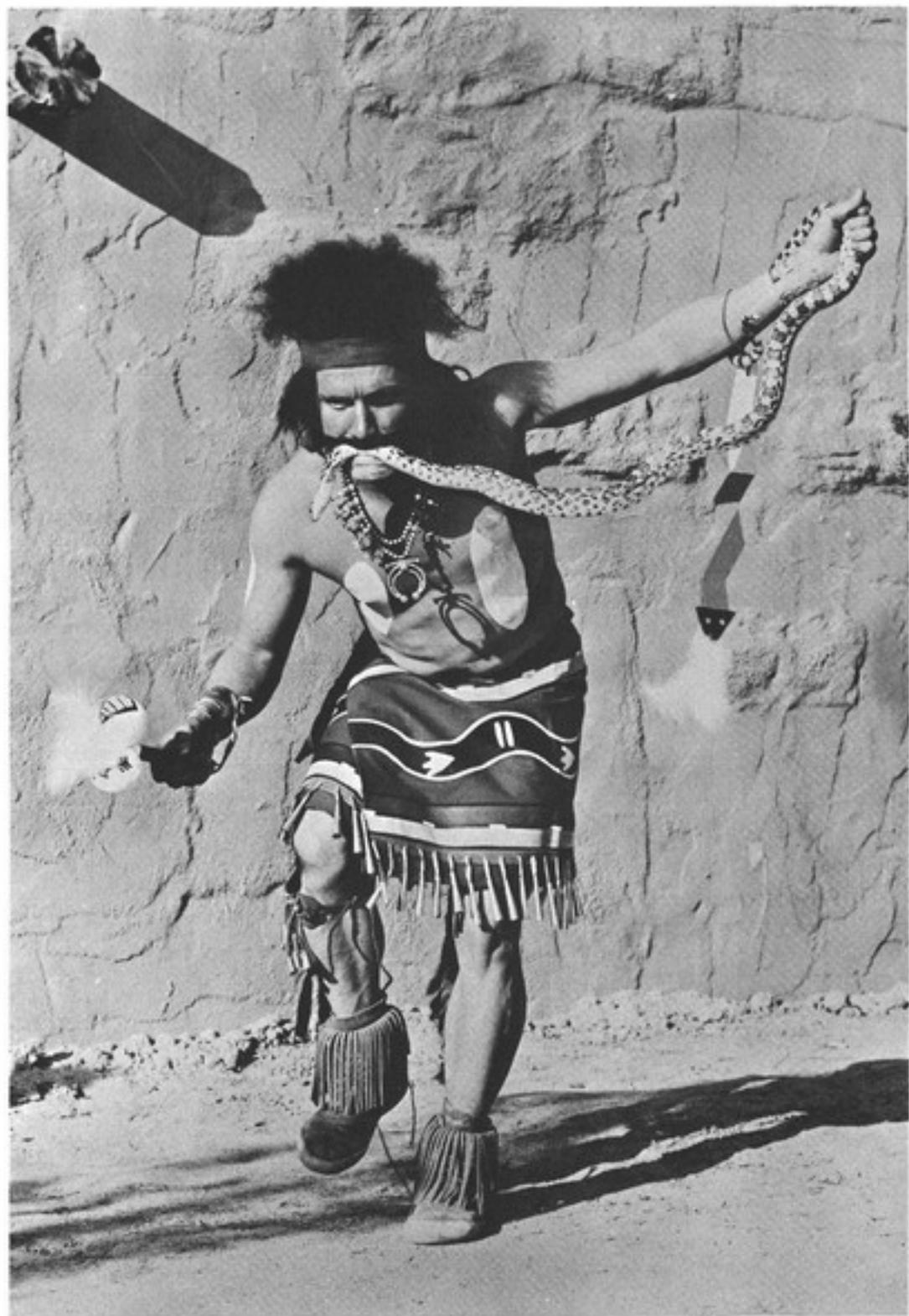
MTT 231. **MATERIALS TESTING—PROPULSION.** Three hours credit. Deals with tests used in the automotive and diesel industries to determine the condition of various engine and chassis components. The course encompasses magnetic particle testing, fluorescent penetrant testing, electromagnetic and ultrasonic testing. Two hours lecture and three laboratory hours per week.

MTT 232. **METALS TESTING.** Three hours credit. Covers destructive and non-destructive testing of various metals, alloys and machined parts for hardness, tensile strength torsion, flaws and cracks. Two lecture hours and three laboratory hours per week.

MTT 233. **MATERIALS TESTING—WELDING.** Three hours credit. This is a materials testing course which encompasses the tests applied to metals and welds to determine strength of welds, hardness, torsion, ductility and other characteristics of fabricated metals. Two lecture hours and three laboratory hours per week.

MTT 234. **CONCRETE AND BITUMINOUS TESTING.** Three hours credit. Concrete and asphaltic concrete tests which are used in the building construction and highway industries are covered in this course. Two lecture hours and three laboratory hours per week.





*Evening
Division*

EVENING DIVISION

CONTINUING EDUCATION PROGRAM

A bulletin listing the courses to be offered and general information pertaining to the Evening Division is printed each semester. A bulletin will be mailed on request.

The Evening Division recognizes that learning can and does continue throughout the life of an individual. Opportunity is provided for adults to pursue or resume intellectual interests, to increase their vocational competence, to develop worthwhile hobbies, and to improve the quality of their lives as individuals and as citizens.

One of the chief objectives of Yavapai College, Evening Division, is to serve the educational interests of the community and to meet the needs of those who desire to continue their education.

All subject and courses offered regularly in the day school will be offered in the evening school upon sufficient demand. The same standards regarding curriculum and teachers as maintained by the day schedule will be maintained by the Evening Division.

The following areas are available in the Evening Division:

1. College Credit Courses
2. Occupational Education Courses (Carrying College Credit)
3. Trade Extension Courses (Non-Credit)
4. Short Courses and Public Services
5. Hobby and Avocational 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. There are no entrance requirements for adults who enter as special students other than a willingness to put forth the necessary effort to profit from the class instruction.

Faculty: The Evening Division faculty is selected from the day school faculty, from outstanding faculty members in the college area and from leading business and professional men and women. These faculty members are chosen not only for their educational background, but also for their ability to work with adults.

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.

Evening Division Office: The office of the Director is located in the Business Administration Building.

Office Hours: The office is open from 1 to 4 p.m. and 6 to 9 p.m. Monday through Thursday, and from 8 a.m. to noon on Friday.

Registration: Students are expected to register on days designated for registration as stated on the Evening Division Schedule. All registration must be completed by the second class meeting. However, students may pre-register in the Evening Division Office during the week prior to the days designated for registration.

OCCUPATIONAL EDUCATION COURSES

All of the facilities of the Yavapai College Technical-Vocational Division are available for adults enrolled in the Evening Division.

Courses in the following areas are available:

Automotive Mechanics	Drafting
Civil and Construction	Electronics
Commercial Art	Machine Shop
Diesel Mechanics	Sheet Metal Welding

TRADE EXTENSION COURSES

Evening Trade Extension courses will be offered in all trades or skilled occupations for which there is an apparent need and sufficient demand and if a competent instructor is available. These courses are designed to satisfy the needs of specific groups of workers from the trades. Instruction will be given to trade and industrial workers in courses which are designed to teach the workers more about their jobs, and thereby increase their productivity and assure more opportunities for advancement. To be eligible for trade classes a worker must be employed in the trade in which he desires to receive extension training.

Individuals, organizations or management should contact the Director, Evening Division, for information relative to the organization of Trade Extension courses.

SHORT COURSES AND PUBLIC SERVICES

The Evening Division serves the community by arranging for Short Courses and Public Services that are offered by the Extension Division of the University of Arizona, Arizona State University and Northern Arizona University. Complete information can be secured by contacting the Director, Evening Division.

HOBBY AND AVOCATIONAL COURSES

The area of hobbies and the enrichment of leisure-time-living courses is included in the Evening Division; however, for the increasing number of adults who have more leisure time than ever before, it is an area of tremendous importance. Suggested hobby courses include:

Art	Dramatics
China Painting	Flower Arranging
Conversational French	Flower Design (Commercial)

Conversational Spanish	Leatherworking
Fundamentals of Electricity	Music Appreciation
Gardening	Petroleum Geology
Hat Design	Public Speaking
Home Nursing	Sewing
Interior Decoration	Welding
Landscaping	

Dropping or Adding Courses or Withdrawal: If a student finds it necessary to drop and/or add a course or to withdraw from the college, he must follow one of three plans outlined below:

1. The student must come personally to the Evening Division Office.
2. The student must telephone the Evening Division Office.
3. The student must write the Director of the Evening Division.

Tuition Refunds: The financial regulations as stated in the Schedule of charges in this catalogue are to be followed by a student enrolled in the Evening Division who desires a tuition refund.

Tuition and Fees: Charges for tuition and fees appear in the Schedule of charges of this catalogue.

COLLEGE TRANSFER COURSES

Any college credit course will be offered if a minimum of fifteen adults register for the course and the following academic courses are offered at night:

1. AGRICULTURE	Introduction to Programming
2. ART	Advanced Computer Programming
Appreciation	Economics
Introduction to Art Design	Introduction to Business
3. BIBLE	Office Practice
4. BUSINESS	Principles of Management
ADMINISTRATION	Principles of Insurance
Accounting, Elementary	Principles of Real Estate
Accounting, Machine	Salesmanship
Accounting, Principles	Shorthand
Accounting, Cost	Beginning
Business Correspondence	Intermediate
Business Law	Advanced
Business Machines	Typing
Business Mathematics	Beginning
Key Punch	Intermediate
Data Processing Methods	Advanced

- | | |
|--|--|
| 5. EDUCATION
General Psychology
Reading | 12. MECHANICAL
ENGINEERING
Civil Engineering
Engineering Drawing |
| 6. ENGLISH | 13. MUSIC
Appreciation
Introduction to Music
Literature
Theory |
| 7. FOREIGN LANGUAGE
French
Spanish | 14. SCIENCE
Biology
Chemistry
Geology
Physics |
| 8. GEOGRAPHY | 15. SOCIOLOGY |
| 9. GOVERNMENT
Arizona
United States | 16. SPEECH
Fundamentals
Public Speaking |
| 10. HISTORY | |
| 11. MATHEMATICS
Calculus
College Algebra
Fundamentals of Mathematics
Analytic Geometry
Trigonometry | |

