



MISSOURI-WESTERN JUNIOR COLLEGE

St. Joseph, Mo.

**1965 - 66
CATALOGUE**

Materials within the Special Collections and Archives may contain images, language, or other content that could be offensive to modern users. The content may be disturbing and offensive, but should be viewed within the context of that period. The material is being presented as part of a historical record and in no way reflects the values of Missouri Western State University.

MISSOURI-WESTERN
JUNIOR COLLEGE. (Copy 2)
St. Joseph, Mo.
(1965-66 Catalogue)

DATE DUE		
MAR 15		

Missouri Western College Library
St. Joseph, Missouri



MISSOURI WESTERN JUNIOR COLLEGE

(Formerly St. Joseph Junior College)

Tenth and Edmond Streets

ST. JOSEPH, MISSOURI

Telephone AD 2-7196

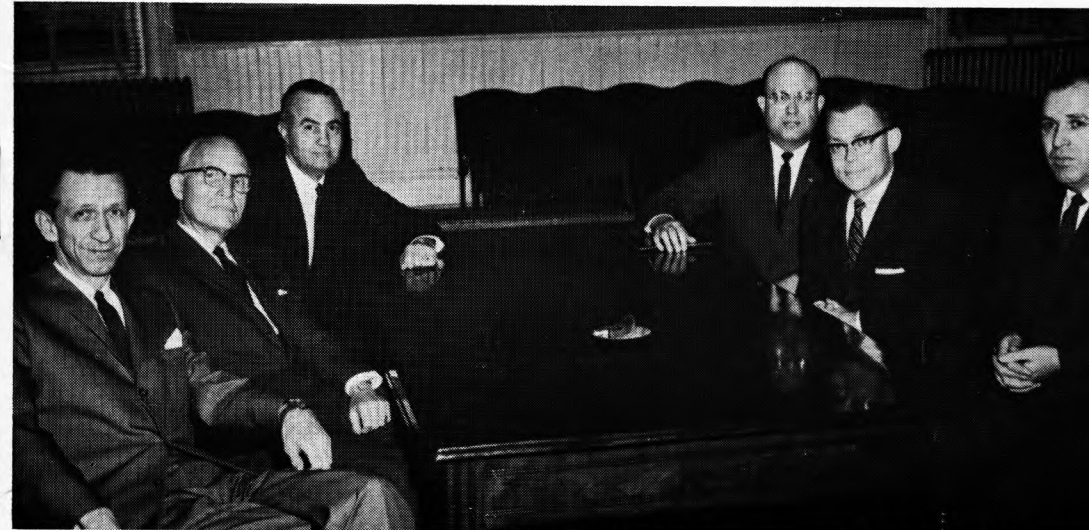
FIRST CATALOGUE

1965 - 1966

ACCREDITATION

The Missouri Western Junior College is accredited by the North Central Association of Colleges and Secondary Schools, the University of Missouri, and the State Department of Education of Missouri.

MISSOURI WESTERN JUNIOR COLLEGE



Stanley I. Dale, T. V. Teare, Dr. Potter, John Newhart, Wm. F. Enright, Jr., Loren Schneider

BOARD OF TRUSTEES

Dr. Thompson E. Potter, President
Mr. Loren Schneider, Vice-President
Mr. Stanley I. Dale

Mr. William Enright, Jr.
Mr. John Newhart
Mr. T. V. Teare



ADMINISTRATION

President
Dean of Instruction

EDGAR C. LITTLE, Acting Dean
WILLIAM P. GREEN, Technical Education Consultant
DOROTHY GRAHAM, Director of Student Personnel
ELIZABETH PHELAN, Dean of Women



OFFICE STAFF

RUTH WALLERSTEDT, Office Manager and Financial Secretary
ARLINE FRUIN, Records Secretary

A MESSAGE TO THE PROSPECTIVE STUDENT

The Missouri Western Junior College Board of Trustees, Administration and Faculty believe in the principle of a community college. They believe that every high school graduate within commuting distance should have the opportunity to extend his formal education beyond the high school in both academic and/or technical fields. St. Joseph Junior College had an excellent academic reputation; Missouri Western Junior College will continue in this tradition.

Should every graduate go on to college? Not every one, of course, but here are a few points that should be considered in making the decision.

Scholastic Aptitude. A number of tests attempt to measure this necessary characteristic of the college student. A few are: "The American College Test"; "The College Board"; "The School and College Ability Test"; "The Ohio Psychological Test." A good score on these or others indicate ability to do college work.

High School Rank. The high school graduate who range in the upper two-thirds of his class will probably be successful in college. This is the best single item for predicting success.

Study Habits. The high school graduate with good study habits has an advantage but others can improve if the desire is strong enough. The average college student must be able to study and concentrate four to six hours each day.

Motivation. This characteristic cannot be measured; it is an inner desire to succeed in a certain area. Someone with a specific goal will spare no effort to achieve that goal. Average students with motivation are usually successful.

There are a number of other considerations that effect the decision but these are the essential ones.

The following pages contain course description, academic policies and information concerning admission and registration. Read them carefully.

1965-66 CALENDAR

1965

- April 3—Placement Tests
- April 10—Placement Tests
- June 7 to July 30—Summer School
- July 1 to September 1—Pre-registration of Freshmen
(Students call for appointment)
- September 8— 7:30 A.M. to 12:30 P.M.—Register Sophomores
12:30 P.M. to 3:00 P.M.—Register Freshmen
- September 7—Faculty Meetings
7:00 P.M. to 9:00 P.M.—Register Evening School
- September 9— 7:30 A.M. to 3:00 P.M.—Register Freshmen
- September 10—8:00 A.M. to 11:30 A.M.—Orientation Day
Required attendance for all freshmen and new students.
- September 13—Regular Classes
- November 25 and 26—Thanksgiving Recess
- December 17—Christmas recess begins after classes

1966

- January 3—Monday, Classwork resumed
- January 18—Final Examinations begin
- January 21—Final Examinations end
- January 27 and 28—Registration, Second Semester
- January 31—Monday, Classwork begins
- February 22—Washington's Birthday
- April 8, 9, 10, 11—Easter Recess
- June 3—Commencement
- May 26, 27, 30, 31—Final Examinations

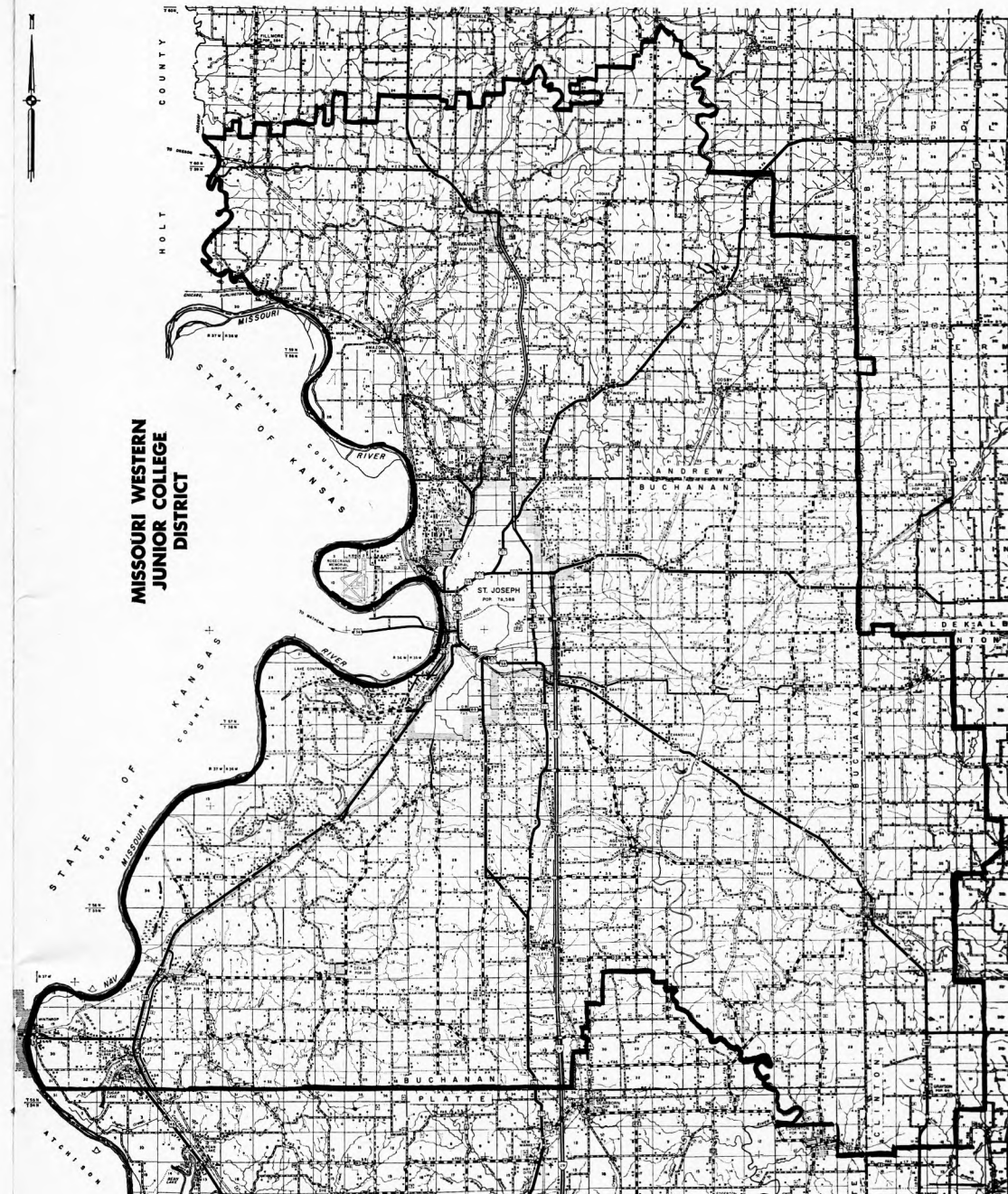
MEMBERSHIPS

American Association of Junior Colleges
American Association of Collegiate Registrars and Admissions Officers
National Junior College Athletic Association
North Central Association of Colleges and Secondary Schools
Council of North Central Junior Colleges
Higher Education Division of the National Education Association
Missouri Association of Collegiate Registrars and Admissions Officers
Missouri Association of Higher Education



Organized in 1965

The Missouri Western Junior College was organized on the principle of providing an excellent two-year college paralleling academic background for students seeking a four-year degree, and for students who desire a high quality academic-technical program leading to gainful employment at the end of two years.



THE MISSOURI WESTERN JUNIOR COLLEGE DISTRICT includes 11 school districts: Savannah, Avenue City, Gower, Platte Valley, Easton, Moore, Spring Garden, Agency-Faucett, DeKalb-Rushville, Lake Contrary, and St. Joseph.

This area covers almost all of Buchanan County, most of Andrew County, a part of Clinton County, and small parts of Platte and DeKalb Counties. The district is approximately 27 miles from east to west and 32 miles from north to south.

FACULTY

- EVAN AGENSTEINPhysics, Mathematics
B.S., Northwest Missouri State College; A.M., University of Missouri at Kansas City; Graduate Study, University of Missouri.
- ROBERT ALCORNAthletic Director, Coach
B.S., Northwest Missouri State College.
- MARION BUCZEKPsychology
A.B., Mount St. Scholastica College; A.M., University of Kansas.
- DENA CLARKLibrarian
B.S., Northwest Missouri State College; B.S. in Library Science, George Peabody College for Teachers; M.A., George Peabody College for Teachers.
- ROSEMARY L. COATSFrench
B.S., Northwest Missouri State College; Graduate Study, Emory University, Middlebury College, University of Colorado.
- MARY LEE DOHERTYEnglish
A.B., William Jewell College; A.M., University of Colorado.
- FRANCES FLANAGANEnglish
A.B., Mount St. Scholastica College; M.A., State University of Iowa; Graduate Study, University of Wyoming, University of Colorado; Summer Work, Scottish Universities, Edinburgh.
- HARRY FORCEBiology, Chemistry
B.S., Alabama State Teachers College; A.M., George Peabody College for Teachers.
- CHARLOTTE FORNARYGerman
A.B., A.M., Hunter College of the City University of New York.
- ARLINE FRUINRecords Secretary
- ROBERT GARZASpanish
B.A., M.A., Texas A&I College; Graduate Work, University of Kansas.
- HELEN GETTYSPsychology
B.S., M.S., University of Missouri; Graduate Study, University of Chicago.
- DOROTHY GRAHAMDirector of Student Personnel
B.A., University of Iowa; M.A., San Diego State College; Graduate Study, University of Colorado.
- MARIAN HARVEYSocial Science
A.B., Northwestern University; A.M., University of Chicago; Graduate Study, University of Wisconsin.
- ACHSAH HECKELChemistry Laboratory
B.S., Kansas State University.
- HERBERT G. HULLINGER.....Economics, Accounting
B.S., Northwest Missouri State College; M.S., University of Missouri.
- JAMES JORDANSocial Science
B.S. in Education, Central Missouri State College; M.A., University of Missouri at Kansas City; Graduate Study, Northwestern University.

- LOUISE LACYEnglish, Speech
A.B., A.M., University of Missouri.
- MURIEL M. LOMAXHealth Education
B.S., New York University; A.M., University of Missouri at Kansas City
- GLENN E. MARIONEngineering
B.S., Northwest Missouri State College; M.S., Oregon State College; Graduate Study, Missouri School of Mines and Metallurgy.
- ROBERT PAWLINGElectronics Technology
St. Joseph Junior College; Colorado A & M, Trade and Industrial.
- ELIZABETH PHELANHistory
B.S., St. Mary College; M.S. in Education, Creighton University.
- FRANK POPPLEWELLHistory, Political Science
B.S., M.S., Kansas State College; A.M., University of Missouri.
- ROSALIE REARDONEnglish
B.S., University of Missouri; A.M., Southern Methodist University.
- JOHN REDMONDChemistry
B.S., University of Missouri; Graduate Study, University of Missouri.
- ROBERTA S. RIEMERMusic
A.B., Park College; M.Mus., Northwestern University; Graduate Study, Chicago Musical College, Columbia University.
- LOIS JANE ROPERMathematics
B.S., Northwest Missouri State College; A.M., University of Missouri.
- LEWIS SCHNELLMANNArt
B.S., A.M., University of Missouri.
- CELIA F. SUTHERLANDEducation
B.S., Northwest Missouri State College; A.M., University of Missouri at Kansas City; Graduate Study, University of Kansas.
- RICHARD TAYLOREnglish
B.S. Northeast Missouri State College; B.J., A.M., University of Missouri.
- VEVA B. TOMLINSONEnglish
B.S. in Education, Central Missouri State College; M.A., Duke University; Graduate Study, University of Missouri at Kansas City.
- RUTH WALLERSTEDT.....Office Manager and Financial Secretary
- LILLIAN R. WATKINSMathematics
Ph.B., University of Chicago; A.M., University of Missouri; A.M., University of Michigan; Graduate Study, Columbia University, Northwestern University.
- JERRY WILKERSONMathematics
B.S., M.S., Central Missouri State College.
- JOHN R. YANCEYBiology
B.S., Central Missouri State College; A.M., University of Missouri at Kansas City; Graduate Study, University of Colorado and University of Missouri.

ORGANIZATION

General Information

Accreditation

Admission

Registration

Fees

Graduation

Academic Policies

Scholarships

Student Aid

Student Services

Activities

"This part of the catalogue should be read with care by the prospective student. It presents the policies of the college trustees and administration."

GENERAL INFORMATION

HISTORY

The St. Joseph Junior College was organized by an act of the Board of Education in the summer of 1915. It was an integral part of the city public school system. The administration was under the direction of the Board of Education and the Superintendent of Schools.

Classes were originally conducted in what was known as the Central High School building at Thirteenth and Olive, a location now occupied by the Naval Reserve building, and were under the immediate direction of the principal and staff of Central High School. In 1925 most of the classes were moved to the adjoining building, which at present houses the Everett School. In January 1933, a separate administration was established and all classes were moved to the present building on Tenth Street between Charles and Edmond.

In 1964 a citizens' committee, with Judge Frank Connett as Chairman and Mr. Richard Martin as executive secretary, was organized. After months of hard and effective work, this committee, together with many other citizens, were able to arouse the interest and support needed to have petitions signed in eleven school districts for the formation of a Junior College District. The eleven districts involved were Savannah, Avenue City, Gower, Platte Valley, Easton, Moore, Spring Garden, Agency-Faucett, DeKalb-Rushville, Lake Contrary, and St. Joseph. These petitions were presented to the State Board of Education on December 17, 1964. The State Board accepted the petition, and decreed that an election be held on January 19, 1965, to determine whether or not such a district should be formed. The majority of the voters were in favor of the proposition, and the Missouri Western Junior College District was organized. Six trustees were elected at the same time.

LIBRARY

The present building houses a fully equipped library which consists of a reading room, a librarian's office and stack room. The book collection is a growing one, comprising over eleven thousand well-selected volumes. It contains the standard reference works and duplicate copies of the readings assigned for class work. The proximity of the Public Library, which contains more than a hundred thirty-five thousand books, is a great asset to the college. Fully equipped Biology, Chemistry, Physics, and Language laboratories are also available.

OBJECTIVES

I. Objectives and purposes in the field of General Education:

1. To promote intellectual growth and creativity. The Junior College was established originally as a liberal arts college. A liberal arts program through the first two years of college has, therefore, remained our constant purpose. To this end, our curriculum offers basic courses in the areas of human knowledge: science, mathematics, the fine arts, humanities, and social studies.
2. To encourage habits of intellectual integrity and objective thought by the posing of questions, by lecture, experimentation, class discussions, student papers, class visitation by community leaders and visual education.
3. To develop skills in communication, in organization, and interpretation of facts.

II. Occupational objectives:

1. To provide pre-professional work leading to the schools of medicine, law, business administration, education, journalism, engineering, nursing, etc.
2. To provide opportunities for adult education, both cultural and vocational.
3. To provide opportunity for terminal education which will include an increased knowledge of the heritage of western civilization, as well as technical preparation.

III. Objectives in individual improvement:

1. To encourage self discipline and personal adjustment to the increasing responsibilities of adult life.
2. To encourage development of individual abilities through class work, student clubs, honorary societies, student convocation, and talent productions, and athletic programs.
3. To promote respect for individual merit and human dignity.

ACCREDITED RELATION

The Missouri Western Junior College is fully accredited by the North Central Association of Colleges and Secondary Schools, the University of Missouri and the State Department of Education.

The Junior College meets the conditions of affiliation with the University of Missouri in conformity with the plan of that institution for accrediting Junior Colleges, and graduates of the Missouri Western Junior College are admitted without examination to Junior standing in the University of Missouri and other institutions of like ranking upon presentation of certificates showing completion of sixty hours of work and one hundred and twenty grade points. Graduates from the Missouri Western Junior College have transferred to many of the large colleges and universities with advanced standing. Students should check their courses carefully against the requirements of the university of their choice.

ADMISSION

1. From High School:

Graduates of accredited high schools in Missouri are eligible for admission without examination. Graduates of accredited high schools in other states must present credits that would be accepted for admission to the College of Arts and Science, University of Missouri.

2. By transfer from other Colleges and Universities:

A student who has attended another institution or institutions of college level must present a transcript or transcripts of credit with his application for admission. No transfer student is considered officially enrolled until all college transcripts have been received and evaluated. Transcripts presented after registration may result in a late enrollment fee or scholastic suspension.

Any transfer student on scholastic probation at his former school may be admitted with the understanding that he must maintain a "C" or better average through each grading period.

Any transfer student on scholastic suspension at his former school who is a resident of the Junior College district may apply for admission under the following conditions: 1. Petition the Dean and committee on scholastic standing. 2. Present a letter from the Dean of his former college suggesting his acceptance and stating any restrictions or recommendations.

Any transfer student living outside the district will not be accepted unless he is eligible to return to the college last attended.

A student who misrepresents information during registration will be dismissed immediately.

REGISTRATION

A person who plans to enroll in the Missouri Western Junior College will follow the procedures shown below.

1. SUBMIT AN APPLICATION ON A FORM PROVIDED BY THE COLLEGE OFFICE.
2. HAVE AN OFFICIAL EIGHT SEMESTER TRANSCRIPT OF HIGH SCHOOL RECORD SENT TO THE COLLEGE OFFICE BY JUNE 15.
- 3 TAKE THE REQUIRED PLACEMENT TESTS.

These may be taken on a designated Saturday in April at the Junior College or at other testing centers in Northwest Missouri on certain Saturdays. Dates are announced each spring.

These tests are the Missouri English Placement Test and the School and College Ability Test. The test scores become a part of the student's permanent record. There is no charge for these tests if they are taken before school opens. If the tests are made up after school opens, the student must pay \$1.00 for each test.

Transfer students must take the tests if they have less than 16 hours credit. If the scores are on record at another school, they may be transferred to Junior College at the request of the student.

4. VISIT THE JUNIOR COLLEGE OFFICE DURING THE SUMMER TO CONFER WITH AN ADVISER AND SET UP A TENTATIVE SCHEDULE OF CLASSES.

Personnel of the college will be on hand each week day starting

shortly after July first. Students who pre-register early have a better opportunity to arrange classes to their advantage.

5. REPORT FOR FINAL REGISTRATION AND ORIENTATION.

Final registration takes place during the week immediately preceding the beginning of classes. FEES MUST BE PAID IN FULL AT THIS TIME. No student can be admitted to classes until all fees are paid.

All new students, freshmen and transfers, must attend a designated orientation day. An attempt is made to acquaint the new student with the traditions, some of the regulations, and activities of the college.

LATE REGISTRATION

No student will be permitted to enroll in a course after classes have been in session for one week except in extraordinary cases when he may be permitted to enter during the second week by special arrangement with the Dean and the instructor involved.

A late registration fee is required of all students who enter after the regular period of registration has ended. FEE: \$5.00.

SPECIAL STUDENTS

Persons over 21 years of age who have not completed requirements for admission, and who present evidence of special preparation and attainment may be admitted to the college as special students. These students may become candidates for degrees when regular admission has been established or when the entrance deficiencies have been removed by showing college level abilities through maintenance of at least "C" average in the first thirty hours attempted.

Special students are required to take all examinations in their courses, and are subject to the same scholastic requirements as other students.

GED TESTS

The General Education Development Tests are recognized according to the recommendation of the American Council on Education.

AUDITORS OR HEARERS

With the consent of the Dean and the instructors involved, students may be admitted to any course as hearers. They must register and pay a special fee, but are not required to take examinations.

LOW HIGH SCHOOL RANK

Students in the lower 10 per cent of their graduating class and with low placement test scores may be accepted as special students on probation. They may be dismissed at the end of any grading period for lack of scholastic progress. Under certain conditions, it may be required that these students register for remedial or other courses in evening school; then, if their academic capabilities are satisfactory, they may enroll in day classes.

FEES

All Fees Must Be Paid at the Time of Final Registration.

There is no tuition fee for students who are residents of the Missouri Western Junior College district. However, all students, regardless of residence, must pay an incidental fee, activity fee, and library fee each semester. Those enrolled in courses where equipment is exposed to depreciation or where materials are consumed, are required to pay a laboratory fee.

Students who cannot be classified as residents of the Missouri Western Junior College district must pay a non-resident tuition fee in addition to the fees required of all students. A student who enrolls for less than five hours will pay only half the incidental fee, and in the case of non-residents, only half the non-resident tuition fee. All other fees for those carrying a part-load are the same as those of full-time students.

SCHEDULE OF FEES

1965-66

Incidental Fee	\$ 50.00	a semester
Activity Fee	8.00	a semester
Library Fee	1.50	a semester
Non-resident Tuition (out of district).....	81.50	a semester
Non-resident Tuition (out of state)	131.50	a semester
Laboratory Fees:		
All Art Courses	1.00	a semester
All Music Courses	1.00	a semester
General Botany	7.50	a semester
General Biology	5.00	a semester
General Zoology	7.50	a semester
Physiology (3 hr.)	5.00	a semester
Physics 123 and 124	7.50	a semester
Physics 111	7.50	a semester
Physics 1 and 112	5.00	a semester
Chemistry 1	5.00	a semester
Chemistry 11	10.00	a semester
Chemistry 13	10.00	a semester
Organic Chemistry	10.00	a semester
Quantitative Analysis	10.00	a semester
Engineering Drawing, Descriptive Geometry, Architectural Drawing	3.00	a semester
Foreign Language, 1st & 2nd Semester....	3.00	a semester
Foreign Language, 3rd & 4th Semester....	1.50	a semester
St. Joseph Technical School	10.00	a semester
Miscellaneous Fees:		
Matriculation Fee	5.00	
Paid at pre-registration by all students enrolling for the first time. No refund.		
Auditor or Hearer, per hour	4.00	
Late Registration Fee	5.00	
Change of Course after Registration Day..	1.00	
Non-negotiable Checks	1.00	
Late Examination Fee	1.00	
Transcript Fee (after 1st request).....	1.00	
Evening School and Summer School Tuition, \$12.00 credit hour, plus laboratory fee.		

RESIDENCE

A resident student is normally one who lives with his parents or legal guardian in the Junior College district. An emancipated student, who has resided in the district at least six months prior to his initial registration in the Junior College, shall be considered a resident of the district.

Marriage shall be regarded as effecting emancipation of minors, whether male or female, for the purpose of establishing residency.

Any student claiming residency in the Junior College district may be required to furnish evidence to college officials to support his claim.

Students with more than sixty semester credit hours on the date of registration must pay out-of-district tuition, even though they may be classified as residents. This may be waived under certain conditions. This is necessary because no state assistance is received by the district for such students.

GRADUATION

Graduation from the Missouri Western Junior College implies one of two things: that a student intends to transfer to a four-year college as a junior or that he will terminate his formal education and take full-time employment. At present, most of the courses offered by the college are considered as college-university parallel courses; that is, they are similar to courses offered in colleges and universities during the freshman and sophomore year. When transferred from the Junior College, they are accepted by four-year institutions as credit toward a Bachelor's Degree. At the same time, many of these courses will be valuable to a person even though he may never complete the requirements for a degree. In this case they may be considered as terminal in nature. In addition, a few courses offered by the college are definitely terminal in nature and ordinarily will not be accepted toward a degree by a four-year institution.

Graduation is not absolutely imperative, even for students who wish to transfer to four-year institutions with upper-class standing. At the same time, distinct advantages accrue to the student who completes all requirements for graduation from the Junior College.

1. Because he must have at least a "C" average to graduate, acceptance by most colleges and universities is automatic and transfer procedures are simplified
2. Graduates receive a scholastic rank in the class. This is important in a number of instances, particularly when applying for scholarships.
3. Those who do not go on have the satisfaction of knowing they have completed a significant step in education beyond high school.
4. The activities at commencement time, while not spectacular, include experiences a student may enjoy retaining in his memory.

REQUIREMENTS FOR GRADUATION

General requirements to be met by all students are:

1. Complete a minimum of sixty semester hours of credit and one hundred and twenty grade points. (See "Grading System" on Page 16.)
2. Credit in the following courses:
 - a. English Composition, six hours.
 - b. American History or American Government, five hours.
(These courses include a study of the American Constitution and the State of Missouri.)
3. In addition to the general requirements, students will fulfill requirements for one of the following certificates:

Associate in Arts	(A.A.)
Associate in Science	(A.S.)
Associate in Applied Science	(A.A.S.)
General Junior College Certificate	(J.C.)

The granting of four separate types of certificates is more a matter of tradition than of scholastic significance. The certificates indicate areas of concentration—liberal arts, science and engineering, teaching, and a variety of fields not covered by the first three. A more detailed description of each certificate is given in the following section of this catalogue.

CERTIFICATES GRANTED

ASSOCIATE IN ARTS:

This certificate is appropriate for those who plan eventually to become a candidate for a Bachelor of Arts Degree with a major in any of the many possible fields and for those who plan to enter such professional schools as Law, Medicine, Dentistry, Social Work, etc.

The requirements are:

1. Six hours of English Composition.
2. Ten to thirteen hours of modern foreign language. Students who present high school credit in a foreign language and continue in the same language may be excused from part of this requirement.
3. Ten hours distributed among the social sciences: Economics, History, Political Science, Sociology.
4. Ten hours distributed among the humanistic studies: English Literature, Masterpieces, Music Appreciation, Art Appreciation, Introduction to Theatre, and second year courses in foreign languages.
6. Ten hours in the Natural Sciences: five hours Biological Science and five hours Physical Science.
7. Electives to total sixty-four hours.

ASSOCIATE IN SCIENCE:

This certificate is awarded to those students who complete the requirements for an Associate of Arts Certificate with these exceptions: The requirements in humanistic studies and Social Science are reduced and a minimum of twenty hours in science and mathematics must be completed. For those in Engineering the language requirement is also reduced.

ASSOCIATE IN APPLIED SCIENCE:

This degree is awarded those who complete the required academic and technical courses in preparation for a position as a technician in industry.

1. English and speech	10 Hours
2. Social Science	8 Hours
3. Mathematics and Science	14 Hours
4. Technical Courses	34 Hours

GENERAL JUNIOR COLLEGE CERTIFICATE:

This certificate is appropriate for students in pre-business, pre-journalism, high school and elementary school teaching, mortuary science, technical work combined with general education, and others who have not yet begun to concentrate in any particular field.

The requirements are:

1. Six hours of English Composition.
2. Three-Six hours of American History or American Government.
3. Electives to total sixty-four hours.

ACADEMIC POLICIES

GRADING SYSTEM

Grades used in evaluating the work of students are: A—superior; B—good; C—average; D—inferior; F—failing.

Grade points are earned according to the following schedule:

- A grade of A gives four points for each hour of credit
- A grade of B gives three points for each hour of credit
- A grade of C gives two points for each hour of credit
- A grade of D gives one point for each hour of credit
- A grade of F gives no points for each hour of credit

COURSE LOAD

The maximum number of hours, exclusive of courses in physical education and music, to be carried by a junior college student is sixteen a semester. Students in engineering may carry loads comparable to those permitted by the institutions to which they wish to transfer. Honor students may in some instances carry more than sixteen hours in conformity with policies of the College of Arts and Science, Missouri University.

Students on probation and those working exceptionally long hours on jobs may be required to reduce the number of hours carried for college credit.

TRANSCRIPTS

All information in each student's personal college record folder is considered confidential information and is issued only to authorized recipients. Grades are never given out over the telephone. The Junior College will issue official transcripts of academic records only upon a written request by the student.

Each student will be issued one transcript free of charge. For each additional transcript a fee of \$1.00 is charged.

A transcript will not be issued when the student is delinquent in payment of tuition and fees, library fines, has failed to return library books, or when there are other obligations to the college.

MINIMUM ATTAINMENT

No policy of the school is intended to discourage the sincere, conscientious student even though his achievement may not place him in the upper rank of students.

At the same time, each student is expected to make reasonable progress toward graduation. Grade averages for students are figured at the time mid-semester grades are reported and at the end of each semester. Students whose progress is partially sub-standard are placed on scholastic probation, and others who fail to meet prescribed minimum requirements may be withdrawn. The provisions for scholastic probation and suspension are as follows:

1. Scholastic probation:

A first semester student whose grade point average is below 1.5 or any other student whose grade point average is below 1.75 is placed on scholastic probation. While on probation the student's credits cannot be certified to another college or university with the statement that he is in good standing. A student must finish a semester's work with a 1.75 point average to remove the probation status.

A student on scholastic probation may not register for more than twelve hours.

2. Scholastic suspension:

Students whose progress is less satisfactory than that of those placed on scholastic probation are required to withdraw. Students cannot be permitted to register for the following semester in the instances described below:

- A. A first semester student whose grade point average falls below 1.00.
- B. Any other student whose grade point average falls below 1.25.
- C. If the student's record is such that it places him on scholastic probation for two semesters.

READMISSION

A student placed on scholastic suspension for any of the above reasons may be re-admitted after the lapse of one semester, subject to the following conditions:

1. That he petition for return and be accepted by the faculty committee on scholastic standing.
2. That he fail no course and earn a minimum grade point average of 1.75 in any grading period.
3. That he carry a maximum load of twelve hours the first semester.
4. That his attendance be regular and punctual.

STUDENTS WITHDRAWN A SECOND TIME SHALL BE WITHDRAWN PERMANENTLY.

REPEATING COURSES

A student who has made "D" or "F" in a course may be permitted to repeat the course, provided the class is not crowded, only once. The same policy applies when the record shows "withdrawn failing." Grade points earned in the second attempt are used in calculating G.P.A.

WITHDRAWAL FROM COURSES

Students who, for any reason, find it necessary to withdraw from the College completely during the course of a semester are required to notify the Dean, pick up the course cards from their instructors and turn them over to the Registrar. On the course cards the instructors will record the date of withdrawal and mark "passing" or "failing." Since honorable dismissal is ordinarily required for transfer from one college to another, a student should not discontinue his college work without formal withdrawal. Students who withdraw without official permission will have "failing" recorded in all subjects.

REFUND OF FEES

1. Student withdrawing within the first week of school—
(5 days)80% refunded
2. Student withdrawing within the next 10 days—
(end of 3rd week of school).....50% refunded
3. After 3rd week of schoolno refund

CLASS ATTENDANCE

Regular attendance is required as evidence of a student's active interest in completing the work for which he enrolled. There is no such thing as a permissible number of deliberate cuts. Irregular attendance will be sufficient cause for dropping a student from class. Students with consecutive absences due to illness will be given sympathetic consideration, and it is not the policy of the college to deal harshly or unfairly with any student who is absent for legitimate reasons. Close contact with instructors and the college office concerning necessary absences is advisable.

Students with irregular attendance in a class must meet with the faculty attendance committee and defend their privilege of remaining in the class.

ABSENCES AND MAKE-UP WORK

Work missed during absence is, to a great extent, lost to the student. Lectures are impossible to make up and reading assignments lose something also. Some of the information missed is likely to be needed later on examinations. When an announced test or examination falls on the day a student is absent, instructors are not required to prepare or give a make-up test. However, no one wishes to work a hardship on any student; and, in the case of genuine illness or real emergency, it is possible to arrange for a make-up test to be given. A fee of one dollar is charged for this service.

INCOMPLETE GRADES

An incomplete grade must be removed within six weeks after the close of a semester or the grade will be recorded as failing.

COURSES ATTEMPTED

A "W" or "WP" grade does not count as courses attempted. A "WF" does count as a course attempted but may be removed by repeating and earning a higher grade. The same is true of any course repeated.

TRANSFER OF CREDIT

A student may transfer from Junior College to another college at the end of any semester. Any of the academic courses will transfer. Many schools require a "C" average; others will not accept "D" grades. A student must maintain a "C" average at the institution to which he transfers. Grades and grade points transferred from Junior College are kept on a separate record and are not used in calculating the cumulative grade point average. The maximum number of hours that will transfer from a Junior College to a four-year college or university is 64. There are some exceptions; for example, pre-engineering students may transfer 74.

If a student should encounter any difficulty in the evaluation of credits in transfer, he should notify the Junior College office.

DISMISSAL

A student whose scholastic performance appears to offer little prospect for success, or whose conduct is such that his continued presence would be detrimental to the college, may be dismissed without privilege of reinstatement.

DEAN'S LIST

An honor list is published at the end of the first nine weeks and again at the end of each semester. To be included on the Dean's List, a student must be carrying more than eleven hours of work with a grade point average of 3.0 or higher.

HONOR SOCIETY

For purposes of figuring eligibility for the national scholastic honor fraternity, Phi Theta Kappa, the following points for each hour of credit are used:

A+ = 11 points	C+ = 5 points
A = 10 points	C = 4 points
A- = 9 points	C- = 3 points
B+ = 8 points	D+ = 2 points
B = 7 points	D = 1 point
B- = 6 points	

SUMMER SCHOOL

The summer session starts early in June and lasts for eight weeks. A student may enroll for eight hours; classes meet in double session at each class period.

Transfer students attending other colleges or universities in regular session should present a letter at registration from their Dean or adviser indicating that the courses selected are acceptable.

EVENING SCHOOL

The Junior College provides a program of evening school for people of all ages who are qualified to pursue college level studies. Individuals who do not have a diploma or who do not wish to transfer the credits may enroll as special studentst. (See page 12.)

Those who desire cultural and practical benefits of such work, but who are unable for personal or occupational reasons to attend classes at any other time may take advantage of this program. Usual load is six hours.

Vocational or recreational courses will be offered as demand justifies.

STUDENT SERVICES

COUNSELING AND GUIDANCE

All Junior College students are required to take the School and College Ability Test and the Missouri English Placement Test. These tests are not entrance examinations, but they are of assistance in counseling students regarding course selection and problems of an academic nature.

Students are assigned an academic adviser at the beginning of their freshman year. Usually this adviser is a member of the faculty who has particular interest or training in the student's proposed area of concentration. While the student must accept his personal responsibility for meeting graduation requirements and requirements for transfer to other colleges or universities, he is given every opportunity for academic counseling.

In addition to his academic adviser, every student is free to avail himself of the opportunity for counseling offered in the office of the Director of Student Personnel. Such counseling may involve choice of a college or university to which the student may transfer at the junior level, questions dealing with vocational choice, or personal problems related to school and life adjustments.

The counselor-adviser system attempts: (1) to help the student reach a state of self-reliance through a clearer understanding of his own capacities and habits; (2) to assist him in analyzing and handling any difficulties he may have in his program of study; (3) to provide him with information about the occupational world; and (4) to help him with a proper transfer to whatever college he may subsequently attend, or to suitable employment if he ends his formal training with the Junior College.

JOB PLACEMENT

The Student Personnel office acts as a clearing house for the allocation of part-time jobs, giving consideration to need and to particular abilities possessed by students. In addition to part-time jobs in the community, there are approximately twenty-five jobs as teachers' assistants, or as office or custodial workers at the college itself.

EDUCATIONAL DEFERMENT

To be eligible for selective service educational deferment, a student must carry a course load of not less than twelve hours and maintain an acceptable academic average.

STUDENT CENTER

A student union is maintained. It is a place to spend a social hour. Sandwiches or a light lunch may be purchased by the student.

Students may lose their union privileges if proper conduct is not observed.

BLUE CROSS - BLUE SHIELD

Arrangements have been made so that all students may be protected by Blue Cross hospital benefits and Blue Shield surgical benefits. The cost to a single student is \$28.80. The cost for a married student with dependents is \$71.40. Seven-twelfths is payable at registration in September and five-twelfths at registration for the second semester.

EMPLOYMENT OPPORTUNITIES

IN THE COLLEGE ITSELF:

Each year the College has need of students to assist in the library, the office, the science laboratories, etc. An attempt is made to fill these jobs with capable, deserving people. Payment is made either in cash or, as has been mentioned elsewhere, credit is applied toward the student's tuition or fees.

IN THE COMMUNITY:

The Missouri Western Junior College is located on the immediate edge of the retail business district, thus making it possible for many students to hold part-time jobs. During the course of a year, as many as 65% to 75% of the students will be gainfully employed in after-school hours. Many of the jobs the students hold are located through their own initiative. At the same time, the college receives requests each year from employers who are seeking part-time workers. Students who wish to be contacted when employers call may fill out a printed form and place it on file in the College office.

Many students are able to earn enough money while attending the Missouri Western Junior College to defray their current expenses and, in addition, save something toward their college costs when they transfer elsewhere.

Students must seek a proper balance between their load of college subjects and their part-time employment. If one is heavy, the other should be reduced correspondingly. If it is absolutely essential that a student work unusually long hours on his part-time job, he may wish to consider taking longer than four semesters to complete his work at the Junior College, in order to establish the good scholastic record which will be very important to him later. Summer session courses may help in some instances.

SCHOLARSHIPS AND STUDENT AID

Several types of scholarships and forms of financial aid are available to those who can qualify when they enter the Missouri Western Junior College. In addition, scholarships to be used in four-year institutions after the student graduates from the Junior College are available from several sources.

TRUSTEE SCHOLARSHIPS:

The Missouri Western Junior College Board of Trustees offers honor scholarships each year to graduates of high schools in the Junior College District. The scholarship covers the cost of the incidental fee which is fifty dollars a semester. Only one may be offered each year to each high school in the district.

To be eligible the student must:

1. Rank in the upper ten per cent of his graduating class.
2. Rank higher than the seventy-fifth percentile on the Ohio State Psychological Senior Test.
3. Be recommended by his high school principal.
4. Not be the recipient of another Junior College scholarship.

The scholarships may be renewed for three more semesters by the Committee on Scholastic Standing, if the student maintains a grade point average of 2.5 or better the first semester, and 3.00 thereafter.

WORK SCHOLARSHIPS:

In some instances provision is made to waive part or all of the fees of a student who performs service to the College as a laboratory assistant, stage manager, office assistant, etc. Application is made through the office of the Dean on recommendation of a faculty member.

MEMORIAL SCHOLARSHIP:

Alva F. Lindsay Scholarship: In memory and honor of Alva F. Lindsay who served as attorney for the St. Joseph Board of Education for many years and who rendered invaluable service to all schools in Missouri as chairman of the committee which drafted the provisions concerning education in the new 1945 Constitution of the State of Missouri, a scholarship for a Junior College student has been established. It is awarded to a resident of the St. Joseph School District and covers incidental fees for not more than two semesters of the Freshman year. The recipient must maintain a satisfactory grade average to retain the Lindsay Scholarship. Application is made through the office of the Dean. A faculty committee assists in selecting the student who seems best qualified from the standpoint of scholarship and financial need.

Dr. Wayne Toothaker Scholarship Award: By the will of the late Dr. Wayne Toothaker, a sum of \$5,000 was invested, the interest from which is to be awarded to a student in Junior College who expects to enter the medical profession and is taking the first two years of the pre-med course at Missouri Western Junior College. Application is made through the office of the Dean.

Anne Lowell Wells Fund: This fund was created by the International Relations Club and furthered by the Cheshire Cheese Club in memory of Miss Anne Lowell Wells, a deceased member of the faculty. The interest from this fund is available to a deserving student in the Junior College.

Hilda Block Bergel Scholarship: This award was established in 1962 by Paul L. and Leon M. Block as a memorial to their sister, Mrs. Bergel. The scholarship covers costs of resident fees and in some instances, text books. Application is made through the office of the Dean.

INDIVIDUALS AND ORGANIZATIONS:

Lloyd and Pauline Thomann Scholarship: Incidental fees for one year based on scholastic ability and need. Application is made through the office of the Dean.

The Mr. and Mrs. Clark C. Glaze Scholarship: A \$7,500 scholarship fund has been established by Mr. and Mrs. Clark C. Glaze, the interest from which is to be awarded to students in Junior College. If used by a student taking a pre-medical course the scholarship is to be known as Emily B. Glaze scholarship; if used by a student taking pre-engineering it will be known as the Clark C. Glaze scholarship. Application is to be made through the office of the Dean.

First National Bank Merit Scholarships: Established in 1961 by the First National Bank of St. Joseph as an expression of its interest in the importance of higher education and in appreciation for the contribution Junior College is making in this field for the betterment of St. Joseph and the surrounding area. Two scholarships are available each year to resident or non-resident students who can qualify. The scholarships covers tuition, fees, and the cost of necessary text books. Ordinarily the scholarships are for one year only and new recipients are named each year. However, should conditions warrant, a student can be awarded the scholarship for a second year also. Application is made

through the office of the Dean. From the applicants, a faculty committee selects the two students who seem best qualified from the standpoint of scholarship and financial need.

National Association of Power Engineers, Missouri Chapter No. 1, St. Joseph. This organization has made a scholarship available to a pre-engineering student who was in his Freshman year and who expected to complete his second year at the Missouri Western Junior College. Application blanks are obtained from instructors who teach pre-engineering subjects. A committee made up of members of the Society makes the final selection.

C. R. Bray Annual Arts Award: Established in 1959 by the Bray Studio, this award is an expression of interest in the future leadership of our community and country. The aim of this award is to encourage interest in higher education among students participating on high school and Junior College annual staffs.

Several awards are presented each year in the amounts of \$50.00 or \$100.00 to worthy students in recognition of their outstanding achievement and services rendered above and beyond the required amount.

WOMEN'S CLUBS

Jaycee Janes: An award is made each year varying from one-half to full incidental fee. Selection is made by a committee of members.

B'Nai B'Rith Women's Division: Selection is made from a list of eligible girls by a committee from the organization. Two are selected. It usually amounts to one-half the incidental fee. This award has been made for 18 years.

American Business Women's Association: Officers of the organization select the recipient. It ordinarily amounts to the incidental fee.

These awards are made on the basis of scholastic achievement and financial need. Those interested in one of these scholarships are invited to fill out an application blank, which may be obtained from the office of the Dean, and return it in May or early June. Information concerning applicants will be forwarded to officers of the organizations who will make the final selection, and inform the student well in advance of the time for final registration at Junior College.

SCHOLARSHIPS FOR GRADUATES

Well's Weddle Scholarship Award: This award is made by the St. Joseph Classroom Teacher's Association, who has made available the sum of \$100.00 to a Junior College sophomore or high school senior who is interested in becoming a teacher.

Carolyn B. Ullman Teacher Education Scholarship: The Missouri Congress of Parents and Teachers, aware of the shortage of teachers in the elementary field, offers a scholarship to students wishing to prepare to teach in the public elementary schools of the state of Missouri. The awards are based on: (1) character, (2) scholastic record, (3) aptitude for teaching, (4) sound health. Application forms may be secured from the office of the dean of Junior College.

American Association of University Women, St. Joseph Branch: The St. Joseph Branch of the A. A. U. W. offers a scholarship to a high ranking girl in the graduating class of the Missouri Western Junior College. Application may be made for this scholarship through the Junior College office.

Missouri Society of Professional Engineers, Northwest Chapter: Sophomore pre-engineering students at the Missouri Western Junior

College and one other College in Northwest Missouri are invited to apply for this award. Application is made through the office of the Dean, with final selection being made by a committee made up of members of the Society.

Northwest Missouri State College Scholarship: This scholarship is awarded to the highest ranking sophomore who plans to enroll, in his junior year, at the Northwest Missouri State College at Maryville. Application is made through the office of the Dean.

University of Missouri Curator's Scholarships: These scholarships are awarded on the basis of scholastic record achieved by the student during his two years at Junior College. Application blanks may be obtained from the office of the Dean. The scholarship Committee at the University of Missouri makes final selection.

Feeney Construction Company Scholarship: This scholarship was established in November, 1961, and first awarded to a member of the 1962 graduating class. It is expected to be made available to future graduates of one of the five St. Joseph High Schools, in accordance with provisions established by the donor. Sophomores may apply in March.

JUNIOR COLLEGE STUDENT AID AND IMPROVEMENT FUND

Many friends of Junior College give money to this fund as a memorial to friends or relatives who have passed away.

A generous St. Joseph firm contributes to this fund each year. A number of others who do not care to establish a permanent scholarship plan contribute to the maintenance of the fund.

The fund is for the purpose of aiding deserving students, contributing to the cultural atmosphere of the college through bringing noted lecturers, musical groups and scientists to the campus.

ACTIVITIES

The Missouri Western Junior College provides a wide range of extracurricular activities in which students may participate. The number of activities sponsored is determined largely by interest on the part of students and the time they have to devote to participation.

In addition to intercollegiate basketball a program of intramural sports is available.

Several dances, including the traditional "Ice Breaker," the Homecoming Dance and the Spring Formal are a part of the social activities. Clubs and organizations provide opportunities for students to develop special interests in company with others.

Two publications are available to all students: the GRIFFON NEWS, the college newspaper, and the GRIFFON, the yearbook. Staff workers are needed by both publications.

The dramatic program includes the presentation of at least one play each semester and "Footlights." The latter is, for the most part, student directed and produced. Expansion of the program beyond these depends on the number of interested, talented people available who have time to devote to this activity. Students interested in participating in plays are advised to keep their afternoons free for rehearsal.

Included in the convocation programs provided each year are outstanding lecturers and artists who make it possible for a student to enrich his store of knowledge and broaden his cultural and intellectual horizons.

The music department presents several delightful programs during the year. Its outstanding activities include an operetta and a spring tour.

Several activities in which J. C. students may participate are described on the following pages.

PUBLICATIONS

Griffon News. This publication is issued at intervals throughout the year. The exact number of issues depends largely on the initiative of those who compose the staff of volunteer journalists. The work is extra-curricular.

The Griffon. The yearbook contains a story of student life throughout the year, and is published by a staff selected by the Administration and Editor. This publication is financed by activity ticket funds and each student who completes two semesters receives a copy without additional charge. Students who attend Junior College for only one semester may have a yearbook by paying \$1.50.

ORGANIZATIONS

THE JUNIOR COLLEGE SENATE

The Student Senate of the Junior College is a part of the student body. It has for its purpose the following: To secure co-operation between the administration and the student body; to make laws for the Junior College which shall be approved by the administration, to further interest and enthusiasm in all Junior College traditions. The Constitution of the Senate is contained in the student handbook, GRIFFON GUIDELINES.

STUDENT UNION BOARD OF CONTROL

This board, consisting of five elected students and a faculty advisor, is responsible for much of the operation of the Student Union Building. To be a member of the board is a high honor and a real responsibility. Complete details of this organization are given in the student handbook, "GRIFFON GUIDELINES."

PHI THETA KAPPA FRATERNITY

Purpose: To encourage high scholastic standards.

Entrance Requirements: This is the national scholastic honor organization of the school, corresponding to Phi Beta Kappa in senior college. Students who make a "B+" or better average in at least 13 hours of college work for one semester, are pledged after the first semester's residence, and upon maintaining this average for an additional nine weeks are initiated. Not more than 10% of the entire student body may be chosen.

THE MACE

Purpose: The Mace was organized in 1926 in order to encourage constructive student activity in the service of the school.

Entrance Requirements: Membership in the Mace is based upon activities and services to the school. In the 15th week of the first semester, the three members of the Mace select three Sophomore B's to membership and in the 15th week of the second semester the six members elect three Freshmen A's to membership. There are no officers.

To be elected to the Mace, by his fellow student, is considered one of the highest honors that can come to a student.

MEN'S ATHLETICS

Consist of inter-collegiate basketball, track and a fairly well organized program of intra-mural sports. The Junior College is a member of the Missouri Conference of Junior Colleges.

DELTA PSI OMEGA: NATIONAL DRAMATIC HONOR SOCIETY

Purpose: To encourage active and cooperative participation in the dramatic program of the school and to give students a broader outlook and a sense of unity with other college students of similar interests.

Entrance Requirements: Entrance is gained by acquiring a certain number of points, representing participation in various dramatic activities.

FOREIGN LANGUAGE CLUBS

These clubs are organized either by separate languages or in combination, according to the desires of students and instructors.

Purpose: To provide additional opportunities for the student to develop his ability to speak and understand the foreign language he is studying, especially in social intercourse. To provide greater understanding of the countries and the culture of the people using the language.

Entrance Requirements: Two years of the foreign language in high school or one year in college. Students in the first year classes are eligible the second semester.

JUNIOR COLLEGE CHOIR

Purpose: (1) To study and perform distinguished musical literature. (2) To integrate the musical activities of the College with the cultural interest of the city and surrounding communities by giving a series of concerts.

Entrance Requirements: Open to all who sing subject to the approval of the director.

"J" CLUB

Purpose: To further interest in athletics and to cooperate with the coach and the administration in the development of a strong athletic program in Junior College.

Entrance Requirements: Open to any student who has earned his "J" for any sport or activity in Junior College.

PSYCHOLOGY CLUB

Purpose: To increase students' interest in psychology and in knowledge of its principles through discussion and experimentation and to extend the friendliness and comradeship of the college to the patients at the state hospital.

Entrance Requirements: A sincere interest in psychology and a willingness to devote time to its study.

Curriculum Organization

"The Junior College curriculum is a varied one; as a community college, it is our duty to attempt to satisfy the educational needs of citizens of this area from college parallel to vocational and recreational courses."

CURRICULA

The curricula of Junior College are designed to fit the needs of several groups of students: (1) Those who wish to extend their education one or two years beyond high school and pursue courses in general education; (2) those who desire a four-year degree and wish to complete the first two years at this college; (3) those who desire training and education in special subjects which will prepare them for positions in business and industry.

Below are listed some of the professional fields that may be started with one or two years at Junior College, then completed at a four-year college or university.

Mimeograph sheets are available in the office showing a two-year course of study for each profession.

Arts and Science (AB and BS)	Journalism
Agriculture	Law
Architecture	Medical Technology
Business Administration	Medicine and Dentistry
Education, Elementary	Medicine, Veterinary
Education, Secondary	Mortuary Science
Education, College	Nursing
Engineering	Pharmacy
Forestry	Physical Therapy
Home Economics	Technical Education

COURSE NUMBERS

Courses numbered 1 through 99 are freshman level, college parallel, transfer courses.

Courses numbered 100 through 199 are ordinarily sophomore level, college parallel, transfer courses.

Courses numbered 500 and over are technical or terminal or recreational and usually will not transfer to a four-year college or university.

The college reserves the right to cancel without further notice any course listed in this publication or to withdraw any course which does not have an adequate enrollment at the close of registration period.

TRANSFER OF COURSES

A student may transfer from Junior College to another college at the end of any semester. Any of the academic courses will transfer. Most schools require a "C" average; others will not accept "D" grades. Ordinarily the maximum number of hours that will transfer from a Junior College to a four-year school is 64. Pre-engineering students may transfer as many as 74 hours.

If a student should encounter difficulty in the evaluation of credits in transfer, he should notify the Junior College office at once.

Division of Humanities

Art
English & Speech
Modern Languages
Music

"The division of humanities seeks to develop a greater understanding, appreciation, and enjoyment of some of the humanistic resources available in our culture."

ART

- 1. Drawing** **Three hours credit**
Drawing of human figure in charcoal, crayon, ink, and other media. Class meets daily.
- 2. Drawing** **Three hours credit**
Continuation of Drawing 1. Class meets daily.
- 3. Oil Painting** **Three hours credit**
A beginning course in oil painting with emphasis on color, composition, and techniques. Class meets daily.
- 4. Oil Painting** **Three hours credit**
A continuation of Oil Painting 3. Class meets daily.
- 7. Design** **Three hours credit**
A study of the elements and principles of design, their use, and control, employing various media. Class meets daily.
- 8. Design** **Three hours credit**
Study of the techniques of lettering and its application to the graphic art. Class meets daily.
- 9. Introduction to Art** **Three hours credit**
An introduction to the basic media of art forms. An exploratory survey directed toward an appreciation of art, application of techniques to education, and possible fields of advanced study.
- 10. Appreciation of Art** **Two hours credit**
A survey course for art and humanities requirements that traces the history of art through the main periods; including discussions on the nature, functions, and methods of creative expression.

ENGLISH AND SPEECH

- 10. English Composition** **Three hours credit**
Includes the study of the principles of composition, the writing of themes, functional grammar. Remedial work toward bringing the students' writing skill to a standard of acceptability. Entering freshmen scoring below a prescribed standard in the Missouri English Placement Test will be enrolled in this course, which meets five times a week.
- 11. English Composition** **Three hours credit**
Continuation of Course 10.
- 12. English Composition** **Three hours credit**
The work includes the study of the principles of composition, the writing of themes, conferences, special reading for composition and style. The main purpose is to develop the ability to think clearly and to write effectively. Entering freshmen scoring average or better on the Missouri Placement Test will be enrolled in this course.
- 13. English Composition** **Three hours credit**
Continuation of Course 12.
- 14. English Composition** **Three hours credit**
Special English. Similar to 12 but an enriched course. Open only to a small group selected from freshmen applicants with high class rank and high score on Missouri English Placement Test.
- 15. Masterpieces of Literature** **Two hours credit**
The general purpose of this course is to develop in students the power of appreciation. The particular purpose is to guide students in interpreting life and ideals through a study of poetry, essay, drama, the short story and the novel.

- 16. Masterpieces of Literature** **Two hours credit**
Continuation of Course 15, with emphasis on drama and lyric poetry.
- 100. English Literature** **Three hours credit**
A reading and discussion course tracing the outline of English Literature from the Old English period to 1785 and showing the relation of the writers to the life, thought, and literary tendencies of their own and other periods. Prerequisite: six hours of freshman English Composition.
- 101. English Literature** **Three hours credit**
Continuation of Course 100.
- 102. Exposition (Advanced Composition)** **Three hours credit**
This is a course for sophomores or freshmen from English Composition 14 who desire training in reading and writing beyond that offered in Rhetoric and Masterpieces. The students read and discuss plays, short stories and poems, but the emphasis is on examining and writing expository pieces.
- 103. Exposition (Advanced Composition)** **Two hours credit**
The students read and discuss plays, short stories and poems, but the emphasis is on examining and writing expository pieces.
- 104. Introduction to Theatre** **Two hours credit**
Prerequisite: six hours of Freshman English. The reading and analyzing of representative modern plays—English, American and continental.
- 22. Fundamentals of Speech** **Three hours credit**
The course affords both the study and the practice in public speaking. The aim is to develop speakers who can develop a logically organized plan, who can inject interest into that plan, and who can speak with poise and effectiveness.
- 23. Fundamentals of Speech** **Two hours credit**
A condensed course, similar to Course 22, adapted to the needs of students with only a two-hour requirement in Speech.
- 66. Children's Literature** **Three hours credit**
A course designed to give a knowledge of the fields of literature available for use in the elementary grades. Content is emphasized rather than methods. Story telling in its relation to teaching will be illustrated and discussed.

MODERN LANGUAGES

As this nation assumes a greater role of leadership among other nations, the need for free communication between their peoples becomes important. The increasing number of Americans traveling in foreign lands makes it possible to cultivate friendships and understandings with their citizens. The Modern Language Department, in recognition of the needs of our country, seeks to develop a language proficiency in the shortest time possible.

Tapes, records and tape recorders are used in a modern language laboratory.

A student with 1 unit credit from high school in a modern foreign language will be allowed 3 hours credit instead of 5 if he enrolls in the elementary course of the same language; with 2 units, zero credit. All other courses carry the maximum credit.

FRENCH

- 1. Elementary French** **Five hours credit**
Oral-aural approach to basic structural pattern of the language and essential grammar. Supplementary reading of textual and periodical material orienting the student to the culture of France and other areas where French is spoken. 5 class hours, 2 laboratory sessions.
- 2. Intermediate French** **Five hours credit**
Continuation of Course 1.
- 3. Advanced French. Composition and Conversation** **Three hours credit**
Prerequisite Course 2 or equivalent. Review and refinement of structural patterns; practice of idiomatic usage. Cultural and historic background as basic for conversation. Oral and written reports on outside reading of short stories and one-act plays. 3 class hours and 1 laboratory session.
- 4. Advanced French. Conversation and Literature** **Three hours credit**
Prerequisite Course 2 or equivalent. A more intensive survey of cultural history through excerpts from literary masterworks. Intensive reading of one contemporary work in full. Outside reading of two novels or plays. 3 class hours, 1 laboratory session.

GERMAN

The courses are intended to develop progressively the student's ability to understand, to speak, to read, and to write German.

- 1. Elementary German** **Five hours credit**
Greatest emphasis is placed on conversation; the student is required to participate individually and in chorus. Short stories dealing with every-day life are introduced. Songs are included for improving pronunciation, increasing vocabulary and presenting cultural material.
- 2. Intermediate German** **Five hours credit**
Continuation of Course 1. After the student feels more at home in the language a systematic and analytical study of grammar is introduced. Films are included in order to foster a special interest in the history of Germany, and a better understanding of her contribution to civilization, as well as an increased curiosity about her literature and art.
- 100. Advanced German. Conversation and Composition** **Three hours credit**
Book reports, oral and written, are assigned to the second-year student. Students are encouraged to write and to present original short skits, scenes, dialogues in German. The reading of short masterpieces is included. Review of grammar.
- 101. Advanced German. Conversation and Literature** **Three hours credit**
Continuation of Course 100 with more emphasis on literature.

SPANISH

- 1. Elementary Spanish** **Five hours credit**
Oral-aural approach to the basic structural patterns of the language and essential grammar. Supplementary reading of textual and periodical material. Orientation to the Spanish-speaking cultures and their backgrounds. 5 class hours, 2 laboratory sessions.

- 2. Intermediate Spanish** **Five hours credit**
Continuation of Course 1.
- 100. Advanced Spanish. Composition and Conversation** **Three hours credit**
Advanced composition and grammar with oral practice. Review and refinement of structural patterns; the practice of idiomatic usage; reading of short stories and dramas for oral discussion and written report. 3 class hours, 1 laboratory session.
- 101. Advanced Spanish. Introduction to Spanish Literature** **Three hours credit**
A study of Spanish literature from its beginning to the present time, including representative dramas, poetry and novels. Emphasis on the literature of the period beginning with the Golden Age and continuing through the twentieth century. (Texts selected from 16th, 18th, 19th and 20th centuries). Lectures on historical background, literary movements and authors. Written reports, outside readings, and oral discussions in Spanish of the works read are required. Laboratory work integrated with classroom instruction. 3 class hours, 1 laboratory session.

MUSIC

- 1. Music Appreciation** **Two hours credit**
A course designed for those who have no formal background in the study of musical art. Presents the elements of music, music's place in life, the shorter and larger forms, program music, biographical and historical facts related to the development of the art of music.
- 2. Music Appreciation** **Two hours credit**
Continuation of Course 1.
- 3. Elementary Theory** **Four hours credit**
Fundamentals of music, simple chord progressions, accessory tone, harmonizing melodies and figured bass, original composition in simple two and three-part form. Ear training, sight singing, and keyboard application of work studied in theory. Class meets five days a week.
- 4. Elementary Theory** **Four hours credit**
Prerequisite, Elementary Theory 3. Continuation of Elementary Theory, adding modulation and seventh chords.
- 100. Advanced Theory** **Four hours credit**
Continuation of Theory 4, adding extended use of sevenths, accessory tones, harmonic elaboration, originals in larger forms.
- 101. Advanced Theory** **Four hours credit**
Continuation of Theory 100. Extended modulations, altered chords, introduction to present-day harmonic practice, original work in larger forms.
- 7. Chorus** **One hour credit**
Open to all who sing. Class meets twice a week. Designed to improve ability to sing with a group, to present a variety of styles of musical literature.

8. Chorus **One hour credit**
Continuation of Chorus 7.

9. Fundamentals of Music **Three hours credit**
A course designed primarily for classroom teachers. It includes music fundamentals and the development of skills necessary for sight singing, writing simple songs, using rudimentary instruments and simple piano chording. Instruments of the orchestra are introduced.

10. Applied Music
Credit is given for private lessons with acceptable teachers. Students are required to have eighteen lessons per semester, to practice six hours a week, to follow suggested course of study, and to perform on an examination recital.

MODERN CIVILIZATION

Modern Civilization may be counted as a humanities or as a social science.

1. Modern Civilization **Three hours credit**
A survey of the history of the modern world from 1500 to 1815. Special attention is given to the dynastic and colonial rivalries of the National States, to the Protestant Revolt and the Catholic Reformation, and to the French Revolution and the era of Napoleon.

Division of Social Science, Psychology & Business

Accounting
Economics
History
Political Science
Psychology
Sociology

"Each of the disciplines in this division brings a particular point of view in seeking an understanding of human nature, the history of western civilization, the function of government, of business, and the interaction of social institutions."

ACCOUNTING AND STATISTICS

- 100. Elementary Accounting** **Three hours credit**
A study of the fundamental principles of accounting and their application. Analysis of the Balance Sheet and Income Statement in their usual and special forms.
- 101. Elementary Accounting** **Three hours credit**
Prerequisite: Elementary Accounting 100. A continuation of the study of accounting principles and procedures with emphasis on the accounts of partnerships and corporations.
- 3. Business Statistics** **Four hours credit**
Tabular and Graphic Methods, Averages, Dispersion, and Skewness.
- 4. General Economics** **Five hours credit**
An introductory course in the study of Economics. The text and other authorities provide the basis for class discussion, lectures and assigned problems. The course covers the economic institutions and problems of American civilization in the middle of the Twentieth Century.
- 5. Principles of Economics** **Three hours credit**
A study of the principles governing the operation of our present economic system.
- 6. Introduction to Business** **Two hours credit**
Required of all freshmen business majors. A study of the way business is organized and how it operates. It affords assistance in choosing an area of specialization and supplies background for more specialized courses that follow.

HISTORY

- 1. Modern Civilization** **Three hours credit**
A survey of the history of the modern world from 1500 to 1815. Special attention is given to the dynastic and colonial rivalries of the National States, to the Protestant Revolt and the Catholic Reformation, and to the French Revolution and the era of Napoleon.
- 2. Modern European History** **Five hours credit**
A survey of European history from 1815 to the Versailles Treaty. This course gives the background for the present political, economic and social structure of the European national states. Special attention is given to The Restoration, 1815-1848; the nationalistic movements in Germany, Italy, and the Balkans; the rise of Socialism-Communism, European colonialism in Africa and Asia, the diplomatic background of World War I, and the peace settlements of 1919.
- 103. Contemporary Europe** **Two hours credit**
Open to sophomores and to students who have had Modern European History 2 or International Relations 2. This course begins with the Versailles and related treaties, covers the rise of dictatorships, the failures of the League, and the new alignments leading to World War II. The background for present world tensions is analyzed.
- 4. American History** **Five hours credit**
A survey course of American history from the period of discovery to the present. The major topics considered include the Colonial period, the American Revolution, sectionalism, the Civil War, industrialization, urbanization, the Spanish American War, World War I, post war problems, the New Deal, and World War II. This course includes a study of Missouri State constitution and government as required by law.
- 105 Recent American History** **Three hours credit**
Open to sophomores. A study of American history since 1896.

POLITICAL SCIENCE

- 1. American Government** **Five hours credit**
A study of the American constitutional system. Emphasis on constitutional development, federal-state relations, citizenship, the congress, president, the courts. Some time is devoted to government and its relations to finance, commerce, agriculture, labor, conservation, and foreign relations. This course includes a study of Missouri State constitution and government.
- 2. International Relations** **Three hours credit**
Intended primarily to awaken the interest of college students in world affairs, this course presents a survey of contemporary international organizations, alignments, and world tensions, but primarily emphasizes the basic factors of the framework within which international affairs are conducted. Among the topics included are: the national state system, objectives of national states, elements of state power, the policy-making process, nationalism, etc.
- 3. American Political Institutions** **Three hours credit**
(Social Science II—American Government)
A survey course in the American constitutional system with emphasis on federalism, the executive, legislative, judicial, and administrative structure of both state and federal government. Other topics include political parties, pressure groups, elections, functions and services of government. Attention is given to the Missouri Constitution.

PSYCHOLOGY

- 1. General Psychology** **Three hours credit**
This course introduces the beginning student to the principles and theories of psychology as a science of behavior. It includes a study of the nervous system, perception, learning, motivation, personality, and individual differences. Some supplementary reading is required.
- 102. Educational Psychology** **Three hours credit**
Prerequisite, Psychology 1, 45 hours college credit. An introductory course in the application of certain areas of psychology in the educational process. Units of study stress total development of the learner; individual differences, learning, concept development, problem solving, and adjustment. Visits to special schools, films, outside speakers, and journal readings, and reports supplement the weekly lectures.
- 3. Applied Psychology** **Two hours credit**
Prerequisite, Psychology 1. Designed to acquaint the student with the utility of psychological principles when used to develop awareness of self and others for the purpose of solving one's personal problems and understanding those of others. The individual in his various environments is studied, stressing employer-employee relationships. One unit is devoted to deviate behavior, its causes, and current concepts, and therapies.
- 4. Psychology of Personal Adjustment** **Three hours credit**
Prerequisite, Psychology 1, with grade of C or better. A study of the dynamics of personality and human behavior. Emphasizes man's basic nature and growth toward maturity; human motivation, individual adjustment and group behavior, personality and behavior theories.

SOCIOLOGY**1. Elementary Sociology****Five hours credit**

This course is a prerequisite for all further study in this field. It stresses basic concepts. Topics included are the nature of human society, group behavior, political and cultural factors in personality, human ecology and population, social institutions and social change. Students are encouraged to examine their own group and community relationships in the light of the principles of human behavior studied.

**2. Social and Economic Institutions
(Social Science I)****Three hours credit**

Examines the subject matter, perspective, and methods of research in the social sciences. Such fundamental concepts as culture, society, institutions, personality, and social change are included. Study is restricted to the social and economic institutions man has evolved to meet his needs. Emphasis is placed on the contemporary society and culture of the United States.

500. Sociology for Nurses**Three hours credit**

This course is designed to give student nurses some insight into the social aspects of human nature and a knowledge of the structure of human society. Communities and institutions are studied. Attention is given to collective behavior and to groups and cultural factors in personality formation. The resources of communities in meeting health and allied social problems are analyzed.

**Division of
Science
Mathematics &
Engineering**

Biology
Chemistry
Physics
Mathematics
Engineering

"A broad understanding of the biological interrelationships of the world is essential to a clearer appreciation of the problems of mankind.

The application of laws and concepts discovered by scientists and mathematicians has had a greater effect upon our civilization than any other human endeavor."

BIOLOGY**1. Introduction to Biology** **Five hours credit**

Biological principles and philosophies and their application to structures, functions, and relationships among plants and animals. Not for departmental majors. Credit reduced to 2 hours if student takes Course 11 or 12 for credit. Four hours lecture and two hours laboratory a week.

11. General Botany **Five hours credit**

An introductory study of plant science in regard to structure, physiology, simple taxonomy and the ecological relationships. This course should be found useful not only for purposes of general education but also in providing basic training for those who will seek a career in some branch of the biological sciences. Three lectures and two double laboratory periods a week.

12. General Zoology **Five hours credit**

A general course in the study of animal life with special emphasis placed on their morphological and physiological characteristics. Three lectures and two double laboratory periods a week.

13. Anatomy & Physiology **Three hours credit**

An introductory study of the principles of human biology. A course of general cultural interest and a preparation for advanced courses in physiology. Two lectures and one laboratory period a week.

30. Health Education for Teachers **Two hours credit**

A course designed for teachers and school health personnel in training. It presents the educational aspects of the school health program and the personnel relationship involved. It meets the requirements of the State Department of Education for the course in hygiene.

31. Personal and Community Hygiene **Two hours credit**

A course designed to provide students with factual background for the health decisions they will be called upon to make while in college and after their college careers. Matters of personal health concerns are emphasized, and family and community responsibilities are also covered.

8. Conservation of Natural Resources **Three hours credit**

Major problems of conservation in the United States such as soil, water, forests, minerals, etc., with a solution to conserve them wisely.

500. Anatomy and Physiology **Two and one-half hours credit**

A lecture and laboratory course for the nursing student, planned to give the student an understanding of the normal body structure and function. Two lectures and two laboratory periods a week.

501. Anatomy and Physiology **Two and one-half hours credit**

A continuation.

502. General Bacteriology (for nurses only) **Three hours credit**

A study of bacteria and other microscopic forms and their relation to disease. It includes the principles and procedures involved in asepsis, disinfection, sterilization, and immunization as related to nursing. Three lectures a week and one hour laboratory.

PHYSICS**1. Introductory Physics** **Five hours credit**

Prerequisite: high school algebra, two years; or Intermediate algebra (Math 3). A one-semester course introducing the fundamentals of physics in all areas, mechanics, sound, heat, electricity, magnetism, light, and structure of matter. Two hours credit will be allowed students who later register for credit in Physics 111, or Physics 123. Four lectures and one double laboratory period each week.

111. Elementary Physics **Five hours credit**

Prerequisites: College Algebra (Math 5), and Trigonometry (Math 6 or equivalent). Course covers basic principles and concepts in mechanics, sound, heat, structure of matter, and wave phenomena. Three lectures and two double laboratory periods each week.

112. Elementary Physics **Three hours credit**

Prerequisite: Physics 111. Continuation of Physics 111. Course covers electricity, magnetism, light, and modern physics. Two lectures and one double laboratory period each week.

123. General Physics **Five hours credit**

Prerequisite: Calculus (Math 7). First half of a year's work in General Physics. Covers mechanics, heat, sound, and wave theory. Three lectures and two double laboratory periods each week.

124. General Physics **Five hours credit**

Prerequisite: Physics 123. Second half of a year's work in General Physics. Covers electricity, magnetism, light and modern physics. Three lectures and two double laboratory periods each week.

152. Statics **Three hours credit**

Prerequisites: Physics 123 and Calculus 109. Calculus 109 may be taken concurrently. Engineering problems of equilibrium, vectors, force systems, trusses, friction, centroids, and moment of inertia, are covered. Three lecture periods each week.

CHEMISTRY**1. Introductory Chemistry** **Five hours credit**

A course designed for Arts and Science students and others who wish to meet the minimum physical science requirement. Credit reduced to two hours if student takes Chemistry 11 for credit. Four lecture-recitation periods and one two-hour laboratory.

500. Principles of Chemistry **Four hours credit**

Survey of chemistry for students of nursing. Includes inorganic, organic and biochemistry with particular application to field of nursing. Four hours of lecture and one hour of laboratory a week.

11. General Chemistry **Five hours credit**

Prerequisite, two units algebra. High School chemistry is also recommended. Course introducing the basic concepts of chemistry to those who expect to continue in other chemistry courses. Course covers such subjects as atomic theory and periodic system, chemical calculations, oxidation-reduction, states of matter, and theory of chemical bonding with considerable emphasis on atomic structures and application of principles. Three lectures and two 2-hour laboratory periods a week.

12. General Chemistry **Three hours credit**

Prerequisite, Chemistry 11 with a grade of C or better. A continuation of Chemistry 11 covering more advanced subject material. Includes a study of the concept of equilibrium and a systematic survey of the more important elements and their compounds with emphasis on their periodic relationships. Lecture course.

13. Qualitative Analysis**Three hours credit**

Prerequisite, must be preceded or accompanied by Chemistry 12. Separation and identification of some of the more common anions and cations by qualitative analysis. Application of the theories of chemical equilibrium. One hour lecture and recitation and three 2-hour laboratories.

100. Quantitative Analysis*Five hours credit**

Prerequisite, Chemistry 12 and 13. This course deals with the fundamental principles, methods, procedures, and techniques of gravimetric and volumetric analysis. Three lectures and two 3-hour laboratory periods a week.

101. Organic Chemistry*Five hours credit**

A course in the fundamentals and reactions of Organic Compounds of both the aliphatic and aromatic series. Designed primarily for pre-dental, pre-med, agriculture, home economics, and medical technician students. Prerequisite Chemistry 12, under some condition, Chemistry 1 or 11. Laboratory four hours a week, three lectures.

* A brief three-hour course designed for laboratory technicians in both Organic Chemistry and Quantitative Analysis which present the necessary material in a short form will be combined with the course listed above.

MATHEMATICS**3. Intermediate Algebra****Three hours credit**

Open to students who have had one unit of high school algebra or the equivalent. Class meets five days a week.

5. College Algebra**Three hours credit**

Prerequisites, two units of high school algebra, or Mathematics 3 with a grade of C. This course begins with a review of topics in previous courses. The further treatment includes quadratic systems, exponents, radicals, ratio, proportion, variation, the binomial theorem, progressions, inequalities, permutations, and combinations.

6. Trigonometry**Three hours credit**

Prerequisites: two units of high school algebra, or Mathematics 3, and one unit of plane geometry. All students attend class three days a week but those who have credit for high school trigonometry receive only two hours of credit.

6a. Trigonometry**Two hours credit**

Prerequisites: two units of high school algebra, one unit of plane geometry, and one-half unit of trigonometry with a grade of "C" or better. Class meets two days a week.

7. Calculus with Analytic Geometry I**Five hours credit**

Prerequisite: plane geometry, college algebra and college trigonometry, or the equivalent. An introduction to plane analytic geometry, differential calculus, and integral calculus.

8. Calculus with Analytic Geometry II**Five hours credit**

A continuation.

109. Calculus with Analytic Geometry III**Five hours credit**

Integration, vectors, solid analytic geometry, partial differentiation, multiple integrals, infinite series, and hyperbolic functions.

30. College Arithmetic or Arithmetic for Teachers**Five hours credit**

This is a subject matter course designed only for those persons planning to teach arithmetic in elementary schools.

111. Differential Equations**Three hours credit**

Prerequisite: Calculus 109. Ordinary differential equations and applications.

ENGINEERING**1. Engineering Drawing****Three hours credit**

This course deals with representation or communication phase, including the fundamentals of projection and training in shape and size description. The problems in the course deal with orthographic projection, auxiliary views, sectional views, detail and assembly drawings. One lecture, two 2-hour laboratory periods a week.

3. Architectural Drawing**Three hours credit**

An introductory course to architectural drawing chiefly with domestic architecture. The drawing and planning of floor plans, elevations, pictorial drawings, and the application of carpentry in house construction. One lecture, two 2-hour laboratory periods a week.

4. Descriptive Geometry**Three hours credit**

Prerequisite: Engineering Drawing 1. A continuation of Engineering Drawing, dealing with the application of the theory of projection to the solution of space problems. The problems deal with points, lines, planes, intersections and graphical problems of particular interest to the engineer. One lecture, two 2-hour laboratory periods a week.

6. Surveying**Three hours credit**

An introductory course dealing with the fundamental principles of surveying, use and adjustment of ordinary surveying instruments. Lectures, laboratory, and field trips. Prerequisite: trigonometry.

7. Slide Rule**One hour credit**

The theory and use of the slide rule as applied to engineering problems such as: multiplication and division, square root, cube root and cubes, logarithms, and trigonometric functions. Prerequisite: trigonometry.

8. Architectural Drawing**Three hours credit**

A continuation of Architectural Drawing 3 into the field of building construction, dealing with concrete and steel structures, elementary plumbing, heating, and electrical systems of buildings. A terminal course not transferable to Architectural School of Engineering. Prerequisites: Engineering Drawing 1, Architectural School of Engineering. Prerequisites: Engineering Drawing 1, Architectural Drawing 3. One lecture, two 2-hour laboratory periods a week.

Technical Education

Electronic Technology
Trade and Vocational Courses

"Technical Education will play an increasingly important role in the curriculum of Missouri Western Junior College. Its purpose is to help students prepare for responsible jobs in industry at the end of a two-year program."

ELECTRONIC TECHNOLOGY

I

The need for people with specialized education in science and technology is great. The engineering schools graduate 35,000 engineers each year. The demand will soon be twice as great. It is doubtful that this country will ever graduate 70,000 to 80,000 engineers a year, so another solution to the problem is necessary. The solution seems to be the development of engineering technicians or assistants. A number of experts believe there should be a ratio of from three (3) to five (5) technicians to each engineer. This would require 100,000 to 150,000 engineering technicians each year. Currently there are 16,000 graduates each year. This means that there is a large, unsatisfied demand for technicians. The opportunities in this field are almost unlimited.

II

Electronic Technology is the name given to a technical field dealing with the science and engineering techniques of controlling charged particles and a study of their behavior and effects.

The curriculum or the courses studied are technical in nature and lie beyond the high school in the field of higher education. It differs in content and in purpose from the vocational school on one hand and from those of the engineering college on the other. It is a part of the broader Engineering Technology field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational field between the skilled craftsman and the engineer.

III

The curriculum is a series of college-level studies in science, mathematics, English, social science, and technical courses leading to an Associate in Applied Science degree—A.A.S.

Here are only a few of the unlimited number of fields in which this training can apply:

Accounting Systems	Jet Aircraft Control
Air Conditioning	Navigation Equipment
Atomic Reactor Control	Oil Refineries
Broadcasting	Public Address Systems
Communication Networks	Telemeter Equipment
Computers	Vacuum Tube Application
Elevator Control	Vending Machines
Guided Missiles	X-ray Equipment

He has learned the techniques of using sensitive and accurate test apparatus connected with communications, navigation, instrumentation, and computer electronics.

He may aid in the designing of complex electronic equipment or he may perform skillful duties required in the manufacturing, testing, installation, or servicing of this equipment.

IV

In general technical courses do not transfer to a four-year college but arrangements have been made with Kansas State College at Pittsburg so all of the courses in Electronic Technology will be accepted toward a B.S. degree in Technical Education.

ELECTRONIC TECHNOLOGY

No. 500—BASIC ELECTRICAL CIRCUITS

A study of vacuum tubes, tubes and semiconductors as applied to electronic circuits, control devices, electronic switching and industrial controls. Laboratory involves construction, operation and compiling of statistical data pertinent to the aforewritten. (5 hrs.)

No. 501—FUNDAMENTALS OF ELECTRONICS

A detailed study of magnetism, induction, resistance, capacitance, etc. Various laboratory projects and mathematical analysis. (3 hrs.)

No. 502—INDUSTRIAL ELECTRONICS AND EQUIPMENT

Industrial control, commercial power generation and control, both single and polyphase. Laboratory includes construction trouble correction, installation and circuit tracing in industrial equipment (5 hrs.)

No. 503—ELECTRONIC INSTRUMENTS

Electronic instruments, vacuum tube volt meters, multimeters, AF&RF generators and oscilloscopes. Laboratory includes operation and application. (2 hrs.)

No. 504—ELECTRIC MOTOR AND GENERATOR CIRCUITS

Basic principles of AC&DC motors, construction, operation, and application. (3 hrs.)

No. 506—A study of the application of vacuum tubes and semiconductors as applied to industrial control. Laboratory. (3 hrs.)

No. 507—CIRCUIT ANALYSIS METHODS

Methods and mathematics used in the analysis of series, parallel compound, complex, AC, DC, high frequency and low frequency circuits. (3 hrs.)

No. 508—COMMUNICATION EQUIPMENT

Electrical and electronic analysis of communication equipment used in industrial applications. Laboratory with emphasis on trouble correction, maintenance, and repair techniques. (2 hrs.)

No. 509—INDUSTRIAL INSTRUMENTATION

Methods of industrial control through metering, recording units, sensing units and process testing. (3 hrs.)

No. 510—ADVANCED APPLIED ELECTRONICS

Special circuits, generating devices, high frequency circuits and applications, oscilloscope analysis of special wave forms and wave-shaping circuits. (5 hrs.)

TRADE AND VOCATIONAL

Special arrangements have been made with the St. Joseph Technical School for Junior College students to enroll in certain courses leading to training as a skilled craftsman. About one-half of the courses carried will be academic and one-half trade or vocational.

Some of the offerings are Automotive Mechanics, Radio and Television, Body and Fender, Machine Shop and Printing. Each of these are given three hours credit each semester and ordinarily are non-transfer courses.

INDEX

	Page
Absences	18
Accounting and Statistics	36
Accreditation	10
Activities	24-26
Administration	1
Admission	11
Aid and Improvement Fund.....	24
Art Courses	30
Attendance	18
Biology Courses	40
Blue Cross-Blue Shield	20
Calendar	3
Certificates Granted	14
Chemistry Courses	41-42
Counseling	20
Courses Attempted	18
Course Load	16
Course Numbers	28
Curricula	28
Dean's List	19
Dismissal	19
Educational Deferment	20
Electronic Technology	46-47
Employment	21
Engineering Courses	43-44
English and Speech	30-31
Evening School	19
Faculty	6
Fees	12-13
Grading System	16
Graduation	14
History of College	9
History Courses	36
Honor Society	19
Incomplete Grades	18
Language Courses	32-33
Late Registration	12
Library	9
Low High School Rank	12
Map of District	5
Mathematics Courses	42-43
Memberships	4
Music Courses	33-34
Objectives	10
Physics Courses	41
Political Science Courses	37
Psychology Courses	37
Readmission	17
Refund of Fees	18
Registration	18
Repeating Courses	17
Residence	13
Scholarships	21-24
Scholastic Probation	17
Scholastic Suspension	17
Sociology Courses	38
Special Students	12
Student Center	20
Summer School	19
Trade and Vocational	47
Transcripts	16
Transfer of Credit	19
Trustees	1
Withdrawal From Courses	18