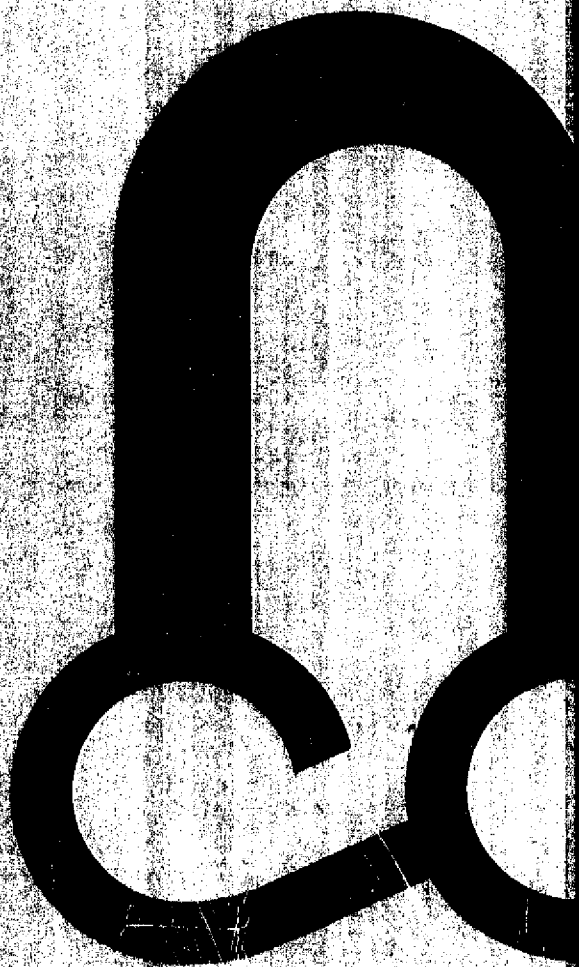


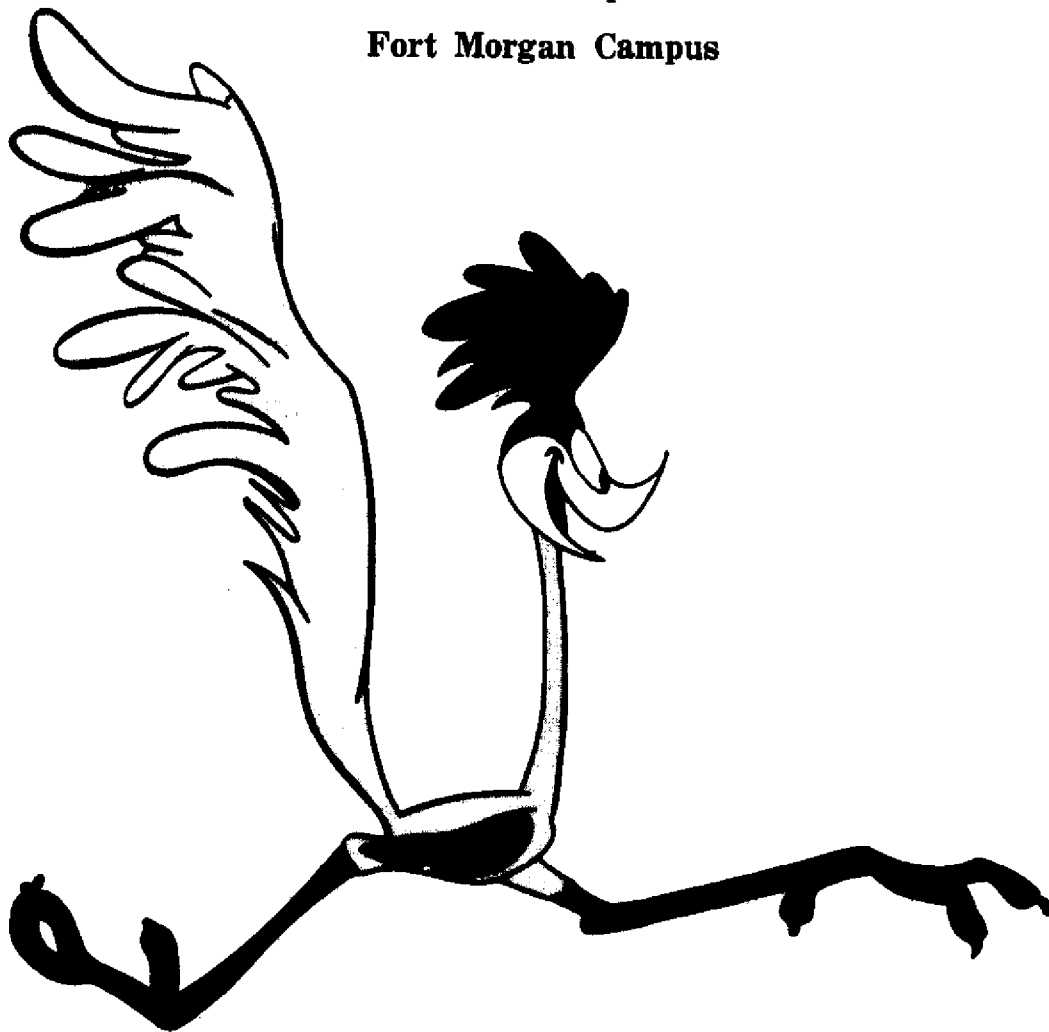
County Community College

1972-1973



MORGAN COUNTY COMMUNITY COLLEGE

Brush Campus
Fort Morgan Campus



"ROAD RUNNER"

1972-73

GENERAL CATALOG

Administration Office—300 Main Street, Fort Morgan, Colorado 80701

Telephone: 867-8564

Established by the
1967 General Assembly of the State of Colorado
Under the Jurisdiction of the
Colorado Commission on Higher Education
and the
Colorado State Board for Community Colleges and Occupational Education

Representation in the
Colorado Association of Junior College Presidents

Institutional Member of the
American Association of Junior Colleges

Member of the
Council of North Central Junior Colleges

Application being made for
Correspondent Status in the North Central Association of Colleges
and Secondary Schools

MORGAN COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

Dr. Willard Mees, Brush
Suzanne Kinkel, Fort Morgan
Harry Mohrlang, Brush
Raymond Haller, Woodrow
Robert M. Johnson, Wiggins

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CALENDAR 1972-1973

Registration for Fall Quarter.....	Sept. 5 and 6
Fall Classes Begin.....	Sept. 7
Quarter Ends, Quarter Break Begins.....	Nov. 22
Registration for Winter Quarter.....	Nov. 30 and Dec. 1
Winter Classes Begin.....	Dec. 4
Christmas Break.....	Dec. 21-Jan. 3
Classes Resume.....	Jan. 4
Winter Quarter Ends.....	Mar. 2
Registration for Spring Quarter.....	Mar. 6
Spring Quarter Begins.....	Mar. 7
Spring Break.....	April 14-22
Classes Resume.....	April 23
No Classes, Memorial Day.....	May 28
Spring Quarter Ends.....	May 30
Registration for Summer Session.....	June 14 and 15
Summer Session Begins.....	June 18
No Classes, Independence Day.....	July 4
Classes Resume.....	July 5
Summer Session Ends.....	July 31

GENERAL INFORMATION

Philosophy

The development of Morgan County Community College is based on the philosophy that education is needed, in fact, demanded beyond the high school level in order to prepare people for the labor market in the professional, business, or occupational area and to allow the furtherance of education at four year institutions. The college also revolves around the theory that learning does not stop at any time in a person's life and that, regardless of the level of attainment an education can be gained which is interesting and personally satisfying to the individual.

Purposes and Goals

The overriding purpose of the college is to serve the needs of the people by providing courses which they desire while at the same time following the ideas expressed by the philosophy. Morgan County Community College has four general goals which it strives to attain:

1. Providing a post-secondary education for those who do not desire the programs offered at other institutions and who cannot afford the cost of those institutions.
2. Training students to fulfill the vast need which exists in occupational areas in the agricultural, business and industrial world.
3. Providing courses which would allow students to continue their education by transferring to a four year college or university.
4. Increasing the general educational level of all people of the community by providing courses for adults from the basic skills to post-graduate study and by providing courses in the creative, artistic areas.

Historical Sketch

In July of 1964, a committee was formed to consider the feasibility of establishing a junior college or community college district that would better serve the educational needs of Morgan County which the committee and other interested groups of citizens felt were not being adequately met by the existing system.

An outgrowth of this local initiative was a printed and published report entitled "Central Northeast Junior College", Feasibility Report. The report served two very useful purposes: (1) it established the point of student interest and community need and (2) it portrayed a community which desires the best possible educational opportunities for its residents and one which is not discouraged by the hard work required to pursue such an organized effort.

Subsequent to that the Community College Concept, unencrusted with

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tradition and an agent of social change, became more clearly identified and was totally accepted as the type of educational pursuit desired by the populace rather than the traditional Junior College.

On May 7, 1967, Senate Bill 405 was signed into law creating the Morgan County Junior College District bringing the first phase of the community action program to fruitful conclusion. On August 14, 1967, the people elected to approve a local tax levy to accrue funds for the initial operation of the College and on September 19, 1967, elected a Board of Trustees to guide its development.

In November of 1969, the board chose Robert W. Johnson, Ed.D. as president and the first week of December, 1969, college offices were opened at 210 Cameron Street in Brush.

In July, 1970 the Administration offices were moved to 300 Main Street, Fort Morgan, to make room for the growing administrative staff.

On September 14, 1970, classes began for the fall quarter and the first full year of operation for Morgan County Community College. Since that date Morgan County Community College has continually increased its enrollment and the programs offered have been constantly improved.

Location and Area Served by College

Morgan County Community College has its business offices in Fort Morgan, Colorado but runs various programs throughout the district which it serves. That district is comprised of all of Morgan County, a large portion of Washington County, and parts of Weld and Adams counties.

Buildings

Morgan County Community College is rapidly increasing in enrollment and the buildings which it requires are increasing at the same pace. At present there are seven buildings in operation at Morgan County Community College.

The Administration building located downtown at 300 Main Street in Fort Morgan is easily accessible to all of the college students. The entire first floor is dedicated to the Administration offices while the lower level houses the occupational library, the photography center, and an inner office lounge open to students during office hours.

The Occupational Center also in Fort Morgan at the corner of Platte Avenue and Aurora Parkway provides much of the classroom space for our academic courses as well as the program in Swine Management. The Occupational Center Annex right next door is the location of the school nursery and devoted to the areas of adult basic education, GED, and the Developmental Center. Both buildings are fully carpeted and air-conditioned providing an excellent atmosphere for classroom study.

At 423 Main Street the Auto Mechanics Center houses all the latest equipment necessary for preparing a student in the field of Auto Mechanics.

The front third of the building is strictly a classroom and lecture area where full scale models of engines, transmissions, etc., are used to demonstrate what is being taught. The remainder of the building provides a large garage which is fully equipped to handle all kinds of auto mechanical problems.

The MCCC Auto Body Center is located at 608 East Railroad and designed in a manner similar to the Auto Mechanics building. It is also fully equipped and has the capabilities of repairing a car body from start to finish.

The Health Occupations Center in Brush is the home of the college's programs in Licensed Practical Nursing and Nurse's Aides. It is designed to train the student under hospital conditions and has all the equipment necessary to do so. The building contains a large and small lecture classroom and a large demonstration and practical instruction area.

At 219 Main Street in Fort Morgan is the Technical Center, the newest addition to Morgan County Community College's campus. It houses the Secretarial and Business, Sales Technology, Radio Broadcasting, and Electronics programs as well as transfer and adult classes.

In addition to these seven buildings the college also makes use of high school facilities when necessary. The use of the recreational facilities in the Morgan County area enhances our physical education program and adult recreational courses.

Degrees and Certificates Offered

The Associate in Arts Degree, The Associate in Science Degree and The Associate in Applied Science Degree are awarded to students successfully completing two-year programs. For shorter programs, Certificates of Achievement and Certificates of Completion are granted.

Accreditation

Morgan County Community College is under the jurisdiction of the Colorado State Board for Community Colleges and Occupational Education. The Community Colleges Division of the State Board has received letters from officials of four-year colleges and universities in Colorado stating that transfer credit will be granted to students who have successfully completed appropriate courses at the several colleges operating under the State Board. Students who plan to transfer to baccalaureate programs at the four-year institutions can be confident that college parallel credits earned at Morgan County Community College will transfer without difficulty if students do acceptable work at the four-year institutions.

Morgan County Community College has made application for Correspondent Status in the North Central Association of Colleges and Secondary Schools, the association which accredits all institutions of higher education in this area. Correspondent Status indicates that the institution has given evidence of sound planning and the resources to implement these plans,

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and has indicated an intent to work toward accreditation. The appropriate steps for Recognized Candidacy, the next level in the accreditation process, will be taken at the appropriate time.

"Open Door" Policy

Morgan County Community College has adopted a policy whereby a student can enter our programs at any time with any educational background—hence the name "open door". Students are encouraged to decide upon a degree or certificate program and they will be counseled to enroll in programs commensurate with their interests and abilities. This policy does not apply to liberal arts courses after the second week of the quarter and has no application to courses requiring prerequisites.

Health and Accident Insurance

All students can receive insurance to cover them in case of accident or sickness while they are attending Morgan County Community College. This coverage is not limited to the time a student is in the classroom but offers full 24 hour coverage. The cost is \$8.50 per school quarter for each student and is recommended for all students, especially those in occupational fields of study.

STUDENT SERVICES

Orientation

There are two types of orientation programs required at Morgan County Community College. All freshmen must take an orientation program for one full quarter in the fall. This course acquaints the student with the services provided by the college and informs him of what is expected of him as a student at Morgan County Community College. In addition all freshmen and all new students must attend a one day orientation one week prior to the fall registration. During this orientation a battery of tests designed to help the student choose the correct field of study will be given and an informal discussion on student life will take place.

Guidance and Counseling

The college offers all students counseling in order to help them make the proper decision on their field of study. It is important that the student make his own decision; therefore, the counseling office acts as a sounding board and provider of information to the student. A counselor is available at all times and the student should feel free to discuss educational problems with him whenever he desires. The Student Personnel Services also aids the student in meeting graduation requirements and offers information regarding transferring credits.

Testing Service

Besides the required testing program given in the orientation program, additional testing is provided at student request in order to further identify strong occupational areas and explore student potential.

Job Placement

Although the Job Placement Program is still in planning stages, by the time our first graduation occurs, Morgan County Community College will offer interviews between our students and businessmen and have complete occupational placement on the local level.



FINANCIAL AID

There are two types of aid which a student can receive while attending MCCC. The first is in the form of scholarships, and the second is through part-time employment. At the present time no federal loans are available to students attending MCCC. Most types of aid are based on the needs of the student and even though there may be many eligible students, limited resources prevent the college from providing assistance to everyone.

Scholarships

Scholarships are available to Colorado residents in the form of waiver of tuition payment. Applications can be obtained at the Administration Building. In addition, private groups, institutions, and organizations offer financial assistance through the payment of tuition, books and supplies. All scholarships are administered through the college; therefore, financial aid from any private source in the form of a scholarship should be made payable to Morgan County Community College and not to the recipient of the scholarship.

Part-Time Employment and OJT

For those who need to work while attending school, MCCC provides employment through the college work-study program. Most of the jobs are on campus and in various departments of the college. To be eligible, you must be a full-time student, demonstrate a definite need to work and be either a national of the United States or in the United States with the intention of becoming a permanent resident. You must also be capable of maintaining good academic standing while employed.

For students in the occupational areas there is employment through the on-the-job training program. If you enter the occupational fields, you are required to work at the chosen occupation as part of the curriculum and for the hours you work you are paid the minimum wage by your employer.

MILITARY INFORMATION

STUDENT DEFERMENTS

The college aids students seeking deferments from the selective service by furnishing information about a student's enrollment to his local board when the student supplies his selective service number, his local board address, and other required information at registration time. To qualify for a deferment a student must carry 14 hours per quarter. Students needing deferments should supply this information to the Office of Admissions and Records.

VETERANS BENEFITS

Morgan County Community College fully qualifies as a school accepted by the Veterans Administration to give benefits for its students. In order

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to qualify for Veterans benefits the student must apply to the VA to receive a certificate of eligibility. This certificate means that the veteran is qualified to receive benefits. Application forms can be obtained at the Office of Admissions. On registration day the certificate of eligibility along with a schedule of classes should be submitted to the Registrar. Any veteran who has received previous training through the Veteran's Administration should procure a supplemental certificate of eligibility. Any veteran registering without this certificate must pay tuition and fees without government aid until such time as the certificate of eligibility is received by the college and returned to the Veteran's Administration. The payment which VA makes goes directly to the student and it is the responsibility of that student to pay tuition and fees with the money he receives. Tutorial Service may be available to disabled veterans under P.L. 815 at a rate of not more than \$4.00 per hour and not to exceed twenty-four (24) hours per subject per quarter. Certification to the Veteran's Administration concerning the student's enrollment and progress is done only when the student is classified as seeking a degree from the college.

Educational benefits vary in amount according to course load and number of dependents. The present rates are in the table below.

Course Load	Quarter				Each Dep.
	Hours	0 Dep.	1 Dep.	2 Dep.	Over Two
Full time	14	\$175	\$205	\$230	\$13
¾ time	10-13	\$128	\$152	\$177	\$10
½ time	7-9	\$ 81	\$100	\$114	\$ 7

If a veteran is taking less than ½ time course load or is still on active duty, the veteran's administration will pay for tuition and fees. If any problems arise or additional information is needed, contact the office of admissions for assistance.

Recreation in the Area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. The municipal golf course is an 18 hole layout which is inexpensive and very accessible. Ft. Morgan has tennis courts available to all students and Riverside Park offers free swimming pools and picnic facilities. Although the winter months hamper many activities there is ice skating at the park and intramural sports at the gym to keep one occupied. And of course the greatest ski slopes in the United States are just two hours away.

Textbooks

The books required for all courses offered at MCCC must be purchased by the individual student. A privately-owned bookstore supplies the books needed by working in close co-operation with the college.

Adult and Continuing Education

MCCC offers many courses to those people who are not seeking any type of advanced degree or occupational certificate, but are simply desirous of increasing and broadening their educational and occupational background or seeking new interests and avocations. The adult education department offers courses in such areas as high school completion, upgrading of vocational skills, and a variety of hobby and special interest areas. New classes are started whenever a community desire is expressed.

Adult Basic & G.E.D.

Morgan County Community College offers two programs which allow adults to better realize their educational potential. The first of these is the Adult Basic Education program (A.B.E.) designed to prepare students for high school equivalency study. There are no requirements for entry in this program and it is open to any adult who could profit from the instruction given. Attendance at every session is not required and the student has an individualized schedule learning at his own speed. As a part of this program literacy is taught to the non-English speaking students. The cost, if any, is minimal.

A second program open to all those who could gain from the study is the General Equivalency Diploma program (G.E.D.) The program is designed to prepare the student to take an examination leading to a high school equivalency diploma. Passing the examination is generally accepted as being equivalent to receiving a high school diploma.

Supplemental Learning Center (Developmental Center)

This center is a new concept in education and is extremely valuable to students regardless of their educational level. At present, the center is devoted to improving reading ability regardless of the speed at which a student reads. All students who wish to increase their reading speed and comprehension should utilize this facility. In the future the center will be used to supplement all types of instruction and aid the student in problem areas regardless of the course he is taking.



ADMISSION

Requirements For Admission

The college will admit high school graduates and non-graduates of high school who are 18 years of age or older, and any other person who can profit from instruction for which he enrolls. However, admission to the college does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic difficulties. It is recommended that the student take either the American College Test (ACT) or College Guidance & Placement (CGP) exam. The CGP is preferred.

Application Procedures

Students should submit their application to the Office of Admissions at least ten days prior to the quarter for which they are applying. The application should include, if available, the results of the American College Testing (ACT) or College Guidance & Placement (CGP), a report of physical health by your physician, grade transcripts from the first semester of your senior year in high school, or the last transcript you received, and past college transcripts if applicable. A \$10.00 non-refundable processing fee must accompany the application. This fee will serve as the registration and activity fee for the first quarter of attendance at Morgan County Community College.

Registration

Registration takes place at the beginning of every quarter and is required of all those who attend classes. On registration day all students prepare their final schedule of courses and arrange for payment of tuition and fees. Also during this time Veterans should submit their certificate of eligibility to the Registrar.

Students enrolling in occupational programs are encouraged to apply and register according to the above procedure, but they are allowed to make application and enroll anytime that school is in session.

Pre-Registration

All continuing students who are planning to be in school during the next quarter should set up an appointment with their counselor and prepare a tentative schedule of courses for that quarter. It should be remembered, however, that these students must still register on registration day. The Registrar will have no record of the tentative schedule and failure to register during regular registration will mean that the student has not enrolled for the coming quarter.

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Registration For New and Transfer Students

Part of the registration procedure for new and transfer students is the submission of grade transcripts from their high school or former college and a report of physical health from their family physician. There will be no pre-registration for students new to Morgan County Community College.

EXPENSES

Tuition

For all students taking 10 hours or more who qualify as a resident of Colorado, the tuition is \$60.00 per quarter. The tuition for non-residents taking 10 hours or more is \$195.00 per quarter. Those students taking 9 hours or less pay by the hour at the rate of \$7.00 per hour.

Refunds

Students who find it necessary to drop out of college after they have already enrolled will receive a 75% refund if they drop out within the first two weeks, but no refunds are available after that period. Students who drop a course within the first two weeks and by doing so are taking less than 10 hours will have their tuition computed on an hourly basis and be refunded accordingly. No refunds are available after the two week period for those who drop a partial course load.

Special Refund Policy For Veterans

The government through VA Regulation 14254 (C) (13) has established a special refund policy for veterans which has been adopted by Morgan County Community College. This policy states that the amount charged to the veteran for tuition, fees and other charges for a portion of a course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges. This policy is subject to the following limitations:

- (1) An established registration fee in an amount not to exceed \$10.00 is not subject to proration;
- (2) A breakage fee and consumable instructional supplies which the student might buy will not be prorated;
- (3) All books and equipment bought personally by the student will not be prorated as part of the refund.

The percentage refund policy for veterans based on the guidelines provided above is as follows:

1st week of quarter	100%
2nd week of quarter	80%
3rd week of quarter	60%
4th week of quarter	40%
5th week of quarter	20%

ROOM, BOARD, BOOKS, SUPPLIES & EQUIPMENT

A student attending Morgan County Community College will pay approximately \$850.00 per academic year for Room and Board. Depending on the program which a student enters, he should also plan to spend between \$75.00 and \$125.00 for books, supplies, and equipment.

REGISTRATION & ACTIVITY FEE

Each quarter all students must pay a registration and activity fee which covers the cost of processing a student who registers and allows a student to attend all college functions. This fee is determined by the number of hours for which a student enrolls. Those taking 10 hours or more will pay \$10.00; students taking 5 to 9 hours will pay \$5.00; and students taking 4 hours or less will pay \$1.00.

**ESTIMATE OF EXPENSES
FOR AN ACADEMIC YEAR**

	Colo. Resident	Non-Resident
Tuition	\$ 180.00	\$ 585.00
Room & Board (Estimate)	950.00	950.00
Books, Supplies, Equipment:		
Academic (Estimate)	75.00	75.00
Occupational (Estimate)	125.00	125.00
Registration & Activity Fee	10.00	10.00
TOTAL COST (Estimate):		
Academic	1215.00	1620.00
Occupational	1265.00	1670.00

REGULATIONS

Residency

To be classified as a resident of Colorado you must have lived in the state at least one year prior to enrollment at Morgan County Community College or be the spouse of a person working permanently and on a full time basis in Colorado. In almost all other cases you will be considered a non-resident. The classification of residency is determined at initial enrollment and does not change while you are attending the college.

Classification of Students

A student registered for 12 hours or more is considered to be a full-time student. Anyone taking fewer hours is a part-time student.

Morgan County Community College also classifies its students according to the type of program which they enter. High School students who are taking college courses in the occupational fields through their local

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high school are considered secondary students. Students who have graduated from high school or have received high school equivalency through the GED program and are working towards a degree, certificate or transfer to a four-year institution are post-secondary students. Those people who are working for high school equivalency and improvement of educational ability, or are taking courses to broaden their interests and learn new avocations are adult students.

Post-secondary students are classified as freshmen or sophomore. All those who have completed over 45 credit hours are considered sophomore and all others are freshman.

ACADEMIC REQUIREMENTS AND GRADING SYSTEM

Minimum Standards and Probation

In order to remain at Morgan County Community College, a student must maintain at least a 1.71 grade point average. Failure to do so will mean that the student will be placed on academic probation for the next quarter. If the student does not maintain a 1.71 grade point average for two full quarters he may be dismissed.

A student who has been dismissed for unsatisfactory progress may be readmitted following an interval of at least one full quarter and shall be placed on a one-quarter probationary status subject to his attaining a satisfactory 1.71 quality.

Grading System

Although the grading system is similar to other institutions, it differs in that accomplishments rather than failure is emphasized. Learning accomplishment at a level judged to be failing and incomplete work receive no credit and are not made a part of the permanent record. If a student receives a D in a course he may repeat the course and try to improve or have the D made a part of his permanent record. The following letters indicate the type of work performed and the number of points toward grade point average:

Symbol	Quality of Work	Grade Points Per Cr. Hour
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1

Grade Point Average

All students will have a grade point average determined by multiplying the grade received in each course by the credit hours the course was worth and averaging that number with all other courses taken during the quarter. For example, if a student took English, Math and Electronics his grade point average would be computed as follows:

Course	Cr. Hours	Final Grade	Grade Point
English	3	B=3 points	9 (3 x 3)
Math	3	A=4 points	12 (3 x 4)
Electronics	2	C=2 points	4 (2 x 2)
TOTAL	8		

The total grade points are then divided by the total credit hours to get the final grade point average. In this case it turns out to be 3.125 as can be seen if 25 is divided by 8.

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Incomplete Work

For those students who for reasons beyond their control fail to do the required work, an incomplete grade will be given. They will be given the opportunity to make up this work in the next quarter; however, failure to complete the work by the middle of the next quarter will mean a failing grade.

Dean's List and President's List

Those who excel in their courses of study at Morgan County Community College may qualify to be named to the Dean's List. To be eligible, a student must carry at least 12 quarter hours and maintain a 3.25 grade average. Those students who maintain the 3.25 average through 3 full consecutive quarters will be named to the President's List.

Student Class Load

The normal course load is 14 to 18 hours. These courses include only courses taken for credit at the college. Courses obtained in any other manner or from an institution other than Morgan County Community College are not included. Only with special permission may a student enroll for more than 18 hours ~~and under no circumstances may he enroll for more than 21 hours in any quarter.~~

Students who hold or expect to hold full or part-time employment while enrolled in the college must register for course loads they can expect to complete without unusual difficulty. ~~Recommended course loads for working students are as follows:~~

~~Hours employed per week~~

~~20~~

~~30~~

~~40~~

~~Recommended course load~~

~~10-13 credit hours~~

~~8-16 credit hours~~

~~6-9 credit hours~~

~~The average working student will spend about 20 hours at employment; 20 hours in class and labs; and 20 hours studying. A full-time student who does not work will divide the majority of his working day between classes, labs, study and research with a proper amount of time for entertainment.~~

Withdrawal

If for some reason a student must completely withdraw from College, in other words drop all classes, he should immediately notify the Registrar and the office of Admissions and Records so that he will not receive grades in these classes. The student may claim a 75% refund if withdrawal is made within the first two weeks.

Adding and Dropping Courses

Adding courses in the Arts and Sciences area can be done until the end of the second week of each quarter. All occupational skill courses can be

added any day the college is in session according to the open door policy. Supplemental learning center courses can be added any time the college is in session but the student is required to finish the course once he starts. These courses are tutorial, so they can continue through the quarter change.

A student may drop a course through the third week of the quarter without suffering grade penalty. After that time no courses can be dropped. A refund is available to those who drop a course within the first two weeks of the quarter.

advanced Placement Service
Transferring Credits *Testing out of courses*

Those students desiring to transfer credits from Morgan County Community College to a four-year institution may do so by contacting the Registrar. Transcripts of courses taken and grades received will be sent to the institution of your choice. Although the decision as to whether certain courses offered at Morgan County Community College will transfer to a four-year institution is made by the college accepting the student, most classes will transfer.

To transfer credits to Morgan County Community College a student should submit grade transcripts from the institution he last attended. The curriculum committee of Morgan County Community College will decide whether the credits will be accepted by the college.

Auditing Courses

Any full-time student may take a course he is interested in but does not want to be graded in by declaring on registration day that he is auditing the course. The class will give the student no credit towards a degree or certificate although the standards of conduct in the classroom are the same as for students taking the course for credit. There is no charge for auditing a course.

Attendance

Regular attendance in all classes will be assumed. The instructor will determine the relationship between class attendance and the objectives of his class and the way in which he will evaluate attendance as a factor in the achievement of the student. The student has the responsibility of learning the instructor's policy on attendance and abiding by it.

Student Conduct

As students at the college level, it is expected that each individual is a responsible, mature person. Therefore, the college has no strict rules of conduct for its students. However, we feel that all students should honor the rights of others and observe civil and moral laws. Failure to do so will result in disciplinary action.

Dismissal

In addition to dismissal for academic reasons any student can be dismissed for unsatisfactory conduct. Such conduct is defined as felony conviction, continuous misdemeanor or other conduct as viewed by the college to be destructive or disruptive to the college and community relations and activities.

Advanced Placement Program

Beginning with the 1971-72 academic year, Morgan County Community College will participate in the College Level Examination Program (CLEP). CLEP was conceived to serve non-traditional students as well as the traditional student recently graduated from high school. The non-traditional student who has acquired knowledge through living experiences, adult education, on-the-job training, and independent study is in the position to gain the most from this service. What a person knows is more important than how he came to know it, and academic credit by examination is the key to a more flexible and innovative educational system. Students will be given advanced placement in accordance with the scaled scores listed below. Credit through the CLEP will be limited to a maximum of 45 quarter hours and will apply to the basic studies requirements only.

For further information inquire at the Office of Admissions and Records.

Examination	Scaled Score	Quarter Hours Credits
English	460	9
Mathematics	440	4
Humanities	450	12
Natural Sciences	450	12
Social Sciences—History	450	15

GRADUATION REQUIREMENTS

Upon successful completion of one of the programs offered in the occupational area or in the academic area, the student becomes a candidate for graduation. All candidates for diplomas or certificates must have a grade point average of 2.0 and have earned at least the last 25 hours credit at Morgan County Community College.

Degrees Conferred

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is awarded upon completion of a minimum of 94 credit hours in various subjects but with at least the following requirements:

Humanities	24 hours
English and Communications	12
Literature, Fine Arts, Modern Languages	12
Social Sciences	20 hours
History, Sociology, Psychology, Economics	17
Physical Education	3
Science and Mathematics	16 hours

ASSOCIATE IN SCIENCE DEGREE

This degree is conferred upon completion of 94 credit hours with the following minimum requirements:

Sciences and Mathematics	30 hours
Social Sciences	15 hours
Courses from the Social Science and History Departments	12
Physical Education	3
Humanities	19 hours
English, Communications, Literature, Modern Languages, Fine Arts,	

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree will be awarded to those students who complete the two year programs as outlined in the curriculums. Ninety-four credit hours are required in order to receive the degree.

CERTIFICATE

A certificate will be awarded to students who complete training programs of one year or less in length. Employment skills will be listed and certified by a program advisory board for documentation of secondary or post-secondary job skills. Previous training and experience through testing will allow the student to be placed at a more advanced level. The student, therefore, may acquire skills for job entry at several levels in each occupational program or he may elect additional academic courses which would qualify him to receive an associate degree in applied science.

OCCUPATIONAL CURRICULUMS

Swine Management Program

Quarter 1		Credits
006:104	Orientation	1
054:102	Swine Orientation	2
008:050	Communications I	3
054:106	Accounting for Swine Industry I	3
054:100	Swine Management I	3
**054:191	Practical Experience (Swine OJT)	3
		—
		15
Quarter 2		Credits
008:051	Communications II or English	3
054:130	Swine Nutrition I	3
054:107	Accounting for Swine Industry II	3
054:105	Swine Management II	3
054:125	Swine Science	3
**054:192	Practical Experience (Swine OJT)	3
		—
		18
Quarter 3		Credits
054:260	Marketing & Distribution	3
054:135	Swine Nutrition II	3
054:108	Accounting for Swine Industry II	3
054:226	Biological Science to Swine Management	3
054:250	Products and Processing	2
**054:193	Practical Experience (Swine OJT)	3
		—
		17
Quarter 4		Credits
**054:194	Practical Experience (Swine OJT)	12
Quarter 5		Credits
054:120	Diseases & Parasitology I	3
054:211	Agricultural Law I	3
054:215	Swine Breeding,	3
054:210	Swine Selection	2
054:208	Facilities & Equipment	3
**054:295	OJT	3
		—
		17

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	Credits
Quarter 6	
054:220 Diseases & Parasitology I	3
054:205 Basic Shop Skills I	4
054:227 Applied Chemistry	3
054:212 Agricultural Law II	3
**054:296 OJT	2
	—
	15
Quarter 7	Credits
054:200 Swine Management III	3
019:100 Human Relations	3
054:270 Agriculture Finance & Credit	3
054:225 Agriculture Chemicals & Supplies	3
054:206 Basic Shop Skills II	3
***054:297OJT	3
	—
	18
Quarter 8	Credits
**054:298 OJT	12

Sales Technology Program

Quarter 1	Credits
006:104 Orientation	1
070:100 Career Selection	2
070:105 Concepts of Selling	3
008:050 Communications I	3
004:107 Introduction to Business	3
004:101 Accounting Principles I	3
	—
	15
 Quarter 2	 Credits
019:100 Human Relations	3
070:210 Sales Marketing & Distribution	3
070:130 Sales Psychology	3
070:120 Consumer Salesmanship	3
070:115 Sales Preparation	3
	—
	15
 Quarter 3	 Credits
023:101 Principles of Speech	3
070:150 Advertising	3
004:127 Salesmanship II	3
004:111 Business Law I	3
004:135 Business Correspondence	3
	—
	15
 Quarter 4	 Credits
**070:290 Personal Adjustment to Selling I or OJT	12
 Quarter 5	 Credits
004:132 Retailing I	3
070:250 Merchandise Display	3
070:270 Advanced Selling Problems I	3
Electives	6
	—
	15
 Quarter 6	 Credits
004:263 Finance & Credit	3
004:128 Salesmanship III	3
070:265 Personal Management	3
070:262 Sales Personality Development	3
Elective	3
	—
	15

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Quarter 7

	Credits
070:230 Business & Industrial Relations	3
070:260 Sales Management	3
022:103 Principles of Sociology	3
070:275 Advanced Selling Problems II	3
Electives	3
	<hr/> 15

Quarter 8

	Credits
**070:298 Personal Adjustment to Selling II or OJT	12
Suggested Electives	
Retailing II	
Marketing I & II	
Business Law II	
Public Relations	
Economics I	
Introduction to Data Processing	
Money Management	
Elementary Statistics	
Applied Mathematics	
Communications II	
Discussion and Debate	
General Psychology	
Applied Psychology	

Radio Broadcasting Program

Quarter 1	Credits
136:100 Introduction to Radio Broadcasting	3
136:120 Announcing I	3
008:101 English	3
004:161 Typing I	3
006:104 Orientation	1
Elective or	
**136:191 OJT	3
	—
	16
Quarter 2	Credits
136:121 Announcing II	3
136:130 Management Programming and Sales	3
008:102 English	3
Electives or	5
**136:192 OJT or Practicum	2
	—
	16
Quarter 3	Credits
136:115 Radio News I	3
136:131 Sales and Continuity	3
019:100 Human Relations	3
**136:193 OJT or Practicum	2
Electives	5
	—
	16
Quarter 4	Credits
**136:194 OJT	12
Quarter 5	Credits
136:222 Announcing III	3
136:216 Radio News II	3
004:107 Introduction to Business	3
137:101 Electronics	5
**136:295 OJT or Practicum	2
	—
	16
Quarter 6	Credits
136:250 Production Techniques	3
136:217 Radio and TV News	3
015:101 Introduction to Music	3
137:102 Electronics	5
**136:296 OJT or Practicum	2
	—
	16

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	Credits
Quarter 7	
136:205 Radio Broadcasting Practicum	3
136:210 Review or Specialization	3
022:103 Principles of Sociology	3
137:103 Electronics	5
**136:297 OJT or Practicum	2
	<hr/>
	16

Suggested Electives:

English
Principles of Speech
Journalism
Introduction to Literature
Spanish
French
Introduction to Theater
Play Production
General Psychology
Economics I
Public Relations
Anthropology
American Government
Comparative Political Systems
Western Civilization
Concepts of Selling
Sales Psychology
Advertising
Salesmanship

Automotive Mechanics Program—Degree

Quarter 1	Credits
131:100 Automotive Electrical Systems	3
131:120 Automotive Fuel Systems	3
006:104 Orientation	1
008:050 Communications I	3
014:050 Applied Math	3
Elective	3
	<hr/>
	16
Quarter 2	Credits
131:130 Automotive Engines	3
131:140 Automotive Braking Systems	3
008:051 Communications II	3
139:100 Beginning Welding	3
Elective	3
	<hr/>
	15
Quarter 3	Credits
131:150 Trouble Shooting & Tune-Up I	3
131:220 Suspension, Steering, Servicing	3
019:100 Human Relations	3
Electives	6
	<hr/>
	15
Quarter 4	Credits
131:250 Trouble Shooting & Tune-Up II	3
131:230 Engine Repair & Overhaul I	3
004:107 Introduction to Business	3
018:107 Applied Physics	3
131:191 Auto Mechanics OJT	3
	<hr/>
	15
Quarter 5	Credits
131:235 Engine Repair & Overhaul II	3
131:200 Power Train	3
004:126 Salesmanship I	3
Electives	3
131:192 Automotive Mechanics OJT	3
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	15

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Quarter 6

131:260 Auto Air Conditioning
131:270 Future & New Power Sources
130:270 Auto Shop Management
131:193 Automotive Mechanics OJT
Elective

Credits

3
3
3
3
—
15

Automotive Mechanics Program—Certificate

Quarter 1	Credits
131:100 Automotive Electrical Systems	3
131:120 Automotive Fuel Systems	3
131:230 Engine Repair & Overhaul I	3
006:104 Orientation	1
131:191 Automotive OJT	3
Elective	3
	—
	16
Quarter 2	Credits
131:130 Automotive Engines	3
131:140 Automotive Braking Systems	3
131:200 Power Train	3
004:126 Salesmanship I	3
131:192 Automotive OJT	3
	—
	15
Quarter 3	Credits
131:220 Suspension, Steering & Servicing	3
131:260 Automotive Air Conditioning	3
131:150 Trouble Shooting & Tune-Up I	3
131:193 Automotive OJT	3
Electives	3
	—
	15
Quarter 4	Credits
131:250 Trouble Shooting & Tune-Up II	3
131:235 Engine Repair & Overhaul II	3
131:194 Automotive OJT	6
Elective	3
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	15

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Automotive Body Program—Degree

Quarter 1	Credits
130:100 Minor Auto Body Repair	8
008:050 Communications I	3
014:050 Applied Math	3
006:104 Orientation	1
Elective	3
	—
	18
 Quarter 2	 Credits
130:120 Auto Frame & Chassis	8
008:051 Communications II	3
004:126 Salesmanship I	3
Elective	3
	—
	17
 Quarter 3	 Credits
130:130 Auto Glass & Trim	8
017:103 P.E. Elective	1
130:105 Automotive Wiring & Accessories	4
139:100 Beginning Welding	3
Elective	2
	—
	18
 Quarter 4	 Credits
130:200 Major Auto Body Repair	8
023:101 Principles of Speech	3
130:191 OJT	4
	—
	15
 Quarter 5	 Credits
130:210 Auto Painting & Refinishing	8
019:100 Human Relations	3
130:192 OJT	4
	—
	15
 Quarter 6	 Credits
130:220 Auto Body Service	8
130:270 Auto Shop Management	3
130:193 OJT	4
	—
	15

Automotive Body Program—Certificate

Quarter 1		Credits
130:100	Minor Automotive Body Repair	8
006:104	Orientation	1
008:050	Communications I	3
014:050	Applied Math	3
		<hr/>
		15
Quarter 2		Credits
130:120	Automotive Frame & Chassis	8
130:210	Automotive Body Painting & Refinishing	6
139:100	Beginning Welding	3
		<hr/>
		17
Quarter 3		Credits
130:130	Automotive Glass & Trim	8
130:105	Automotive Wiring & Accessories	4
130:193	Automotive Body Repair & Painting OJT	4
		<hr/>
		16
Quarter 4		Credits
130:200	Major Auto Body Repair	8
130:270	Automotive Shop Management	3
130:194	Auto Body Repair & Painting OJT	5
		<hr/>
		16

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Electronics

	Credits
Quarter 1	
137:101 Basic Electronics I	10
006:104 Orientation	1
008:050 Communications I	3
134:100 Basic Drafting	3
	—
	17
Quarter 2	
Credits	
137:102 Basic Electronics II	10
008:051 Communications II	3
134:140 Technical Drafting I	3
	—
	16
Quarter 3	
Credits	
137:103 Basic Electronics III	10
019:100 Human Relations	3
134:145 Technical Drafting II	3
	—
	16
Quarter 4	
Credits	
137:201 Advanced Electronics I	10
004:107 Introduction to Business Electives	3 3
	—
	16
Quarter 5	
Credits	
137:202 Advanced Electronics II	10
004:126 Salesmanship I	3
137:270 Specialized Electronics Program	6
	—
	19
Quarter 6	
Credits	
137:203 Advanced Electronics III	10
137:250 Shop Management	3
137:275 Specialized Electronics Program	6
	—
	19

Suggested Electives:

Basic Physics
Salesmanship I
Human Relations
Psychology
Sociology

Building Trades Program

Quarter 1		Credits
133:100	Supervised Occupations I	1
014:050	Applied Mathematics	3
134:100	Basic Drafting	3
014:052	Applied Slide Rule	2
*133:122	Carpentry: Materials & Construction Theory	3
133:105	Planning & Construction I	3
006:104	Orientation	1
	Electives	2
		<hr/>
		18
Quarter 2		Credits
133:102	Supervised Occupations I	1
019:100	Human Relations	3
133:205	Surveying	3
004:263	Finance & Credit	3
*133:120	Carpentry: Hand & Power Tools	3
133:106	Planning & Construction I	4
	Electives	1
		<hr/>
		18
Quarter 3		Credits
133:103	Supervised Occupations I	1
023:101	Principles of Speech	3
133:210	Design	3
*133:124	Carpentry: Excavation & Foundation	3
133:107	Planning & Construction I	4
	Electives	2
		<hr/>
		16
Quarter 4		Credits
133:202	Supervised Occupations II	1
018:107	Applied Physics	3
133:215	Specifications, Contracts & Codes	3
008:050	Communications I	3
133:221	Carpentry: Framing & Construction	3
133:206	Planning & Construction II	4
	Electives	1
		<hr/>
		18

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Quarter 5		Credits
133:203	Supervised Occupations II	1
004:126	Salesmanship I	3
008:051	Communications II	3
*133:223	Carpentry: Finishing & Roofing	3
133:207	Planning & Construction II	4
	Electives	2
		—
		16

Quarter 6		Credits
133:204	Supervised Occupations II	1
004:111	Business Law I	3
133:217	Bidding, Estimating & Cost Control	3
*133:225	Carpentry: Cabinets & Built-Ins	3
133:208	Planning & Construction II	5

*Students desiring a different major will substitute the appropriate courses from the following areas:

Electrical:		Credits
133:130	Wiring Principles	3
133:132	Controls and Circuits	3
133:134	Installation Planning	3
133:231	Analysis & Maintenance	3
133:233	Residential Wiring	3
133:235	Industrial Wiring	3

Painting:		Credits
133:150	Interior Decorating	3
133:152	Equipment & Supplies I	3
133:253	Equipment & Supplies II	3
133:154	Exterior Decorating	3
133:250	Painting I	3
133:251	Painting II	3

Roofing:		Credits
133:170	Tools & Equipment I	3
133:271	Tools & Equipment II	3
133:172	Residential Roofing I	3
133:173	Residential Roofing II	3
133:273	Industrial Roofing I	3
133:274	Industrial Roofing II	3

Masonry:		Credits
133:140	Bricklaying I	3
133:141	Bricklaying II	3
133:144	Stone I	3
133:241	Stone II	3
133:243	Block I	3
133:244	Block II	3

Plumbing:

	Credits
133:160 Tools & Equipment	3
133:162 Residential Plumbing	3
133:164 Industrial Plumbing	3
133:261 Water Supply & Waste	3
133:263 Residential Heating	3
133:265 Industrial Heating	3

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Business Program—Degree

Quarter 1	Credits
008:101 English	3
004:101 Accounting Principles I	3
004:107 Introduction to Business	3
014:050 Applied Mathematics	3
006:104 Orientation	1
Elective	4
	—
	17
 Quarter 2	 Credits
008:102 English	3
004:102 Accounting Principles II	3
004:141 Office Machines I	3
102:100 Introduction to Data Processing	3
Elective	4
	—
	16
 Quarter 3	 Credits
023:101 Principles of Speech	3
004:103 Accounting Principles III	3
022:103 Principles of Sociology	3
004:135 Business Correspondence	3
014:130 Elementary Statistics	5
	—
	17
 Quarter 4	 Credits
005:101 Economics 1	3
004:264 Records Management	3
004:201 Intermediate Accounting I	3
004:132 Retailing I	3
Elective	3
	—
	15
 Quarter 5	 Credits
005:102 Economics II	3
004:126 Salesmanship I	3
004:205 Cost Accounting	3
004:111 Business Law I	3
004:263 Finance & Credit	3
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	15

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Quarter 6

	Credits
004:112 Business Law II	3
019:100 Human Relations	3
024:127 Salesmanship II	3
004:121 Marketing I	3
004:270 Money Management	3
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	15

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Secretarial Program—Certificate

	Credits
Quarter 1	
004:107 Introduction to Business	3
008:101 English	3
004:145 Secretarial Science	3
004:151 Shorthand I	3
004:161 Typing I	3
006:104 Orientation	1
	—
	16
Quarter 2	Credits
004:141 Office Machines I	3
004:152 Shorthand II	3
008:102 English	3
004:254 Secretarial Procedures	3
004:162 Typing II	3
	—
	15
Quarter 3	Credits
004:240 Speed Dictation & Transcription	3
004:147 Secretarial Etiquette	4
004:135 Business Correspondence	3
004:142 Office Machines II	3
004:163 Production Typewriting	3
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	16

Drafting

Quarter 1		Credits
014:121	Engineering Slide Rule	2
014:050	Applied Mathematics	3
134:100	Basic Drafting	4
134:170	Independent Study I	4
006:104	Orientation	1
008:105	Communications I	3
		—
		17
Quarter 2		Credits
134:110	Residential Drafting and Planning	5
134:140	Technical Drafting I	5
014:051	Descriptive Geometry	3
134:150	Electromechanical Drafting	3
		—
		16
Quarter 3		Credits
134:145	Technical Drafting II	5
134:160	Design and Structural Analysis	5
134:171	Independent Study II	3
	Elective or OJT	3
		—
		16

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Upholstery

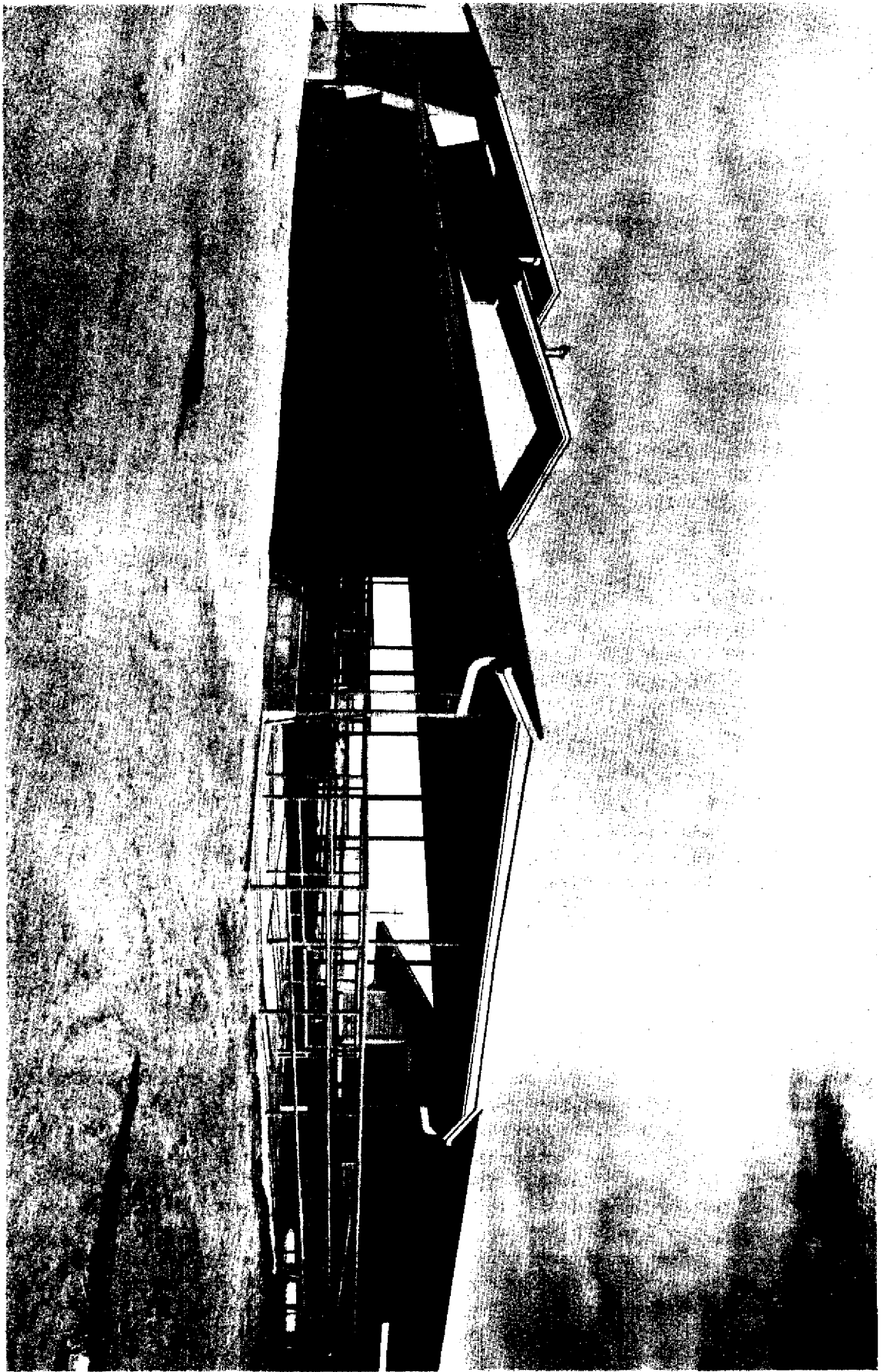
	Credits
Quarter 1	
138:150 Upholstery I	8
138:100 Materials and Supplies	3
138:140 Pattern Making	3
006:104 Orientation	1
Electives or OJT	2
	—
	17
Quarter 2	Credits
138:151 Upholstery II	8
138:120 Design	4
004:111 Business Law I	3
Elective or OJT	3
	—
	18
Quarter 3	Credits
138:152 Upholstery III	8
004:126 Salesmanship I	3
004:101 Accounting Principles I	3
Electives or OJT	4
	—
	18
Quarter 4	Credits
138:130 Interior Decoration	4
134:100 Basic Drafting	3
133:217 Bidding, Estimating and Cost Control	3
138:153 Upholstery IV	7
	—
	17

Welding and Fabrication

Quarter 1		Credits
139:100	Beginning Welding	8
008:105	Communications I	3
134:100	Basic Drafting	4
014:121	Engineering Slide Rule	2
006:104	Orientation	1
		—
		18
Quarter 2		Credits
139:105	Welding and Fabrication I	8
014:050	Applied Mathematics	3
134:140	Technical Drafting I	2
	Elective	3
		—
		16
Quarter 3		Credits
139:110	Welding and Fabrication II	8
134:160	Design and Structural Analysis	5
139:140	Welding Fabrication Practicum and/or OJT or Electives	5
		—
		18
Quarter 4		Credits
139:115	Welding and Fabrication III	8
139:120	Blueprint Reading for Welders	3
139:141	Welding and Fabrication Practicum and/or OJT or Elective	6
		—
		17

**ON-THE-JOB TRAINING, PRACTICUM OR COOPERATIVE
EDUCATION COURSES**

In almost all the occupational programs offered at MCCC practical training in the form of on-the-job training makes up a part of the curriculum. For approximately every 12 hours spent in the classroom at least 3 but no more than 8 hours is spent on the job. The training provided at these jobs is under the complete supervisory control of the college and both the employers' and students' activities in the training are monitored and arranged by the Dean of Occupational Education and his staff. All students in these programs must have their employment arranged by college officials and under no circumstances will credit be given to a student who arranges his own employment with an establishment. The credit given for these courses is on a 1 to 3 ratio with 1 hour of credit given for every three hours spent in supervised practical training. (referred OJT)



COURSE DESCRIPTIONS

Swine Management Department

Swine Management I (054:100) 3 credits

This is the first course designed for the management phase of the swine industry. It is the beginning course covering basics in swine management.

Swine Orientation (054:102) 3 credits

Orientation to the swine industry, giving the student the information needed to determine his occupational objective in the area of swine management. This is an orientation to all phases of the swine industry.

Swine Management II (054:105) 3 credits

This course is the second in a series of courses designed for the management phase of the swine industry. It is a course dealing in the areas of handling the swine herd, the processes and procedures in the operation of large facilities as well as smaller operations.

Accounting For Swine Industry I (054:106) 3 credits

An introductory course designed for swine management covering the principles of double entry accounting, simple books of original entry, adjusting and closing entries, and financial statements.

Accounting For Swine Industry II (054:107) 3 credits

An understanding of the accounting principles is provided in this program as well as a study of the records necessary to operate purebred and cross breeding programs in the swine producing unit. The course covers the detailed records required for production, testing and evaluation of all the animals, emphasizing the importance of accurate records in order to provide the economic information necessary to do a sound job in the area of management and selection.

Accounting For Swine Industry III (054:108) 3 credits

A continuation of 054:107. This course gives a detailed analysis of accounting records and how they are used in figuring income taxation.

Agricultural Law I (054:111) 3 credits

A basic study of the legal aspects of the business end of the farm industry with emphasis on contracts and the Uniform Commercial Code.

Agricultural Law II (054:112) 3 credits

A continuation of 054:111. A more detailed look at topics discussed in 054:111 and in depth analysis of partnership relationships, agency relationships, and basic tax regulations.

Diseases and Parasitology I (054:120) 3 credits

This is the first in a series of courses offered in swine disease and parasites, covering the basic concept of sanitation in the prevention and control of disease and parasites.

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Swine Science (054:125) 3 credits

This course is designed to provide the fundamentals in the area of selection and swine breeding. This is a prerequisite to the Swine Selection and Swine Breeding courses.

Nutrition I (054:130) 3 credits

This is the first in a series of courses dealing with swine nutrition. It covers the fundamental phase of nutrition.

Nutrition II (054:135) 3 credits

This course deals in the advanced nutritional aspects of feeding swine. It is a study of the complete nutritional requirements in the area of feeding, covering the types of feed, availability, the procedure in mixing, grinding and preparing the feed.

Practical Experience (054:191,192,193) 2-6 credits

Provided for all swine management students in order to gain practical on-the-job experience. Supervision is provided by the college in order to develop a training plan which will meet the program objectives. Training sites include producing as well as finishing units. Students will be oriented in all facts of swine producing and finishing procedures.

Summer Quarter (054:194) 12 credits

Full-time on-the-job training for first year students is provided in facilities which meet training arrangement and program objectives.

Swine Management III (054:200) 3 credits

The last in a series of swine management courses designed to finalize and put together all the practices and procedures learned in other courses. Field trips, video tape, and guest speakers are used to amplify knowledge, and to expand on different theories and ideas in swine management.

Basic Shop Skills I (054:205) 2 credits

A course designed to introduce the student to the skills necessary to maintain, repair and construct the equipment and facilities necessary for successful swine management operations. This includes instruction in basic welding, electricity, mechanics, and plumbing as well as the areas of carpentry, concrete, fencing and related skills.

Basic Shop Skills II (054:206) 2-3 credits

A continuation of the skills learned in 054:205.

Swine Facilities & Equipment (054:208) 3 credits

A course which makes students aware of the facilities and equipment available to the swine industry. Not only equipment and facilities which are presently in use but those in the drawing stages will be studied, with special reference to the maintenance and repair of this equipment. This will give the student the background necessary for sound decisions as to types of facilities to use and their maintenance in the operation of a production unit.

Swine Selection (054:210) 2 credits

This course involves visual as well as production testing procedures for selecting swine. Carcass evaluation and judging are part of the course. The Scan-O-Gram is utilized in the selection of breeding stock.

Swine Breeding (054:215) 3 credits

This course deals in breeding, genetics, and related areas in the swine business. It includes a detailed investigation of records in the areas of production, breeding, and the testing of such production designed to produce the type of animal desired by the consumer.

Diseases & Parasitology II (054:220) 3 credits

This is the last and most advanced course offered in swine diseases and parasites.

Agricultural Chemicals & Supplies (054:225) 3 credits

This course covers the chemicals and supplies used in the swine industry, provides a wide variety of information and experience. It allows the manufacturers to acquaint the students with the various supplies and their application.

Biological Sciences For Swine Management (054:226) 3 credits

This course is designed for swine majors in biological sciences. It is designed to integrate biology and zoology into a practicable application to the swine industry. The course covers the scope of biology as a science; the organization and operation of living systems with emphasis upon cells, metabolism, growth, development, reproduction, inheritance, and the basis for the swine industry's requirements.

Applied Chemistry—Swine Industry (054:227) 3 credits

This is a course surveying the principles of general, organic, and biochemistry given specifically for those students majoring in swine management. The course gives the necessary background to fully understand the basis of nutrition and chemicals found in the swine industry.

Products and Processing (054:250) 2 credits

This is a descriptive course in swine products and consumer use of the product. It is an introduction to the cuts of meat, the processing required in the production of swine products, and acquaints the student with the procedures and techniques in the slaughtering and processing plants. The course is designed to acquaint the student with the types of carcass required to produce a top quality consumer product. There are tours to slaughter and processing plants.

Marketing & Distribution (054:260) 3 credits

This course pursues the nature and scope of swine marketing and distribution. It includes tours to slaughtering and processing plants and will acquaint the student with the wholesale and retail marketing, distribution of the product and live marketing of animals. It features an evaluation of market sales, sales territories, promotion, and advertising.

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Agriculture Finance & Credit (054:270) 3 credits

A course dealing with the problems of obtaining finance and credit and its wise use in maintaining a good credit rating as an essential management tool in today's agriculture. It researches the possible sources of finance and credit, investigating the interest rate and payment structure found in a wide variety of agriculture credit sources. The last part of the course will provide principles of insurance and its use in swine business.

Practical Experience (054:295,296,297) 2-6 credits

Provided for the second year students. Students in this program will be required to meet managerial decisions and be involved in the accounting process.

Summer Quarter (054:298) 12 credits

Full-time on-the-job training for second year students is provided in facilities which meet training arrangement and program objectives.

Sales Technology Department

Career Selection (070:100) 3 credits

This course involves a wide investigation of opportunities in the sales field. It provides the necessary background which permits the student to use sound judgement when exercising his vocational preference in the sales area he wishes to pursue.

Concepts of Selling (070:105) 3 credits

A basic course which pursues the nature and scope of selling. The student is acquainted with the basic concepts found in sales techniques and is provided with the fundamentals required to develop sales techniques and procedures.

Sales Mathematics (070:108) 3 credits

A course designed to provide a thorough review of the common mathematics problems faced by the salesman. The fundamental mathematics operations involving whole numbers, fractions, decimals and percentages will be covered. It acquaints the student with the math involved in sales transactions, profit, pricing and purchasing.

Sales Economics (070:110) 3 credits

This course provides the basic theory in sales distribution including the analysis of demand, production, costs, and pricing under competitive conditions. It acquaints the student with franchises, territories, dealerships, advertising, and concepts of sales economics.

Sales Preparation (070:115) 3 credits

This area of sales covers the tasks necessary to effectively prepare for and make a sales presentation. It develops the background necessary to identify prospects, develop prospect lists and make proper use of product knowledge. Emphasis will be placed on developing the product's benefits and features to satisfy the prospect's needs.

Identifying Prospects I (070:116) 3 credits

This course deals with the various methods used by industry to secure lists of names and identification of prospective customers.

Identifying Prospects II (070:117) 3 credits

Continuation of (070:116) Identifying Prospects I.

Product Knowledge (070:118) 3 credits

This area of sales develops basic concepts in acquiring product knowledge necessary to acquaint the consumer as well as the retailer with the product, and the use of such knowledge in promotion and sales.

Consumer Salesmanship (070:120) 3 credits

A course designed to expose the student to the techniques of selling to the ultimate consumer. Emphasis is placed on over-the-counter retailing, mail-order selling, direct selling and automatic vending.

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Salesmanship II (004:127) 3 credits

This course introduces the student to wholesale, industrial, and institutional sales. Emphasis is placed upon the selling techniques required to perform at these levels of selling. The unique characteristics of each type of selling will be stressed.

Salesmanship III (004:128) 3 credits

Continuation of Salesmanship II. Emphasis is placed on mastering and applying the fundamental skills of selling. Includes a study of international sales.

Sales Psychology (070:130) 3 credits

This course covers the psychology of sales techniques, individual and group behavior. It develops a background needed in order to predict and evaluate customer reaction. Emphasis is placed on the similarities and differences in buying behavior among consumer, resellers, industrial and public sectors.

Customer Psychology (070:135) 3 credits

A study of the developmental process, motivation, attention and perception, and other problems of customer psychology.

Professional Procedures (070:140) 3 credits

This course introduces the student to basic principles of business organization and sales management. Emphasis is placed on the various fields of sales and organizations serving the product areas.

Advertising (070:150) 3 credits

An introductory course to acquaint the student with the broad field of advertising. Emphasis is placed upon advertising's role in stimulating consumer interest, promoting the business firm and selling merchandise. It acquaints the student with planning an advertising program, creating the advertisement follow-up and testing of effectiveness, and the regulation and ethics of advertising.

Sales Marketing and Distribution (070:210) 3 credits

An introductory course to provide the student with an awareness of the relationship of all business functions to the satisfaction of the consumer. Sales is related to the firm, the marketing functions it performs, the products or services it sells, and the decisions it makes to gain customer satisfaction.

Sales Law (070:215) 3 credits

This course introduces the student to the standards governing selling conduct as set forth by laws and regulations of public authorities and by codes of ethics developed by business itself. Emphasis will be placed on the laws of contract and sales, law of agency, grading and labeling goods and the regulation of advertising and pricing.

Business & Industrial Relations (070:230) 3 credits

This is an advanced course in public relations as applied to industry.

Emphasis will be placed on the salesman's role in promoting activities designed to build goodwill toward the salesman's company and products. Guest lecturers from industry will be featured.

Merchandise Display (070:250) 3 credits

This course introduces the student to the nonpersonal presentation of goods or ideas to a group. Emphasis is placed upon the principles and elements of display techniques and the trends affecting both interior and exterior display.

Sales Management (070:260) 3 credits

This course introduces the student to duties and responsibilities of the sales manager. It acquaints the student with the planning, administration, and supervision of work assigned to the sales department or division.

Sales Personality Development (070:262) 3 credits

This course provides a challenging exposure to the professional, personal, and social qualities needed by an individual preparing to enter the sales profession. It presents the student with the bearing, attitudes, and responsibilities normally associated with the ideal salesman. Emphasis is placed on developing motivation, self-understanding, and leadership skills.

Personal Management (070.265) 3 credits

This course deals with the salesman's ability to handle his family and personal matters while away from home. Consideration is given to self-organization of time and work schedules and how to cope with the other problems encountered in the day-to-day work of the professional salesman.

Advanced Selling Problems II (070:275) 3 credits

This case course will focus upon problems and issues the beginning salesman will encounter in a beginning sales position. Emphasis will be placed upon applying the principles and techniques developed during the student's first year and fourth quarter on-the-job training.

Advanced Selling Problems I (070:275) 3 credits

This advanced case course will focus upon problems encountered by professional salesmen representing large & small firms, manufacturers, middlemen, marketers of products and marketers of services. The cases will provide the student an opportunity for thorough analysis, careful evaluation and decision making on the part of the student.

Personal Adjustment to Selling (OJT) I (070:290) 12 credits

(Prerequisite—successful completion of first three quarters or consent of program coordinator.) This quarter of training is designed to provide sales experience for the student. It allows the student to develop sales competency by applying the skills obtained in the classroom. Emphasis will be on placing the student in that phase of sales he hopes to enter upon graduation from the program. Students must work a minimum of 30 hours per week and successfully meet all evaluation requirements to receive credit. Sales experience must be received in an approved training station.

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Personal Adjustment to Selling (OJT) II (070:291)

12 credits

(Prerequisite—successful completion of seven quarters of the program or consent of program coordinator) Continuation of 070:290. Emphasis is placed on gaining more advanced sales experience.

Automotive Mechanics Department

Automobile Electrical Systems (131:100) 3 credits

Basic study of electricity and how it is applied to today's automobiles including the theory of battery, starter, charger and ignition systems. Components involved in the entire automobile electrical system and their function are studied.

Automotive Fuel Systems (131:120) 3 credits

The student will become familiar with the entire fuel systems from gas cap to exhaust pipe. He will progress from basic principles to major service diagnosis and repair procedures. The student will become acquainted with all models of one, two, and four barrel carburetors. Bench models of modern carburetors will be used to familiarize the student with parts and adjustment procedures. Exhaust and combustion analyzers will be utilized in final diagnosis.

Automotive Engines (131:130) 3 credits

Principles of design, construction and operation of modern automotive engines are studied both in theory and practical application.

Automotive Braking Systems (131:140) 3 credits

Hydraulic principles as applied to automotive hydraulic brake systems and the operation of modern automobiles are studied both in theory and practical application.

Trouble Shooting & Tune-Up I (131:150) 3 credits

A study of the diagnosis of automotive malfunctions and remedial measures, stressing modern test equipment and procedures. This includes a complete study of ignition and carburetor systems and how to perform tune-ups and engine adjustments.

Automotive Mechanics OJT (131:191,192,193) 3-8 credits

A series of courses to prepare the student for actual work experience—designed to apply the theory learned in actual job situations. This will include diagnosis and repair, and line experience.

Power Train (131:200) 3 credits

A detailed study of construction, operation and service techniques for standard transmissions, automatic transmissions, driver lines, rear axle assemblies and clutches. Students will receive practical experience on passenger cars and light trucks.

Suspension, Steering & Servicing (131:220) 3 credits

A detailed study of wheel alignment, balance, theory and servicing of front suspension systems. Diagnosis, service and overhaul techniques for both standard and power steering systems are covered.

Engine Repair & Overhaul I (131:230) 3 credits

The first in a series of courses to study the construction, operation of

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parts, and service procedures for two and four cycle engines, cooling systems and lubrication systems. The student learns to recondition pistons, rings and bearings, and ultimately how to rebuild an engine. There is special instruction on the proper use of engine hand tools, micrometers and gauges.

Engine Repair & Overhaul II (131:235) 3 credits
The advanced course in rebuilding. Continuation of 131:230.

Trouble Shooting & Tune-Up II (131:250) 3 credits
An advanced course in trouble shooting and tune-up. Diagnostic equipment will be used to diagnose the function of engine components with the latest test equipment and procedures. The engine crank systems, fuel systems, ignition systems, and charging systems are covered as well as the equipment needed to make the correct diagnosis.

Automotive Air Conditioning (131:260) 3 credits
Specialized instruction in the operation and service of automobile air conditioning, including diagnosing and charging of units on vehicles.

Future and New Power Sources ((131:270) 3 credits
Specialized instruction in turbine and other recently developed engines, repair, maintenance and theory of operation of future power plants.

Automotive Body Repair and Painting Department

Minor Automotive Body Repair (130:100) 8 credits

A course designed to introduce students to automotive body repair and refinishing. The student will be well oriented in theory and gain practical knowledge through work on late model automobiles in the shop. The student is introduced to basic oxyacetylene welding.

Automotive Wiring & Accessories (130:105) 4 credits

This course covers the necessary wiring required in the body and repair field. It acquaints the student with accessories involved in automotive rebuilding, the body phase, and upholstery and materials in the upholstery headliner. It also acquaints the student with insulation and removal.

Automotive Frame & Chassis (130:120) 3-8 credits

This course covers the problems involved in the repairs of various frame designs. Laboratory work includes the use of portable frame straightening equipment. This course also covers wheel alignment and balancing.

Automotive Glass & Trim (130:130) 3-8 credits

This course covers the procedures and problems involved in removing and installing automotive glass and trim. Jobs will be selected as representative of body and front end collision.

Automotive Body Repair & Painting (130:191,192,193) 3-6 credits

A series of courses to prepare the student for actual work experience. Included are general body shop experience, time, material, labor, and cost estimation. This is an elective course for on-the-job training, repair jobs to be studied are the type of work done in the industry. This is a course for students with no previous experience and designed to meet the requirements of the Veterans Administration.

Major Automotive Body Repair (130:200) 3-8 credits

Advanced instruction in the use of portable frame straighteners to straighten frames and repair major body damage. The three common types of damaged areas studied are represented by front, rear-end, and side collision damage.

Automotive Body Painting & Refinishing (130:210) 3-8 credits

A course in the methods and procedures of automobile refinishing. Proper use of refinishing materials, the development of basic skills are stressed.

Automotive Body Service (130:220) 3-8 credits

This course is designed to review all previous work in automotive body service and to develop specific skills where needed.

Automotive Shop Management (130:270) 3 credits

A course in shop management. The student will be familiarized with the shop procedures required in a typical franchised automobile dealer's operation. Training in the parts department is required.

Electronics Department

Basic Electronics (137:101,102,103) 8 credits

The basic course in this field operating classes three hours a day, five days a week for three quarters. The basic circuitry and equipment used in the electronics field is learned and put into practical application. The fundamentals of applied mathematics are also taught.

Independent Study (137:170) 5 credits

This course allows the student to select the particular area which interests him. He may also work toward F.C.C. second class license. This provides time to study with the assistance of the instructor.

Technical Project (137:180) 5 credits

This course is a practical demonstration of the student's ingenuity in the application of principles of electronics. Projects are in the realm of building test equipment, radio and television receivers, design of special test equipment and/or construction of a television camera. Students may elect to substitute on-the-job training for these credits. Students are placed at a work station related to his program and work under the supervision of experienced personnel with the college instructor providing coordination. Prerequisites for enrollment in OJT are with permission of the instructor and approval of the Dean of Occupational Education.

Blueprint Reading for Electronics Majors (137:185) 5 credits

A course designed for the electronics technician or radio and television servicing major. Symbols used in electronics, drafting, wiring diagrams, schematics, and pictorials will be thoroughly covered.

Radio and Television Servicing (137:190) 5 credits

This course is an in-depth study in radio and television servicing. Emphasis is on practical application and trouble shooting. Techniques include methodical analysis of problems encountered in radio and television servicing. Students are familiarized with television and radio test equipment found in commercial radio and television shops.

Advanced Electronics (137:201,202,203) 8 credits

Prerequisite: Basic Electronics 137:101,102,103. This course also runs for three quarters, three hours a day, five days a week. It provides the vocational school student a more comprehensive understanding of electronics and provides exposure to some of the deeper aspects of the art.

Electronics Shop Management (137:250) 3 credits

A course dealing with the business operation and managerial problems of running a business in the electronics field. A great deal of time is spent with budgeting time, the amount to charge for time spent, and the most efficient ways to operate.

Specialized Electronics Program (137:270,275) 6 credits

Offered the last two quarters of the program, the course is designed to give the student vast electrical knowledge in highly specialized fields of electronics such as photoelectric devices, temperature controls, or closed circuit television.

Health Occupations Department

Medical Terminology (080:100) 2 credits
A study designed to acquaint the student with the origin and structure of medical terms. The intent of this course is to help the student interpret and understand medical terms, reports, and therapy requests applicable to his field.

First Aid (017:153) 3 credits
The cause and prevention of infections and inflammation; use of germicides and disinfectants; dressings; stopping of hemorrhage; treatment of shock; bruises, drownings, sprains, dislocations, fractures, poisoning, burns, and use of light, heat, cold, water and other simple remedies in emergencies. Students will receive "Standard" and "Advanced" certificates from the American Red Cross on completion of this course.

Advanced First Aid (080:102) 2 credits
An advanced course intended to meet the needs of special interest groups who have the opportunity to give first aid frequently in the course of their daily routine.

Nurses' Aide (081:100) 15 credits
This course involves four subject areas, lasts a total of 18 weeks, and is worth 15 credit hours. The subjects covered are: 1) Basic Personal Care, 2) Home Health Care, which teaches the home care needs of patients; 3) the ethics and responsibilities of a nursing assistant; and 4) Patient Care Awareness, teaching the student to be aware of common disease factors in patients.

Building Trades Department

Supervised Occupations I (133:100,102, 103) 1 credit

This class meets one hour per week to discuss problems encountered with on-the-job training. The supervisor discusses personnel relationships and problems that arise in the everyday world of work.

Supervised Occupations II (133:202,203,204) 1 credit

These are advanced supervised occupational classes discussing problems in on-the-job training.

Planning & Construction I (133:105,106,107) 3-8 credits

Construction planning for the building trades including safety, purchasing of a site, the drawing of house plans, and the layout of electrical, plumbing, heating and air conditioning systems. Involved are the actual construction of footings, basement walls, flooring, framing, roofing, and the laying of bricks. All areas of residential construction are encompassed.

Planning & Construction II (133:206,207,208) 3-8 credits

Continuation of Planning & Construction I. Finish work and final preparations for interior decorating, open house, contact with realtors to determine selling price, arrangements with realtors for the sale of the property, preparations for landscaping and final closing arrangements with the buyer.

Surveying (133:205) 3 credits

This course includes training in the use of transits and levels and in surveying foundation building sites.

Design (133:210) 3 credits

A course in the area of designing and applied drawing in construction projects.

Specifications, Contracts & Codes (133:215) 3 credits

This course acquaints the student with codes, contracts, and specifications found in the building industry.

Bidding, Estimating & Cost Control (133:217) 3 credits

This course acquaints the student with the estimating, bidding and cost control found in the construction field.

Carpentry: Hand & Power Tools (133:120) 3 credits

A study and practical application of the use of hand tools, both new and modified; power tools such as power screwdrivers, air-powered staples and nailers, adhesive guns, power saws, routers, jointers, and sanders; and overall training in the finest techniques in the area of carpentry.

Carpentry: Material & Construction Theory (133:122) 3 credits

This course deals with materials found in the industry and with construction theories as they apply to the carpentry field.

Carpentry: Excavation & Foundation (133:124) 3 credits

This course deals with layout, excavation and foundation forming, pouring, and reinforcing. A study of substructure to determine foundation requirements is essential.

Carpentry: Framing & Construction (133:221) 3 credits

This course introduces framing and construction methods found in the carpentry field.

Carpentry: Finishing & Roofing (133:223) 3 credits

This covers the roofing and finishing phases in construction.

Carpentry: Cabinets & Built-Ins (133:225) 3 credits

A course covering cabinets and built-ins found in modern homes and industrial construction.

Electrical: Wiring Principles (133:130) Fall 3 credits

This is a course in basic electrical theory combined with practical application which emphasizes methods of wiring, from small appliances to large, and from residential to industrial wiring. This is a basic course in which the trainee learns to become an electrician. The course also open the door further study in the area of electronics.

Electrical Control & Circuits (133:132) Winter 3 credits

This course deals with controls and circuits found in industrial and residential wiring.

Electrical: Installation Planning (133:134) Spring 3 credits

A course dealing in layout of electrical installations and the initial budgeting for bidding such installations.

Electrical: Analysis & Maintenance (133:231) Fall 3 credits

A course in electronics covering analysis of problems in electrical equipment, motors and methods of maintenance.

Electrical: Residential Wiring (133:233) Winter 3 credits

This course deals with residential wiring problems, procedures, and techniques.

Electrical: Industrial Wiring (133:235) Fall 3 credits

This course deals with industrial wiring problems, procedures, and techniques.

Masonry: Bricklaying I (133:140) Fall 3 credits

An introduction to brick masonry, one of the earliest manifestations of man's culture, yet one of the most sophisticated of modern building crafts. The student will learn the early history of brick and modern methods of manufacture. He will learn the difficult, important details in laying brick at corners, around doors and windows, across lintels, and the basics in laying pilasters, columns and chimneys.

Masonry: Bricklaying II (133:141) Winter 3 credits

The second in a series of courses in the bricklaying field.

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- Masonry: Stone I (133:144) Spring** 3 credits
An introductory course in the cutting of stone, placement, selection and the procedures used in laying of native stone.
- Masonry: Stone II (133:241) Fall** 3 credits
This is the final course in the cutting and laying of native stone.
- Masonry: Block I (133:243) Winter** 3 credits
An introductory course in block construction emphasizing proper material selection for industrial or residential requirements.
- Masonry: Block II (133:244) Spring** 3 credits
An advanced course in block construction.
- Painting: Interior Decorating (133:150) Fall** 3 credits
Interior decorating for residential or industrial settings.
- Painting: Equipment & Supplies I (133:152) Winter** 3 credits
Orientation and training in equipment and supplies in the painting trade.
- Painting: Equipment & Supplies II (133:253) Fall** 3 credits
This is a three hour course dealing with equipment and supplies used in the field of painting.
- Painting: Exterior Decorating (133:154) Spring** 3 credits
Exterior decorating techniques and procedures.
- Painting: Painting I (133:250)** 3 credits
This course covers the introductory phase of techniques and procedures used in the occupation of painting.
- Painting: Painting II (133:251)** 3 credits
A course in the advanced stages of mixing and applying various paints.
- Plumbing: Tools & Equipment (133:160)** 3 credits
Training in the use of tools and equipment in the plumbing trade.
- Plumbing: Residential Plumbing (133:162)** 3 credits
This course covers the plumbing codes, installation of residential plumbing, and updating in new materials and procedures.
- Plumbing: Industrial Plumbing (133:164)** 3 credits
This course covers the codes for industrial plumbing and acquaints the student with techniques in industrial plumbing.
- Plumbing: Water Supply & Waste (133:261)** 3 credits
This is a course in various sources of water supply, including wells, and a study of rural and city waste control.
- Plumbing: Residential Heating (133:263)** 3 credits
A course in residential heating and air conditioning.

Plumbing: Industrial Heating (133:265) 3 credits

This course deals with the ability to plan the BTU's needed for a given area plus installation problems and procedures to follow in installing industrial heating.

Roofing: Tools & Equipment II (133:271) 3 credits

A course to orient and train students in tools and equipment in the roofing business.

Roofing: Tools & Equipment II (133:271) 3 credits

This course introduces the student to tools and equipment found in the field.

Roofing: Residential Roofing I (133:172) 3 credits

A course covering the residential types of roofs, materials, and installations.

Roofing: Residential Roofing II (133:173) 3 credits

This course involves estimating and bidding residential roofing jobs and considers the type of roofs that best meet weather conditions in a given area.

Roofing: Industrial Roofing I (133:273) 3 credits

A study of application problems, materials and techniques in industrial roofing.

Roofing: Industrial Roofing II (133:274) 3 credits

An advanced course in roofing which terminates the roofing program.

Drafting Department

Basic Drafting (134:100) 3-5 credits

This is a basic course introducing the student to instruments and the development of three-dimensional and instrument lettering, sketching, geometric construction, orthographic projection, isometric drawing, and an introduction to basic dimensioning techniques.

Industrial Materials (134:105) 3 credits

This course is designed to familiarize the student with the various materials used in industry and construction trades, and the methods of working, forming and assembling these materials into a finished product, assembly or structure.

Residential Drafting & Planning (134:110) 3-5 credits

This course consists of area planning standards and codes; drawing of complete residential plans, including plot, foundation and floor plans, elevations, sections and electrical and mechanical plans. The course provides familiarization with the estimating of construction costs, quantity, take-off surveys, labor productivity, rates, and overhead and profit.

Technical Drafting I (134:140) 5 credits

This course provides continued orthographic drawing. Students are introduced to auxiliary views, finding of true length lines, and rotation of views and dimensioning.

Technical Drafting II (134:145) 5 credits

In this course the student is introduced to the amount of tolerance of parts in design, the drawing of threads and springs, and anometric projection, dimetric projection, oblique projection and perspective drawing.

Electromechanical Drafting (134:150) 3 credits

A course providing the student with an introduction to accepted practices and principles of schematic development as applied to diagrammatic drafting developed for the field of electromechanics. Three hours of lab are included per week.

Design & Structural Analysis (134:160) 5 credits

This course is a combination of statics, mechanics and the strength of materials. The student applies his knowledge of math, science, and drawing to practical problems.

Independent Study I (134:170) 4 credits

Designed to allow the student with the instructor's supervision to design his own course of study to provide specialization in the student's particular area of interest.

Independent Study II (134:171) 3 credits

A continuation of 134:170.

Radio Broadcasting Department

Introduction to Radio Broadcasting (136:100) 3 credits

An introduction to all departments in the operation of commercial AM and FM radio broadcasting; by lectures, discussions, observation in the radio laboratory station, and by field seminar trips to other stations. The student gains an orientation to all phases of radio broadcasting.

Announcing I (136:120) 3 credits

This is an introduction to announcing, with emphasis on fundamentals of vocabulary, enunciation, projection, and proper use of the voice as an instrument in communication.

Announcing II (136:121) 3 credits

This is a continuation of Announcing I, including voice training, plus an introduction to the studio and operation of the console. In addition, the student will study the history and basic regulations of the Federal Communications Commission, preparing him to pass the test for a third class radio-telephone operator's license as given by F.C.C.

Management, Programming and Sales (136:130) 3 credits

This course is designed to give the student an understanding of some of the problems and methods of management with study of the various types of commercial programming and their relation to specific markets. The close relationship between programming and sales is studied, and the student is introduced to the basics of radio salesmanship.

Radio News I (136:115) 3 credits

In view of the increasing importance of news in both radio and television, this course is an introduction to the basics of broadcast journalism with emphasis placed on the effective preparation of news stories, the basics of good news writing. The study also includes legal and ethical considerations in broadcast journalism.

Sales and Continuity (136:131) 3 credits

In this course, the student in practice sessions sells an account, prepares the continuity and reads the copy as for broadcast. Particular emphasis will be placed on the writing of effective commercial copy. This course is among those designed to give the student the versatility needed for a beginning job on a small-market radio station—a knowledge and versatility which will be a major strength throughout his career, whether the broadcasting station is small or large.

Announcing III (136:222) 3 credits

In this course the student works to perfect his announcing and control room techniques and helps prepare promotional spots and shows for broadcast.

Radio News I (136:216) 3 credits

In this course the student is trained in the coverage of news stories. He

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becomes acquainted with key news sources, typical of any community, large or small. He reports certain stories for classroom evaluation and for broadcast. Sportscasting study is also offered for those students interested.

Production Techniques (136:250) 3 credits

This course concentrates on the use of tape recorders and other electronic equipment for the production of special effects in both commercial announcements and production shows. The students write and produce their own spots or production shows.

Radio and Television News III (136:217) 3 credits

In this course, the student edits news copy, both wire service and original copy. He also continues news and feature coverage and learns television camera presence.

Radio Broadcasting Practicum (136:205) 3 credits

This course includes work in areas of announcing, newscasting, editing, direction, programming, production, continuity writing, study of preparation of logs, preparation and maintenance of files, preparation and presentation of sales proposals.

Review and Specialization (136:210) 3 credits

This course permits the student to concentrate either on a general review or in areas of special interest. In addition, special consideration is given to the ad lib interview show and ad lib spot news coverage.

Upholstery Department

Materials & Supplies (138:100) 3 Credits
 This course acquaints the student with the materials and supplies needed in the upholstery field.

Product Knowledge (138:115) 3 credits
 This area develops the basic concepts in acquiring product knowledge required to promote the product with both the retailer and consumer.

Design (138:120) 4 credits
 Students become familiar with the design of fabrics and the application of design to upholstery.

Interior Decoration (138:130) 4 credits
 This course will familiarize the students with color combination, fabrics and the furniture aspects of interior decoration.

Pattern Making (138:140) 3 credits
 This course prepares the student to plan, draw, lay out, and cut the pattern. It uses the methods of the upholsterer in developing and producing patterns.

Upholstery I (138:150) 8 credits
 This is the first in a series of courses to train the student in the upholstery field.

Upholstery II (138:151) 8 credits
 The second in a series of courses to train students in the upholstery field.

Upholstery III (138:152) 8 credits
 The third in the series to train students to be competent upholsterers.

Upholstery IV (138:153) 3-8 credits
 The last in a series to train students to be competent upholsterers.

Welding Department

- Beginning Welding (139:100)** 3-8 credits
This is a course either for beginning or advanced students. The beginner learns oxyacetylene and arc welding. For the advanced student, mig and tig welding techniques are taught.
- Welding & Fabrication I (139:105)** 8 credits
This is an intermediate course for welding students for the advancement into oxyacetylene and arc welding equipment. Skills performed in operation of various position welding and many types of welders. Use of fill rods and cast iron welding and bracing, and silver soldering are included.
- Welding & Fabrication II (139:110)** 8 credits
The advanced course in oxyacetylene and arc welding with emphasis on how to position weld joints, pipe, cast iron and advance techniques in welding.
- Welding & Fabrication III (139:115)** 8 credits
Specialized oxyacetylene welding, inert-gas-shielded arc, and consumable carbon dioxide welding. Emphasis is given the welding of various metals such as aluminum, stainless steel, highly alloyed steels and cast iron. Procedures for welding of the exotic metals such as titanium, tantalum, columbium, zirconium and molybdenum are included.
- Blueprint Reading for Welders (139:120)** 3 credits
Interpretation and reading of fabrication and design drawings for welders. Special attention will be given to welding symbols, dimensioning systems, and drafting conventions used in the drafting room and welding shop.
- Welding & Fabrication Practicum (139:191,192)** 3-8 credits
A series of courses to prepare the student for actual work experience covering the various types of welding and equipment in problem situations.
- Advanced Welding (139:200)** 3 credits
An advanced course dealing with arc welding and designed to meet the need of students enrolled in other areas of study. Typical applications are made in a laboratory setting. Prerequisite: 139:100.

English Department

English (008:101) 3 credits

A study of the principles of communication and rhetoric. Emphasis is placed on the reading and discussion of formal essays and on writing assignments designed to teach grammar and self-expression.

English (008:102) 3 credits

A continuation of 008:101 with emphasis on research techniques and use of library facilities. Numerous writing assignments are required.

English (008:103) 3 credits

A continuation of the reading and writing course with emphasis on literature.

Communications I (008:050) 3 credits

Background work is provided to help the student reach greater levels of communication. A study of usage, mechanics, and organization increases the student's effectiveness as a speaker and writer by applying the techniques of reading, writing, speaking, listening, and observing.

Communications II (008:051) 3 credits

Prerequisite: Communications (008:050). Building on the skills gained in Communications 008:050, the student writes business letters, instructions, and reports and continues to gain speaking experience through discussions and talks. Subject matter of assignments is suited to the vocational aim of the class.

Principles of Speech (023:101) 3 credits

This course is concerned with the principles and practices of speech making. Basically a laboratory course, it is designed to provide the student with experience in major types of public speaking and is recommended for all freshman students.

Discussion and Debate (023:102) 3 credits

This course is designed to provide the student with experience in advanced forms of speech. It is open to any student who has completed Speech 023:101.

Journalism Department

A student is not required to enroll in these courses to work on the newspaper. The courses may be taken as non-credit courses; and no more than six quarter hours of Journalism may be counted towards graduation.

Journalism (008:121)

3 credits

A study of the elements of journalism, including news writing methods. The class will be responsible for student publications, and is open to everyone.

Journalism (008:122)

3 credits

A study of the problems and methods of newspaper production with emphasis on lay-outs, deadlines, and editorials. The class is open to everyone.

Journalism (008:123)

2-3 credits

A study of more advanced aspects of journalism. The class will be responsible for the publication of the school newspaper and is open to everyone.

Literature Department

Children's Literature (008:220) 3 credits

A course designed for people interested in elementary education or for parents and potential parents who would like to survey children's books and the philosophy of their presentation to children. Each student will be expected to explore a number of books designed for children. This course is not recommended for English majors.

Readings in World Literature (008:224) By arrangement 1-2 credits

The student will be required to read an appropriate number of books and to write formal reviews on such readings.

Readings in Dramatic Literature (008:226)
By arrangement 1 to 2 credits

The student will be required to read an appropriate number of plays and to write formal reviews on such readings.

Readings in Poetry (008:227) By arrangement 1-2 credits

Poetry selections from American and European poets, contemporary and past. The course involves analysis and strives to discover each poets' philosophy and ideas. Several short term papers will be expected.

Readings in the Short Story (008:228) By arrangement 1-2 credits

The student will be required to read an appropriate number of short stories and to write formal reports on such readings.

Readings and Group Discussions of Current Problems in American Life (008:229) By arrangement 1-2 credits

A campus student forum opportunity

Modern Language Department

The dual intent of the German and Spanish courses is (1) linguistic (active competence in the target language and consciously improved performance in English) and (2) cultural (comparative civilizations, international organizations, and U.S. involvement with other peoples)

Spanish (009:101) 4 credits

Beginning Spanish with audio-lingual emphasis; pattern practices with instructor and laboratory tapes. Supplemented by cultural reader, current events from press, radio, TV; brief documentary films, Spanish art, music.

Spanish (009:102) 4 credits

A continuation of 009:101 designed to increase vocabulary and correct grammatical usage. Selected readings will be combined with a large emphasis upon conversation.

Spanish (009:103) 4 credits

Prerequisite 009:102, or two years recent high school Spanish, or placement test. Completes college first year pattern-drills and cultural reader, guided composition.

German I (009:105) 4 credits

Elementary, beginning German to provide a foundation in speaking and understanding German as well as developing a foundation in grammar.

German II (009:106) 4 credits

Prerequisite: German (009:105). A continuation of German I with more emphasis on reading German.

German III (009:107) 4 credits

Prerequisite: German (009:106). A continuation of German II with special emphasis on writing and reading the German Language.

Fine Arts Department

- Color Theory and Design** (001:101) 3 credits
 A lecture and laboratory course providing experience in basic color experiment and design and their application to pure design, decorative design, and pictorial organization.
- Basic Drawing** (001:115) 3 credits
 The basic elements and principles of beginning drawing with emphasis on visual training, technical procedures and the essentials of perspective.
- Watercolor Painting** (001:125) 3 credits
 Prerequisite: Color Theory & Design (001:106). A laboratory course to develop individual techniques and a study of traditional and contemporary methods and ideas.
- Oil Painting** (001:201) 3 credits
 A laboratory course providing a study of basic principles and techniques of oil painting. To include exploration of still-life, landscape, and portrait painting.
- Art History** (001:215) 3 credits
 Evolution of art forms through the ages to the present contemporary forms now in practice. Emphasis on the application of change to the actual life styles of man.
- Music History and Appreciation** (015:101) 3 credits
 An introductory course in music. Class time is divided between history and appreciation of music, and the fundamentals of elementary music theory. Special projects allow students to explore more thoroughly those areas in which they have a special interest.
- Vocal Music** (015:100) 1 credit
 Chorus
- Small Vocal Ensemble** (015:102) 1 credit
 Public performance for civic groups, concerts, tours, etc.
- Introduction to Theatre** (023:201) 3 credits
 An introduction to the theatre. A basic exploration of the history and a study of the techniques of direction, acting and dramatic criticism.
- Play Production** (023:103) 1-2 credits
 A study of the practical elements of dramatic productions either through participation in college productions or through instructor-approved projects. Available all quarters, admittance by instructor approval only.
- 30 hours work 1 credit 60 hours work 2 credits
- This course may be taken for credit up to 6 quarters (a total of 12 quarter hours) but only 6 quarter hours may be counted toward graduation.

Developmental Center

All freshman students in English whose ACT scores fall below 19 in English, 17 in social studies and who have an average of C or less in high school English courses are advised to participate in the services offered in the Development Center. In the center special courses in reading improvement, writing improvement and study skills, including work in listening, are available to such students. Special help is also offered in spelling and grammar. Faculty tutors in reading, English, science and mathematics have been assigned to the Developmental Center. Instructors in English B sections will require those students who have problems in reading, and writing to spend two hours per week in the center in addition to regular attendance in English B.

Orientation (006:104) 1 credit

This course is designed to acquaint the student to the services provided by the college. This will be taught by staff members from the Library, Developmental Center, counseling and administration. This course is required of all freshman students during the first quarter of attendance.

Reading Improvement (008:107,108,109) 2 credits

(Open to all students—available in Developmental Center)

This course is designed to make the student a faster, more efficient reader. Use is made of films, devices, and printed materials under laboratory conditions to possibly double the reading rate of the student within two quarters.

Occupational Reading Improvement (008:060,061,062) 4 credits

Similar to 008:107 with emphasis on faster reading in a specific occupational field.

Science and Mathematics Division

MATHEMATICS DEPARTMENT

Applied Mathematics (014:050) 3 credits

Prerequisite: none. This course is designed for those students in career programs. Topics covered are: arithmetic operations on real numbers, ratios and variation, percentage, weights and measures, solutions of linear equations.

Introduction to Mathematics (014:100) 4 credits

This course is designed for the non-mathematics major who wishes to acquire a basic understanding of the nature of mathematics. Topics covered are: systems of numeration, finite mathematics systems, sets, probability, logic and statements.

Elementary Algebra (014:111) 4 credits

Prerequisite: None and not open to students with one and one-half units or more of high school algebra. This course covers basic concepts and skills of beginning algebra which will serve as motivation for subsequent formalization in College Algebra. Topics covered: Properties of real numbers, signed numbers, polynomials, rational expressions, solution for linear equations, and an introduction to functions.

College Algebra (014:112) 4 credits

Prerequisites: 014:111 or one and one-half units of high school algebra. The course is designed to formalize previously and intuitively developed concepts and to demonstrate informally further concepts and techniques necessary for subsequent study in mathematics. The course will cover elementary properties of real numbers, mathematical induction, quadratic equations, systems of equations, matrices and determinants.

College Algebra and Trigonometry I (014:113) 4 credits

Prerequisite: College Algebra (014:112). This course encompasses introduction to set theory; and axiomatic approach to the real numbers equations; inequalities graphical representations; linear and quadratic functions; relations and functions, and introduction to circular functions.

College Algebra and Trigonometry II (014:114) 4 credits

Prerequisite: College Algebra and Trigonometry I (014:113). This course continues the study of circular functions. Topics include trigonometric identities, exponential functions, logarithmic functions, solving triangles, trigonometric equations, permutations, combinations and probability.

Analytic Geometry and Calculus I (014:201) 5 credits

Prerequisite: College Algebra and Trigonometry II (014:114). This course covers elementary analytical geometry, theorem on limits, differentiation of algebraic functions, and applications of derivatives.

Analytic Geometry and Calculus II (014:202) 5 credits

Prerequisite: Analytic Geometry and Calculus I (014:201). Topics

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covered in this course include areas, volumes, exponential functions, trigonometric hyperbolic functions, integration and approximation.

Analytic Geometry and Calculus III (014:203) 5 credits

Prerequisite: Analytic Geometry and Calculus II (014:202). Topics covered in this course include conic sections, vectors and three dimensional geometry, matrices, linear transforms, surfaces and curves in three dimensions.

Elementary Statistics (014:130) 5 credits

Prerequisite: Introduction to Math (014:100). This course is designed primarily for economic and business students. Topics covered are: frequency distributions, measures of central tendency and variability, correlation, regression, and hypothesis testing.

Engineering Slide Rule (014:121) 1-2 credits

Prerequisite: None. This course is for the development of skills and orderly methods of solving problems involving basic calculating techniques using the slide rule.

Applied Slide Rule (014:052) 2 credits

A course for occupational majors designed to teach the use of the slide rule in solving problems which may arise in that particular occupation.

SCIENCE DEPARTMENT

Applied Physics (018:107) 3 credits

A study of basic physics relationships to help students better solve problems which arise in occupational fields.

Fundamentals of Physical Science (020:101) 3 credits

A broad perspective of the knowledge and insights of several of the major scientific disciplines, designed for the student with little or no background in science and mathematics. Major emphasis on fundamentals of physics.

Fundamentals of Physical Science (020:102) 3 credits

An introduction to the basic principles of chemistry and their application to the various occupational programs.

Fundamental of Physical Science (020:103) 3 credits

Basic geology and astronomy form the subject matter, concentrating on those topics that are fundamental to each discipline.

General Chemistry (003:121) 4 credits

A study of the fundamental theories and laws of chemistry with emphasis on the nature of the atom, chemical bonding, structure of molecules, periodic relationships, and chemical calculations. Seven periods per week consisting of lectures, discussion and laboratory work.

General Chemistry (003:122) 4 credits

Prerequisite: General Chemistry 121 or consent of instructor. A continuation of General Chemistry 121 with primary emphasis on chemical

kinetics, solution chemistry, equilibrium relationships including those that apply to qualitative analysis. Three periods lecture or discussion per week and two 2-hour lab periods per week.

General Chemistry (003:123) 4 credits

Prerequisite: General Chemistry 122 or the consent of the instructor. A continuation of General Chemistry 122 dealing primarily with electrochemistry, descriptive chemistry, nuclear chemistry, and organic chemistry. Emphasis in the laboratory will be primarily quantitative analysis with some synthesis work. Seven periods per week consisting of lectures, recitation and laboratory work on a more individual basis.

General Biology (002:101) 4 credits

Three lectures and one two-hour lab. Principles of modern animal and plant biology, introduction to molecular basis of life and organization of cells and tissues. Emphasis is placed on living systems.

General Biology (002:102) 4 credits

Continuation of 002:101. Prerequisite: General Biology 002:101. Three lectures and one two-hour lab. Based on principles of plant biology.

General Biology (002:103) 4 credits

Continuation of 002:102. Prerequisite: General Biology 002:102. Three lectures and one two-hour lab. Emphasis placed on animal biology.

Introduction to Physiology (002:211)

Prerequisite: 003-121 General Chemistry.

Physiology of all the major systems, i.e., nervous, muscular, respiratory, cardiovascular, digestive, excretory, and reproductive.

General Physics I (018:104) 5 credits

Prerequisite: College Algebra and Trigonometry (014:114) or equivalent.

Topics covered are motion, kinematics and mechanics. Three hours of lecture, 2 hours lab, per week.

General Physics II (018:195) 5 credits

Prerequisite: General Physics I (018:104). A continuation of Physics 018:104 and includes concepts of wave motion, sound and heat. Three hours lecture, 2 hours lab.

General Physics III (018:106) 5 credits

Prerequisite: General Physics II (018:105). A continuation of Physics 018:105. This course covers concepts of static, current and alternating electricity along with magnetism and light. Three hours lecture, 2 hours lab.

Applied Physics (018:107) 3 credits

Prerequisite: none. A study of mechanics including the properties of solids, liquids, and gases; force; motion; work; to the student's occupational interests.

BEHAVIORAL AND SOCIAL SCIENCE DIVISION

Departments

Social Science

History

Education

Physical Education

Social Science Department

Human Relations (019:100) 3 credits

This course is designed primarily for career program students. Included in this course are the problems of life adjustment, development of normal and abnormal patterns, reaction patterns of daily life, review of frustrations, conflicts of reaction, and basic motivational theory.

General Psychology (019:101) 3 credits

Introduction to the biological bases of human behavior, types of learning, and mechanisms of perceiving.

General Psychology (019:102) 2 credits

Prerequisite: 019:101. Introduction to motivational and emotional aspects of human and animal behavior. Includes study of personality dynamics and brief orientation to clinical methods.

Psychology (019:105) 1-2 credits

Readings in Psychology.

Economics I (005:101) 3 credits

An introduction to the principles and nature of economics, resources and business organization; government finance; and money and banking.

Economics II (005:102) 3 credits

Continuation of 005:101. National income and employment, general price levels; government spending, pricing, and the allocation of resources.

Economics III (005:103) 3 credits

Continuation of 005:102. Distribution of income, labor relations, international economics; and economic growth and development

*****Economics IV (005:104)** 1-2 credits

Readings in Economics.

Introduction to Sociology (022:101) 3 credits

Sociology as an academic discipline, an institution and a profession. Basic sociological concepts, theory and methods; substantive contributions of sociologists. Includes an examination of selected sub-fields in sociology.

Social Problems (022:102) 3 credits

Social change, social disorganization, group and individual deviation. Social movements and how they develop, process of formation and change,

and the relation to personal and social problems; the nature, origin and types of social problems.

Principles of Sociology (022:103) 3 credits

An examination of problems involved in establishing a science of human behavior and society; a critical analysis of selected sociological concepts. Special attention is given to the development of elementary research skills.

Sociology (022:105) 1-2 credits

**Readings in Sociology. Readings on selected topics.

Anthropology (022:121) 3 credits

Introduction to Anthropology. Archeology and physical anthropology with an analysis of racial origins and varieties.

Anthropology (022:122) 3 credits

A comparative study of culture and social organization of typical primitive societies; and the study of language.

Anthropology (022:123) 1-2 credits

***Readings in Anthropology

American Government (011:101) 3 credits

Basic principles of democratic government; the nature of federalism; the role of public opinion, interest groups and political parties in the governmental process; the presidency, congress and judiciary and their role in the policy making process.

American Government (011:102) 3 credits

Continuation of 011:101, organization, activities and problems of state and local governments in the United States. Federal-state and state-local relationships, voting requirements, legislative politics and appointment, the state executive, finance, governmental reorganization and selected aspects of Colorado Government.

American Government (001:103) 1-2 credits

***Readings in American Government.

History Department

- Western Civilization (012:103)** 3 credits
1492-1789. The age and rise of political absolutism and its economic counterpart; European expansion and the commercial revolution and its impact on the mind and institutions of Europe; the emergence of modern nation states; and Eighteenth Century enlightenment to the eve of the French Revolution.
- Western Civilization (012:104)** 3 credits
1789-1914. The era of the French Revolution; the Napoleonic era, the Post-Napoleonic reaction; Nineteenth Century nationalism and liberalism; the impact of the Industrial Revolution; and the consolidation of national empires.
- Western Civilization (012:105)** 3 credits
1914-Present. An examination of the more significant episodes and movements of the Twentieth Century; the drift toward World War I and the war itself; the Prosperous Twenties and Depression Thirties; the Russian Revolution; the rise of dictatorships and World War II; an examination of Cold War postures and strategies; and an inquiry into the dynamics of a changing world.
- Western Civilization (012:106)** 1-2 credits
**Readings in Western Civilization. Readings on selected topics.
- United States History (012:201)** 3 credits
1492-1840. The history of the United States from early colonial times through the Age of Jackson. Emphasis is placed on problems of settling the colonies, relationship to the mother country; the origins of the American Revolution and the revolution itself; the framing of the Constitution, the Federalist era; Jeffersonian Democracy; War of 1812; the era of Good Feeling; and Jacksonian Democracy
- United States History (012:202)** 3 credits
1840-1900. The antebellum South and the anti-slavery crusade; Manifest Destiny, the war with Mexico and westward expansion; growing sectionalism and the War Between the States; post-war reconstruction; American industrialization and its economics, social and political impact; the populist revolt, and the rise of the United States as a world power.
- United States History (012:203)** 3 credits
1900-Present. Background causes of World War I and the war itself. The Golden Twenties; the Great Depression; FDR and the New Deal; World War II; the Cold War's impact on the domestic and foreign policies of the fifties and sixties; and the technological, social and communications development, transforming contemporary America.

Education Department

Introduction to Education (006:101) 3 credits

Introduction to teaching. A survey course in the field of education with attention to the historical development of the educational system and the development of the profession of teaching.

Human Growth and Development (006:103) 3 credits

An application of the findings of psychological research to the problems, philosophies, and techniques of teaching. Emphasizes child development during the school years and the learning process.

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Physical Education Department

Exemptions to physical education activity may be claimed under any one of the following conditions:

1. If student is twenty-one (21) years of age or more.
2. If he is enrolled for (10) or fewer hours.
3. If he is excused for health reasons by a doctor
4. If he has had at least six (6) months active military service.

Physical Education Activities (017:101,102,103) 1 credit
Physical education activity courses with regard given to seasonal activities, rules and playing regulations to each activity, with emphasis on exercises and individual physical fitness.

Bowling (017:104) 1 credit
Co-educational class held at a local bowling lanes. Instruction in bowling procedures and how to score. Although students may enroll in bowling more than one quarter, not more than one quarter may be used towards graduation or fulfilling the Physical Education requirement.

Tennis (017:105) 1 credit
Basic Instruction covering elements of the strokes and rules of the game. Emphasis is placed on the serve, forehand and backhand.

Golf (017:106) 1 credit
Instruction covering all phases of the golf game and the use of every club. Particular emphasis is placed on golf etiquette, care of the course and the rules of the game as well as the proper swing to be used.

First Aid (017:153) 3 credits
The cause and prevention of infections and inflammation; use of germicides and disinfectants; dressings; and bandaging; what to do in rendering first aid, stopping of hemorrhage; treatment of shock; bruises, sprains, dislocations, fractures, poisoning, burns, drowning; and use of light, heat, cold water and other simple remedies in emergencies. Students will receive "Standard" and "Advanced" certificates from the American Red Cross on completion of this course.

Business Department

Applied Math for Business (004:050) 3 credits

Prerequisite: none. This course is designed for the student who desires a business degree. Topics covered are: invoicing, basic business math, payrolls, percentage, decimals, interest, mark ups and discounts.

Secretarial Accounting (004:100) 3 credits

Introduces forms and principles designed for the student desiring to enter secretarial employment. Emphasis is placed on the accounting cycle and on small business transactions.

Accounting Principles I (004:101) 3 credits

An introductory course covering the principles of double-entry accounting. Simple books of original entry, adjusting and closing entries, and financial statements. Three hours of lecture each week.

Accounting Principles II (004:102) 3 credits

A continuation of 004:102 which is a prerequisite. Included is a study of prepaid and accrued items, payrolls, and taxes, and depreciation methods. Introduces partnerships and corporation accounting. Three hours of lecture each week.

Accounting Principles III (004:103) 3 credits

A continuation of 004:101 which is a prerequisite. Included is a study on the corporation as well as control and decision making accounting. Also included is an introduction to manufacturing and cost accounting. Three hours of lecture each week.

Intermediate Accounting (004:201) 3 credits

Prerequisite: 004:103. A review of the fundamental accounting processes, and treatment of inventories and receivables.

Intermediate Accounting II (004:202) 3 credits

Prerequisite: 004:201. A continuation of 004:201, dealing with accounting treatment of investments, plant assets, intangible assets and liabilities.

Survey of Cost Accounting (004:205) 3 credits

Elements and methods of cost accounting, including job order, cost finding, process cost, standard costs, budgetary control, and cost accounting reports for management use.

Introduction to Business (004:107) 3 credits

A course that surveys the major fields of business operation such as ownership, organization, marketing, personnel finance and the role of management in these areas.

Business Law I (004:111) 3 credits

An introductory course covering the nature and development of the law. Includes a study of contracts, negotiable instruments, sales and agency.

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- Business Law II (004:112)** 3 credits
A continuation of 004:111. Includes partnership, corporations, real property, insurance, bailments, and bankruptcy. Student might find it desirable to register for 004:111 before registering for 004:112.
- Marketing I (004:121)** 3 credits
Prerequisite: Introduction to Business 004:107. An introductory course dealing with principles of marketing operations. Consideration is given to the distribution and production functions as they relate to retailing, wholesaling channels of distribution, pricing, marketing research, and marketing costs.
- Marketing II (004:122)** 1-2 credits
**Readings in Marketing. Readings on selected topics.
- Salesmanship I (004:126)** 3 credits
A course dealing with the nature and importance of selling. Included will be a survey of prospecting, presenting demonstrations, objections, and sale closing.
- Salesmanship II (004:127)** 3 credits
See course description in Sales Technology Department.
- Salesmanship III (004:128)** 3 credits
See course description in Sales Technology Department.
- Retailing I (004:132)** 3 credits
A course dealing with the role that retailing plays in our economy. Problems of organization and operation, and functions performed by the retailer.
- Retailing II (004:133)** 1-2 credits
***Readings in Retailing. Readings on selected topics.
- Business Correspondence (004:135)** 3 credits
This course is designed to develop proficiency in writing business letters and other types of correspondence used in the business field. Various types of business correspondence are analyzed and practical applications made. Message theory, semantics, and human behavior will be included.
- Office Machines I (004:141)** 3 credits
This course emphasizes the use of basic office machines in the arithmetic process of solving business problems. Instruction is included on the 10-key adding machines and printing calculators. This is primarily a laboratory course.
- Office Machines II (004:142)** 3 credits
Prerequisite or corequisite: 004:162 Typewriting II or consent of instructor. Instruction on the operation of office reproducing-duplicating machines, office dictating machines, office dictating/transcribing machines, and other business machines with emphasis on the development of a proficiency level of skill for use in the business office.

Secretarial Science (004:145) 3 credits

This course is designed to determine the proficiency level and typing skills in order to program the student for future typing requirements in the Secretarial Science field. It is also an introductory course to the secretarial field covering the essentials in secretarial duties and responsibilities. Other secretarial abilities will be measured such as shorthand, etc.

Indexing and Filing (004:146) 3 credits

Alphabetic, numeric, geographic, subject and soundex systems of filing are studied along with indexing. Practice is given in the filing and indexing of material and the locating of filed correspondence.

Secretarial Etiquette (004:147) 3 credits

This course is based on improving personality, appearance, charm, poise, and etiquette. Training in speech, conversation, and telephone techniques are included to foster self-confidence and assurance.

Shorthand I (004:151) 3 credits

Prerequisites: Proficiency in typewriting and consent of instructor. An introduction to the principles of shorthand with emphasis on reading from printed shorthand and writing from dictation using a vocabulary of high frequency.

Shorthand II (004:152) 3 credits

Prerequisites: 004:151 Shorthand I or equivalent, proficiency in typewriting. A review and application of the principles of shorthand, diamond Jubilee series, practice in reading and writing accurately, development of ability to take familiar dictation at sixty to one hundred words per minute and unfamiliar dictation at fifty to eighty words per minute. Transcribing accurately on the typewriter.

Shorthand III (004:153) 3 credits

Prerequisites 004:152, Shorthand II or equivalent, proficiency in typewriting. A continuation of the study of shorthand; emphasis is on speed and accuracy in dictation and transcription. Drill on problems in transcription including grammar and punctuation, arrangement of mailable letters, and practice in office style dictation.

Typewriting I—Beginning (004:161) 3 credits

An introduction to the operation of the typewriter by the touch system. This course is designed to provide sufficient knowledge of machine operation for those who desire a basic skill in typing for personal use or as a background for further work.

Typewriting II—Intermediate (004:162) 3 credits

Prerequisite: 004:161, Typewriting 1, or consent of instructor. Intermediate typewriting. Technique improvement for the development of speed and accuracy in the operation of the typewriter. Concentration on practice in typing a wide variety of business forms, letters, tabulations, and manuscripts and improvement in speed and accuracy.

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Typewriting III (004:163) 4 credits
Prerequisite: 004:162 or two years of high school typing with a speed of 40 words per minute. This course is a continuation of Typing II with an emphasis on speed and accuracy. To provide opportunities for the beginning of job applications of these skills.

Production Typewriting (004:163) 3 credits
Prerequisite: 004:162. Typewriting II or consent of instructor. Advanced typewriting. This course emphasizes the continued development of vocational levels of speed and accuracy. Concentration on the production of typed materials (letters, envelopes, tabulations, manuscripts, business forms, etc.) in conformance with good business practice.

Legal Speciality (004:230) 3 credits
This course provides the necessary familiarization for students to acquaint themselves with the legal field.

Medical Speciality (004:231) 3 credits
This course provides the necessary familiarization for students to acquaint themselves with the medical field.

Executive Speciality (004:232) 3 credits
This course provides the necessary familiarization for students to acquaint themselves with the executive field.

Speed Dictation and Transcription I (004:240) 3 credits
Instruction in the use of magnetic tape and belt transcribing machines and preparation of business correspondence. This course includes a review of letter styles, rules, transcription, punctuation and the mechanics of producing mailable letters at a high production rate. Experience on several models of electric typewriters will be provided plus laboratory practice as directed by the instructor.

Speed Dictation and Transcription II (004:241) 3 credits
Prerequisite 004:240. Practice in production procedures in dictation and transcription.

Secretarial Procedures (004:254) 3 credits
Prerequisites: 004:153, Shorthand III or equivalent, sophomore standing 004:142 Office Machines II. This course is designed to improve stenographic skills prior to employment. Secretarial procedures, duties and responsibilities are covered thoroughly. Practical secretarial work experience is a course requisite. Business and professional persons appear as guest lecturers. Advanced transcription and speed building are emphasized.

Personnel Relations (004:260) 3 credits
Designed to provide the student with theory of organizational behavior principles of human motivation and how it is influenced by leadership.

Personnel Management (004:261) 3 credits
A study of the principles and techniques of personnel management, including an examination of managerial practices in the selection, develop-

ment, and motivation of employees. Factors considered include employee participation in policy formation; effect of the work environment; administration of wages, salaries and benefits; and the evaluation of personnel programs.

Business Organization and Management (004:262) 3 credits

A review of the primary purposes and responsibilities of business, legal forms of ownership, types of organizational structure, and the promotion and operation of business. This is followed by an application of these principles to the areas of personnel, production, plant and equipment, working conditions and the relations between the business, the community and society.

Finance and Credit (004:263) 3 credits

This course is designed to help the student plan the handling of his finances in everyday business transactions. Topics included are managing income, investment, legal regulations, shopping, buying, and credit.

Records Management (004:264) 3 credits

Prerequisites: Ability to type. Administrative record systems, storage and retrieval of information and paperwork management. Modern filing systems are studied. Extensive practice is given in applying indexing rules and filing correspondence.

Clerical Procedures (004:265) 3 credits

Prerequisites or corequisites: 004:142 Office Machines II, 004:163 Production Typewriting or consent of instructor. This course is designed to upgrade clerical skills immediately prior to employment. Stenographic skills are not a course prerequisite. Clerical procedures, duties, and responsibilities are an integral part of this course. Business and professional people appear as guest lecturers. Practical clerical work experience is a course requisite. Advanced typewriting and office machine skills are emphasized.

Money Management (004:270) 3 credits

Examines the sources of short term, intermediate term and long term funds for business principles and motives of financial management. This course is designed primarily for second year students in accounting and business.

Elementary Statistics (014:130) 3 credits

See description in Mathematics Department

Insurance I (004:200) 3 credits

In this course basic elements of business law are applied to life insurance. Provides a review of basic principles of business law and applies them specifically to property and casualty insurance practices and problems. Special attention is given to the law of contracts as applied to insurance contracts, agency insurance and the law of liability resulting from negligence.

Introduction to Data Processing (102:100)* 3 credits**

There are certain fundamental operational principles that all data pro-

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cessing systems have. This course is designed to acquaint the student with the developemnt of the computer system and to serve as a foundation for detailed study of specific systems. Prerequisite: Sophomore standing or consent of instructor.

Data Processing Accounting (102:106)***

4 credits

Additional time requirements may be required for lab. This program is designed for accounting students to familiarize them with the data processing accounting systems; to acquaint them with the procedures and techniques required in data processing accounting.

***These courses are in the form if independent study and can only be taken with the consent of the instructor. The entire course is taken by arrangement with the instructor.

PROPOSED HOME ECONOMICS TRANSFER PROGRAM

The student who is working toward a baccalaureate degree for Home Economics should meet all of the requirements for the Associate in Science Degree at Morgan County Community College. Morgan County Community College will be able to satisfy all the freshman and sophomore requirements of the baccalaureate degree in Home Economics with the exception of Microbiology which is required at C.S.U.

Freshman Year

3 quarters of English amounting to 9 credit hours according to requirements of prospective college

Public Speaking is required at CSU and Principles of Speech at UNC
3 quarters of physical education activity courses are required

UNC requires a 3 quarter science core in the areas of physical, biological and earth science

Personal and family health is required as a freshman course at UNC while Physiology is required of many home economics sophomores at CSU

Specific home economics courses are as follows:

Introduction to Home Economics (038:100) 1 credit

Orientation in professional and vocational home economics. Emphasis on use of time and study habits with personal guidance toward a career in the field of home economics.

Art in the Home (038:105) 4 credits

A study designed to develop an appreciation and understanding of form, color, visual perception with the application of the principles of composition, organization, and structure of two and three dimensional design as used in personal and home living. Creative ideas will be used in solving art problems. Improvement of aesthetic judgment in making everyday selection will be enhanced by opportunities provided in this course.

Basic Nutrition (038:110) 3 credits

Study of the use of food nutrients and dietary requirements for good health. Emphasis on application in selecting food, planning and evaluating personal diets.

Food Selection and Preparation (038:112) 4 credits

Prerequisite: beginning chemistry. Technical and manipulative principles related to food selection and preparation with an understanding of the composition and nature of foods, and how standard quality food products are obtained. Evaluation of food products. Two hours lecture, 4 hours laboratory.

Textiles (038:120) 5 credits

A study of natural and man-made fibers, fabrics and finishes with their properties as a basis for the selection, use and care of textiles. Three hours lecture, 4 hours laboratory.

Clothing Selection (038:125)

A study of the sociological, psychological and economic foundations of clothing selection with emphasis upon the application of art principles as related to the individual. Two hours lecture.

Basic Clothing Construction (038:130)

3 credits

Basic fitting and use of commercial patterns to develop skills in construction processes through making garments suited to the individual. Can be exempted at UNC by taking challenge test. One hour lecture, 4 hours laboratory or 6 hours laboratory.

Housing and Home Furnishings (038:135)

5 credits

Study of principles and information needed for solving housing problems with consideration related to family needs; procedures for renting, buying and financing, as well as analyzing and evaluating house plans and their design. Decoration of the home will be studied with functional and artistic considerations involved in the selection and arrangement of furnishings, as well as basic furniture design.

SAMPLE COURSE OF STUDY

First Year		2nd Quarter		3rd Quarter	
1st Quarter	hrs.		hrs.		hrs.
English	3	English	3	English or Speech	3
Chemistry	5	Psychology	5	Food selection and preparation	4
Intro to HE	1	Textiles	3	Basic Cloth Constr.	3
Art in the Home	4	Basic Nutrition	3	Housing & Home Furn.	5
Clothing Selection	2			P.E.	1
P.E.	1	P.E.	1		
	—		—		—
	16		17		16

General Psychology is required as a Freshman course at UNC and a Sophomore course at CSU. Both are based on psychological principles and their application.

Organic Chemistry is a sophomore course following two quarters of chemistry during the freshman year for the CSU student.

Physiology and Microbiology are required at CSU and might be good electives for UNC.

Nine hours of humanities are required at UNC while only five hours are required at CSU.

Three more quarter hours of physical education activity classes are required

UNC has an optional requirement of a nine hour core of history or two elected five hour courses that correlate with CSU; therefore, I think the following economics and sociology courses should be offered to home economics majors. These two courses are required of Home Economics Education majors working towards a vocational credential at UNC and all Home Economics majors at CSU.

Principles of Economics. 5 credit

Beginning analysis of the American economic system and the effects of income, output, and employment on various levels. Resources, the market, business organization, labor, money, and public finance will be considered.

Principles of Sociology 5 credits

Study of social organization, culture, socialization, social stratification, associations, collective behavior, population and ecology with detailed applications to the functioning and change of society in the United States today.

Principles of Food Preparation (038:205) 4 credits

Food Selection and Preparation, prerequisite. Laboratory work planned to show relationship between scientific principles and cookery processes. Emphasis on baked products and food preservation and other more difficult food preparation. Food products will be evaluated. Two hours lecture, 4 hours laboratory.

Household Equipment, Selection and Maintenance (038:210) 4 credits

Using reports, field trips, demonstrations and classroom discussion, equipment and utensils are evaluated from the body of knowledge and criteria developed. Basic scientific principles of heat, mechanics, electricity and light are studied.

Intermediate Clothing Construction (083:215) 4 credits

Prerequisites: textiles, clothing selection, basic clothing construction. Commercial patterns are selected for use with the latest synthetic fabrics or wool for experience in fitting and construction processes involved in making an ensemble. Eight hours of laboratory.

Family Relationships (038:225) 3 credits

Prerequisites: general psychology and principles of sociology. Relationship of the individual to his human contacts and the present-day problems of living together in the family as they are affected by family composition, resources, environment, and adjustments that need to be made by all family members in order to establish a successful American home.

Decision-Making in Managing Family Living (038:230) 3 credits

Prerequisite: junior standing. Realizing family values and goals through using decision-making as an integral part of family and home management.

Child Development (038:250) 4 credits

Prerequisite: general psychology. Prenatal growth; physical, emotional, and social growth processes as they apply in understanding the total development of the pre-school years with appropriate guidance procedures emphasized. Functions, techniques and physical setting of the pre-school are studied.

Home Nursing and First Aid (038:260) 2 credits

Fundamental principles involved in home nursing and first aid procedures are demonstrated and practiced in order to develop the ability to care for minor and chronic illnesses as well as emergencies.

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Tailoring (038:220)

3 credits

Prerequisite: intermediate clothing construction. Planning and construction of tailored garment, such as a coat or suit, for opportunity in developing skill. Six hours laboratory. Not required.

SAMPLE COURSE OF STUDY

Second Year

First Quarter	hrs.	Second Quarter	hrs.	Third Quarter	hrs.
Humanities	3	Humanities	3	Humanities or History	3
Sociology	5	Economics	5	Home Nursing & First Aid	2
Intermediate		Household Equip.	4	Principles of Food Prep.	4
Clothing Constr.	4	Family Relationships	3	Decision Making	3
Child Development	4			Tailoring	2
P.E.	1	P.E.	1	P.E.	1
	<hr/>		<hr/>		<hr/>
	16		15		16

PROPOSED DISTRIBUTIVE EDUCATION TRANSFER PROGRAM

The courses in this curriculum serve as the basis for entry into an approved state four year institution for training of vocational teachers in the area of Distributive Education. These courses are based on the first two year requirements for the necessary vocational credentials outlined in the Colorado State Plan for occupational education.

Since the two state approved universities vary in their requirements, it is important that you choose as soon as possible the four year school you will transfer to. This will allow your advisor or counselor to advise you on the courses that will be accepted towards your degree at the transfer school.

Admission Requirements

1. A high school diploma or its equivalent.
2. Evidence of a minimum of 2 years (at least 4000 hours) of successful merchandising, selling, and/or management experience requirements.
 - a. Secondary school students who have completed a high school distributive education program will be granted 1 year of credit toward their work experience requirements.
 - b. The remaining required work experience may be earned while attending Morgan County Community College or the four-year teacher training institution through approved part-time work during fall, winter, and spring quarters plus approved work during the summer months.
 - c. Those applicants who have not completed a high school distributive education program may substitute one year of successful work experience substantiated and approved by the Dean of Occupational Education.
3. The following specific requirements must be met:
 - a. Successful completion of a minimum of ninety (90) quarter hours of credit in transfer course work including the following:

English	9 hours
Humanities-Literature-Language- Fine Arts	9 hours
Science and Mathematics	12 hours
Social Sciences	12 hours
 - b. Transfer program electives 48 hours
 (See general catalog for course descriptions)

Accounting Principles I, II	Business Correspondence
Introduction to Business	Finance & Credit
Business Law I	Business Organization & Management
Marketing I	Advertising
Salesmanship I	Merchandise Display
Retailing I	Introduction to Data Processing
	Elementary Statistics

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c. Transfer Distributive Education course requirements:

Introduction to Distributive Education (036:205) 3 qtr. hrs.

A study of the organization, supervision, and coordination of secondary school, post secondary school, and adult distributive education programs.

Job Analysis (036:210) 3 qtr. hrs.

Students will analyze jobs and trades to determine the skills and the related technical information needed for the purpose of determining the content of a course of study.

Principles of Distributive Education (03 :215) 3 qtr. hrs.

History, philosophy, principles, objectives and place of distributive education in the economy and community, including the duties and responsibilities of the local coordinator.

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PHYLLIS GERTGE—Nurses Aide Training—R.N., Mercy Hospital, Denver, Colorado; 6 years nursing experience.

DOROTHY GILLINGHAM—Business Education—Secretarial Science—B.A., University of Northern Colorado; M.A., University of Northern Colorado.

ARDYTH GRAMLICH—Nursing—R.N., Lincoln General Hospital School of Nursing.

JIM GREEN—Engineering—B.S., Colorado School of Mines; advance work at University of Denver and U.C.L.A.

ELDON GRIFFITH—Swine Management—25 years experience in swine industry.

TED HAAS—Introduction to Radio Broadcasting, Communications I, Announcing I, and Radio News II.—B.A., University of Iowa, 25 years experience.

CHARLES HAMANN—Auto Mechanics—Attending University of Northern Colorado; 10 years experience.

CONRAD HANSON—Engineering Drawing—B.S., Architectural Engineering, University of Colorado; B.S., Business, University of Colorado; M.A., Mathematics, University of Northern Colorado.

REV. C. T. HAWES—English—B.A., English, Nebraska Wesleyan, S.T.B., Boston University.

DARRELL HOLTZ—Spanish—B.A., Marian State College; M.A., Wichita State University.

LOIS JONES—Child Care and Development—A.A., Stephens College, Columbia, Missouri.

FATHER ALLEN JOHNSON—Mathematics—B.S., University of Colorado.

JUNIOR KARAS—Music—B.A., Peru Teachers College, Peru, Kansas; M.A., University of Northern Colorado.

GEORGE KYNCL—Sociology—Speech—B.A., Central Michigan University; M.Div., McCormick Seminary, Chicago.

RICHARD KUHL—Business—B.A., Wayne State Teachers College, Wayne Nebraska.

STAN LAMPE—Physical Education—B.A., University of Colorado; M.A., University of Northern Colorado.

CALVIN LEACH—Art—Nebraska Wesleyan University of Nebraska Famous Artist Schools; Semological Institute of America.

SAM LEIGHTON—Electrical—Metro Technical Training, New York, Vocational-Technical University of Nebraska, 30 years experience.

- DICK LEBSOCK—Art—B.A., University of Northern Colorado.
- RON LIITTJOHANN—Accounting—B.A., Denver University; C.P.A.
- PHYLLIS LOFGREN—Secretarial Etiquette—Modeling from Hawthorne, Denver; 20 years experience in modeling.
- ROBERT LOOSE—Building Trades—Attending Colorado State University; 25 years experience.
- HARRY MATSUNAKA—Electronics—Milwaukee School of Engineering, Western Radio Institute, Capital Radio Engineering Institute; Journeyman T.V. and Radio Technician, 25 years.
- PHOEBE MAY—English—Journalism—Developmental Center—B.S., University of Kansas City, 27 years teaching experience.
- ROBERT MITCHELL—Business—B.S., Maryville State Teachers College, Missouri; M.A., University of Denver.
- DAN McKIERNAN—History—B.A., Northwestern State College of Oklahoma, work on Masters—University of Northern Colorado.
- JANE McREYNOLDS—Radio Broadcasting.
- KEN McREYNOLDS—Auto Mechanics—Line mechanic 20 years; teaching 4 years, additional work at Colorado State University.
- ALAN NELSON—Agriculture—B.S., Colorado State University.
- ROBERT NELSON—Industrial Arts—B.S., Northeast Missouri Teachers College; M.A., Northeast Missouri Teachers College.
- CAROLE O'DONNELL—Home Economics—B.A., University of Northern Colorado.
- DR. DONALD OSTWALD—Agriculture—Swine Management—B.S., Colorado State University; D.V.M., Colorado State University.
- KEN POLLOCK—Physical Science—B.S., University of Colorado.
- RICHARD REIBER—Automotive Mechanics—B.A., University of Northern Colorado, 12 years experience in the automotive field.
- ROBERT ROCKWELL—Masonry—15 years experience in masonry work.
- LELAND SCHANTZ—English—B.A., Oklahoma University; M.A., Colorado University.
- JAMES SCHREINER—Upholstery—10 years experience in upholstery.
- JIM SIMPSON—Psychology—Sociology— B.S., Colorado State University; M.A., University of Northern Colorado; Ed.S, Vocational Rehabilitation, University of Northern Colorado.

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BEVERLY SMITH—L.P.N. Instructor—R.N., Wesley Memorial School of Nursing, Chicago, Illinois.

DENTON STILSON—Physical Education—B.A., Western State College; M.A., Colorado State University.

DAVE STONE—Masonry—15 years experience in the masonry field.

CHRISTINA SULLIVAN—Typing—B.A., University of Northern Colorado.

BATUK TALATI—Algebra—B.S., Chadron State College; post-graduate work, Chadron State College; one year college in India.

CURTIS TATTON—GED—B.A., University of Oklahoma; M.A., University of Northern Colorado.

CAROLYN THORNSBY—A.B.E., G.E.D., B.A., University of Northern Colorado.

MARION TOMSIC—Accounting I—B.A., Hastings College, 20 years experience in business.

SAM UHRICK—Physical Education—Coop G—Boys World—B.A., Western State College.

RON UHRIG—Agriculture—B.S., Colorado State University.

LEONARD VENEN, SR.—Applied Math—B.A., University of Northern Colorado; M.A., University of Northern Colorado.

DOROTHY WAGERS—Basic Education—B.A., University of Northern Colorado.

GEORGE WALES—Accounting—B.S., University of Wyoming; post-graduate work at the University of Northern Colorado.

LEO WEBER, JR.—Agriculture—B.S., Colorado State University.

GLEN WOODRUFF—Retailing I—Wartburg College, Waverly, Iowa; 40 years experience with J. C. Penny Company.

ANN WILSON—Interior Decorating—New York Institute of Interior Design; 8 years experience.

GENE ZEIGLER—Automotive Mechanics—College work at Colorado State University; 10 years' experience.