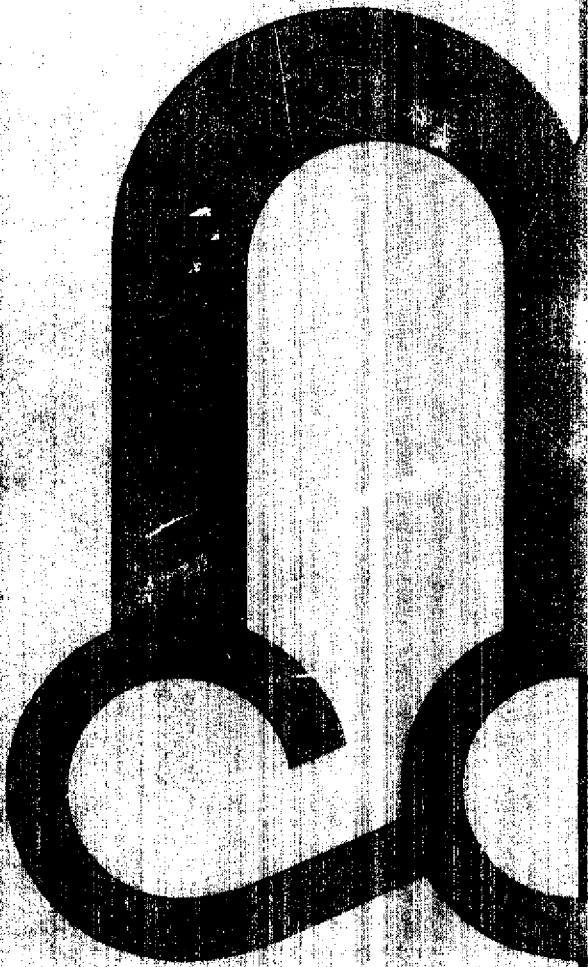


Community
Colleges



1974

ATTENTION STUDENTS

You will find this page to be helpful in planning and carrying out your program for the first year. Use it as a guide and you will eliminate many of the problems first-time college students encounter.

1. First and foremost, see your advisor who is assigned by the Counseling Office, prior to each registration.
2. Become familiar with the requirements for graduation with an Associate degree or a certificate. You will find these described in the catalog. Your advisor must help you meet the requirements.
3. In most cases a student does not fail because of lack of ability. Failure most often results from absence from class, improper preparation or negative attitudes. It is largely up to you. Your advisor and your instructors can help you.
4. Many students decide to drop a class. There is a procedure for doing this. Always check with your advisor first. Otherwise your grade reports may show it ^W "F."
5. Don't hesitate to confer with your instructors during the quarter regarding your progress in your classes.
6. This is important! Determine from each of your instructors what his "ground rules" are for the course, (i. e., attendance, examinations, assignments, etc.).
7. Though you may be unsure of a major at this time, it would be to your advantage to select one (even temporarily) for purposes of planning a program. Counselors are available in the Administrative Office to assist you.

MORGAN COUNTY COMMUNITY COLLEGE

Brush Campus
Fort Morgan Campus



"ROAD RUNNER"

1973-74

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

Accredited by
Colorado Commission on Higher Education
State Board of Community Colleges and Occupational Education
North Central Association
of Secondary Schools and Colleges

**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

TABLE OF CONTENTS

	Page
College Calendar	4
Administration	6
General Information	7
Student Services	11
Financial Aid	13
Military and V.A. Information	13
Recreation	14
Textbooks	15
Adult and Continuing Education	15
Developmental Education	15
Admission	17
Expenses	19
Academic Requirements and Grading System	21
Graduation Requirements	27
Occupational Curriculums	29
Course Descriptions	57
Faculty	109
Index	113

4 MORGAN COUNTY COMMUNITY COLLEGE

CALENDAR 1973-1974

Registration	Sept. 5-6
Orientation & Testing	Sept. 7
Fall Classes Begin	Sept. 10
Quarter Ends, Qtr. Break Begins	Nov. 16
Registration for Winter Qtr.	Nov. 26-27
Winter Classes Begin	Nov. 28
Christmas Break	Dec. 22-Jan. 6
Classes Resume	Jan 7
Winter Qtr. Ends	Feb. 22
Registration for Spring Qtr.	March 4-5
Spring Classes Begin	March 6
Spring Break	April 13-21
Classes Resume	April 22
Spring Quarter Ends	May 17
Registration for Summer Qtr.	June 10-11
Summer Session Begins	June 12
No Classes—Independence Day	July 4-5
Classes Resume	July 8
Summer Session Ends	July 19
*Summer On-the-job Training	June 10-Aug. 30

1973

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1974

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6 MORGAN COUNTY COMMUNITY COLLEGE

ADMINISTRATION

- R. W. Johnson President
B.S. University of Nebraska; M.Ed. University of Nebraska; Ed.D.
University of Nebraska
- Robert Datteri Dean of Instruction and Occupational Education
B.S. Colorado State University; M.S. Colorado State University
- Clarence Sanders Director, Academic Affairs
B.S. University of Colorado; M.A. University of Northern Colorado
- James Larson Director, Guidance and Counseling
B.S. Moorehead State College; M.Ed. University of Wyoming; Ph.D.
University of Wyoming
- Richard L. Bunning Director, Continuing Education
B.A. University of Wyoming; M.A. University of Wyoming
- Ronald R. Walter Business Manager, Supervisor, Secondary Contracts
B.S. University of Northern Colorado; M.S. Colorado State University
- Doug Johnson Admissions Officer
B.A. Morningside College

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

8 MORGAN COUNTY COMMUNITY COLLEGE

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 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 now has 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, and has indicated an intent to work toward accreditation. The appropriate steps for Recognized Candidacy, the next level in the accreditation process, are being taken at the present 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

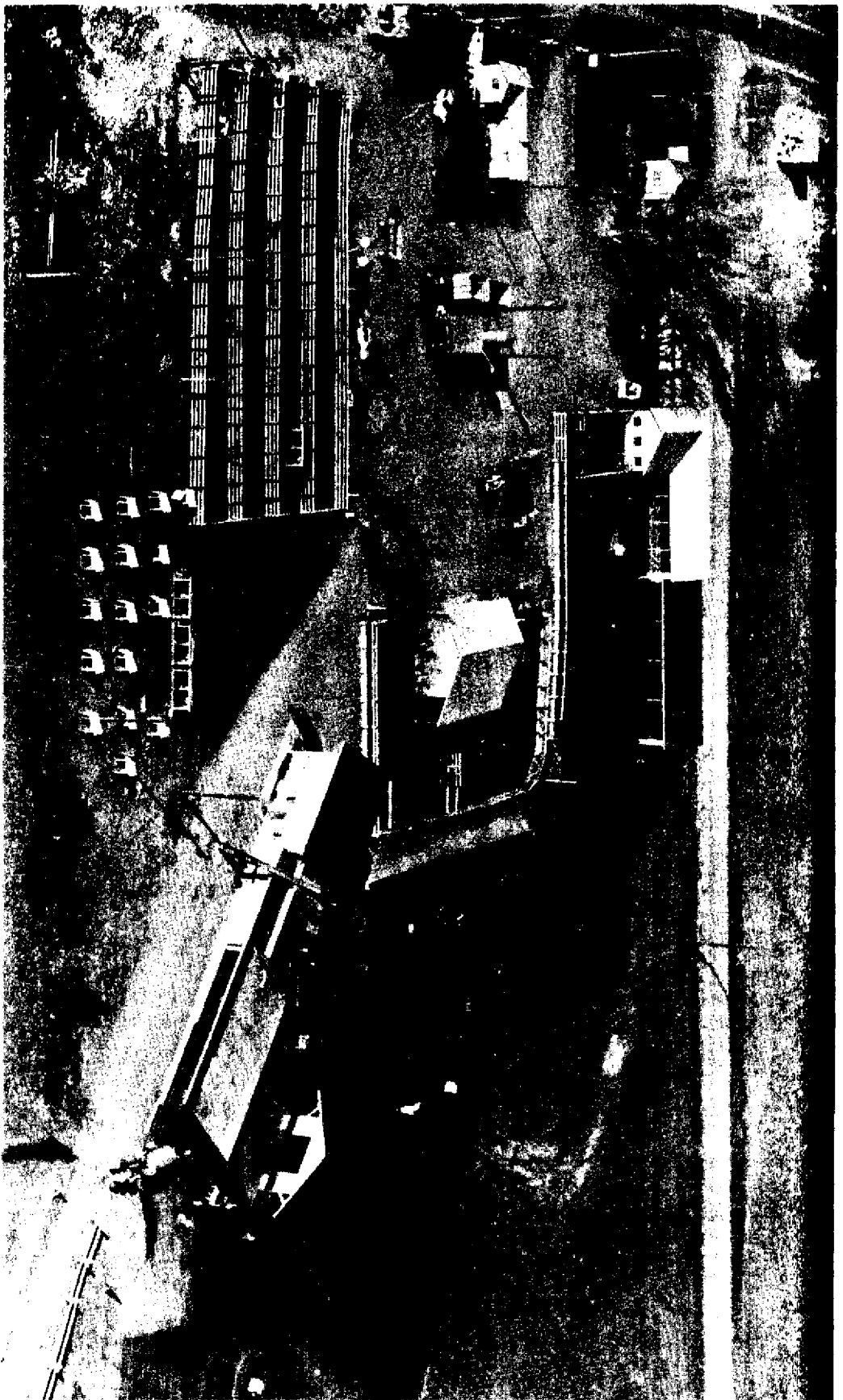
There are two types of orientation programs required at Morgan County Community College. All freshmen must take an orientation program during the fall quarter. This course acquaints the student with the services provided by the college and informs him of what is expected of him as a student at Morgan County Community College. In addition all freshmen and all new students must attend a one day orientation during the 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 Counselor and/or Advisor also aids the student in meeting graduation requirements and offers information regarding transferring credits.

Job Placement

The Placement Office maintains close contact with business and industry concerning job opportunities and training needs. A record of available positions, both full- and part-time, is kept in the Placement Office. This office coordinates all of the College's efforts to assist students in obtaining suitable full-time employment in occupations for which they have been prepared at the College. Students interested in part-time jobs should contact the Placement Office and complete an application for employment.



MCCC DAIRY TECHNOLOGY FACILITY

FINANCIAL AID

grants, loans

There are two types of aid which a student can receive while attending Morgan County Community College. The first is in the form of scholarships, which may consist of actual money awards or tuition waivers and payments. The second type is for part-time employment. Most types of aid are based on the need of the student, and even though there may be many eligible students, limited resources prevent the college from providing assistance to everyone. The American College Testing Program (ACT) System of need analysis will be utilized to determine student need.

Scholarships

Scholarships are available to Colorado residents in the form of waiver of tuition payments. Applications can be obtained at the Records and Business Office in the Administration Building. In addition, private groups, institutions and organizations offer financial assistance through the payment of tuition, books and supplies. Many 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 Work-Study Programs. Most of the jobs are on campus 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 be 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 On-The-Job Training Program. If you enter the occupational field, you are required to work at the chosen occupation as part of the curriculum. For the hours you work you are paid the minimum wage by your employer and also receive college credit.

MILITARY INFORMATION

STUDENT DEFERMENTS

The college aids students seeking deferments from the Selective Service by furnishing information about a student's enrollments to his local board when the student supplies his Selective Service number, and local Board address, and other required information at registration time. To qualify for a deferment a student must carry 12 credit hours per quarter. Students needing deferments should supply the information to the Records and Business Office.

14 MORGAN COUNTY COMMUNITY COLLEGE

VETERANS BENEFITS

office
7
Morgan County Community College fully qualifies as a school accepted by the Veterans Administration to give benefits for its students. In order 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~~ *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.

Charge

Course Load	Quarter Hours	0 Dep.	1 Dep.	2 Dep.	Each Dep. Over Two
Full time	12	\$175	\$205	\$230	\$13
¾ time	9-11	\$128	\$152	\$177	\$10
½ time	5-8	\$ 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.

Admissions etc - 17 thru 25

Recreation in the Area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. A municipal golf course in Fort Morgan has an 18 hole lay-out which is inexpensive and very accessible. Fort Morgan and Brush have tennis courts available to all students, and both communities offer swimming pools and picnic facilities. Although winter months hamper many activities, there is ice skating at the Riverside Park in Fort Morgan and intra-mural sports activities in the major communities to keep an individual occupied. Of course, the greatest ski slopes in the United States are just two hours away. Also, the metropolitan recreational offerings of the Denver area are only 1½ hours driving time on Interstate Highways from the Morgan County area.

Textbooks

The books required for all courses offered at MCCC must be purchased by the individual student. A College-operated bookstore is located at the Administration Building. The Bookstore provides books and related work-book materials only and it shall be the responsibility of the student to acquire other necessary supplies from non-college suppliers.

Adult and Continuing Education

Morgan County Community College 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 who are seeking new interests and avocations.

The Adult Education Department offers courses in the areas of in-service training, personal interest and community service. In-service training classes are offered primarily so that Morgan County residents may have the opportunity of upgrading present vocational skills or of learning new related skills. These in-service training classes are concerned with such areas as; agriculture, police science, fire science, business, electrical, electronics, welding, auto mechanics, and upholstery.

The personal interest classes are offered to those persons who would like to learn a new hobby, who wish to enjoy a new leisure time activity, or who have a special avocational interest area. A brief sampling of classes in the personal interest area might include sewing, handwriting analysis, fly tying, candle making, beginning guitar, karate, art, history, bridge, and many others.

Community service classes are offered to meet the needs of the Community College District residents in such areas as Adult Basic Education, the completion of high school, English for the foreign born, naturalization classes, cooking and nutrition, first aid, and other classes which might be directed toward a specific segment of the community such as the elderly, the socio-economically disadvantaged, ethnic groups and other special interest groups.

As community desire is expressed new classes in adult education are continually beginning in all communities of the college district. The individual who is interested in adult and continuing education classes should check with the Morgan County Community College Department of Adult and Continuing Education for the latest adult education offerings.

Developmental Education

The program of studies in Developmental Education is intended to be highly individualized in order to provide opportunity for students to strengthen and develop their learning skills, to complete high school diploma equivalency requirements or to prepare for entry into Occupational or General Studies programs. Student needs are diagnosed and individual programs are planned, including study in learning laboratories and participa-

16 MORGAN COUNTY COMMUNITY COLLEGE

tion in fundamental and preparatory classes. The following program opportunities will be available according to individual needs.

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 the program and it is open to any adult who could profit from the instruction given. Attendance at every session is recommended 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.

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.

Developmental Center

This type of learning center is a new concept in education; it is particularly valuable in the community college program where there are no entrance requirements. Through individualized instruction students can improve basic skills in spelling, reading, writing, mathematics, and science. This opportunity for a personalized approach to learning which is available to any student, will be required for some. The goal of the center is to help students acquire and improve the skills they need to successfully complete their college program.

Handwritten notes:
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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 Records ~~and Business~~ Office 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 a physician, grade transcripts from the first semester of your senior year in high school or the last transcripts you received, and past college transcripts if applicable. A ten-dollar non-refundable processing fee must accompany the application. This fee will serve as the registration and activity fee for the first quarter's attendance at MCCC as long as enrollment is completed for the student's first quarter of attendance within twelve months after submission of the processing fee.

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 classes and arrange for payment of tuition and fees. All students applying for financial aid ~~and/or tuition waivers~~ will be required to pay, at the time of registration, the applicable registration fee.

Veterans should submit their certificate of eligibility to representatives of the ~~Records & Business~~ Office at the time of registration. Students enrolling in Occupational Programs are encouraged to apply and register according to the above procedure, but they are allowed to enroll and make application any time when school is in session.

× Advising

Faculty Advisors are assigned to all students on the basis of major division of study and specific field of interest. Usually an instructor continues as the student's advisor as long as the student is in college, unless the student requests to be transferred to another advisor. If a student changes majors or educational objectives and needs a new advisor, he must make his change through the Counseling Office.

18 MORGAN COUNTY COMMUNITY COLLEGE

It is the student's responsibility to:

1. Meet with his faculty advisor to discuss the most appropriate courses for his career objective.
2. Discuss program and classes prior to each registration and work out his class schedule.
3. Contact his advisor when problems arise in the program or if class changes are necessary.
4. Make certain he is fulfilling the department's requirement for graduation.

The student must assume the responsibility of contacting his faculty advisor each quarter before registration.

Students who have not selected a program of study are urged to contact the Counseling Office for advising where they may receive additional assistance in selecting a program of study.

Pre-Registration

All new students will have an appointment with the college counselor who will aid the student in selecting a program and assign the student to a faculty advisor.

The student will then meet with his faculty advisor and set up an individual class selection check sheet for the student's college program. The faculty advisor will also aid the student in selecting the classes to be taken during the next college quarter.

After this process has been completed, the student will be permitted to register for classes at the regular registration period.

All continuing students who are planning to be in school the next quarter should meet with their assigned faculty advisor prior to the registration day. The advisor, again, will assist these students in the specific class selection for the next quarter which will permit the students to register for classes at the prescribed registration periods.

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. Students wishing to transfer credits from other institutions of higher education should have their transcript submitted to the ^{Admission &} Records & Business Office approximately six weeks prior to registration in order that they may be properly evaluated. Transfer students will also begin their registration process with an appointment with the counselor who will follow the steps described under the advisor system as listed above.

EXPENSES

Tuition

For all students taking ¹² 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~~ ¹² 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~~ ^{10 days} but no refunds are available after that ~~period~~ ^{10 days}. Students who drop a course within the first two weeks and by doing so are taking less than ~~10~~ ¹² 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%

~~Student Services Fee~~
REGISTRATION & ACTIVITY FEE

Each quarter all students must pay a ~~registration and activity~~ ^{student services} 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.*

*Subject to change.

Should this be same as used for FA budget

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)	75.00 ¹⁵⁰	75.00 ¹⁵⁰
Occupational (Estimate)	125.00	125.00
Registration & Activity Fee	(30.00*)	(30.00*)
TOTAL COST (Estimate):		
Academic	1235.00	1640.00
Occupational	1285.00	1690.00

*Subject to Change

REGULATIONS

CCD - Pg 4

~~Residency. To be classified as a resident of Colorado, you must have lived in the state at least one year prior to enrollment in MCCC or be the spouse or a dependent minor child of a person working and living permanently and on a full-time basis in Colorado. In almost all the cases, you will be considered a non-resident. The classification of residency is determined at your initial enrollment in the college. The period of time spent as a full-time student at the college does not qualify you for the one year residency requirement in the State of Colorado.~~

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 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 failures are emphasized. Learning accomplishment at a level just to be failing receives no credit and is not made a part of the permanent student transcript. However, any failing grades will be calculated in the student's quarterly grade average and will be reported on the quarterly report card. If a student receives a D in the course, he may repeat the course if he so elects to attempt to earn a higher grade for the class. The higher grade will be made a part of the permanent transcript. 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
W	Failing <i>No Credit - minimum objectives not met or withdrew</i>	
*Inc.	Incomplete	

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.

*Incomplete grades must be completed by a specified date after each quarter or the grade will revert to an "F."

22 MORGAN COUNTY COMMUNITY COLLEGE

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.

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.

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.

Withdrawal

If for some reason a student must completely withdraw from the college, he must obtain the necessary withdrawal forms from the Records & ~~Business Office~~, so that he will not receive grades in the classes. A student may claim a 75% refund of tuition if withdrawal is made in the first two weeks in the quarter. *add*

Adding and Dropping Classes

If a student wishes to drop or add classes to his schedule for the current quarter, he may obtain the necessary forms in the ~~Counseling Office~~ *advis* or the Records & ~~Business Office~~. The student will take the drop-add form to his advisor who will aid the student in the completion of the form and sign the form, indicating the advisor's approval. The card will then be returned to the ~~Records & Business Office~~ *advis* and the appropriate class list changes will be made by the Registrar.

ACADEMIC REQUIREMENTS AND GRADING SYSTEM

It is the policy of the college that a student may not add an academically classified class after the ~~third~~ ^{first} week of the quarter. Occupational classes can be added any time. ~~It is also the policy that a student may not drop a class after the end of the ~~third~~ full week of each quarter.~~

Any student who fails to follow the proper procedure as described above by the cut-off date specified for dropping a class shall be graded by the instructor as a class member—if a student does not follow the drop procedure and does not meet the requirements for the class, the instructor shall grant the student an F grade for the quarter.

As stated above, ~~F~~ grades are not recorded on the official transcript but are utilized in calculating quarterly grade point average and also are indicated on the quarterly report card.

Transferring Credits

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. 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.

To transfer credits to Morgan County Community College a student should submit grade transcripts from the institution he last attended. The Dean of Instruction 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 for full-time students. Part-time students will pay the same tuition and fees as those taking the class for credit.

within the first 2 weeks of a qtr

Attendance

College officials believe that regular class attendance is necessary if a student is to receive maximum benefits from his work and students are expected to attend all sessions of the classes for which they are registered. The individual instructor may determine that the quality of a student's work has been adversely affected by absence or tardiness.

Students should explain the reasons for absence to their instructors. The student is responsible for making up work missed because of any absence. Students who anticipate absence may profit from discussing these in advance with instructors.

The student has a 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 has participated 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

Allowance of Credit

Students are permitted to apply for an allowance of credit for competency they have attained through previous study and experience. This procedure is limited to the challenging of courses which fit the study program and career objective. In order to challenge a course the student must enroll in the course, pay the necessary fees and take a comprehensive examination on the course content. Satisfactory performance on the comprehensive examination will result in a grade and full credit for the course.

If the student does not attain a satisfactory level on the comprehensive examination, he or she will be permitted to remain in the class and earn the grade and credit in the normal manner.

Non-Discrimination Policy

Morgan County Community College does not discriminate on the basis of race, color, religion, national origin or sex. The College complies with the Civil Rights Act of 1964, Related Executive Orders 11246 and 11375 and all Civil laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the College shall promote equal opportunity and treatment through a positive and continuing Affirmation Action Program.

Add incomplete

MCCC—THE LATEST IN ELECTRONIC LABS



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

I. Successful completion of a minimum of ninety (90) quarter hours of credit in TRANSFER COURSE WORK including the following:

- | | |
|--|----------|
| A. English 101, 102, and 103 | 9 hours |
| B. Nine (9) quarter hours of course work in Communications and Arts (in addition to English 101, 102, and 103) which includes Literature, Fine Arts and Modern Languages | 9 hours |
| C. Twelve (12) quarter hours of course work in science and mathematics | 12 hours |
| D. Twelve (12) quarter hours of course work in Social Sciences | 12 hours |
| E. Electives that fit in with the student's transfer program | 48 hours |

TOTAL	90 hours
-------	----------

In addition three (3) quarter hours of Physical Education and one (1) hour of Orientation are required, making a total of ninety-four (94) quarter hours required for the Associate in Arts Degree.

ASSOCIATE IN SCIENCE DEGREE

I. Successful completion of a minimum of ninety (90) quarter hours of credit in TRANSFER COURSE WORK including the following:

- | | |
|--|----------|
| A. English 101, 102, and 103 | 9 hours |
| B. Nine (9) quarter hours of course work in the Communications and Arts (in addition to English 101, 102, and 103) which includes Literature, Fine Arts and Modern Languages | 9 hours |
| C. Thirty (30) quarter hours of course work in Science and Mathematics | 30 hours |
| D. Twelve (12) quarter hours of course work in Social Sciences | 12 hours |
| E. Electives that fit in with the student's transfer program | 30 hours |

TOTAL	90 hours
-------	----------

In addition three (3) quarter hours of Physical Education and one (1) hour of Orientation are required, making a total of ninety-four (94) quarter hours required for the Associate in Science Degree.

ASSOCIATE IN APPLIED SCIENCE

The associate in Applied Science Degree will be awarded to those students who complete the two year programs as outlined in the curriculums. Ninety (90) quarter hours of course work 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. All candidates for certificates must have earned at least fifteen (15) quarter hours of credit at Morgan County Community College.

OCCUPATIONAL CURRICULUMS

Automotive Body Program—Degree

	Credits	Hours
Quarter 1		
130:100 Minor Automotive Body Repair	8	10
008:050 Communications I	3	3
014:050 Applied Math (if required)	3	3
006:104 Orientation	1	1
130:191 Automotive OJT (if student qualifies) or Elective	3	9
	—	—
	18	24
Quarter 2		
130:120 Automotive Body Painting & Refinishing	8	10
008:051 Communications II	3	3
139:100 Beginning Welding	4	6
130:105 Automotive Wiring & Accessories	4	4
130:192 Automotive OJT	3	9
	—	—
	22	32
Quarter 3		
130:130 Automotive Glass & Trim	8	10
131:220 Suspension, Steering & Servicing	5	7.5
019:100 Human Relations	4	4
130:193 Automotive OJT	3	9
	—	—
	20	30.5
Summer		
130:194 Automotive OJT	15	45
Quarter 4		
130:200 Major Automotive Body Repair	10	15
004:107 Introduction to Business	3	3
130:295 Automotive OJT	3	9
	—	—
	16	27
Quarter 5		
130:210 Automotive Frame & Chassis	10	15
070:120 Consumer Salesmanship	3	3
130:296 Automotive OJT	3	9
	—	—
	16	27

30 MORGAN COUNTY COMMUNITY COLLEGE

Quarter 6		Credits	Contact Hours
130:220	Automotive Body Service	5	7.5
130:270	Auto Shop Management	5	7.5
	Elective	3	3
130:297	Automotive OJT	3	9
		<hr/>	<hr/>
		16	27

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours per week of work.

Automotive Body Program—Certificate

	Credits	Contact Hours
Quarter 1		
130:100 Minor Automotive Body Repair	8	10
006:104 Orientation	1	1
130:191 Automotive OJT (if student qualifies)	3	9
	—	—
	12	20
Quarter 2		
130:120 Automotive Body Painting & Refinishing	8	10
130:105 Automotive Wiring & Accessories	4	4
130:192 Automotive OJT	3	9
	—	—
	15	23
Quarter 3		
130:130 Automotive Glass & Trim	8	10
131:220 Suspension, Steering & Servicing	5	7.5
130:193 Automotive OJT	3	9
	—	—
	16	26.5
Summer		
130:194 Automotive OJT	15	45
Quarter 4		
130:200 Major Automotive Body Repair	10	15
130:295 Automotive OJT	3	9
	—	—
	13	24
Quarter 5		
130:210 Automotive Frame & Chassis	10	15
130:296 Automotive OJT	3	9
	—	—
	13	24
Quarter 6		
130:220 Automotive Body Service	5	7.5
130:270 Auto Shop Management	5	7.5
130:297 Automotive OJT	3	9
	—	—
	13	24

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

32 MORGAN COUNTY COMMUNITY COLLEGE

Automotive Mechanics Program—Degree

	Credits	Contact Hours
Quarter 1		
131:130 Automotive Engines	5	7.5
131:140 Automotive Braking Systems	5	7.5
008:050 Communications I	3	3
014:050 Applied Math (if required) or 004:107	3	3
006:104 Orientation	1	1
131:191 Automotive OJT (if student qualifies) or Elective	6	18
	—	—
	23	40
Quarter 2		
131:100 Automotive Electrical Systems	5	7.5
131:120 Automotive Fuel Systems	5	7.5
008:051 Communications II	3	3
139:100 Beginning Welding or Elective	3-4	6
131:192 Automotive OJT	6	18
	—	—
	22-23	41
Quarter 3		
131:150 Trouble Shooting & Tune-Up I	5	7.5
131:220 Suspension, Steering & Servicing	5	7.5
019:100 Human Relations	3-4	4
Elective	3	3
131:193 Automotive OJT	6	18
	—	—
	22-23	40
Summer		
131:194 Automotive OJT	15	45
Quarter 4		
131:230 Engine Repair & Overhaul I	5	7.5
131:250 Trouble Shooting & Tune-Up II	5	7.5
070:105 Concepts of Selling	3	3
131:295 Automotive OJT	6	18
	—	—
	19	36
Quarter 5		
131:235 Engine Repair & Overhaul II	5	7.5
131:200 Power Train	5	7.5
070:130 Sales Psychology	3	3
131:296 Automotive OJT	6	18
	—	—
	19	36

Quarter 6		Credits	Contact Hours
131:260	Auto Air Conditioning	6 5	7.5
130:270	Auto Shop Management	6 5	7.5
	Elective	3	3
131:297	Automotive OJT	6	18
		—	—
		21 19	36

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

84 required
 6 elective
 51 OJT

 141

Reg. - $\frac{63}{114}$

Automotive Mechanics Program—Certificate

	Credits	Contact Hours
Quarter 1		
131:130 Automotive Engines	5	7.5
131:140 Automotive Braking Systems	5	7.5
006:104 Orientation	1	1
*131:191 Automotive OJT	6	18
	—	—
	17	34
 Quarter 2		
131:100 Automotive Electrical Systems	5	7.5
131:120 Automotive Fuel Systems	5	7.5
131:192 Automotive OJT	6	18
	—	—
	16	33
 Quarter 3		
131:150 Trouble Shooting & Tune-Up 1	5	7.5
131:220 Suspension, Steering & Servicing	5	7.5
131:193 Automotive OJT	6	18
	—	—
	16	33
 Summer		
131:194 Automotive OJT	15	45
 Quarter 4		
131:230 Engine Repair & Overhaul I	5	7.5
131:250 Trouble Shooting & Tune-Up II	5	7.5
131:295 Automotive OJT	6	18
	—	—
	16	33
 Quarter 5		
131:235 Engine Repair & Overhaul II	5	7.5
131:200 Power Train	5	7.5
131:296 Automotive OJT	6	18
	—	—
	16	33
 Quarter 6		
131:260 Auto Air Conditioning	6 5	7.5
130:270 Auto Shop Management	6 5	7.5
131:297 Automotive OJT	6	18
	—	—
	19	33

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

*OJT must have the approval of the instructor.

OJT - 33 hrs
 Area - 18 hrs.
 Req. 50 hrs. - 58
 Elect 3 hrs.
 114

Building Trades—Associate In Applied Science Degree

Quarter 1	Credits	AREA COURSES
133:101 Supervised Internship I	1	Carpentry
014:050 Applied Math (if required)	3	133:120 Hand & Power Tools
134:100 Basic Drafting	3 4	133:123 Planning & Construction I
014:052 Applied Slide Rule	2	133:124 Excavation & Foundation
006:104 Orientation	1	133:221 Framing & Construction
133:191 Building Trades OJT Area Course	3 3	133:223 Finishing & Roofing
	—	133:225 Cabinets & Built-ins
	17	Electrical
Quarter 2		133:130 Wiring Principles
133:102 Supervised Internship II	1	133:132 Controls & Circuits
133:104 Construction Safety	2	133:134 Installation Planning
134:110 Residential Drafting & Planning	5	133:231 Analysis & Maintenance
019:100 Human Relations	3 4	133:233 Residential Wiring
133:192 Building Trades OJT Area Course	3 3	133:235 Industrial Wiring
	—	Painting
	18	133:150 Interior Decorating
Quarter 3		133:152 Equipment & Supplies I
133:103 Supervised Internship III	1	133:153 Equipment & Supplies II
133:105 Surveying I	3	133:254 Exterior Decorating
133:122 Materials & Con- struction Theory I	3	133:250 Painting I
133:214 Specifications, Codes & Contracts I	3	133:251 Painting II
133:193 Building Trades OJT Area Course	3 3	Roofing
	—	133:170 Tools & Equipment I
	16	133:171 Tools & Equipment II
Summer		133:172 Residential Roofing I
133:194 Summer Building Trades OJT	15	133:272 Residential Roofing II
		133:273 Industrial Roofing I
Quarter 4		133:274 Industrial Roofing II
133:204 Supervised Internship IV	1	Masonry
008:050 Communications I	3	133:140 Bricklaying I
070:105 Concepts of Selling	3	133:141 Bricklaying II
133:215 Specifications, Codes & Contracts II	3	133:144 Stone I
133:295 Building Trades OJT Area Course	3 3	133:241 Stone II
	—	133:243 Block I
	16	133:244 Block II
		Plumbing
		133:160 Tools & Equipment
		133:162 Residential Plumbing
		133:164 Industrial Plumbing
		133:261 Water Supply & Waste
		133:263 Residential Heating
		133:265 Industrial Heating

36 MORGAN COUNTY COMMUNITY COLLEGE

Quarter 5

133:205 Supervised Internship V	1
008:051 Communications II	3
133:217 Bidding, Estimating & Cost Control I	3
004:263 Finance & Credit	3
133:296 Building Trades OJT Area Course	3

—
16

Quarter 6

133:206 Supervised Internship VI	1
133:218 Bidding, Estimating & Cost Control II	3
070:150 Advertising	3
133:297 Building Trades OJT Elective Area Course	3

—
16

Dry Wall & Plastering

133:180 Tools, Materials & Equipment
133:181 Basic Dry Wall
133:182 Exterior Design
133:280 Advance Dry Wall
133:281 Basic Plastering
133:282 Advance Plastering

Req. 91 (-1 Hum. Rel at 3)

Elect. $\frac{3}{94}$

Business Program—Degree

	Credits
Quarter 1	
006:104 Orientation	1
008:101 English	3
004:101 Principles of Accounting I	3
019:100 \ Human Relations	4
004:107 \ Introduction to Business	3
004:050 \ Applied Math for Business or Approved Elective	3
	<hr/>
	17
Quarter 2	
008:102 English	3
004:102 Principles of Accounting II	3
004:141 Office Machines I	3
102:100 Introduction to Data Processing	3
004:126 \ Salesmanship I	3
	<hr/>
	15
Quarter 3	
023:101 \ Principles of Speech	3
004:103 Principles of Accounting III	3
022:103 \ Principles of Sociology	3
004:135 Business Correspondence	3
014:130 Elementary Statistics	5
	<hr/>
	17
Quarter 4	
005:101 \ Economics I	3
004:201 Intermediate Accounting I	3
004:132 Retailing I	3
070:105 \ Concepts of Selling	3
Elective	3
	<hr/>
	15
Quarter 5	
005:102 \ Economics II	3
004:202 Intermediate Accounting II	3
004:205 Cost Accounting I	3
004:264 Records Management	3
004:263 \ Finance & Credit	3
	<hr/>
	15

38 MORGAN COUNTY COMMUNITY COLLEGE

Quarter 6

004:111 \Business Law I
004:206 Cost Accounting II
004:121 \Marketing I
004:270 Money Management
070:230 \Business & Industrial Relations

Credits

3
3
3
3
3
—
15

DAIRY TECHNOLOGY

Associate of Applied Science Degree

	Credits
Quarter 1	
052:102 Dairy Orientation	2
008:050 Communications I	3
050:108 Agricultural Accounting I	3
052:100 Dairy Management I	3
052:191 Practical Experience (OJT)	5
	—
	16
Quarter 2	
008:051 Communications II	3
052:130 Dairy Nutrition I	3
050:107 Agricultural Accounting II	3
052:105 Dairy Management II	3
052:192 Practical Experience (OJT)	5
	—
	17
Quarter 3	
052:110 Dairy Records & Taxes	3
052:135 Dairy Nutrition II	3
052:226 Anatomy & Physiology	3
019:100 Human Relations	4
052:193 Practical Experience (OJT)	5
	—
	18
Summer	
052:194 Practical Experience (OJT)	12-18
Quarter 4	
052:203 Artificial Insemination	3
052:215 Genetics of Livestock Improvement	3
052:210 Dairy Judging	3
052:208 Dairy Facilities & Equipment	3
052:295 Practical Experience (OJT)	5
	—
	17
Quarter 5	
050:205 Basic Shop Skills I	3
050:110 Agricultural Law	3
052:220 Dairy Herd Health	3
052:260 Marketing & Distribution	3
052:296 Practical Experience (OJT)	5
	—
	17

40 MORGAN COUNTY COMMUNITY COLLEGE

Quarter 6		Credits
052:230	Dairy Records	3
052:200	Dairy Management III	3
050:206	Basic Shop Skills II	3
050:270	Agricultural Finance & Credit	3
052:297	Practical Experience (OJT)	5
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		17

Quarter credits for on-the-job training will vary according to work load of the student with a minimum of 5 per quarter.

Drafting Program—Certificate

Quarter 1		Credits	Hours
014:052	Applied Slide Rule	2	2
014:050	Applied Math	3	3
134:100	Basic Drafting	4	8
134:170	Independent Study	4	8
008:050	Communications I	3	3
006:104	Orientation	1	1
		—	—
		17	25
Quarter 2			
134:140	Technical Drafting I	4	8
134:110	Residential Drafting & Planning or 134:150	4	8
134:105	Industrial Materials	3	3
008:051	Communications II	3	3
	Elective	3	3
		—	—
		17	25
Quarter 3			
134:145	Technical Drafting II	4	8
134:111	Residential Drafting & Planning II or 134:160	4	8
134:171	Independent Study II	4	8
134:193	Drafting OJT or Elective	3	9
		—	—
		15	33

42 MORGAN COUNTY COMMUNITY COLLEGE

Electronics Program—Degree

	Contact Credits
Quarter 1	
137:101 Basic Electronics	8
006:104 Orientation	1
008:050 Communications I	3
Math Elective	3
134:100 Basic Drafting	4
	—
	19
Quarter 2	
137:102 Basic Electronics II	8
008:051 Communications II	3
134:140 Technical Drafting	3
Elective	3
	—
	17
Quarter 3	
137:103 Basic Electronics III	8
019:100 Human Relations	4
134:145 Technical Drafting II	3
Elective	3
	—
	18
Summer	
137:194 Electronics OJT	15
Quarter 4	
137:201 Advanced Electronics I	10
004:107 Introduction to Business	3
070:105 Concepts of Selling	3
137:295 Electronics OJT or Elective	3
	—
	19
Quarter 5	
137:202 Advanced Electronics II	10
070:130 Sales Psychology	3
137:270 Specialized Electronics Program or 137:260	6
137:296 Electronics OJT or Elective	3
	—
	22
Quarter 6	
137:203 Advanced Electronics III	10
137:275 Specialized Electronics Program or 137:261	6
137:297 Electronics OJT or Elective	3
	—
	19

Quarter credits for OJT (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

Consumer Electronics Program—Degree

Quarters 1, 2 & 3 are identical to the Basic Electronics Program.

		Credits	Contact Hours
Summer			
137:194	Summer Internship	15	45
Quarter 4			
137:205	Introduction to Consumer Electronics	10	15
070:105	Concepts of Selling	3	3
	Elective	3	3
137:295	Internship	3	9
		—	—
		19	30
Quarter 5			
137:206	Principles of Radio	10	15
070:130	Sales Psychology	3	3
137:296	Internship	3	9
		—	—
		16	27
Quarter 6			
137:207	Principles of Television	10	15
004:111	Business Law	3	3
137:297	Internship	3	9
		—	—
		16	27
Summer			
137:208	Advanced Radio & Television	10	15
137:250	Electronics Shop Management	3	3
137:298	Internship	3	9
		—	—
		16	27

Quarter credits for internship (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

44 MORGAN COUNTY COMMUNITY COLLEGE

Home Economics Transfer Program

	Credits
Quarter 1	
008:101 English I	3
008:116 Survey of English Literature	3
003:121 General Chemistry	5
038:100 Introduction to the Home Economics Profession	1
038:125 The Fashion Environment and Clothing Selection	2
017:101 Physical Education	1
006:104 Orientation	1
	—
	16
Quarter 2	
008:102 English II	3
008:117 Survey of English Literature	3
003:122 General Chemistry or 022:101 Sociology	5-3
038:105 Art in the Home	4
017:102 Physical Education	1
	—
	16
Quarter 3	
023:101 Principles of Speech	3
008:118 Survey of English or 001:215 Art History	3
022:103 Principles of Sociology	3
038:110 Basic Nutrition	3
038:130 Creative Clothing Construction	3
017:103 Physical Education	1
	—
	16
Quarter 4	
019:101 General Psychology	3
005:101 Economics I or other Social Studies Course	3
002:101 General Biology	5
038:215 Intermediate Clothing Construction	4
038:230 Management in Family Living	3
	—
	18
Quarter 5	
019:102 General Psychology	3
005:102 Economics II or other Social Studies Course	3
002:102 General Biology	5
038:112 Principles of Food Preparation I	4
	—
	15

Quarter 6		Credits
005:103	Economics III or other Social Studies Course	3
002:102	General Biology or 002:211 Introduction to Physiology	5
038:115	Principles of Food Preparation II	4
038:225	Family Development	3
		—
		15

46 MORGAN COUNTY COMMUNITY COLLEGE

LP-Gas Technology Program—Degree

	Credits
Summer	
006:104 Orientation	1
008:050 Communications I	3
135:101 LP-Gas Service I	6
135:102 LP-Gas Service II	6
	—
	16
Summer	
070:105 Concepts of Selling	3
019:100 Human Relations	4
135:103 LP-Gas Service III	6
135:104 LP-Gas Service IV	6
	—
	19
Quarter 1	
135:193 LP-Gas OJT	15
Quarter 2	
135:194 LP-Gas OJT	15
Quarter 4	
004:101 Accounting Principles I	3
004:107 Introduction to Business	3
070:262 Sales Personality Development	3
135:201 LP-Gas Management	3
135:205 LP-Gas Service & Maintenance	3
	—
	15
Quarter 5	
004:263 Finance & Credit	3
004:102 Accounting Principles II	3
004:126 Salesmanship I	3
070:130 Sales Psychology	3
070:265 Personnel Management	3
	—
	15
Quarter 6	
004:111 Business Law I	3
070:150 Advertising I	3
004:103 Accounting Principles III	3
004:121 Marketing	3
135:210 LP-Gas Promotion	3
	—
	15

LP-Gas Technology Program—Certificate

		Credits
Summer		
006:104	Orientation	1
008:050	Communications I	3
135:101	LP-Gas Service I	6
135:102	LP-Gas Service II	6
		—
		16
Summer		
070:105	Concepts of Selling	3
019:100	Human Relations	4
135:103	LP-Gas Service III	6
135:104	LP-Gas Service IV	6
		—
		19
Fall		
135:193	LP-Gas OJT	15
Winter		
135:194	LP-Gas OJT	15

48 MORGAN COUNTY COMMUNITY COLLEGE

201 - 20 + 17 (24-75)
 68-20
 21
 409-108

Radio Broadcasting Program—Degree

	Credits
Quarter I	
136:100 Introduction to Broadcasting	3
136:120 Radio Speech I	3
—008:101 English I	3
004:161 Typewriting I	3
004:107 Introduction to Business	3
006:104 Orientation	1
	—
	16
Quarter II	
136:121 Radio Announcing I	3
019:100 Human Relations	3
136:130 Management Programming & Sales	3
008:102 English II	3
004:162 Typewriting II	3
	—
	15
Quarter III	
136:115 Radio News I	3
136:131 Radio Sales & Continuity	3
008:103 English III or 023:101 Principles of Speech	3
136:135 Radio Writing	3
136:145 Radio Programming & Production	3
136:193 Radio O.J.T. or Practicum	—
	15
Summer	
136:194 Radio OJT	12-18
Quarter IV	
136:222 Radio Announcing II	3
136:216 Radio News II	3
136:235 Radio Writing II	3
137:101 Electronics I or approved elective	8
136:295 O.J.T. or Practicum	—
	17
Quarter V	
136:223 Radio Announcing III	3
136:250 Radio Production Techniques	3
136:217 Radio & T.V. News	3
137:102 Electronics II or approved elective	8
136:296 O.J.T. or Practicum	—
	17

73-74 3

Quarter IV

	Credits
120:205 Radio Broadcasting Practicum <i>(Count as req.)</i>	3
120:210 Review or Specialization	3
120:220 Electronics III or approved elective	5
120:237 O.J.T. or Practicum	5
	—
	16

Suggested Electives for Radio Broadcasting

- Principles of Speech
- Journalism
- Survey of American Literature
- Spanish
- German
- Introduction to Theater
- Play Production
- Economics
- Anthropology
- Western Civilization
- Concepts of Selling
- Sales Psychology
- Advertising
- Salesmanship

50 MORGAN COUNTY COMMUNITY COLLEGE

Req. 79
 OJT 12
 Elect 12
 107

Sales Technology Program—Degree

	Credits
Quarter 1	
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
070:262 Sales Personality Development	3
	—
	15
Quarter 2	
070:210 \ Sales Marketing & Distribution	3
070:130 \ Sales Psychology	3
070:120 Consumer Salesmanship	3
070:115 \ Sales Preparation	3
\ Elective	3
	—
	15
Quarter 3	
023:101 \ Principles of Speech	3
070:150 Advertising	3
004:127 \ Salesmanship II	3
004:111 Sales Law	3
004:135 Business Correspondence	3
	—
	15
Summer	
070:290 Personal Adjustment to Selling or OJT	12-18
Quarter 4	
004:132 Retailing I	3
004:101 Accounting Principles I	3
070:265 \ Merchandise Display	3
070:270 \ Advanced Selling Problems I	3
\ Elective	3
	—
	15
Quarter 5	
004:263 \ Finance & Credit	3
004:128 \ Salesmanship III	3
070:265 \ Personal Management	3
019:100 \ Human Relations	4
\ Elective	3
	—
	16

Quarter 6	Credits
070:230 \ Industrial Relations	3
070:240 Sales Management	3
070:275 \ Advanced Selling Problems II	3
022:103 \ Principles of Sociology	3
\ Elective	3
	—
	15

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

52 MORGAN COUNTY COMMUNITY COLLEGE

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Secretarial Science Program—Degree

	Credits	Contact Hours
Quarter 1		
004:104 Orientation	1	1
008:101 English or 023:101 Speech	3	3
004:050 Applied Math for Business	3	3
004:145 Secretarial Science	3	3
004:151 Gregg Shorthand I or Approved Electives	5	5
004:161 Typewriting I or 004:162 Typewriting II	3	5
	—	—
	18	20
Quarter 2		
004:141- Office Machines I	3	5
004:152 Gregg Shorthand II or 004:155 Beginning ABC Shorthand	5	5
004:162 Typewriting II or 004:163 Typewriting III	3	5
004:147 Secretarial Etiquette	2	2
004:100 Business Bookkeeping	3	3
	—	—
	16	20
Quarter 3		
004:142 Office Machines II	3	5
004:153 Gregg Shorthand III or 004:156 ABC Speed Dictation & Transcription	5	5
004:135 Business Correspondence	3	3
004:163 Typewriting III or 004:164 Production Typewriting	3	5
004:254 Secretarial Procedures	3	3
004:193 Secretarial OJT	3	9
	—	—
	20	30
Summer		
004:194 Summer Secretarial OJT	15	45
Quarter 4		
004:101 Principles of Accounting I	3	3
004:240 Gregg Speed Dictation & Transcription or Approved Electives	5	5
004:164 Production Typewriting or Approved Electives	3	5
022:101 Introduction to Sociology	3	3
004:295 Secretarial OJT	3	9
	—	—
	17	25

OCCUPATIONAL CURRICULUMS 53

	Credits	Contact Hours
Quarter 5		
004:102 Principles of Accounting II	3	3
004:230 Specialized Elective or 004:231 or 004:232	3	3
004:264 Records Management	3	3
008:102 English	3	3
004:296 Secretarial OJT	3	9
	—	—
	15	21
Quarter 6		
019:100 Human Relations	3 3	4
004:266 Administrative Secretary	6	6
004:111 Business Law	3	3
004:297 Secretarial OJT	3	9
	—	—
	18/5	22

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

54 MORGAN COUNTY COMMUNITY COLLEGE

Secretarial Science Program—Certificate

	Credits	Contact Hours
Quarter 1		
006:104 Orientation	1	1
008:101 English or 023:101 Speech	3	3
004:050 Applied Math for Business	3	3
004:145 Secretarial Science	3	3
004:151 Gregg Shorthand I or Approved Electives	5	5
004:161 Typewriting I or 004:162 Typewriting II	3	5
	—	—
	18	20
Quarter 2		
004:141 Office Machines I	3	5
004:152 Gregg Shorthand II or 004:155 Beginning ABC Shorthand	5	5
004:162 Typewriting II or 004:163 Typewriting III	3	5
004:147 Secretarial Etiquette	2	2
004:100 Business Bookkeeping	3	3
	—	—
	16	20
Quarter 3		
004:142 Office Machines II	3	5
004:153 Gregg Shorthand III or 004:156 ABC Speed Dictation & Transcription	5	5
004:135 Business Correspondence	3	3
004:163 Typewriting III or 004:164 Production Typewriting	3	5
004:254 Secretarial Procedures	3	3
004:193 Secretarial OJT	3	9
	—	—
	20	30

Quarter credits for on-the-job training (supervised work experience) will vary according to the work load of the student with one credit granted for 3 hours of work per week.

Required - 69 (+1)

OJT

42

111

SWINE MANAGEMENT

Associate of Applied Science Degree

	Credits
Quarter 1	
054:102 Swine Orientation	2
008:050 Communications I or 008:101 English I	3
050:106 Agricultural Accounting I	3
054:100 Swine Management I	3
054:191 Practical Experience (OJT)	5
	—
	16
Quarter 2	
008:051 Communications II or English	3
054:130 Swine Nutrition I	3
050:107 Agricultural Accounting II	3
054:105 Swine Management II	3
054:250 Products & Processing	2
054:192 Practical Experience (OJT)	5
	—
	19
Quarter 3	
054:110 Swine Records & Taxes	3
054:135 Swine Nutrition II	3
054:226 Biological Science to Swine Management	3
019:100 Human Relations	(4) 3
054:193 Practical Experience (OJT)	5
	—
	17
Summer	
054:194 Practical Experience (OJT)	12-18
Quarter 4	
054:120 Diseases & Parasitology I	3
054:215 Swine Breeding	3
054:210 Swine Selection	2
054:208 Swine Facilities & Equipment	3
054:295 Practical Experience (OJT)	5
	—
	16
Quarter 5	
054:220 Diseases & Parasitology II	3
050:205 Basic Shop Skills I	3
050:110 Agricultural Law	3
054:260 Marketing & Distribution	3
054:296 Practical Experience (OJT)	5
	—
	17

56 MORGAN COUNTY COMMUNITY COLLEGE

Quarter 6	Credits
054:200 Swine Management III	3
050:270 Agricultural Finance & Credit	3
050:206 Basic Shop Skills II	3
054:297 Practical Experience (OJT)	5
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	14

Quarter credits for on-the-job training will vary according to work load of the student with a minimum of 5 per quarter.

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. 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

Automotive Body Repair and Painting Department

Minor Automotive Body Repair (130:100) 8 credits, 10 hours

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 Body Painting & Refinishing (130:120) 8 credits, 10 hours

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

Automotive Glass & Trim (130:130) 8 credits, 10 hours

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.

Major Automotive Body Repair (130:200) 10 credits, 15 hours

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 Frame & Chassis (130:210) 10 credits, 15 hours

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 Body Service (130:220) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

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.

Automotive Mechanics Department

Automotive Electrical Systems (131:100) 5 credits, 7.5 hours

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 functions are studied.

Automotive Fuel Systems (131:120) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

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

Automotive Braking Systems (131:140) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

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, 194, 295, 296, 297)

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. One credit is granted for every three hours per week of approved and supervised work experience.

Power Train (131:200) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

The first in a series of courses to study the construction, operation of 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) 5 credits, 7.5 hours

The advanced course in rebuilding. Continuation of 131:230.

Trouble Shooting & Tune-Up II (131:250) 5 credits, 7.5 hours

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) 5 credits, 7.5 hours

Specialized instruction in the operation and service of automobile air conditioning, including diagnosing and charging of units on vehicles.

Building Trades Department

- Supervised Internship (133:100)** 1 credit
This course includes all internship programs 133:101, :102, :103, :204, :205 and :206. This class meets one hour per week to discuss problems encountered with on-the-job training. The supervisor discusses personal relationships and problems that arise in the everyday world of work and also closely maintains and supervises the apprenticeship training as far as the textbook and lab work are concerned. He acts as an evaluator to the area course which the area supervisor and the student work out on a quarterly basis.
- Construction Safety (133:104)** 2 credits
This course meets two hours per week to review safety standards and safety procedures as related to the general area of construction. O.S.H.A. and industry standards are recognized and studied. Safety procedures and precautions are carefully reviewed also.
- Surveying I (133:105)** 3 credits
This course includes training in the use of transits and levels and in surveying foundation building sites.
- Materials & Construction Theory I (133:122)** 3 credits
This course deals in materials found in the construction industry and with construction theories as they apply to the entire building trades field. The student will become acquainted with a cross-section of new industry materials and construction techniques.
- Specifications, Codes & Contracts I (133:214)** 3 credits
This course acquaints the student with codes, contracts and specifications found in the building industry.
- Specifications, Codes & Contracts II (133:215)** 3 credits
This is an advanced course that continues to work with the student in determining codes, contracts and specifications found in the power building trades industry.
- Bidding, Estimating & Cost Control I (133:217)** 3 credits
This course acquaints the student with the estimating, bidding and cost control found in the construction field.
- Bidding, Estimating & Cost Control II (133:218)** 3 credits
This course provides familiarization with the estimating of construction costs, quantity, take-off surveys, labor productivity, rates and overhead and profit.
- 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: Planning & Construction I (133:123) 3 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.

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) 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.

Electrical Control & Circuits (133:132) 3 credits

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

Electrical: Installation Planning (133:134) 3 credits

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

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

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

Electrical: Residential Wiring (133:233) 3 credits

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

Electrical: Industrial Wiring (133:235) 3 credits

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

Masonry: Bricklaying I (133:140) 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.

62 MORGAN COUNTY COMMUNITY COLLEGE

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) 3 credits
The second in a series of courses in the bricklaying field.

Masonry: Stone I (133:144) 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) 3 credits
This is the final course in the cutting and laying of native stone.

Masonry: Block I (133:243) 3 credits
An introductory course in block construction emphasizing proper material selection for industrial or residential requirements.

Masonry: Block II (133:244) 3 credits
An advanced course in block construction.

Painting: Interior Decorating (133:150) 3 credits
Interior decorating for residential or industrial settings.

Painting: Equipment & Supplies I (133:152) 3 credits
Orientation and training in equipment and supplies in the painting trade.

Painting: Equipment & Supplies II (133:153) 3 credits
This is a three hour course dealing with equipment and supplies used in the field of painting.

Painting: Exterior Decorating (133:254) 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 (133:170) 3 credits

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

Roofing: Tools & Equipment II (133:171) 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 (133:272) 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.

Dry Wall & Plastering: Tools, Materials & Equipment (133:180) 3 credits

This course acquaints the student with the tools, materials and equipment found in the dry wall and plastering industry.

Dry Wall & Plastering: Basic Dry Wall (133:181) 3 credits

This course takes the student from a beginning area into the area in which he can install the basic taping and texturing of dry wall.

Dry Wall & Plastering: Exterior Design (133:182) 3 credits

This course deals with the exterior design of buildings and the plastering, texturing and stuccoing area.

Dry Wall & Plastering: Advance Dry Wall (133:280) 3 credits

This course completes the student's training in all dry walling aspects through the very finishing touches.

64 MORGAN COUNTY COMMUNITY COLLEGE

Dry Wall & Plastering: Basic Plastering (133:281) 3 credits

This course acquaints the student with the basic plastering techniques in the art of plastering and stucco.

Dry Wall & Plastering: Advance Plastering (133:282) 3 credits

This advanced course completes the student's training into the final stages and finishing design in plastering and stucco.

Business

- 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.

66 MORGAN COUNTY COMMUNITY COLLEGE

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.

68 MORGAN COUNTY COMMUNITY COLLEGE

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-

70 MORGAN COUNTY COMMUNITY COLLEGE

cessing systems have. This course is designed to acquaint the student with the development 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 of independent study and can only be taken with the consent of the instructor. The entire course is taken by arrangement with the instructor.

Dairy Technology

Agricultural Accounting I (050:106) 3 credits

This is the first in a series of courses concerned with farm accounting and business management. This course deals specifically with double entry bookkeeping systems and farm accounts.

Agricultural Accounting II (050:107) 3 credits

This course deals with additional farm and business management techniques.

Agricultural Law (050:110) 3 credits

This course will discuss the judicial system, contracts, liability, property ownership and sales, estate planning and insurance as related to agriculture.

Basic Shop Skills I (050:205) 3 credits

A course designed to introduce the student to the skills necessary to maintain, repair and construct equipment & facilities in the agriculture area. It includes basic welding and knowledge in the electrical and mechanical areas.

Basic Shop Skills II (050:206) 3 credits

This course deals with the additional skills in the area of carpentry, concrete, and construction of fencing and related skills.

Agricultural Finance & Credit (050:270) 3 credits

A course dealing with the problems of obtaining finance and credit, 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 structure and payment structure found in a wide variety of agriculture of credit sources.

Dairy Management I (052:100) 3 credits

This course is the first in a series of courses designed to explore in detail the management of large and small dairy operations.

Dairy Orientation (052:102) 2 credits

Discusses the opportunities available in the dairy industry, giving the student information needed to determine his occupational objective. This is an orientation to all phases of the dairy industry.

Dairy Management II (052:105) 3 credits

A continuation of the first course in the series designed to explore here management and dairy facility operations.

Dairy Records & Taxes (052:110) 3 credits

This course deals with production cost determination, records required in large commercial dairy production units and farm taxes.

72 MORGAN COUNTY COMMUNITY COLLEGE

Dairy Nutrition I (052:130) 3 credits

This course deals with nutritional requirements of dairy animals and diet formulation.

Dairy Nutrition II (052:135) 3 credits

Discussions of specific feeding programs for all classes of dairy animals and nutritional problems.

Dairy Management III (052:200) 3 credits

This is the last in a series of management courses designed to put together all of the practices and procedures learned in all of the dairy courses.

Field trips and guest speakers will be utilized to discuss and illustrate different theories and practices in dairy management.

Artificial Insemination (052:203) 3 credits

Anatomy and physiology of the reproductive tracts will be explored in detail. Reproductive disease problems will also be discussed. Artificial insemination techniques will be discussed. Laboratory work will include practice on live animals.

Dairy Facilities & Equipment (052:208) 3 credits

This course is designed to make the students aware of the facilities and equipment currently in use and ideas being developed for future facility and equipment needs.

Management systems as related to different facilities and equipment options will also be discussed.

Costs of operation and maintenance procedures will also be covered.

Dairy Judging (052:210) 3 credits

This course goes into visual evaluation of all classes of dairy animals.

Genetics of Livestock Improvement (052:215) 3 credits

This course augments the dairy management course dealing strictly in the area of breeding, genetics and related areas; procedures, techniques and acquaintance with breeding philosophies found in the dairy business. Detail investigation of records in the areas of production, breeding and in the testing of such production to produce the type of animal that is desired by the consumer, discuss the research into background and theories applied to breeding and cross-breeding programs.

Dairy Herd Health (052:220) 3 credits

This course will pursue the more common diseases and health problems encountered in dairy herds. Disease symptoms, treatments and prevention will be discussed. Laboratory work will include microscopic identification of some of the more common pathogenic organisms.

Anatomy and Physiology (052:226) 3 credits

Basic fundamentals of anatomy and physiology will be discussed with special emphasis on the mammary system.

Dairy Records (052:230)

3 credits

This course will cover all records, except accounting records, that must be maintained to operate an efficient dairy. Records such as cow production, health, reproductive performance and maintenance will be demonstrated.

Marketing and Distribution (052:260)

3 credits

This course will explore milk marketing concepts, pricing and distribution of fluid milk in the United States. Marketing cooperatives will be explored. The Federal marketing order will also be examined.

Drafting

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.

Electronics

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.

Consumer Electronics

Introduction to Consumer Electronics (137:205) 10 credits

A course designed to acquaint the students to the diversified field of Consumer Electronics. Theory and operation of tape players, tape recorders, record changers, video-tape recorders (VTR), audio amplifiers, MATV, and other products will be covered. Emphasis will be placed in the trouble shooting and repair methods of these consumer products.

Principles of Radio (137:206) 10 credits

This specially structured course will acquaint the student on the theory and operation of radio, both vacuum tube, and solid state. Students will be instructed on the use of equipment commonly associated to the consumer electronics field. Methods of trouble shooting will be covered in theory and lab.

Principles of Television (137:207) 10 credits

This course will give the student a thorough basic operation of a monochrome television. Students will be instructed on basic circuits, and unusual circuitry. Trouble shooting and repair methods will be the special emphasis of the course.

Advanced Radio and Television (137:208) 10 credits

This course will progress into color tv theory and operation. Students will be instructed in the use of color servicing equipment and other specialized electronic equipment. Multiband radio receivers, CB equipment, multiplex and more sophisticated radio equipment will be covered.

Communication

FCC License Preparation I (137:260) 5 credits, 5 hours

Prerequisite minimum of 4 quarters of electronics or instructor's approval. This course is designed to prepare students to successfully pass FCC license examination for second and third class radio telephone operators license.

FCC License Preparation II (137:261) 5 credits, 5 hours

Prerequisite 137:250. A continuation of 137:250. FCC rules and regulations, basic radio laws and radio operators practices. A number of final examinations are taken so that the student may be familiar with the FCC type of examination.

HOME ECONOMICS TRANSFER PROGRAM

The courses offered in the Home Economics transfer program at Morgan County Community College will provide the beginnings of a Home Economics major at the University of Northern Colorado and Colorado State University. Each university offers a wide variety of major fields in Home Economics as preparation for various careers. Since each major field and both universities differ in their requirements for freshman and sophomore courses, it is important for the transfer student to decide upon the university to be attended and the major field of study. This decision will aid the student and the advisor in selecting courses needed to fulfill the lower division requirements for the four year university.

The course of study to be pursued at Morgan County Community College will be entirely dependent upon the student's career objective, the major field of interest in Home Economics, and the particular university to be attended. The student is responsible for knowing the requirements for the major field in Home Economics at the university to which they plan to transfer.

A high school diploma is not required by Morgan County Community College as an admission requirement. When the student meets the requirements of the associate degrees the credits will transfer to the four year university. A year of high school algebra and chemistry is required as a prerequisite for chemistry.

The student who plans to graduate from Morgan County Community College with an associate degree will meet either the requirements for an Associate of Arts Degree or an Associate of Science Degree, according to the requirements of the student's objective and the university. Morgan County Community College will be able to satisfy most of the freshman and sophomore requirements of the baccalaureate degree in Home Economics.

Home Economics

Introduction to the Home Economics Profession (038:100) 1 credit

Required of all home economics majors, to be taken fall quarter of the first year of enrollment. Orientation to philosophy and purpose of the home economics profession with an overview of the professional opportunities and the educational preparation needed for various careers.

Art in the Home (038:105) 4 credits

A study designed to develop an appreciation and understanding of form, color, visual preception 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 principles of nutrition and nutrients and their relationship to health with application to individual needs, and to current concerns in the nursing, dietetic and teaching professions as well as national and international food problems.

Principles of Food Preparation I (038:112) 4 credits

Two hours lecture, four hours laboratory. Prerequisite: beginning chemistry. Composition and nature of foods and scientific principles used in selection and preparation of standard food products. Emphasis on starch thickened products, protein foods, crystallization and fundamentals of food preservation. Food products are evaluated.

The Fashion Environment and Clothing Selection (038:125) 2 credits

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

Creative Clothing Construction (038:130) 3 credits

One hour lecture, four hours laboratory. Development and practice basic skills of fitting and use of commercial patterns to develop skills in construction processes through actual construction of garments suited to the individual, according to the ability and needs of each student. Emphasis on time saving methods relating to current trends in fabrics and fashions.

Principles of Food Preparation II (038:115) 4 credits

Two hours lecture, four hours laboratory. Prerequisite: chemistry and Principles of Food Preparation I. Laboratory work planned to show relationship between scientific principles and cookery processes. Emphasis on baked products and fruits and vegetables and other more difficult food preparation. Food products will be evaluated.

Intermediate Clothing Construction (038:215) 4 credits

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

Family Development (038:225) 3 credits

The relationship of the individual to his human contacts and the establishment of the successful American home are studied along with the interaction, interpersonal relationships and developmental tasks that take place over various stages of the family life cycle.

Management in Family Living (038:230) 3 credits

Family values and goals are studied in relation to decision making, managerial responsibilities, principles and techniques used in managing the resources of time, energy and money. Practical application of home management theories will relate management to successful home living.

LP-Gas Technology

LP-Gas Service I (135:101) 6 credits

This course deals with familiarizing the student with the product. He is acquainted with LP-Gas, how it is distributed, and standards and regulations for the LP-Gas industry. Another phase of this training is in the fundamentals of customer relations for office employees and other service employees.

LP-Gas Service II (135:102) 6 credits

This course provides information on how LP-Gas is distributed, the basic facts needed for deliverymen and the bulk plant personnel, containers and fittings for transportation and storage; methods of transferring LP-Gas, care and operation of pumps and compressors, maintenance points for strainers, meters, and hoses and measuring LP-Gas liquid. A tour of bulk plants and other LP-Gas facilities is part of this course, utilizing step-by-step procedures to cover bulk plant records, the safety measures of bulk plants, how to fill cylinders, and cylinder care. In the transportation and product phase of the course, students become familiar with railroad tank cars, transport trucks, and delivery procedures.

LP-Gas Service III (135:103) 6 credits

This course provides the basic sciences required for the LP-Gas technician covering basic chemistry, electrical circuits required. It makes the student completely familiar with storage systems, sizing of pipe and tubing, installing of storage systems and house piping and the care and handling of pipe and tubing; it also covers the appliances, modern gas range, trouble shooting, heating of water, servicing of water heaters, heating appliances, and how they work; LP-Gas heating controls, installing of heating equipment, servicing of heating appliances, principles of air conditioning, LP-Gas refrigerators, cooling by heating, operation of LP-Gas clothes dryers, the installing of and servicing of these dryers and installing and servicing of incinerators. The last phase of this course deals with the correct venting of all LP-Gas equipment.

LP-Gas Service IV (135:104) 6 credits

This course deals with the agricultural, commercial and industrial application as well as LP-Gas carburation. It covers the use of feed for animals and plants, the use of LP-Gas in dehydrating farm products, and commercial and industrial uses of LP-Gas. Also studied are portable LP-Gas industrial equipment, non-portable equipment, commercial cooking and heating equipment. There is a specialized study of LP-Gas carburation and installing and servicing of such carburation units; this phase takes place in the automotive department of the college.

LP-Gas OJT (135:193 and 135:194) 15 credits

Two full quarters of supervised work experience in an approved training station.

COURSE DESCRIPTIONS 81

LP-Gas Management (135:201) 3 credits

This course deals with the management of the LP-Gas plant. It is specialized instruction in the establishment of routes, training of personnel, operation of the office and general management of the business.

LP-Gas Service and Maintenance (135:205) 3 credits

This course is designed to bring to the person on campus continual programs in servicing and maintenance of LP-Gas equipment in order to maintain up-to-date procedures in how to work with LP-Gas fires.

LP-Gas Promotion (135:210) 5 credits

This course is designed with the LP-Gas association to develop and teach promotional techniques for carrying the message and further developing the market for LP-Gas.

Radio Broadcasting

- Introduction to Broadcasting (136:100)** 3 credits
An introduction to various areas of radio and of the broadcasting field in general. This course includes lectures, discussions, observations of operations and the use of surveys.
- Radio Speech I (136:120)** 3 credits
This course is concentrated on the proper use of the voice and learning to speak professionally for radio and television. Some of the areas taught are phonetics, enunciation and projection.
- Radio Announcing I (136:121)** 3 credits
This course is designed to teach the basic operational procedures and practices of audio control room functions. This will be the behind the scenes preparation for airplay and preparation for actual radio announcing.
- Management Programming & Sales (136:130)** 3 credits
A course that concentrates on general managerial duties and sales fundamentals in radio. The design of this course is 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.
- Radio News I (136:115)** 3 credits
The fundamentals of news gathering, writing and presentation are taught and practiced. The basics of sports interviewing and play by play broadcasting are also taught.
- Radio Sales & Continuity (136:131)** 3 credits
This course is designed to teach the student to sell an account, prepare the continuity and read the copy for broadcast. Particular emphasis will be placed on the writing of effective commercial copy.
- Radio Writing I (136:135)** 3 credits
This course stresses the techniques of writing for radio and television departments, news, continuity and commercials.
- Radio Programming & Production (136:145)** 3 credits
Instruction and practice in the preparation and delivery of various types of radio programming. Emphasis is placed on how specific production techniques can be used to make a more professional sound.
- Radio Announcing II (136:222)** 3 credits
Students combine knowledge of 136:121 with new materials of format preparation and presentation in the manner required of the typical announcer-operators found in the smaller radio stations. The student is further qualified by preparing for the F.C.C. Radio-Telephone III license.

Radio News II (136:216) 3 credits

In this course the student is trained in the coverage of news stories. He becomes acquainted with key news sources, typical of any community, large or small. He reports certain news stories for classroom evaluation and for broadcast.

Radio Writing II (136:235) 3 credits

This course is a continuation of 136:135, emphasis is placed on adaptation of wire copy for local broadcast.

Radio Announcing III (136:223) 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 Production Techniques (136:250) 3 credits

This course is designed to teach the student the basic operational procedures and practices of program production for radio and T.V. The student learns editing, scripting and related operations.

Radio and T.V. News (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 the areas of announcing, newscasting, editing, direction, programming production, continuity writing, study and preparation of logs, preparation and maintenance of files, preparation and presentation of sales proposals.

Radio Review of 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.

Radio OJT (136:193, 295, 296, 297) 3-8 credits

Supervised work experience in an approved work station.

Radio OJT (136:194) 12-18 credits

A full quarter of work experience in an approved work station.

Sales Technology

- Career Selection (070:100)** 2 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.

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 de-

signed 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 I (070:270) 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 II (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.

Personal Adjustment to Selling (OJT) II (070:291) 12-18 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.

Swine Management

- 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.
- 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.

88 MORGAN COUNTY COMMUNITY COLLEGE

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)

12-18 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.

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.

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.

Health Occupations

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.

English

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

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

Journalism I (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 all.

Journalism II (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 all.

Feature & Depth Writing for Newspapers (008:123) 3 credits

Application of fundamentals, principles, and practices of written newspaper communications, emphasizing organization, thinking, and the creative process.

Literature Class Offerings

- Survey of English Literature I (008:116)** 3 credits
From the beginnings of English literature through the Elizabethan period.
- Survey of English Literature II (008:117)** 3 credits
English literature from the Puritan Period, the Restoration, and the Eighteenth Century to the Romantic movement.
- Survey of English Literature III (008:118)** 3 credits
English literature of the 19th Century.
- Survey of American Literature I (008:125)** 3 credits
American literature from its beginning through Longfellow, emphasizing the development of ideas which have left an imprint on American life.
- Survey of American Literature II (008:126)** 3 credits
American literature from Emerson to contemporary times.
- Introduction to Poetry (008:130)** 3 credits
The enjoyment and understanding of poetry through a study of techniques, selected poems and records.
- Introduction to Short Story (008:135)** 3 credits
The readings and analysis of representative short stories.
- Contemporary Novel (008:140)** 3 credits
Great modern novels in English and in translation chosen for their interest and relevance to the modern reader.

Modern Language

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 people)

Spanish I (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 II (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 III (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

- 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

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 I (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 II (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 III (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 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) 3 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) 3 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

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

100 MORGAN COUNTY COMMUNITY COLLEGE

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) 5 credits

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 078:104 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.

BEHAVIORAL AND SOCIAL SCIENCE DIVISION

Social Science

History

Education

Physical Education

Social Science

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) 3 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) 3 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)** 3 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.

102 MORGAN COUNTY COMMUNITY COLLEGE

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.

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

History

- 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.
- 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.

Physical Education

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.

Nurse Assistant

This 10 week course is to prepare the student for employment as a nurse assistant. The nurse aide will work as a part of the health team under the direction and supervision of a registered nurse, caring for patients in hospitals, extended care facilities and nursing homes.

The student will spend 10 to 16 hours per week in classes at the college or in supervised patient care experiences in a hospital or nursing home.

Mortuary Science

The Mortuary Science Program is designed to meet the requirements of the American Board of Funeral Service Education. The student will be required to complete the Associate in Arts or the Associate in Science degree at Morgan County Community College. The student is required to take a one year internship, and it is recommended that the internship be taken at the same time as the student is satisfying the requirements for the A. A. degree. The student will then transfer to a mortician school for 12 months and graduate with a degree in mortuary science. Graduates will be prepared to take the State and National Board licensing examinations.

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
General Psychology	6 hours
Physical Education	3 hours
Total transfer course work	51 hours

108 MORGAN COUNTY COMMUNITY COLLEGE

- b. Transfer program electives Total elective course work 39 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

- c. Transfer Distributive Education course requirements:

Introduction to Distributive Education (036:200) 3 qtr. hours, 5 credits

A study of the organization, supervision, and coordination of secondary school, post secondary school, and adult distributive education programs. Includes history, philosophy, principles, objectives and place of distributive education in the economy and community, including the duties and responsibilities of the local coordinator.

Job Analysis (036:210) 3 qtr. hours, 6 credits

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.

FACULTY

MARK ACHZIGER—Golf—B.S., University of Northern Colorado; C.P.A., University of Northern Colorado.

DANIEL BALES—Auto Body—18 years experience.

RON BENSON—Accounting—B.S., Southern Illinois University, Carbon-
dale, Illinois.

DR. ROGER BOHLING—Swine Management—D.V.M., Colorado State Uni-
versity.

KENNETH BRENEMAN—Law—B.S., Kansas State College; L.L.S., Uni-
versity of Denver.

RICHARD BUNNING—Human Relations—B.A., University of Wyoming;
M.A., University of Wyoming, Laramie, Wyoming.

SIGRID BOWER—Nursing—B.S.N., University of Nebraska, Lincoln, Ne-
braska.

DAN BRYAN—Radio Broadcasting—B.S., Kansas State Teachers College,
Emporia, Kansas.

GENE CAMPBELL—Mathematics—B.A., University of Northern Colorado.

DON CIMAGLIA—Economics—B.A., University of Northern Colorado,
M.A., University of Northern Colorado.

LYNN COATES—Algebra—B.A., University of Northern Colorado; M.A.,
University of Northern Colorado.

BARBARA CRUEA—Western Civilization—B.A., University of Wyoming,
advanced study at Colorado State University.

DARRELL CRUEA—Dairy Management—B.S., University of Wyoming,
M.S., Colorado State University.

JEAN DANFORD—Literature-Journalism—B.A., University of Northern
Colorado; M.A., University of Northern Colorado.

ROBERT DATTERI—Agriculture—B.S., Colorado State University; M.A.,
Colorado State University.

PATTY EVERETT—Women's P.E.—B.A., University of Northern Colorado.

PHYLLIS GERTGE—Nurses Aide Training—R.N., Mercy Hospital, Denver,
Colorado.

DOROTHY GILLINGHAM—Business Education—B.A., University of North-
ern Colorado; M.A., University of Northern Colorado.

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

110 MORGAN COUNTY COMMUNITY COLLEGE

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

CHUCK 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.

CARL HEEPKE—Swine Management—B.S., University of Illinois, Urbana, Illinois.

ANTHONY HOCHANADEL—German—B.A., Fort Hays Kansas State College, Hays, Kansas.

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

DOUG JOHNSON—Radio Broadcasting—B.A., Morningside College, Sioux City, Iowa.

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

DON KING—Swine Management—B.S., Colorado College.

GEORGE KYNCL—Sociology—B.S., Central Michigan University, Mt. Pleasant, Michigan; M.Div., McCormick Seminary, Chicago, Illinois.

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

JIM LARSON—Sociology-Psychology—B.S., Moorhead State College; M.Ed., University of Wyoming; Ph.D., University of Wyoming.

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

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.

RICHARD MADSEN—Mathematics—B.A., Moorhead State College; M.A., North Dakota State University

HARRY MATSUNAKA—Electronics—Milwaukee School of Engineering, Western Radio Institute, Capital Radio Engineering Institute; Journeyman T.V. and Radio Technician, 25 years.

JANE McREYNOLDS—Radio Broadcasting.

KEN McREYNOLDS—Auto Mechanics—Line mechanic 20 years; teaching 4 years.

CLYDE NABER—Swine Management—B.S., University of Nebraska; M.S., University of Nebraska.

ALLEN NELSON—Agriculture—B.S., Colorado State University.

ROBERT NELSON—Industrial Arts—B.S., Northeast Missouri Teachers College, Kirksville, Missouri; M.A., Northeast Missouri Teachers College.

BARBARA ODOR—Mathematics—B.A., Iowa State University.

JACK ODOR—Physical Education—B.S., Iowa State University.

JoANN O'NEILL—Basic Education—B.S., University of 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.

STAN SAILSBERY—Human Relations—B.S., Colorado State University.

CLARENCE SANDERS—Chemistry—B.S., University of Colorado; M.A., University of Northern Colorado.

JAMES STEED—Spanish—B.A., University of Oklahoma; M.A., University of Oklahoma.

GARY STEWART—Distributive Education—B.S., Angelo State University, San Angelo, Texas.

JIM SIMPSON—Psychology-Sociology—B.S., Colorado State University; M.A., University of Northern Colorado; Ed.S., Vocational Rehabilitation, University of Northern Colorado.

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

DAVE STONE—Building Trades—15 years experience in the masonry field.

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

DOROTHY THOMPSON—Physical Education.

CAROLYN THORNSBY—A.S.S., B.S., Colorado State University.

MARION TOMSIC—Accounting—Western State College, 20 years experience in business.

112 MORGAN COUNTY COMMUNITY COLLEGE

SHIRLEY TRAVIS—Psychology—B.A., University of Northern Colorado;
M.A., University of Colorado.

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

DOROTHY WAGERS—Basic Education—B.A., University of Northern Colo-
rado.

RONALD WALTER—Sales Technology—B.S., University of Northern Colo-
rado; M.S., Colorado State University.

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

LINDA WENDLING—Business—B.A., University of Northern Colorado.

GLEN WOODRUFF—Sales Technology—Wartburg College, Waverly, Iowa;
40 years experience with J.C. Penney Company.

GENE ZEIGLER—Auto Mechanics—College work at Colorado State Uni-
versity; 10 years experience.

INDEX

	Page
Academic Requirements and Grading System	21
Accreditation	9
Adding and Dropping Classes	22
Administration	6
Admission	17
Adult and Continuing Education	15
Advising	17
Advanced Placement Program	24
Allowance of Credit	24
Application Procedures	17
Associate In Applied Science Degree	28
Associate In Arts Degree	27
Associate In Science Degree	27
Attendance	23
Auditing Courses	23
Automotive Body Program—Certificate	31
Automotive Body Program—Degree	29
Automotive Body Repair and Painting Department	57
Automotive Mechanics Department	58
Automotive Mechanics Program—Certificate	34
Automotive Mechanics Program—Degree	32
Behavioral and Social Science Division	101
Buildings	8
Building Trades—Associate In Applied Science Degree	35
Building Trades Department	60
Business Department	65
Busines Program—Degree	37
Calendar	4
Certificate	28
Classification of Students	20
Communications	77
Consumer Electronics Program—Degree	43
Course Descriptions	57
Dairy Technology—Associate of Applied Science Degree	39
Dairy Technology Department	71
Deans List and Presidents List	22
Degrees and Certificates Offered	9
Degrees Conferred	27
Developmental Center	16
Development Center	97
Developmental Education	15
Dismissal	24
Distributive Education Transfer Program	107
Drafting Department	74
Drafting Program—Certificate	41

114 MORGAN COUNTY COMMUNITY COLLEGE

Electronics Department	75
Electronics Program—Degree	42
English Department	92
Estimate of Expenses	80
Expenses	19
Faculty	109
Financial Aid	13
Fine Arts Department	96
General Information	7
Grade Point Average	21
Grading System	21
Graduation Requirements	27
Guidance and Counseling	11
Health and Accident Insurance	10
Health Occupations Department	91
Historical Sketch	7
History	103
Home Economics Transfer Program	44
Home Economics Transfer Program	78
Job Placement	11
Journalism Department	93
Literature Class Offerings	94
Location and Area Served by College	8
LP-Gas Technology Department	80
LP-Gas Technology Program—Certificate	47
LP-Gas Technology Program—Degree	46
Military Information	13
Minimum Standards and Probation	21
Modern Language	95
Mortuary Science	106
Non Discrimination Policy	25
Nurse Assistant	105
Occupational Curriculums	29
On-the-Job Training, Practicum or Cooperative Education Courses	56
Open-Door Policy	10
Orientation	11
Part-Time Employment and OJT	13
Philosophy	7
Physical Education	104
Pre-Registration	18
Purposes and Goals	7
Radio Broadcasting Department	82
Radio Broadcasting Program—Degree	48
Recreation In the Area	14
Refunds	19

Registration	17
Registration and Activity Fee	19
Registration For New and Transfer Students	18
Regulations	20
Requirements For Admission	17
Residency	20
Sales Technology Department	84
Sales Technology Program—Degree	50
Scholarships	13
Science and Mathematics Division	98
Secretarial Science Program—Certificate	54
Secretarial Science Program—Degree	52
Social Science	101
Special Refund Policy For Veterans	19
Student Class Load	22
Student Conduct	24
Student Deferments	13
Student Services	11
Swine Management—Associate of Applied Science Degree	55
Swine Management Department	87
Textbooks	15
Transferring Credits	23
Tuition	19
Veterans Benefits	14
Withdrawal	22