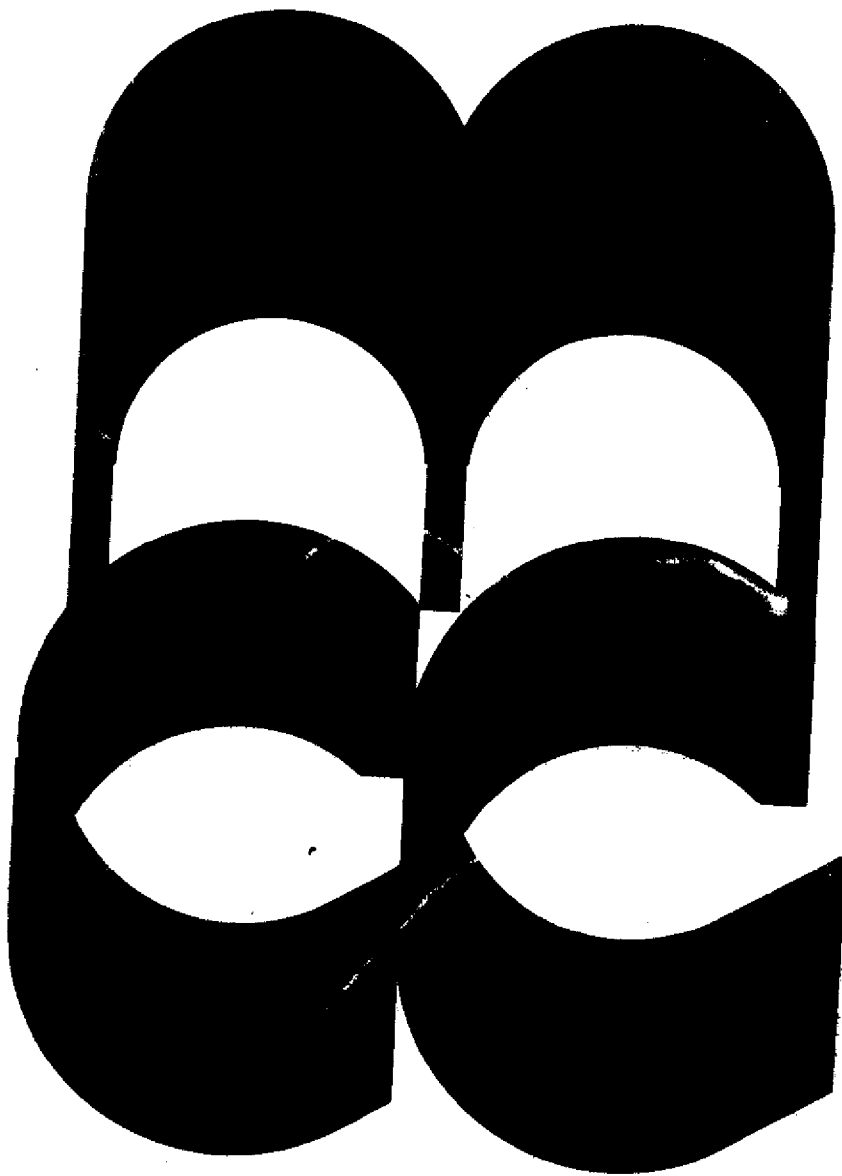


1974-1976

MORGAN COMMUNITY COLLEGE CATALOG



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 "WF."
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.
8. This catalog should not be considered a contract between Morgan Community College and any prospective student. The College retains the right to cancel programs or course offerings where enrollments are insufficient to permit them on an educationally sound basis. Similarly, published charges for tuition and fees are subject to change as circumstances may require.

MORGAN COMMUNITY COLLEGE



"ROAD RUNNER"

1974-76

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 State Board for Community Colleges and
Occupational Education
and the
Morgan Area Council

Representation in the
Colorado Association of Junior-Community College Presidents

Institutional Member of the
American Association of Community-Junior Colleges

Member of the
Council of North Central Community Junior Colleges

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

MORGAN AREA COUNCIL

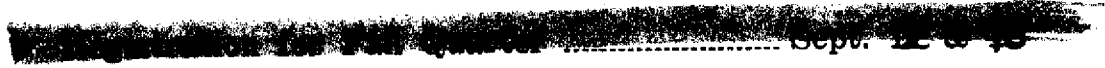
Dr. Willard Mees, Brush
Suzanne Kinkel, Fort Morgan
Harry Mohrlang, Brush
Raymond Haller, Woodrow
Robert M. Johnson, Wiggins

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1974-75 CALENDAR



Orientation & Testing Sept. 1st
Fall Quarter Classes Begin Sept. 16
Fall Quarter Final Exams Nov. 20-21-22
Fall Quarter Ends Nov. 22



Winter Quarter Classes Begin Dec. 11
Christmas Vacation Dec. 21-Jan. 5
Classes Resume Jan. 6
Winter Quarter Final Exams March 5-6-7
Winter Quarter Ends March 7



Spring Quarter Classes Begin March 19
Spring Break March 24-30
Classes Resume March 31
Spring Quarter Final Exams May 28-29-30
Spring Quarter Ends May 30



Summer Session Classes Begin June 18
Independence Day July 4
Classes Resume July 7
Summer Session Ends July 31

1975-76 CALENDAR

Registration for Fall Quarter	Sept. 10-11
Orientation	Sept. 12
Fall Quarter Classes Begin	Sept. 15
Fall Quarter Final Exams	Nov. 19-20-21
Fall Quarter Ends	Nov. 21
Registration for Winter Quarter	Dec. 8-9
Winter Quarter Classes Begin	Dec. 10
Christmas Vacation	Dec. 19
Classes Resume	Jan. 5
Winter Quarter Final Exams	March 3-4-5
Winter Quarter Ends	March 5
Registration for Spring Quarter	March 15-16
Spring Quarter Classes Begin	March 17
Spring Break	April 12-18
Classes Resume	April 19
Spring Quarter Final Exams	May 26-27-28
Spring Quarter Ends	May 28
Registration for Summer Session	June 14-15
Summer Session Classes Begin	June 16
Independence Day	July 5
Classes Resume	July 6
Summer Session Ends	July 31

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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 of General Studies
B.S., University of Colorado; M.A., University of Northern Colorado
- James Larson Director, Counseling Services
B.S., Moorehead State College; M.Ed., University of Wyoming; Ph.D.,
University of Wyoming
- Beth Lebsock Registrar, Admissions Officer and
Financial Aids Officer
University of Northern Colorado
- Ronald R. Walter Director, Continuing Education and
Supervisor, Secondary Contracts
B.S., University of Northern Colorado; M.A., Colorado State University
- Kenneth Hutchison Business Manager
B.A., Colorado State University; M.Ed., Colorado State University
- Mary Enfante Asst. Business Manager
Barnes Business College, University of Northern Colorado
- Don Wahl College Relations
B.A., Colorado State University

GENERAL INFORMATION

Philosophy

The development of Morgan Community College is based on the philosophy that education is needed 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 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-secondary study.

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

10 MORGAN 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.

On June 29, 1973 the voters of the Morgan County Junior College District voted in favor of the college joining the state system. On July 1, 1973 the college officially became a state system two-year college.

Buildings

Morgan Community College is increasing in enrollment and the space which it requires is increasing at the same pace. At present there are seven facilities in use at Morgan 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 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 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 MCC 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.

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

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.

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 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 Community College will transfer without difficulty if students do acceptable work at the four-year institutions.

Morgan Community College now has Candidate for Accreditation Status in the North Central Association of Colleges and Secondary Schools, the association which accredits all institutions of higher education in this area. This affiliate 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.

"Open Door" Policy

Morgan 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 general studies (transfer) courses after the second week of the quarter and has no application to courses requiring prerequisites.

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Health and Accident Insurance

All students can receive insurance to cover them in case of accident or sickness while they are attending Morgan 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.

*Subject to change.

STUDENT SERVICES

Orientation

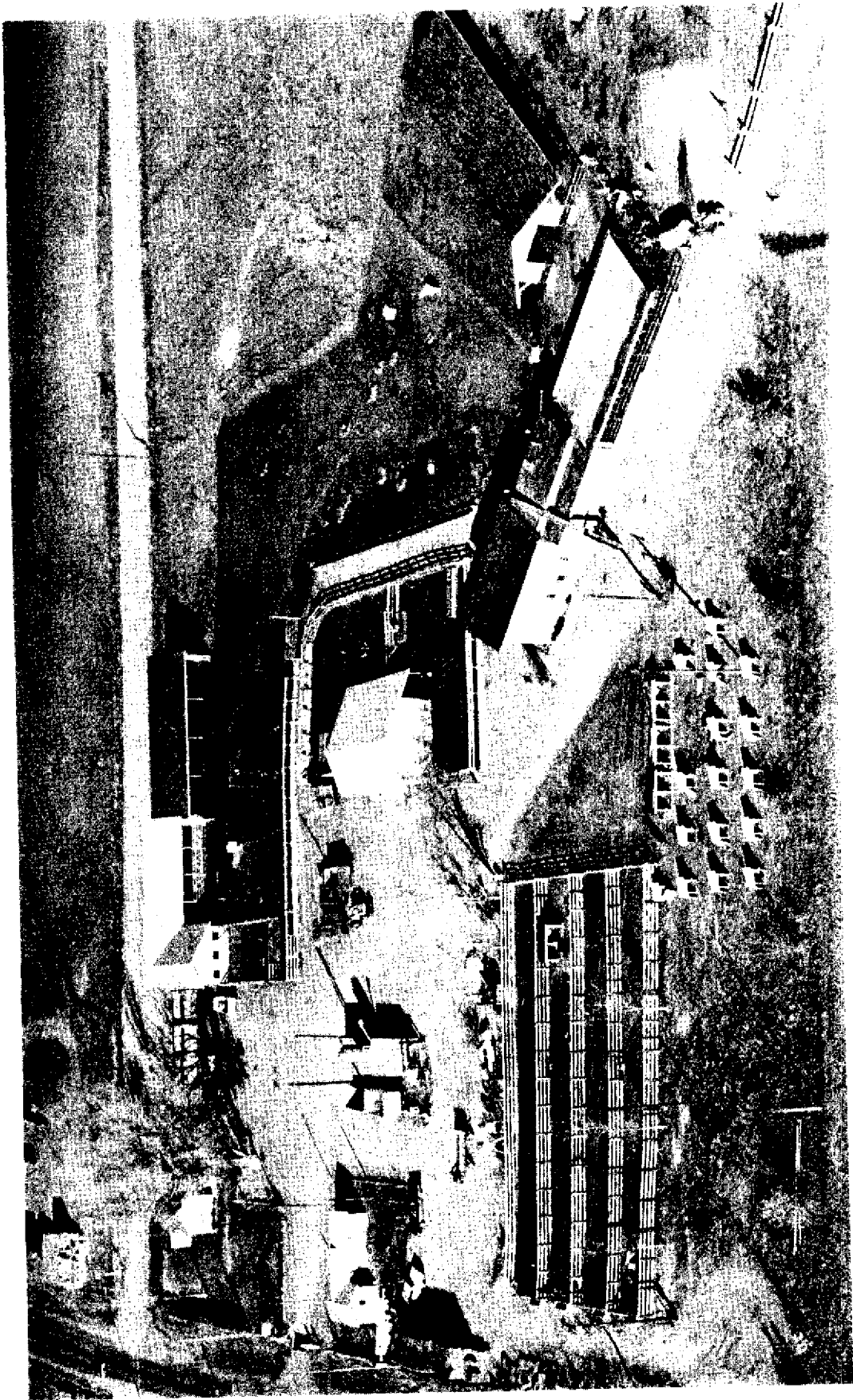
There are two types of orientation programs required at Morgan Community College. All freshmen must take an orientation program during the fall quarter. This course acquaints the student with the services provided by the college and informs him of what is expected of him as a student at Morgan Community 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 a 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 supplies 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 will assist students in obtaining full-time employment after they have completed an approved certificate or degree program at the college. Students interested in part-time jobs should contact the Placement Office and complete an application for employment.



MCC DAIRY TECHNOLOGY FACILITY

FINANCIAL AID

The Office of Financial Aid endeavors to help deserving students obtain financial assistance in meeting their college related expenses. The college participates in several federal, state and institutional financial aid programs including loans, grants, scholarships and work-study jobs.

The college uses the American College Testing Program Financial Needs Analysis in determining need of students applying for aid.

Student loans are available through the National Direct Student Loan Program and the federally insured Student Loan Program. Each represents a long-term, low-interest loan repayable after the student completes his education or terminates his student status.

Grants are available through the Supplemental Opportunity Grant (SEOG) Program, the Colorado Student Grant (CSG) Program and the Basic Educational Opportunity Grant (BEOG) Program.

Part-time jobs are available through the College Work-Study and the Colorado Work-Study Programs. These programs permit the student to earn a portion of his educational expense through part-time employment on the campus.

Demonstration of financial need is an essential requirement to qualify for assistance from the programs listed above. Students who need financial aid in order to secure a college education are encouraged to contact the college Financial Aids Office for further information.

There is no deadline for submitting application for any of the financial aid programs; however, those students who have all application requirements complete and on file with the Admissions and Financial Aids Office by March 15 and have demonstrated financial need will receive priority. This includes, in addition to submitting the ACT Financial Needs Analysis, *B.E.O.G. application* a completed application for admission.

Scholarships are available through the Colorado Scholarship Program, the Greater Gifts Committee, and from individual citizens and organizations. For further information contact the Financial Aids Office.

Veterans Benefits

In order to qualify for Veterans benefits the student must apply to the Veteran's Administration to receive a certificate of eligibility. This certificate means that the veteran is qualified to receive benefits. Application forms can be obtained at the Office of Admissions. On registration day the certificate of eligibility along with a schedule of classes should be submitted to the Registrar. Any veteran who has received previous training through the Veteran's Administration should procure a supplemental certificate of eligibility. Any veteran registering without this certificate must pay tuition and fees without government aid until such time as the

16 MORGAN COMMUNITY COLLEGE

certificate of eligibility is received by the college and returned to the Veteran's Administration. Payment by the Veteran's Administration goes directly to the student and it is the responsibility of that student to pay tuition and fees with the money he receives. (Tutorial Service may be available to disabled veterans under P.L. 815 at a rate of not more than \$4.00 per hour and not to exceed twenty-four (24) hours per subject per quarter.) Certification to the Veteran's Administration concerning the student's enrollment and progress is done only when the student is classified as seeking a degree from the college.

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

Course Load	Quarter Hours	0 Dep.	1 Dep.	2 Dep.	Each Dep. Over Two
Full time	12	\$220	\$261	\$298	\$18
$\frac{3}{4}$ time	9-11	\$165	\$196	\$224	\$14
$\frac{1}{2}$ time	5-8	\$110	\$131	\$149	\$ 9
Cooperative		\$177	\$208	\$236	\$14

If a veteran is taking less than $\frac{1}{2}$ time course load or is still on active duty, the veteran's administration will pay for tuition and fees. If any problems arise or additional information is needed, contact the office of admissions for assistance.

Recreation in the Area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. 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 $1\frac{1}{4}$ hours driving time on Interstate Highways from the Morgan County area.

Textbooks

The books required for all courses offered at MCC 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 Community College offers many courses to people who are not seeking an advanced degree or occupational certificate, but simply desire to increase or broaden their education 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 residents may have the opportunity to upgrade or earn new vocational skills. In-service training classes are offered in 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 area 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 will be developed in any community in the college service area. The individual who is interested in adult and continuing education classes should check with the Morgan 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 participation in fundamental and preparatory classes.

Morgan 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. An individualized program of this nature is recommended for non-English speaking students.

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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. The goal of the center is to help students acquire and improve the skills they need to successfully complete their college program. Although this opportunity is available to any student, it may be required of others as a pre-requisite for admission to a specific program.

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 are requested to submit their application to the Admissions and Records 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 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.

*Answer
going to continue
to re-queue
physicals
may be requested
by inst. re admission*

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 will be required to pay, at the time of registration, the applicable fees.

Veterans should submit their certificate of eligibility to representatives of the Admissions and Records 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.

It is the student's responsibility to:

1. Meet with his faculty advisor to discuss the most appropriate courses for his career objective.

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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 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 Admissions and Records 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 hours or more who qualify as a resident of Colorado, the tuition is \$76.20* per quarter. The tuition for non-residents taking 12 hours or more is \$486* per quarter. In-state students taking 11 hours or less pay by the hour at the rate of \$6.35 per hour. Non-resident students taking 11 hours or less pay at the rate of \$40.50* per credit hour.

Tuition Refunds

No refunds are possible after the tenth day of class nor are refunds made if students drop a partial course load at any time.

The student may claim a seventy-five percent refund of tuition paid if a complete withdrawal is made before the eleventh day of classes of the new quarter. Tuition refund request forms are available in the Office of Admissions and Records. No tuition refunds of less than \$1.00 will be made.

Unusual circumstances concerning refunds should be referred to the Business Manager.

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 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

Each quarter all students must pay a student services fee which supports approved student activities 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 12 hours or more will pay \$6.00*; students taking 6 to 11 hours will pay \$4.00*; and students taking 5 hours or less will pay \$1.00.

*Subject to change.

Review

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ESTIMATE OF EXPENSES FOR AN ACADEMIC YEAR

	Colo. Resident	Non-Resident
Tuition.....	\$ 246.00*	\$1290.00*
Books, Supplies, Equipment, (Est.)..	150.00	150.00
Student Fees.....	18.00	18.00
Room & Board (Est.).....	1200.00	1200.00
TOTAL COST (Est.).....	<u>1614.00</u>	<u>2658.00</u>

*Subject to change
(Est.) abbreviation for estimate

RESIDENCY

At the time of application for admission, students are classified for tuition purposes as Colorado residents or out-of-state residents according to provisions of Colorado law.

Any student who has been classified as a non-resident and who believes he can qualify as a resident may secure from the Registrar an application form for in-state status. A copy of the regulations governing residence classification is a part of the application.

The final decision regarding tuition status rests with the institution. All questions regarding residency classification should be addressed to the Registrar.

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 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 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

Grades at MCC are indicated as follows:

Symbol	Quality of Work	Grade Points Per Credit
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
WP	Withdrawal, Passing	
WF	Withdrawal, Failing	0
I	Incomplete	

This policy does not preclude adjustments (arranging for change of courses in the interest of the students), nor does it preclude initial enrollment of new students during the course of the quarter in conformity with the continuous registration philosophy of the college.

Withdrawal Passing (WP) — If the student wishes to withdraw from the course after the last day to drop classes and is passing (a grade of "D" or better) the instructor is allowed to give this person a WP. On a GPA system, this would be recorded as "0" credit and "0" quality points.

Withdrawal Failing (WF) — If the student wishes to withdraw from the course after the last day to drop classes and is failing, the instructor has the prerogative of giving a WF which would be recorded under number of credits for the course, and a "0" for quality points.

Incompletes — A grade of I (Incomplete) may be reported when due to illness or emergency immediately prior or during the time of final quarter examinations. This grade may be given only upon the recommendation of the instructor and the approval of the Dean of Instruction. Incompletes not removed within the first two weeks of the following term will be revert to a WF and will be recorded on the permanent record.

Grade Point Average

All students will have a grade point average determined by multiplying the grade points per credit hour by the number of course credit hours and then averaging that number with comparable calculations for all other courses taken during the quarter.

For example, if a student took English, Math and Electronics his grade point average would be computed as follows:

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

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

Dean's List and President's List

★ Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List. To be eligible, a student must carry at least 12 quarter hours, excluding Practicum, and maintain a 3.25 grade point average. Those students who maintain the 3.25 average throughout the academic year 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 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

A student who desires to completely withdraw from the college must obtain the necessary forms from the Admissions & Records Office. Official withdrawal from the college will not be granted after the first three weeks of a quarter, except in documented cases of emergency.

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 Admissions and Records

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 Admissions and Records Office and the appropriate class list changes will be made by the Registrar.

It is the policy of the college that a student may not add a course classified as general studies after the second week of the quarter. Occupational classes can be added at any time with approval of the instructor. 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 procedures and dates described above 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 a WF grade for the quarter.

Transferring Credits

Those students desiring to transfer credits from Morgan 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 Community College will transfer to a four-year institution is made by the college accepting the student's credits.

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

Auditing Courses

Students may elect to attend a class but not to receive credit by declaring at registration that he is auditing the course. No credit will be granted towards a degree or certificate although the instructional standards 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.

A student may change from Credit to Audit, or from Audit to Credit only during the first three weeks of a quarter.

Attendance

College personnel 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.

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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 being absent should contact the instructor prior to the absence.

The student has a responsibility of learning the instructor's policy on attendance and abiding by it.

Student Conduct

Each individual is expected to conduct himself as 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.

Advanced Placement Program

Beginning with the 1971-72 academic year, Morgan 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 II I & III	460	8/6
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 are listed in the prescribed program and the student's 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 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.

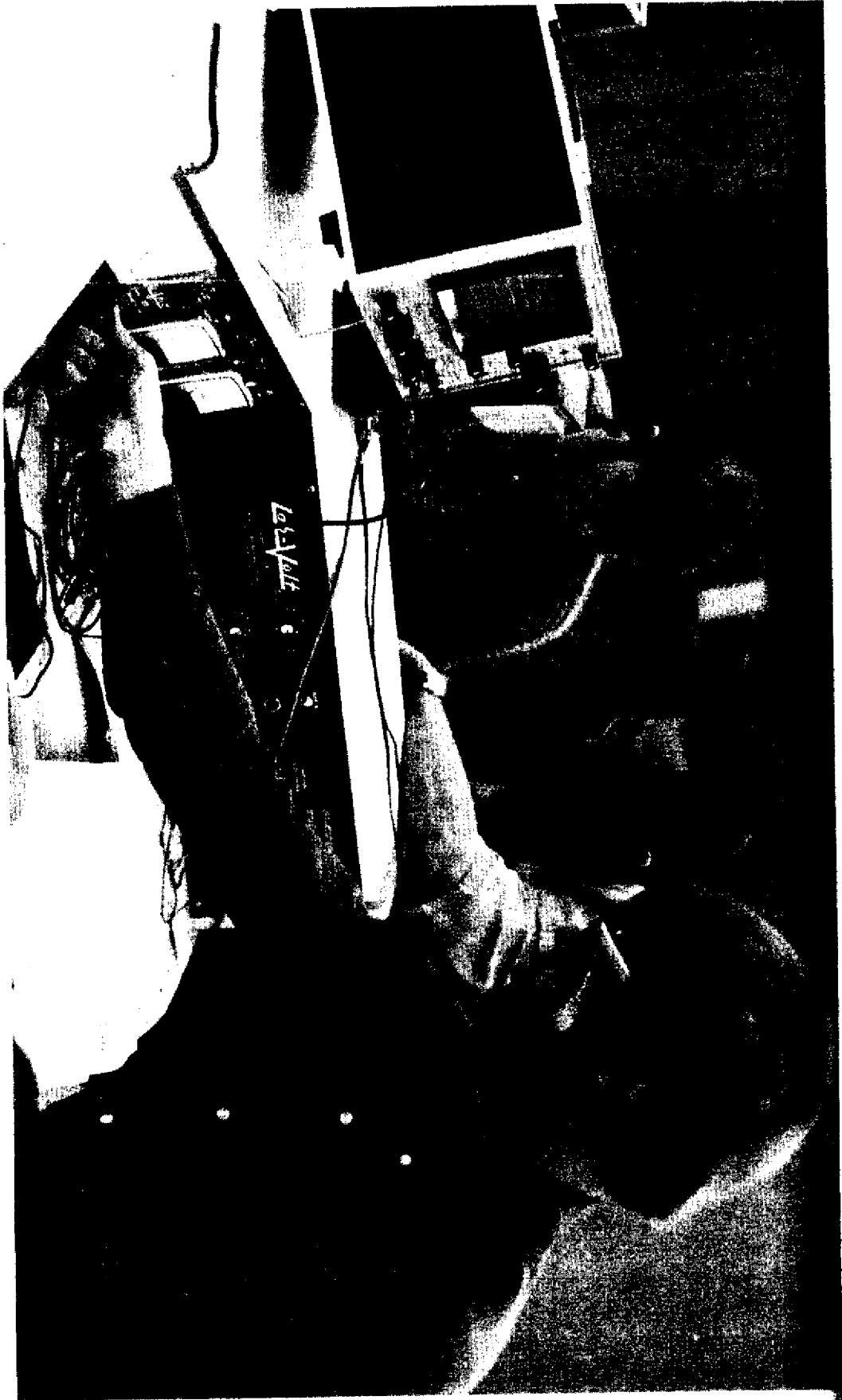
Non-Discrimination Policy

Morgan 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.

Course Cancellations

The college must retain the customary right to cancel programs or course offerings where enrollments are insufficient to permit them on an educationally sound and economically efficient basis or to alter them for other reasons.

MCC—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 fifteen (15) quarter hours of credit at Morgan 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.

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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 curricula. 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 in certain areas. 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 Community College.

OCCUPATIONAL CURRICULUMS

Associate In Applied Science Degree

Automotive Body Program

	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 Practicum (if student qualifies) or Elective	3	9
	—	—
	18	26
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 Practicum	3	9
	—	—
	22	32
Quarter 3		
130:130 Automotive Glass & Trim	8	10
131:220 Suspension, Steering & Servicing	6	7.5
019:100 Human Relations	4	4
130:193 Automotive Practicum	3	9
	—	—
	21	30.5
Summer		
130:194 Automotive Practicum	15	45
Quarter 4		
130:200 Major Automotive Body Repair	12	15
004:107 Introduction to Business	3	3
130:295 Automotive Practicum	3	9
	—	—
	18	27
Quarter 5		
130:210 Automotive Frame & Chassis	12	15
070:120 Consumer Salesmanship - 004:126 Sales I	3	3
130:296 Automotive Practicum	3	9
	—	—
	18	27

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	Credits	Contact Hours
Quarter 6		
130:220 Automotive Body Service	6	7.5
130:270 Auto Shop Management	6	7.5
Elective	3	3
130:297 Automotive Practicum	3	9
	—	—
	18	27

Quarter credits for practicum 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 Practicum (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 Practicum	3	9
	—	—
	15	23
Quarter 3		
130:130 Automotive Glass & Trim	8	10
131:220 Suspension, Steering & Servicing	6	7.5
130:193 Automotive Practicum	3	9
	—	—
	17	26.5
Summer		
130:194 Automotive Practicum	15	45
Quarter 4		
130:200 Major Automotive Body Repair	12	15
130:295 Automotive Practicum	3	9
	—	—
	15	24
Quarter 5		
130:210 Automotive Frame & Chassis	12	15
130:296 Automotive Practicum	3	9
	—	—
	15	24
Quarter 6		
130:220 Automotive Body Service	6	7.5
130:270 Auto Shop Management	6	7.5
130:297 Automotive Practicum	3	9
	—	—
	15	24

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

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Automotive Mechanics Program
Associate In Applied Science Degree

	Credits	Contact Hours
Quarter 1		
131:130 Automotive Engines I	6	7.5
131:100 Automotive Electrical Systems	6	7.5
008:050 Communications I	3	3
014:050 Applied Math	3	3
006:104 Orientation	1	1
131:191 Automotive Practicum	6	18
	—	—
	25	40
Quarter 2		
131:140 Trouble Shooting & Tune-Up I	6	7.5
131:120 Automotive Fuel Systems	6	7.5
008:051 Communications II	3	3
139:100 Beginning Welding or Elective	4	6
131:192 Automotive Practicum	6	18
	—	—
	25	42
Quarter 3		
131:250 Trouble Shooting & Tune-Up II	6	7.5
131:230 Automotive Engines II	6	7.5
019:100 Human Relations	4	4
Elective	3	3
131:193 Automotive Practicum	6	18
	—	—
	25	40
Summer		
131:194 Automotive Practicum	15	45
Quarter 4		
131:140 Automotive Braking Systems	6	7.5
131:220 Suspension, Steering & Servicing	6	7.5
004:107 Introduction to Business	3	3
070:105 Concepts of Selling	3	3
131:295 Automotive Practicum	6	18
	—	—
	24	39
Quarter 5		
131:250 Automotive Air Conditioning	6	7.5
131:270 Automotive Shop Management	6	7.5
070:130 Sales Psychology	3	3
131:296 Automotive Practicum	6	18
	—	—
	21	36

150

Quarter 6

131:250 Automotive Air Conditioning
131:270 Automotive Shop Management
~~070:130 Sales Psychology~~ 004:126 Sales I
131:296 Automotive Practicum

OCCUPATIONAL CURRICULUMS 35

Quarter 6			
131:200	Power Train I	6	7.5
131:205	Power Train II	6	7.5
	Elective	3	3
131:297	Automotive Practicum	6	18
		—	—
		19	36.0

Quarter 5

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

Automotive Mechanics Program—Certificate

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

Quarter credits for practicum will vary according to the work load of the student with on credit granted for 3 hours of work per week.

*Practicum must have the approval of the instructor.

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	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 Practicum	3	133:223 Finishing & Roofing
Area Course	3	133:225 Cabinets & Built-ins
	—	
	17	Electrical
		133:130 Wiring Principles
		133:132 Controls & Circuits
		133:134 Installation Planning
		133:231 Analysis & Maintenance
		133:233 Residential Wiring
		133:235 Industrial Wiring
Quarter 2		
133:102 Supervised Internship II	1	
133:104 Construction Safety	2	
134:110 Residential Drafting & Planning	5	
019:100 Human Relations	4	Painting
133:192 Building Trades Practicum	3	133:150 Interior Decorating
Area Course	3	133:152 Equipment & Supplies I
	—	133:153 Equipment & Supplies II
	18	133:254 Exterior Decorating
		133:250 Painting I
		133:251 Painting II
Quarter 3		
133:103 Supervised Internship III	1	Roofing
133:105 Surveying I	3	133:170 Tools & Equipment I
133:122 Materials & Con- struction Theory I	3	133:171 Tools & Equipment II
133:214 Specifications, Codes & Contracts I	3	133:172 Residential Roofing I
133:193 Building Trades Practicum	3	133:272 Residential Roofing II
Area Course	3	133:273 Industrial Roofing I
	—	133:274 Industrial Roofing II
	16	Masonry
		133:140 Bricklaying I
		133:141 Bricklaying II
		133:144 Stone I
		133:241 Stone II
Summer		
133:194 Summer Building Trades Practicum	15	133:243 Block I
		133:244 Block II

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Quarter 4

133:204 Supervised Internship IV	1
008:050 Communications I	3
070:105 Concepts of Selling	3
133:215 Specifications, Codes & Contracts II	3
133:295 Building Trades Practicum	3
Area Course	—
	16

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 Practicum	3
Area Course	—
	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 Practicum	3
Elective	3
Area Course	—
	16

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

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

Business Program
Associate In Applied Science Degree

Quarter 1

	Credits
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
	—
	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 <i>not in prog. Elective</i>	3
004:126 Salesmanship I \	3
	—
	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
	—
	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
	—
	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
	—
	15

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	Credits
Quarter 8	3
004:111 Business Law I	3
004:206 Cost Accounting II	3
004:121 Marketing I	3
004:270 Money Management	3
070:230 Business & Industrial Relations	—
	15

DAIRY TECHNOLOGY

Associate of Applied Science Degree

	Credits
Quarter 1	
052:102 Dairy Orientation	2
008:050 Communications I	3
050:106 Agricultural Accounting I	3
052:100 Dairy Management I	3
052:191 Dairy Technology Practicum	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 Dairy Technology Practicum	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 Dairy Technology Practicum	5
	—
	18
Summer	
052:194 Dairy Technology Practicum	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 Dairy Technology Practicum	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 Dairy Technology Practicum	5
	—
	17

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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	Dairy Technology Practicum	5
		—
		17

Quarter credits for practicum will vary according to work load of the student with one credit granted for 3 hours of work per week.

Check on hrs for Elect.

Electronics Program
Associate In Applied Science Degree

	Contact Credits
Quarter 1	
137:101 Basic Electronics	8
006:104 Orientation	1
008:050 Communications I	3
<i>044:112 Math Elective College Alg I</i>	3 5
134:100 Basic Drafting I	4
	19 20
Quarter 2	
137:102 Basic Electronics II	8
008:051 Communications II	3
134:105 Basic Drafting II	3
<i>014:113 Coll Alg & Trig II</i>	3 5
	17 19
Quarter 3	
137:103 Basic Electronics III	8
019:100 Human Relations	4
137:185 Blueprint Reading for Electronic Majors	5
<i>014:114 Elective College Alg & Trig II</i>	3 5
	20 17
Summer	
137:194 Electronics Practicum	15
Quarter 4	
137:201 Advanced Electronics I	12 8
004:107 Introduction to Business	3
070:105 Concepts of Selling <i>7 & Credit?</i>	3
137:295 Electronics Practicum or Elective	3
	21 17
Quarter 5	
137:202 Advanced Electronics II	12 8
070:130 Sales Psychology <i>7 & Credit?</i>	3
137:270 Specialized Electronics Program or 137:260	6
137:296 Electronics Practicum or Elective	3
	21 20
Quarter 6	
137:203 Advanced Electronics III	12 8
137:275 Specialized Electronics Program or 137:261	6
137:297 Electronics Practicum or Elective	3
	21 17

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

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Consumer Electronics Program
Associate In Applied Science Degree

		Credits	Contact Hours
Summer		15	45
	137:194 Summer Practicum		
Quarter 4			
	137:205 Introduction to Consumer Electronics I	12 8	15 10
004:263	070:105 Concepts of Selling 7 Cr Elective	3 3	3 9
	137:295 Electronics Practicum ?	—	—
		21	30
Quarter 5			
	137:206 Principles of Radio	12 8	15
004:126	070:130 Sales Psychology Sales I	3 3	3 9
	137:296 Electronics Practicum ?	—	—
		18	27
		14	
Quarter 6			
	137:207 Principles of Television	12 8	15
	004:111 Business Law I	3	3
	137:297 Electronics Practicum or Elect.	3	9
		—	—
		18/4	27
Summer			
	137:208 Advanced Radio & Television	12	15
	137:250 Electronics Shop Management	3	3
	137:298 Electronics Practicum or Elective	3	9
004:107	Intro to Business	—	—
		18.6	27

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

LP-Gas Technology Program
Associate In Applied Science Degree

Summer		Credits
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		Credits
070:105	Concepts of Selling <i>004:100 Bus Book.</i>	3
019:100	Human Relations	4
135:103	LP-Gas Service III	6
135:104	LP-Gas Service IV	6
		—
		19

Quarter 1		Credits
135:193	LP-Gas Practicum	15

Quarter 2		Credits
135:194	LP-Gas Practicum	15

Quarter 4		Credits
004:101	Accounting Principles I	3
004:107	Introduction to Business	3
<i>004:297</i>	070:262 Sales Personality Development <i>Advertising</i>	3
135:201	LP-Gas Management	3
135:205	LP-Gas Service & Maintenance	3
<i>004:263</i>	<i>Fin & Credit</i>	3
		—
		15

Quarter 5		Credits
004:269	Finance & Credit <i>Income Tax I</i>	3
004:102	Accounting Principles II	3
004:126	Salesmanship I	3
070:130	Sales Psychology <i>?</i>	3
<i>004:267</i>	070:265 Personnel Management <i>Records Manage</i>	3
		—
		15

Quarter 6		Credits
004:111	Business Law I	3
135:210	LP-Gas Promotion <i>? eliminate</i>	3
070:150	Advertising I <i>Sub for 004:262 Bus Manag & Oper</i>	3
004:103	Accounting Principles III	3
004:121	Marketing	3
		—
<i>004:135</i>	<i>Bus Corresp. ?</i>	3
		15

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LP-Gas Technology Program—Certificate

	Credits
Summer	1
006:104 Orientation	3
008:050 Communications I	6
135:101 LP-Gas Service I	6
135:102 LP-Gas Service II	—
	16
Summer	3
070:105 Concepts of Selling <i>Business Book</i> 004:100	4
019:100 Human Relations	6
135:103 LP-Gas Service III	6
135:104 LP-Gas Service IV	—
	19
Fall	15
135:193 LP-Gas Practicum	
Winter	15
135:194 LP-Gas Practicum	

Radio Broadcasting Program
Associate In Applied Science Degree

Quarter I	Credits
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	4
136:130 Management Programming & Sales	3
008:102 English II	3
004:162 Typewriting II	3
	—
	16
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 Practicum	3
	—
	15
Summer	
136:194 Radio Practicum	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 Radio Practicum	3
	—
	17

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Quarter V

136:223	Radio Announcing III	3
136:250	Radio Production Techniques	3
136:217	Radio & T.V. News	8
137:102	Electronics II or approved elective	3
136:296	Radio Practicum	17

Credits

Quarter IV

136:205	Radio Broadcasting Practicum	3
136:210	Review or Specialization	3
137:103	Electronics III or approved elective	5
136:297	Radio Practicum	3
		<u>16</u>

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

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Ranch & Feedlot Management
Associate In Applied Science Degree

	Credits
Quarter 1	
050:102 Livestock Orientation	2
008:050 Communications or English	3
050:106 Agricultural Accounting I	3
051:100 Beef Cattle Management I	3
051:191 Ranch & Feedlot Practicum	5
	—
	16
Quarter 2	
008:051 Communications or English	3
051:130 Nutrition I	3
051:105 Beef Cattle Management II	3
050:107 Agricultural Accounting II	3
051:192 Ranch & Feedlot Practicum	5
	—
	17
Quarter 3	
051:110 Records & Taxes	3
051:135 Nutrition II	3
052:226 Anatomy & Physiology	3
019:100 Human Relations	3
051:193 Ranch & Feedlot Practicum	5
	—
	17
Summer	
051:194 Ranch & Feedlot Practicum	12-18
Quarter 4	
052:203 Artificial Insemination	3
051:210 Records & Selection	3
051:215 Range Management	3
051:208 Facilities & Equipment	3
051:295 Ranch & Feedlot Practicum	5
	—
	17
Quarter 5	
051:220 Diseases & Parasitology	3
050:110 Agricultural Law	3
051:250 Products & Processing	3
051:260 Marketing & Distribution	3
051:296 Ranch & Feedlot Practicum	5
	—
	17

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Quarter 6

050:270 Agricultural Finance & Credit
050:205 Basic Shop Skills I
051:230 Personnel Management & Economics
051:297 Ranch & Feedlot Practicum

3
3
3
5
—
14

Sales Technology Program
Associate In Applied Science Degree

	Credits
Quarter 1	
006:104 Orientation	1
070:100 Career Selection	2
070:105 Concepts of Selling (or elective)	3
008:050 Communications I	3
004:107 Introduction to Business	3
070:262 Sales Personality Development	3
	15
Quarter 2	
004:263 Finance & Credit	3
070:130 Sales Psychology	3
070:120 Consumer Salesmanship	3
070:115 Sales Preparation	5
Elective	3
	17
Quarter 3	
023:101 Principles of Speech	3
070:270 Advanced Selling Problems I	3
004:127 Salesmanship II	4
004:111 Sales Law	3
004:135 Business Correspondence	3
	16
Summer	
070:290 Personal Adjustment to Selling or Practicum	12-18
Quarter 4	
004:132 Retailing I	3
004:101 Accounting Principles I	3
070:265 Merchandise Display	3
070:150 Advertising	3
Elective or Concepts of Selling	3
	15
Quarter 5	
070:210 Sales Marketing & Distribution	3
004:128 Salesmanship III	4
070:265 Personal Management	3
019:100 Human Relations	4
Elective	3
	17

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Quarter 6	3
070:230 Industrial Relations	3
070:260 Sales Management	3
070:275 Advanced Selling Problems II	3
022:103 Principles of Sociology	3
Elective	—
	15

Quarter credits for Sales Technology Practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

Secretarial Science Program
Associate In Applied Science Degree

Quarter 1		Credits	Contact Hours
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 4	3 6
004:124	College Reading Study Skills	2	—
		18	20
Quarter 2			
004:141	Office Machines I	3 4	3 6
004:152	Gregg Shorthand II or 004:155 Beginning ABC Shorthand ^{or 004:151 Office Machine Short}	5	5
004:162	Typewriting II or 004:163 Typewriting III	3 4	3 6
004:147	Secretarial Etiquette	3 2	3 2
004:100	Business Bookkeeping	3	3
		—	—
		17	21
Quarter 3			
004:142	Office Machines II	3 4	3 6
004:153	Gregg Shorthand III or 004:156 ABC Speed Dictation & Transcription ^{or Machine Short, II}	5	5
004:135	Business Correspondence	3	3
004:163	Typewriting III or 004:164 Production Typewriting	3 4	3 6
004:254	Secretarial Procedures	3	3
004:193	Secretarial Practicum I	3	9
		—	—
		20	30
Summer			
004:194	Summer Secretarial Practicum	15	45
Quarter 4			
004:101	Principles of Accounting I	3 4	3 4
004:240	Gregg Speed Dictation & Transcription or Approved Electives	5	5
004:164	Production Typewriting or Approved Electives	3 4	3 6
022:101	Introduction to Sociology	3	3
004:295	Secretarial Practicum II	3	9
		—	—
		17	25

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	Credits	Contact Hours
Quarter 5	34	34
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	9
004:296 Secretarial Practicum <u>III</u>	—	—
	15	21

Quarter 6	4	4
019:100 Human Relations	6	6
004:266 Administrative Secretary	3	3
004:111 Business Law	6	6
004:266 Administrative Secretary	—	—
004:297- Sec. Pract. <u>IV</u>	16	22

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

004:230 - Spec Elect - Legal
 004:231 - Spec Elect - medical
 004:232 - Spec Elect - Executive

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get
3 etc*

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	3	3
004:100 Business Bookkeeping	3	3
	—	—
	17	21
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 Practicum	3	9
	—	—
	20	30

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

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 Swine Practicum	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	2
054:250 Products & Processing	5
054:192 Swine Practicum	—
	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	3
054:193 Swine Practicum	5
	17
 Summer	
054:194 Swine Management Practicum	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 Swine Practicum	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	5
054:296 Swine Practicum	—
	17

Quarter 6		Credits
054:200	Swine Management III	3
050:270	Agricultural Finance & Credit	3
050:206	Basic Shop Skills II	3
054:297	Swine Practicum	5
		—
		14

Quarter credits for practicum will vary according to the work load of the student with one credit granted for 3 hours of work per week.

PRACTICUM OR COOPERATIVE EDUCATION COURSES

Most occupational programs offer practical training through supervised work experience as part of the program curriculum. This training is under the complete supervisory control of the college. Student and employer work experiences are arranged and monitored by the Director of Occupational Education and his staff. All employment shall meet occupational standards within each program and must be approved by the college. No credit will be given to a student who arranges his own employment without this approval. The credit given for these courses is on a 1 to 3 ratio with one hour of credit for every three hours spent in supervised training programs.

Automotive Body Repair and Painting

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) 12 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) 12 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) 6 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) 6 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

Automotive Electrical Systems (131:100) 6 credits, 7.5 hours
The study of electricity and how it is applied to today's automobiles. The theory of electricity, batteries, charging, starting and ignition systems, and their diagnosis and servicing are covered.

Automotive Fuel Systems (131:120) 6 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 students with parts, overhaul, and adjustment procedures.

Automotive Engines I (131:130) 6 credits, 7.5 hours
Principles of design, construction and operation of modern automotive engines are studied both in theory and practical application, engine testing and diagnosis is followed by minor overhaul and servicing procedures. Students will have an opportunity to perform an engine overhaul.

Automotive Braking Systems (131:140) 6 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. Diagnosis and servicing of the hydraulic system, drum type, and disc type brakes are included.

Trouble Shooting & Tune-Up (131:150) 6 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 diagnosis and adjustments of engine problems.

Power Train I (131:200) 6 credits, 7.5 hours
A detailed study of construction, operation and service techniques for clutches, standard transmissions, both three and four speeds, drive lines and rear axles, both standard and locking. A large variety of transmissions and differentials are used to give the student practical experience.

Power Train II (131:205) 6 credits, 7.5 hours
A study of the theory, construction, operation and service of modern automatic transmission. Late model transmissions are used to enable the student to acquire the necessary knowledge and skill to perform automatic transmission overhaul.

Suspension, Steering & Servicing (131:220) 6 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. Students will learn to perform complete front-end alignment on a modern front-end machine.

Automotive Engines II (131:230) 6 credits, 7.5 hours

An advanced course in engine rebuilding and machinery operations. This includes cylinder boring, crankshaft grinding, rod reconditioning and other necessary skills for performing a complete engine rebuild.

Trouble Shooting & Tune-Up II (131:250) 6 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) 6 credits, 7.5 hours

A study of theory operation, construction and service of automobile air conditioning. Included are diagnosing, repair and charging of air conditioning systems. The student will learn on a operating lab model and progress to on-the-car service.

Ladies Auto Mechanics (131:261) 2 credits

A class designed especially for women. Included is automobile theory and design, basic maintenance, trouble shooting, and minor tune-up and repairs.

Special Studies in Automotive Mechanics and Automotive Body (131:275) 3 - 12 credits

Provides an opportunity for the serious-minded student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determine the amount of credit to be granted for successful completion of the work.

(?)

Building Trades

- 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.

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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 student with techniques in industrial plumbing.

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- 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 types 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.

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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.

Special Studies in Building Trades (133:275) 3 - 12 credits
Provides an opportunity for the serious-minded student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determine the amount of credit to be granted for successful completion of the work.

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Business & Soc. Science

- Applied Math for Business (004:050)** 3 credits
no Topics covered are: invoicing, basic business math, payrolls, percentage, decimals, interest, mark ups, discounts.
- Business Bookkeeping (004:100)** 3 credits
 Emphasis is placed on the accounting cycle and on small business transactions.
- Accounting Principles I (004:101)** 3 credits
yes 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 004:101 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 004:102 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
yes A course that surveys the major fields of business operation such as ownership, organization, marketing, personnel finance and the role of management in these areas.
- Business Law I (004:111)** 3 credits
 An introductory course covering the nature and development of the law. Includes a study of contracts, negotiable instruments, sales and agency.

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

Secretarial Science (004:145)

3 credits

no 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. Filing is introduced in this course.

X Secretarial Etiquette (004:147)

3 credits

the 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.

• **Gregg Shorthand I (004:151)**

5 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.

• **Gregg Shorthand II (004:152)**

5 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.

• **Gregg Shorthand III (004:153)**

5 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 malleable 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 I, 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.

• **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.

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Production Typewriting (004:164) 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 Specialty (004:231) 3 credits

This course provides the necessary familiarization for students to acquaint themselves with the medical field.

Technical 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) 5 credits

Practice in production procedures in dictation and transcription. 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) 5 credits

Prerequisite: 004:240. A practice in production procedures in dictation and transcription. Instruction in the use of magnetic tape and belt transcribing machines and preparation of business correspondence is emphasized.

Secretarial Procedures (004:254) 3 credits

Prerequisites: 004:151, 004:162, 004:100. 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

yes
B 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

yes
B A study of the principles and techniques of personnel management, including an examination of managerial practices in the selection, development, 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

ye 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

Administrative record systems, storage and retrieval of information, paperwork management, and modern filing systems are studied. Extensive practice is given in applying indexing rules and filing correspondence.

Money Management (004:270)

3 credits

un 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

math 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

yes There are certain fundamental operational principles that all data processing 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.

concept only

Data Processing Accounting (102:106)***

4 credits

yes 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.

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no
Bonds
Special Studies in Business (004:275)

3-12 credits

Provides an opportunity for the Business Student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

Fundamentals of Personal Investing (004:165)

3 credits

The course will attempt to deal with all areas of personal "stock market" investments. Stocks, bonds, preferreds, mutual funds, commodities, options, and special trading techniques will be covered. Portfolio analysis, security analysis, corporate finance, tax considerations, and related areas will also be included.

Personal Use Typing (004:166)

2 credits

This class is for the adult who wants to learn to type for personal use or for individuals who wish to brush up on their typing skills. The touch system is used with the emphasis being put on developing speed and accuracy.

no
ABC Shorthand I (004:155)

5 credits

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

no
ABC Shorthand II (004:156)

5 credits

Prerequisite: 004:155 or equivalent, proficiency in typewriting. A continuation of the study of alphabet shorthand; emphasis is on speed and accuracy in dictation and transcription. Drill on problems in transcription including grammar and punctuation, and practice in office style dictation.

Administrative Secretary (004:266)

6 credits

This course is designed to prepare the secretary for a management role as an administrative assistant. Topics include management of records, supervising the details of meetings, assistance with reports, procedures writing, legal facets of secretarial work, and fulfilling your administrative role.

Special Studies in Secretarial Science (004:274)

3-12 credits

Provides an opportunity for the Business Student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

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.

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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.

Dairy Practicum (052:191, 192, 193, 194) 3-13 credits

Provided for all Dairy Technology 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. Students will be oriented in all facets of dairy procedures.

Dairy Practicum (052:295, 296, 297) 3-13 credits

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

Agricultural Accounting (050:106) 3 credits

This course deals specifically with double entry accounting, simple books of original entry, adjusting and closing entries, and financial statements. The orientation of the class will be toward giving the student a good background in accounting and a system that will fit into his particular operation.

Farm Tax Reporting (052:235) 1 credit

The class will be primarily a short course on farm management as it relates to income taxes. Included in the class will be appreciation and depreciation as well as recent changes in tax laws relating to capital gains and losses.

Special Studies in Agriculture (050:275 - 054:275) 3-12 credits

Provides an opportunity for the Swine Management, Dairy Technology and Ranch and Feedlot Management student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

(2)

Drafting

Basic Drafting I (134:100)

3 credits

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

Basic Drafting II (134:105)

3 credits

A continuation of Drafting I. Intersections, developments, technical illustration drawing, dimension and tolerances, mechanical detail and working drawings.

Residential Drafting & Planning (134:110)

3 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 plans. The course provides familiarization with the estimating of construction costs, quantity, take-off surveys, labor productivity, rates, and overhead and profit.

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 practicum are with permission of the instructor and approval of the Director 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) 12 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) 12 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) 12 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) 12 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) 12 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.

Special Studies in Electronics (137:276) 3 - 12 credits

Provides an opportunity for the serious minded Electronics student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determine the amount of credit to be granted for successful completion of the work.

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 first 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.

(2)

HOME ECONOMICS PROGRAM

The courses offered in the Home Economics transfer program at Morgan 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 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 he plans to transfer.

A high school diploma is not required by Morgan 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 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 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) 3 credits
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 perception with the application of the principles of composition, organization and structure of two and three dimensional design as used in personal and home living. Creative ideas will be used in solving art problems. Improvement of aesthetic judgment in making everyday selection will be enhanced by opportunities provided in this course.

Basic Nutrition (038:110) 3 credits

Study of 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.

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Change
Barney

Introduction to Sewing (038:136) 2 credits

Pattern selection and alteration starts this basic sewing class and is followed by step by step sewing procedures leading to the completion of a major project. Included in the course is an introduction in the use of sewing machines as well as a knowledge of equipment and materials utilized by the homemaker in sewing.

Sewing with Knits (038:138) 2 credits

Includes the making of outer garments with knits with some professional finishing touches such as pockets and buttonholes. Students are introduced to the various knit fabrics and the ease in material. Students should have a basic sewing knowledge before entering this class.

Beginning Knitting (038:140) 2 credits

The beginning student will learn how to cast on, knit, pearl, and bind off. Class projects include buttonholes, potholders, dishcloths, a pair of slippers, and a shawl. The student will become acquainted with various knitting needles and yarns and learn how to read knitting instructions.

Intermediate Knitting (038:142) 2 credits

This class is for those who have knitted and would like to learn new techniques. Possible areas of exploration include new stitches and methods. This course is for knitters who would like to start a new and challenging project. All projects should be approved by the instructor.

Advanced Sewing and Pattern Drafting (038:144) 3 credits

This course will include the drafting of individualized patterns as well as the demonstration of professional finishing touches to include pockets and buttonholes.

Consumers Guide to Better Living (038:146) 2 credits

A class on family budgeting and consumer finance. Included will be a look at the history and pitfalls of the finance industry; finance laws affecting the consumer; various aspects of insurance; as well as tips on when, where, and how to buy consumer goods such as furniture, groceries, cars, clothing, and home improvements. This class is a must for dollar-conscious persons who want to improve their budgeting.

Upholstery (038:148) 2 credits

A basic course providing instruction in springing, cushion filling, padding and covering by working on personal pieces of furniture. Students will have access to machines and tools. Class projects must be approved by the instructor.

Woodworking and Furniture Repair (038:150) 2 credits

This class is designed to help the student with projects in woodworking, wood finishing and refinishing, and the repairing of furniture. The class is designed to individualize projects for the student's own needs so that new construction may be included as well as the repairing or refinishing of existing pieces of furniture, etc. The wide variety of woodworking equipment and tools will be available for student use.

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 Practicum (135:193 and 135:194)

15 credits

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

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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

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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.

Special Studies in LP-Gas Technology (135:275)

3-12 credits

Provides an opportunity for the serious minded LP-Gas Technology student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determine the amount of credit to be granted for successful completion of the work.

Change

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.

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

Supervised work experience in an approved work station.

Radio Practicum (136:194) 12-18 credits

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

Special Studies in Radio Broadcasting (136:275) 3-12 credits

Provides an opportunity for the serious minded Radio Broadcasting student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

have new

Ranch & Feedlot Management

Livestock Orientation (050:102) 2 credits

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

Beef Cattle Management I (051:100) 3 credits

This is the first course designed to explore in detail the management practices of the cow-calf feeder and feedlot operations. It is the beginning course covering the basics in beef cattle management.

Beef Nutrition I (051:130) 3 credits

This course deals with the fundamentals of nutrition and nutritional requirements of the beef animal.

Beef Cattle Management II (051:105) 3 credits

A continuation of the first course designed for the management phase. It is used to finalize and put together all the practices and procedures in operating a cow-calf feeder or feedlot operation. Field trips and guest speakers are utilized to discuss new and different theories.

Records & Taxes (051:110) 3 credits

This course deals with production cost determination, records required in all production phases and farm taxes.

Records & Selection (051:210) 3 credits

This course deals with breeding, genetics, production records, and visual appraisal in selecting beef cattle.

Range Management (051:215) 3 credits

This course involves the consideration of land, the study of grasses, and the management of both.

Facilities & Equipment (051:208) 3 credits

This course makes students aware of the facilities and equipment that are available to the beef industry. It includes the newest ideas being used and the cost of operation and maintenance.

Personnel Management & Economics (051:230) 3 credits

This course is designed to acquaint the student with the basic principles of economics. It involves management and techniques used in the handling of employees.

Diseases & Parasitology (051:220) 3 credits

This course deals with the basic concept of sanitation in the prevention and control of diseases and parasites.

Beef Nutrition II (051:135) 3 credits

Discussions of specific feeding programs for all classes of beef cattle and ration formulations.

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Beef Products & Processing (051:250) 3 credits

This course introduces the students to the cuts of meat, processing required in the production of beef products, acquaints the student with the procedures and techniques in the slaughtering and processing plants.

Marketing & Distribution (051:260) 3 credits

This course pursues the nature and scope of beef marketing and distribution. It includes the marketing systems of live animals as well as the wholesale and retail distribution of the product.

Ranch and Feedlot Practicum (051:191, 192, 193, 194, 295, 296, 297) 5-15 credits

It provides to all students the necessary practical working experience, with supervising in approved working stations.

delete

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 judgment when exercising his vocational preference in the sales area he wishes to pursue.
- Concepts of Selling (070:105)** 3 credits
A basic course which pursues the nature and scope of selling. The student is acquainted with the basic concepts found in sales techniques and is provided with the fundamentals required to develop sales techniques and procedures.
- Sales Mathematics (070:108)** 3 credits
A course designed to provide a thorough review of the common mathematics problems faced by the salesman. The fundamental mathematics operations involving whole numbers, fractions, decimals and percentages will be covered. It acquaints the student with the math involved in sales transactions, profit, pricing and purchasing.
- Sales Economics (070:110)** 3 credits
This course provides the basic theory in sales distribution including the analysis of demand, production, costs, and pricing under competitive conditions. It acquaints the student with franchises, territories, dealerships, advertising, and concepts of sales economics.
- Sales Preparation (070:115)** 3 credits
This area of sales covers the tasks necessary to effectively prepare for and make a sales presentation. It develops the background necessary to identify prospects, develop prospect lists and make proper use of product knowledge. Emphasis will be placed on developing the product's benefits and features to satisfy the prospect's needs.
- Identifying Prospects I (070:116)** 3 credits
This course deals with the various methods used by industry to secure lists of names and identification of prospective customers.
- Identifying Prospects II (070:117)** 3 credits
Continuation of (070:116) Identifying Prospects I.
- Product Knowledge (070:118)** 3 credits
This area of sales develops basic concepts in acquiring product knowledge necessary to acquaint the consumer as well as the retailer with the product, and the use of such knowledge in promotion and sales.
- Consumer Salesmanship (070:120)** 3 credits
A course designed to expose the student to the techniques of selling to the ultimate consumer. Emphasis is placed on over-the-counter retailing, mail-order selling, direct selling and automatic vending.

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Salesmanship II (004:127) 3 credits

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

Salesmanship III (004:128) 3 credits

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

Sales Psychology (070:130) 3 credits

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

Advanced Selling Problems II (070:271) 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 Practicum 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 Practicum 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.

Special Studies in Marketing & Distribution (070:275) 3-12 credits
 Provides an opportunity for the serious minded Sales Technology student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

New Curriculum **Swine Management**

Swine Management I (054:100) 3 credits
 This is the first in a series of prerequisite courses 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.

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.

Agriculture 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.

Diseases and Parasitology I (054:120) 3 credits
 Prerequisite: 054:226. This is the first in a series of courses offered in swine diseases 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.

Swine Nutrition I (054:130) 3 credits
 This is the first course in the series dealing with the nutritional requirements and diet formulation for all classes of swine.

Swine Nutrition II (054:135) 3 credits
 This course deals with specific feeding programs, nutritional problems and feed preparation.

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Swine Practicum (054:191, 192, 193) 2-6 credits

Required of all swine management students. Supervision is provided by the college to develop a training plan which will meet the program objectives. Training sites include producing as well as finishing units.

Summer Quarter (054:194) 12-18 credits

Full-time enrollment in practicum 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 (050:205) 3 credits

A course designed to introduce the student to the skills necessary to maintain, repair and construct equipment and 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.

Swine Facilities and Equipment (054:208) 3 credits

This course makes students aware of the facilities and equipment that are available to the swine industry. Equipment and facilities which are presently in use and those which are in the developmental stage will be studied. It will acquaint the student with all aspects of facilities and equipment used but also the maintenance and repair of such equipment. It will provide the student with the background necessary to make a sound decision relative to maintenance procedures to use in the operation of a production unit.

Swine Selection (054:210) 2 credits

This course goes into the visual as well as the production testing procedures of selecting swine. Carcass evaluation and judging are part of the course.

Swine Breeding (054:215) 3 credits

A study of genetics, breeding practices and techniques designed to produce the type of animal desired by the consumer. Detailed investigation of production records and related research data into background and theories applied to breeding and cross-breeding programs.

Diseases and Parasitology II (054:220) 3 credits

Prerequisite: 054:120. An advanced course in swine diseases and parasites. This will acquaint students with symptoms, causitive organisms, methods of control, prevention and treatment for diseases in swine.

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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 Science for Swine Industry (054:226) 3 credits

This course covers swine anatomy and physiology as well as some basic microbiology related to swine diseases.

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. This course will include tours of slaughtering and processing plants, and will acquaint the student with the wholesale and retail marketing and distribution of the product as well as the live marketing of animals.

Agriculture 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 credit sources.

Swine Management Practicum (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.

Special Studies in Swine (054:275) Credit to be arranged

Prerequisite: Instructor's approval. This is a directed study of a problem in the field of swine science. Problems are assigned according to experience, interest and needs of individual students.

Livestock Judging and Selection II (050:281) 3 credits

Emphasis is placed on the evaluation and selection of live animals.

Livestock Judging and Selection II (050:281) 3 credits

A continuation of the evaluation and selection of live animals. Emphasis is placed on the ability to present accurate, clear and concise reasons and competing in judging contests.

Check # 12

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 (080:101) 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 (080:103) 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.

Nursing In-Service Training (081:101) 1 credit

Held monthly in most Northeast Colorado community hospitals. These sessions are designed specifically to partially fulfill voluntary recertification requirements as set forth by the Colorado Nursing Association. Monthly topics vary and should be of value to all hospital and nursing home nursing staff.

Special Studies in Health Occupations (081:275) 3-12 credits

Provides an opportunity for the serious minded Health Occupations student to engage in intensive study and research on a special topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of Occupational Education, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

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.

SP 101

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.

*CSU-
yes
but
no
equivalent*

Special Studies in Communications and Arts (008:275) 1-6 credits

The Special Studies course is available in each of the areas of Communications and Arts. This course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

(7)

Journalism

Journalism I (088:121) 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.

~~Techniques of Advertising~~ ^{Journalism, 292} (004:202) 3 credits
 Planning copy, layout and advertisements for printed media and radio; placement of advertising.

Feature and Depth Writing for Newspapers (008:123) 3 credits
 Analyzing, researching, and writing the longer feature and interpretive articles, with emphasis on current subjects usable in the local press.

^{list} **Introduction to Bibliography (008:125)** 2 credit hours
 Introduces students to the bibliographic aspects of library materials; how to prepare a bibliography and how to use and interpret basic research and reference materials.

^{yes} **Journalism Practicum (008:221-222-223)** 2 credits per quarter
 6 credits maximum
 This course is designed to provide practical experience in at least two of the following areas: newspaper, advertising, news service, sports reporting, radio, publications, photography, yearbook and consumer affairs writing.

^{yes} **Introduction to Photography (008:225)** 2 credits
 A basic working knowledge of camera theory and use begins this class. Then the student progresses to correct shooting techniques, black and white developing, and printing.

^{yes} **Advanced Photography (008:230)** 2 credits
 This advanced photography class includes portrait photography, photographing children, night shots, and landscape and scenery. The remaining class time will be devoted to individual problems in print finishing, tinting, toning, and mounting.

Change description

yes Boulder

yes Boulder

yes

yes

Literature Class Offerings

Survey of English Literature I (008:116) 3 credits
From the beginnings of English literature through the Elizabethan period. 700-1660.

Survey of English Literature II (008:117) 3 credits
English literature of the Restoration, the Eighteenth Century and the Romantic period. 1660-1832.

Survey of English Literature III (008:118) 3 credits
English literature from the Victorian period to the present. 1832-to present.

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.

CS 24
yes
yes
Bowdler
Survey of the New Testament (008:140) 2 credits
This will be a course that will provide much valuable help in learning how to study your Bible. It will survey the books of the New Testament in order to learn their basic content. The student will learn how the Bible weaves a basic pattern with people, events, times, and places to dramatically tell the story of the origin of the church, and instructions for the on-going of the church. Special emphasis will be given to prophesy of the future as unfolded in the book of Revelation.

yes
CS 24
yes
Bowdler
Survey of the Old Testament (008:142) 2 credits
This will be a course that will provide much valuable help in learning how to study your Bible. It will survey the books of the Old Testament in order to learn their basic content. The student will learn how the Bible weaves the basic pattern with people, events, times and places to dramatically tell the story of: (1) the local historical events, (2) the message pertaining to the people of Israel which comes through these historical events, (3) the prophetic message relative to the coming of Christ, and, (4) the personal devotional implications.

Man's Religions (008:144)

2 credits

*CS4
yes*

A course of study designed to acquaint the students with many of the world's major religions. The class will involve discussion, research, guest speakers, and outside resources. The class will be planned to fit the interest areas of the students.

*Boulder
yes*

The Unfolding Drama of the Bible (008:146)

2 credits

*CS4
yes*

The emphasis of this course will be to treat the whole Bible as the story of God's pursuit of man. The basic Biblical themes will be highlighted, and the Biblical perspective on history will be related to the present world scene. The basic text for the course will be the Bible.

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

French I(?) 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.

Eve. College **Conversational Spanish (009:108)** 2 credits

Yes
4 NC -
CSU
70
Boulder The student will learn a basic speaking knowledge of the Spanish language. Emphasis will be on pronunciation and vocabulary so that basic conversation may be adequately conducted.

English for the Spanish Speaking (009:109) 4 credits

Yes
CSU
70
Boulder This class is designed to bring a working knowledge of the English language into the grasp of persons from non-English backgrounds. Emphasis will be on "useful English," pronunciation, and correct usage so the student may deal more effectively with everyday situations.

Drivers Exam for Spanish Speaking (009:110) 4 credits

70 A class specifically designed to help those persons who are more fluent in Spanish to prepare to successfully complete the written portion of the Colorado State Driver's Examination.

Delete

Advertising Design

The Artist At Work (110:100)

8 credits

The course will offer instruction in the fundamentals of drawing, (pencil, charcoal, ink), water color and oil painting. This is an introductory course for those who have a natural feeling for visual art. The stress will be on teaching the proper use of materials and techniques. Brief lectures will be offered on the various problems of creative work.

*7.4.40
Boulder*

Advertising Design I & II (110:105 & 110:106)

10 credits

The purpose of this course is to enable young men and women who possess artistic ability to enter the field of advertising in the capacity of letterers, layout artists, technical artists, illustrators, animators, typographical designers, and eventually as art directors, production managers, and media executives.

*7.4.40
Boulder*

Developmental Center

All freshmen 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 Developmental Center. The Center is available to all students who desire additional help in the area of communications or math. 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. Students may enroll in these courses each quarter, but teacher referrals are taken throughout the quarter.

Orientation (006:104) 1 credit

move
Soc. Science

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

College Study Skills 114 105-102

(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 non-print as well as print materials under laboratory conditions. Emphasis is placed on designing individual programs for each student to facilitate reading improvement.

Occupational Reading Improvement (008:060, 061, 062) 2 credits

This course is designed to develop a more efficient reader in specific occupational areas. Emphasis is on content reading and developing flexible reading habits.

move to Eng on indiv basis

Prescriptive Learning (008:110) 1 credit hour per 10 hours in

lower #

Developmental Lab

Maximum credit 3 hours per quarter—9 hours total

Students enter the program through self-referral or teacher referral. Difficulties in the areas of communications and/or math are diagnosed, and a program is designed for the student. Students work individually or in a small group setting. Grading is on a pass-fail basis.

Introduction to Elementary Teaching Methods (008:112) 3 credits

delete

An introductory class to the teaching methods and techniques used in elementary level of education. Included will be phonics, sequences, when to teach sight words, numbers, ordinal and cardinal, the use of effective drill, visual aids, how to use flash cards, bulletin boards, etc., teaching machines and their uses, manuals and their uses. Class will be a good introductory course for students interested in the field of teacher aide training as well as those who intend to pursue a four-year degree in elementary education.

delete

Handwriting Analysis (008:114)

2 credits

This basic principle course in graphoanalysis is designed primarily for self improvement through self understanding and the understanding and acceptance of others.

Over 70 basic traits of character are revealed as determined through applying the principles of graphoanalysis to handwriting. The materials used in this course are prepared by the International Graphoanalysis Society Incorporated.

Insert Fund. Chem
083:101
102
103
3

106 MORGAN COMMUNITY COLLEGE

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) 5 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) 5 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) 5 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.

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no
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051

053

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) *n permission* 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.

Modern Math for Parents (014:115) 2 credits

This class introduces the parent to the puzzling world of "modern mathematics" which children are presently learning in the public schools. Topics covered include systems of numeration, finite mathematics systems, sets, inequalities, and number lines.

SCIENCE DEPARTMENT

Fundamentals of Physical Science (020:101) 4 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) 4 credits

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

Fundamental of Physical Science (020:103) 4 credits

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

General Chemistry (003:121) 5 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.

(2)

~~no delete~~

Double major sci

no Double

can accept but no equiv

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General Chemistry (003:122) 5 credits

Prerequisite: General Chemistry 121 or consent of instructor. A continuation of General Chemistry 121 with primary emphasis on chemical kinetics, solution chemistry, equilibrium relationships including those that apply to qualitative analysis. Three periods lecture or discussion per week and two 2-hour lab periods per week.

General Chemistry (003:123) 5 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) 5 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) 5 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) 5 credits

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

Population and Community Biology (002:201) 5 credits

Chud
Prerequisite: 002:103 or equivalent. This encompasses the study of community relationships and interaction with physical environment, energy flows and energy cycles, population dynamics and distribution, and population genetics.

Cellular Biology (002:202) 5 credits

Prerequisite: 002:103 or equivalent. It includes the study of cellular architecture, energy utilization in living cells, chemical basis of cellular reproduction, the interphase cell, cellular replication, and specialization of cells in higher organisms. 3 lecture periods and 1 four hour lab per week.

Cellular and Developmental Biology (002:203) 5 credits

Prerequisite: 002:202. This course encompasses the study of gametogenesis, fertilization, embryogenesis, metamorphosis, growth and control, cytoplasmic determinants and cellular differentiation, environmental influences on differentiation, regeneration, neoplasms, and aging. 3 lecture periods and one four hour lab per week.

micro Biology
Introduction to Bacteriology (002:210) 5 credits

Prerequisite: 002:103. A study of the fundamentals, theories and applications of bacteriology as applied to the biomedical fields. 3 lecture periods and 2 two-hour labs per week.

~~International Comparative Studies in Biology (002:105) 5 credits~~
~~Prerequisite: 002:101, 002:102 or consent of instructor. A field study of marine, desert biology and eco-systems.~~

Boulder
yes

Special Studies in Biology (002:204) 6 credits maximum
 Prerequisite: Consent of the instructor. This course will consist of directed field and/or laboratory studies in one of the following areas:

- A. Zoology
- B. Botany
- C. Ecology
- D. Physiology

no
instructors

Special Studies in Science & Mathematics (014:275) 1-6 credits
 The Special Studies course is available in each of the areas of Science and Mathematics. This course provides opportunities for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

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.

yes
may need anatomy

General Physics II (018:105) 5 credits
 Prerequisite: General Physics I (018:104). A continuation of Physics 018:104 and includes concepts of wave motion, sound and heat. Three hours lecture, 2 hours lab.

General Physics III (018:106) 5 credits
 Prerequisite: General Physics II (018:105). A continuation of Physics 018:105. This course covers concepts of static, current and alternating electricity along with magnetism and light. Three hours lecture, 2 hours lab.

BEHAVIORAL AND SOCIAL SCIENCE DIVISION

Social Science

History

Education

Physical Education

Social Science

Human Relations (019:100) 4 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.

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yes Boulder

General Psychology (019:101) 3 credits

An introduction to psychology covering the following topics: perceptual processes, growth and development, learning, and motivation.

General Psychology (019:102) 3 credits

An introduction to psychology covering the following topics: psychological measurement, personality theory, and counseling theory.

General Psychology (019:103) 3 credits

An introduction to psychology covering the following topics: abnormal behavior, and several recent concerns such as drugs, parapsychology, group movement, etc.

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.

Seq
requires

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

Introduction to Sociology (022:101) 3 credits

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

Social Problems (022:102) 3 credits

Social change, social disorganization, group and individual deviation. Social movements and how they develop, process of formation and change, and the relation to personal and social problems; the nature, origin and types of social problems.

Principles of Sociology (022:103), 3 credits

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

General Anthropology (024:121) 5 credits

Nature and scope of anthropology, organic man and the nature of culture. Topics covered will be content, language, subsistence, economic structure, social grouping, government, art, mythology, religion in primitive societies.

Pre Hist of Med. World - 024:201

I'm O.K.—You're O.K. (022:122) 2 credits

This course will be an introduction to transactional analysis. The class will be helpful for anyone working with people to include teachers, counselors, sales people, etc. Parents will be interested since the course will help with parent-child relationships. The class is designed to give the student a working knowledge of transactional analysis techniques described in *Games People Play* by Dr. Eric Burn and in *I'm O.K.—You're O.K.* by Dr. Thomas Harris.

Boulder depending on dept.

Human Growth Workshop (022:124) 2 credits

This workshop is designed for men and women of all ages who wish to grow, learn, and discover new dimensions of being and communicating. Participation will experience a variety of humanistic psychological approach to personal experience and growth and self exploration including Gestalt awareness, encounter, sensory awareness, biogenesis, and transactional analysis. This workshop is designed to provide a positive experience in personal growth and interpersonal communications.

Learning Disabilities in Children (022:126) 2 credits

Guest speakers, films, and class discussions will aid the participants in acquiring a background on learning disabilities in children. Topics will include terminology, scope of the problems, tips of learning disorders, the role of the parent schools, professional agencies, and parent groups. Time will also be devoted to behavior problems and how they affect learning.

Understanding Mental Retardation (022:128) 2 credits

This series will give an overview of the problem of recognition of mental retardation in the child. Diagnosis of the problem will be examined. As much as testing of school children leads to identification of the problem, what testing leads to will be described. Reactions of parents to the problem will be discussed as well as the adjustments parents have made to having a mentally retarded child. The class will look at occupational adjustment and the value that sheltered workshops serve. Life as an adult and efforts toward independence are problems of major importance. Emphasis will be given to the mentally retarded person's life as becoming a productive and dignified individual.

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VNC*
no
2/24

Ground School for Pilots (022:130)

3 credits

This class utilizes lecture, discussion, audio-visual aids, and practice tests to prepare the student to pass the written portion of the test leading to a private pilots license. Included in the course is principles of flight and aircraft performance, flight instruments, F.A.A. regulations, meteorology, charts, plotters, flight computers, and radio navigation and control.

Police Science Seminar (022:132)

1-3 credits

A series of seminars offered on a periodic basis to local law enforcement personnel as in-service training to upgrade professional skills. Offerings cover a wide range of subjects including ethics, social sciences, law and technical aspects of law enforcement.

Fire Science In-Service (022:134)

1 credit

MCC, in cooperation with the Colorado State Board for Community Colleges and Occupational Education is offering in-service training programs for firemen at local volunteer fire departments on a continuous basis. Sessions are taught by experienced instructors from the Denver area and cover a variety of training topics. Times, places, and subjects are available locally at fire departments.

Special Studies in Behavioral & Social Science (019:275)

1-6 credits

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The Special Studies course is available in each of the areas in the Behavioral and Social Science. This course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Director of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

History

1950
Contemporary Problems (012:110) 3 credits
 Prerequisite: 012:103, 012:104. A sophomore seminar in contemporary world hangups in which students would take either a cultural, economical or political problem of contemporary life and pursue it in depth.

Western Civilization (012:103) 3 credits
 The beginnings of western civilization in Ancient Greece and Rome with emphasis on the cultural, political and economic history of the societies, and the origins of Christianity through the Middle Ages.

Western Civilization (012:104) 3 credits
 History of the West from the Renaissance through the French Revolution and Napoleon, with emphasis on the origins of modern economical, political and cultural institutions.

Western Civilization (012:105) 3 credits
 Western World History from 1815 to the present with emphasis on the "isms" of 19th century Europe (nationalism, liberalism) the drift toward World War I, post war Europe, World War II and the dynamics of our changing contemporary 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.

History of the Western United States (012:106) 2 credits
 This survey covers the history of the Western U.S. beginning with prehistoric times and progressing through the Indians, the Spanish explorers, the fur trappers, the settlers, the gold and silver rushes, and the railroads. Correlations are pursued linking the influence of early times with the modern era.

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yes

*yes
Boulder*

History of Morgan County (012:108)

2 credits

Guest speakers and resource persons highlight this discussion of the History of Morgan County. Lectures and seminar sessions will provide the student with the opportunity to examine westward movements, South Platte Valley, natural history, and prehistoric man, old Fort Morgan, explorers and trails, buffalo hunters, early ranches, irrigation, early communities, town buildings, personal biographies, sugar industry, beginnings of Morgan County, the Eben Ezer story, ghosts of towns, the middle years, shootings and lynchings, effects of World War II, the present, and a look into the future.

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.

Creative Dance & Exercise (017:108) 1 credit

Emphasis will be on modern dance techniques and their application to physical conditioning. Vocabulary of movement and skills to develop elasticity, balance, and coordination of the body will be included.

Archery (017:110) 1 credit

This informal class emphasizes proper shooting techniques as well as care and maintenance of equipment. Time will be devoted to the making of materials such as arrows and strings. This class should be of interest to the novice as well as helping the more advanced student refine his style and techniques. Students should furnish their own equipment.

Karate (017:112) 1 credit

Karate is a martial art which was perfected in Japan after many centuries of evolution in the Orient. Based upon both mental and bodily

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discipline it is considered to be one of the finest forms of exercise. Contests in art of karate are only one part of the total karate discipline and only one of the methods of training. Karate contests are based upon two of the training disciplines, kumite (free sparring), and kate (form). Thus, there are kumite and kata contests conducted under the strict rules that have been established for competition.

017:113 Ludo-
~~Yoga (017:114)~~ 1 credit
Hatha Yoga is a complete system of exercise that promotes health and a feeling of well-being through the practice of non-exhaustive body positions. The focus is not just on the muscles, but on the fitness of the entire body. This course will deal primarily with the practice of these postures, but will also include a basic introduction to various techniques of meditation. The Yogic philosophy will be discussed in plain language throughout the course as it relates to the proper understanding and practice of the postures.

Volleyball (017:116) 1 credit
Correct form, basic techniques, teamwork, and strategy of play are emphasized in this class.

Introduction to Square Dancing (017:118) 1 credit
A background into the folk art of square dancing is emphasized in this introductory class. The steps and movements of the most common square dances fill the class agenda.

050
Ladies P.E. & Exercise (017:120) 1 credit
A class designed to help the lady of the house retain that slim, trim figure. Students will have the opportunity to explore a variety of exercise programs as well as team sports. The course will be structured to meet student needs and interests.

051
Early Bird P.E. (017:122) 1 credit
An Early P.E. class utilizing gymnasium facilities. Physical activity opportunities include jogging, basketball, handball, weight lifting, etc. Open to young and old alike.

052
Weight Lifting (017:124) 1 credit
Strictly a body building class for muscle and body tone. No power lifting is involved. This is an excellent class for those wishing to gain or lose weight.

eno Boulder
~~Spin and Fly Casting (017:126)~~ 1 credit
Choosing proper equipment to have a balanced outfit is the lead off topic in this class on the "how to" of fly fishing. The student will become acquainted with the different types of rods, reels, lines, leaders, and lures. Then the class will move outside where the proper techniques of fly fishing

COURSE DESCRIPTIONS 117

will be practiced, to include dry flies, wet flies, streamers, nymphs, and stream techniques. Fly fishing is actually the easiest and most productive way to fish if the fisherman employs the proper methods, techniques, and equipment.

Fly Tying (017:128)

2 credits

This class is for the novice fisherman as well as the pro. Beginners will be introduced to fly tying equipment, materials, and techniques in tying dry flies. The more advanced student will have the opportunity to study wet flies, nymphs, and advanced fishing techniques.

*no
Bulder
017:115
Swimming*

DISTRIBUTIVE EDUCATION 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 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 Director 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

b. 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. 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.

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