



**LANSING
COMMUNITY
COLLEGE**

1960 / 1961

LANSING BOARD OF EDUCATION

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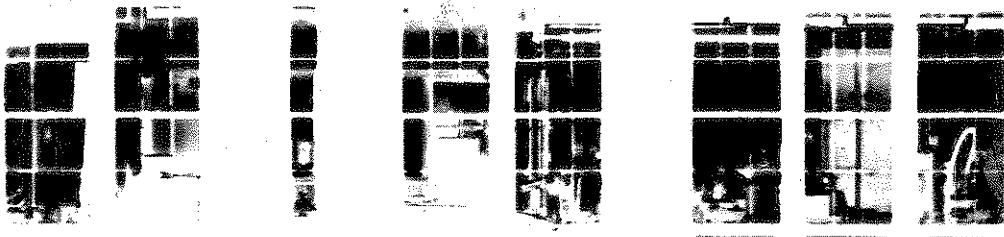
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BACKGROUND AND PURPOSE

Lansing Community College was founded to meet community demands, demands from business, industrial, and public service establishments for more and more highly skilled young men and women; demands from the city in general for enlightened citizenry, for the educational development of young leaders.

And Lansing Community College has met these demands. Twenty-five hundred students have attended the college in the three years of its existence. Some of them hold good positions in industry and business in the community. Many others have gone on to higher university training. Not one has failed to benefit in some way from his experience in the school.

Listing over 300 courses in its current catalog, Lansing Community College now offers a variety of vocational programs in technology, a program in apprentice training, and a program in practical nursing. In addition it offers a complete freshman and sophomore year of college which provide students with a solid academic foundation for further college or university work elsewhere, should they wish to complete their junior and senior years.

The primary aim of Lansing Community College is to provide excellent instruction. This year the College expects some 1200 full and part-time students, almost three times the number it had in its first year of operation. Yet with its experienced staff of fifty full and part-time instructors, it still will be able to maintain consistently small classes. And it is only in small classes that students can get the individual guidance that is the essence of all effective educational systems.

Offering as it does, then, a diversity of programs, sound, experienced instruction, and personal attention, Lansing Community College best accomplishes its purpose: to inculcate in its students the habit of clear critical thinking and to instill in them a desire to strive for intellectual excellence and responsible citizenship. Because the College belongs to and is a part of the Lansing community it is prepared to adjust its program to meet any new educational needs.

FULL-TIME PROGRAM

To students desiring to attend college on a full-time basis, a day time program is offered in electrical, civil, and mechanical technology, business and arts and sciences. The above curricula are two years in length, with an Associate Degree awarded on successful completion of the two year program.

PART-TIME PROGRAM

The Community College has day and evening programs. Students may enroll for courses offered by the college in its part-time program and should be able to complete requirements for a degree in four to five years while fully employed.

The part-time program is specifically designed to help the adult student gain skills necessary for advancement beyond his present position.

ADMISSION

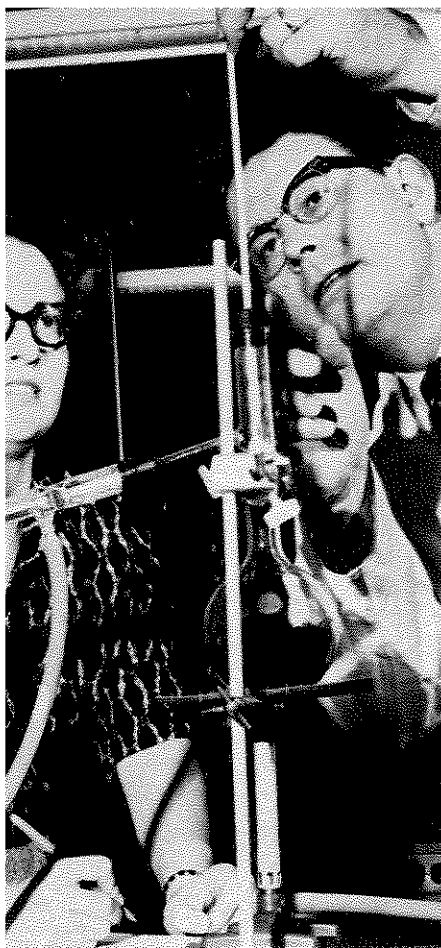
In order to be eligible for admission to Lansing Community College, an applicant must provide evidence of satisfactory scholarship in former schools and either show evidence of high school graduation or take an entrance exam.



Lansing
**COMMUNITY
 COLLEGE
 STAFF**

- Balmer, HaroldEngineering Drawing
 B.S., Western Michigan University
 Graduate Study, Michigan State University
- Banzet, ErnestSocial Science
 B.A., Hamline University
 M.A., University of Minnesota
 Ph.D., Michigan State University
- Baum, R. JeroldEnglish
 B.A., Kalamazoo College
 M.A., Michigan State University
 Graduate Study, Michigan State University
- Benedict, FrankRegistrar
 B.M., Michigan State University
 M.A., University of Michigan
 Graduate Study, Michigan State University
- Bielinski, VictorBusiness Training
 B.A., Michigan State University
 M.S., Michigan State University
- Bouterse, GloriaDirector, Practical Nurses
 B.A., Michigan State University
 R.N., Edward W. Sparrow Hospital

- Burge, CalvinMathematics
 B.A., Greenville College
 M.S., University of Illinois
 Graduate Study, Washington University
 Michigan State University
- Campbell, PaulCounselor, Psychology
 B.A., Tennessee Temple
 M.A., Baylor University
 Graduate Study, Michigan State University
- Clark, JamesHistory
 B.A., Oberlin College
 M.A., Harvard University
 Graduate Study, Michigan State University
 University of Michigan
- Clark, RubyHomemaking, Practical Nurses
 B.S., Michigan State University
 Graduate Study, Michigan State University
- Flory, FrankMechanical Technology
 B.S., Eastern Michigan University
 M.A., University of Michigan
 Graduate Study, Michigan State University



Inmon, Philip J.Dean
 B.A., Albion College
 M.A., Michigan State University
 Graduate Study, Duke University
 Columbia University
 Michigan State University

 Taf, EdwinApprentice Coordinator,
 Mechanical Technology
 B.S., Michigan State University
 M.A., Michigan State University
 Graduate Study, Michigan State University

 Greenfield, MaryBusiness Training
 B.A., Michigan State University
 M.S., University of Michigan
 Graduate Study, Michigan State University

 Melin, ArdathNursing Arts,
 Practical Nurses
 R.N., Edward W. Sparrow Hospital

 Hotchkiss, RaySpeech
 B.A., Albion College
 M.A., Michigan State University
 J.D., Wayne University

Huggett, FloydBiology, Natural Science
 B.S., Western Michigan University
 M.S., Michigan State University
 Graduate Study, Michigan State University

 Kelly, RuthMathematics
 B.A., Michigan State University
 M.A., Michigan State University

 Langenberg, CarlEnglish
 B.S., Michigan State University
 M.S., Michigan State University
 Registered Professional Engineer

 Lawton, DavidEnglish
 B.A., Hiram College
 M.A., Western Reserve University
 Graduate Study, Michigan State University
 (On leave of absence as Professor of English
 as a Foreign Language at the University of
 Guadalajara, Mexico, Smith-Mundt Grant.)

 Little, EdwardEnglish
 B.A., Hiram College
 M.A., University of Michigan
 Graduate Study, Kent State University
 Syracuse University



omis, TomChemistry
 B.S., New Mexico State University
 Advanced graduate study on Ph.D. at Mich-
 igan State University

acClure, ThomasElectronics Technology
 B.S., Michigan State University
 Graduate Study, Michigan State University

anion, JohnEnglish
 B.A., Washington State
 M.A., Washington State
 Graduate Study, Michigan State University

McClure, JamesSocial Science
 B.A., Michigan State University
 M.A., Michigan State University

McCormick, FloyMathematics
 B.A., University of Kansas
 M.A., University of Kansas

iverhouse, JohnCivil Technology
 B.S., Michigan College of Mines and
 Technology

Graduate Study, Case School of Applied
 Science
 Western Reserve University
 Michigan State University
 Registered Professional Engineer

Oviatt, CarlaMathematics
 B.S., South Dakota State
 Graduate Study, Michigan State University

Pelkey, DonLibrarian
 B.A., Central Michigan University
 M.A.L.S., University of Michigan

Reban, MilanSocial Science
 B.A., University of Miami
 M.A., Vanderbilt University
 Graduate Study, Michigan State University

Rinehart, RichardCivil Technology
 B.S., Michigan State University
 M.S., University of Michigan
 Graduate Study, Michigan State University
 Registered Professional Engineer



Rodner, KimSocial Science, Philosophy
 B.A., Michigan State University
 M.A., Michigan State University
 Graduate Study, University of California
 Michigan State University

*Shong, RobertMathematics,
 Engineering Drawing
 B.S., General Motors Institute

Stolberg, DonaldPhysical Education
 B.S., Western Michigan University
 M.A., Michigan State University
 Graduate Study, Michigan State University

Summerfield, GeorgePhysics
 B.S., Michigan State University
 Graduate Study, University of California
 Advanced graduate study on Ph.D. at
 Michigan State University

Taylor, RonaldNatural Science
 B.S., Michigan State University
 M.S., Michigan State University

Warbach, LauraNursing Arts, Practical Nurses
 R.N., Cumberland Hospital School of
 Nursing

Warner, LouisBusiness Training
 B.S., Western Michigan College
 M.A., Michigan State University

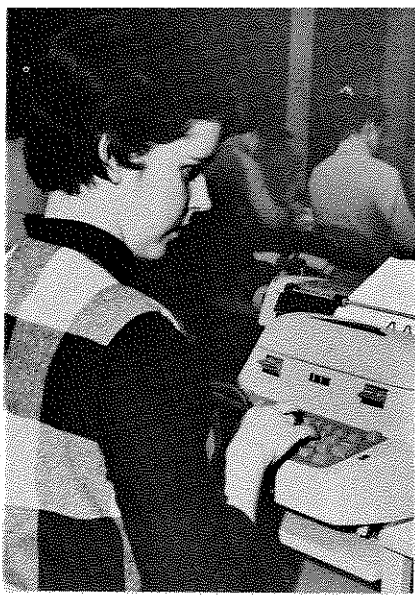
Watson, ClaudePhysics
 B.S., Michigan State University
 M.S., Michigan State University
 Graduate Study, Michigan State University

*Williams, MildredBusiness Training
 B.A., Michigan State University
 M.A., Michigan State University
 Graduate Study, Michigan State University

Witcher, ElmaMathematics
 B.S., University of Virginia
 M.A., Columbia University
 Graduate Study, Johns Hopkins University
 American University

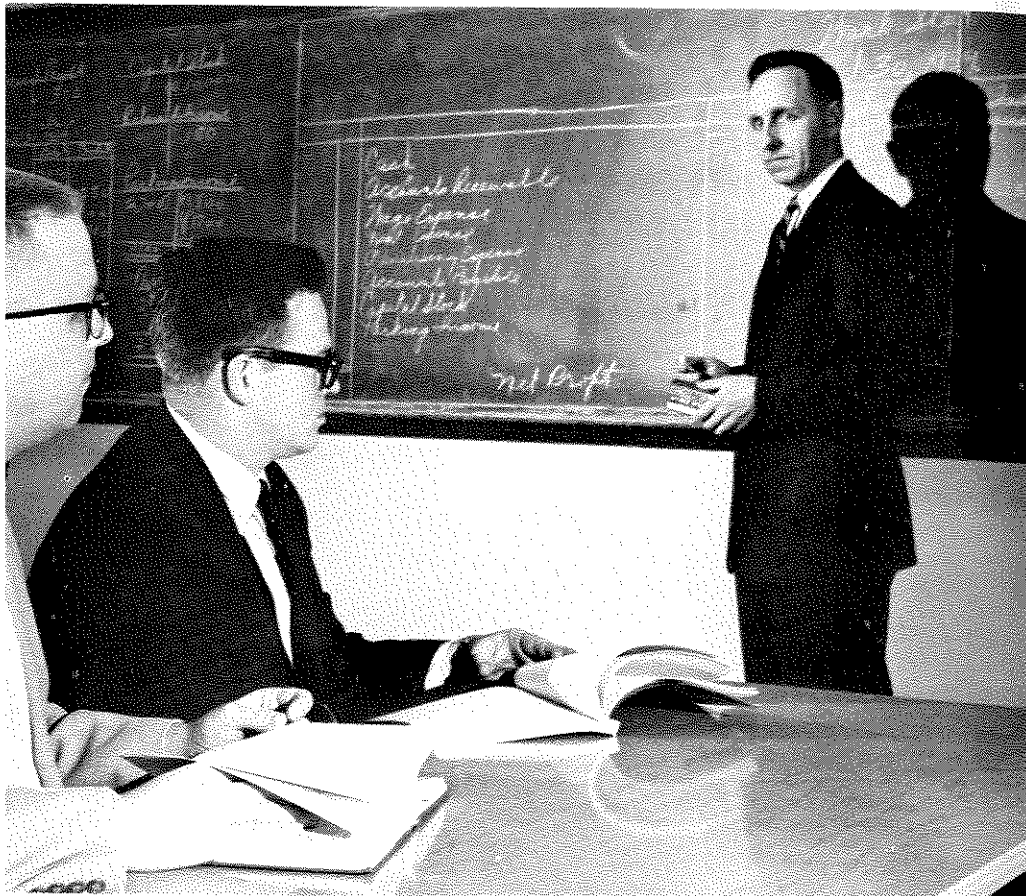
Wolff, EdwardEnglish
 Ph.B., University of Detroit
 M.A., University of Detroit
 Graduate Study, Michigan State University

*Part-time instructors



BUSINESS

The Business Program at Lansing Community College affords young men and women an excellent opportunity for training in many areas of business. It is designed to give the young high school graduate sufficient skill to acquire a position in the highly competitive world of business.



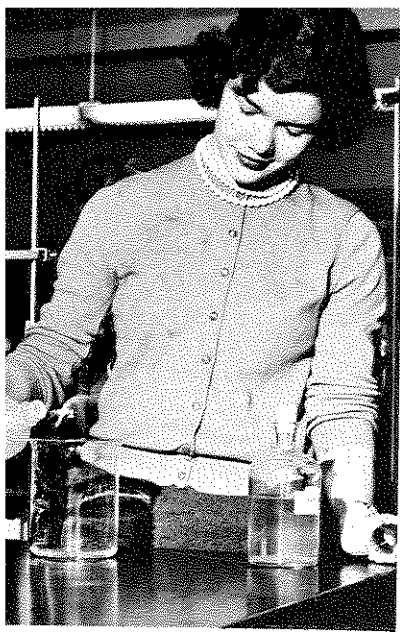
What is more, it is designed to give those who are employed and have some professional experience more advanced training and greater proficiency in order to insure them job-improvement.

To give its students the best possible preparation for peak achievement in business, Lansing Community College offers a co-operative training program that enables students to acquire on-the-job training. Enrollees not only gain valuable and necessary work experience, but earn money for their work as well.

So diverse are the business curricula that virtually any person bent on business advancement will find much to interest and benefit him. To keep abreast of the latest business procedures, for example, a course designed to teach the fundamentals of electronic data processing has been added to the curriculum. Programs are designed to prepare students to enter positions in clerical work, retail sales, office management, accounting, secretarial work, and the more specialized legal or medical stenography.

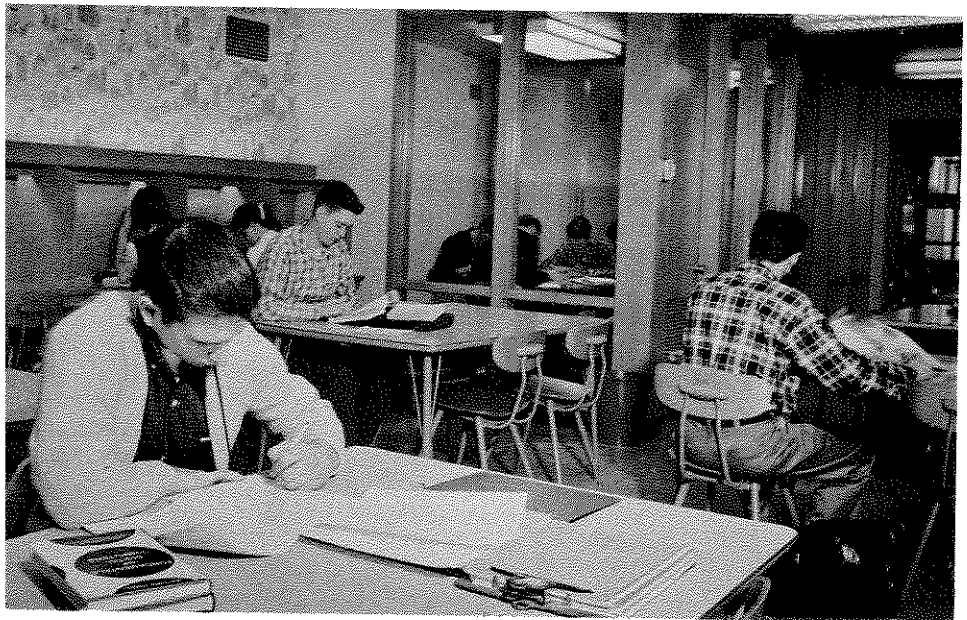
The Business Division will continue to exert every effort to help its qualified students enter a responsible position in the business world.

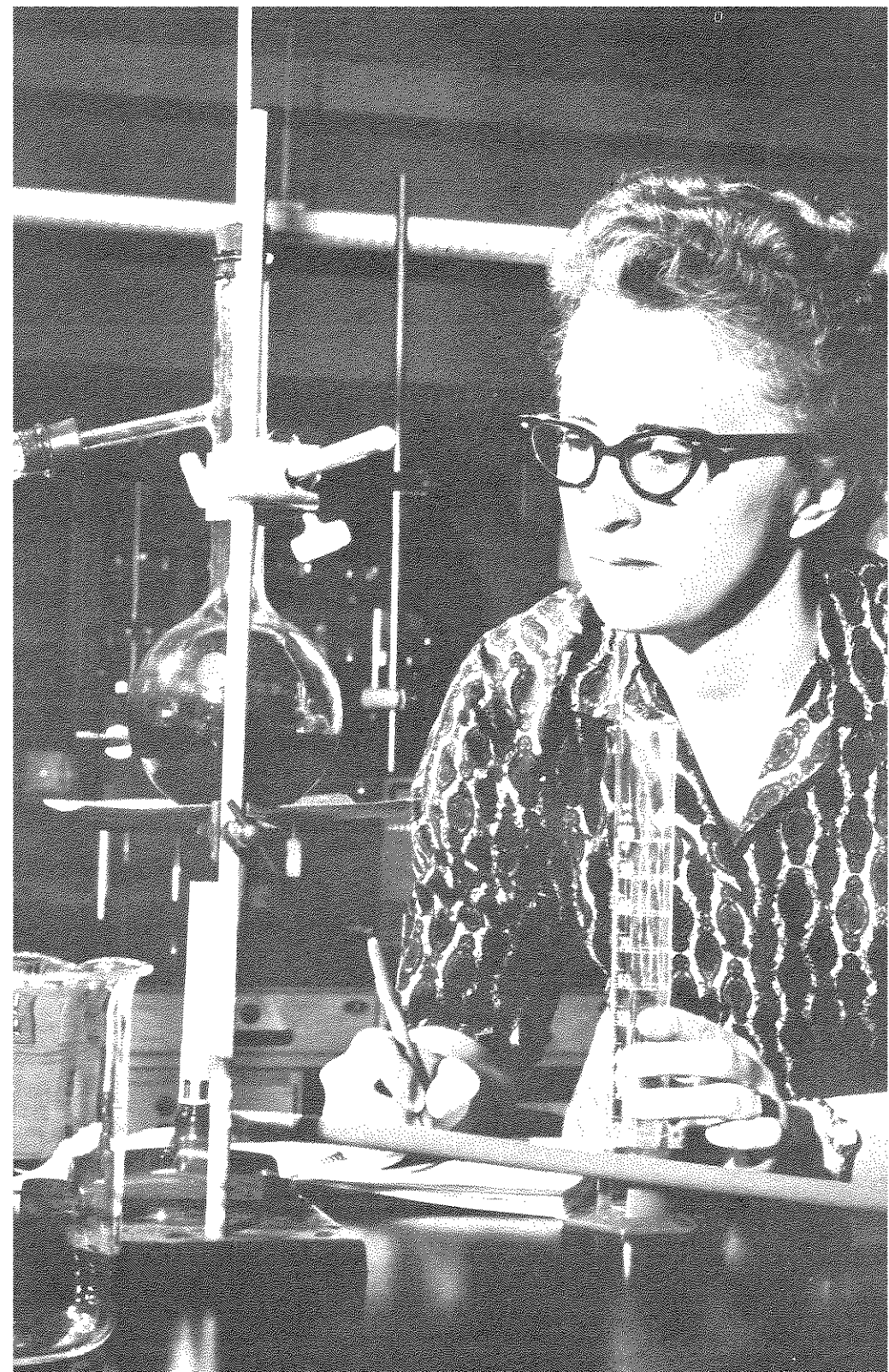


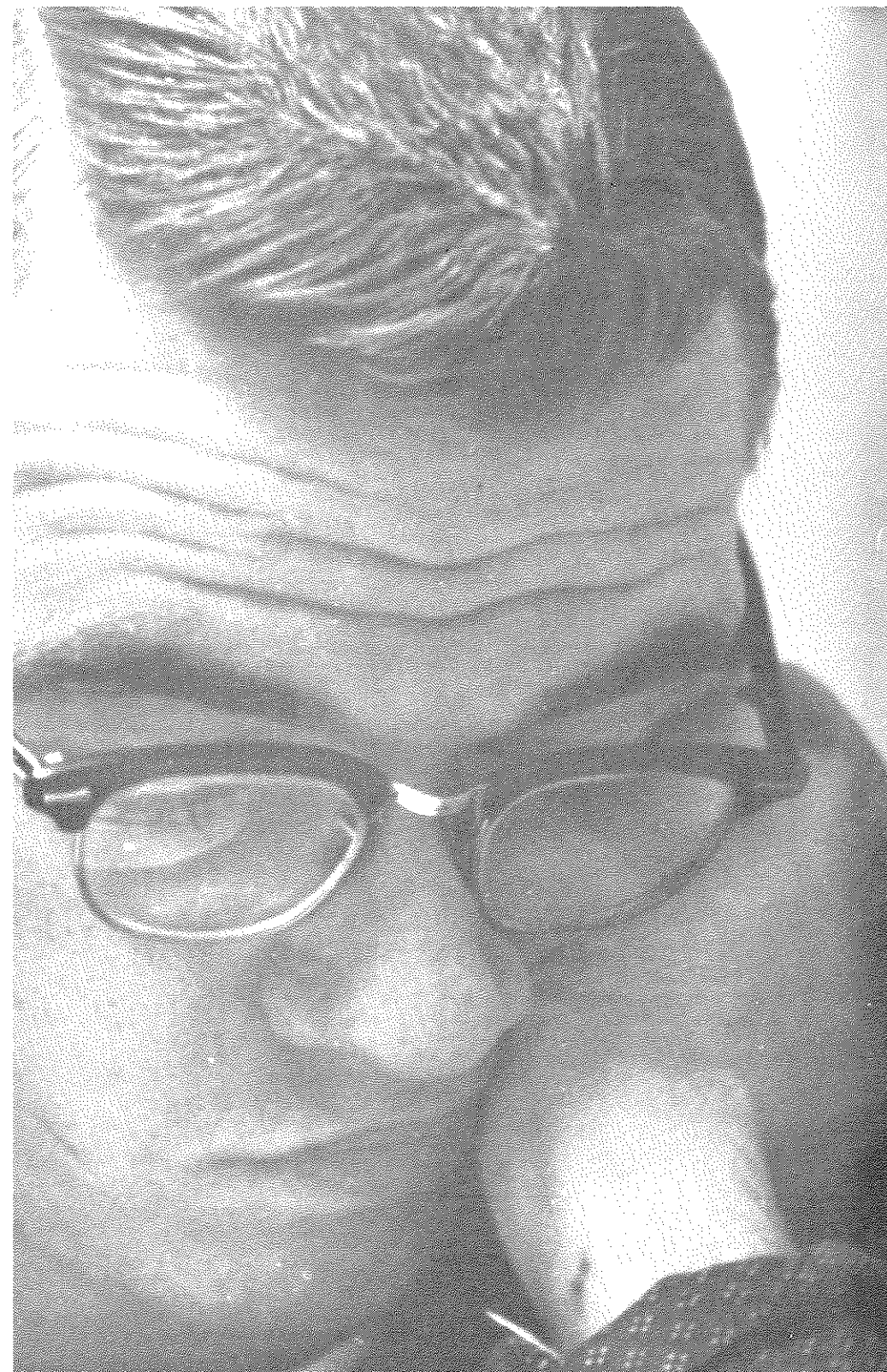


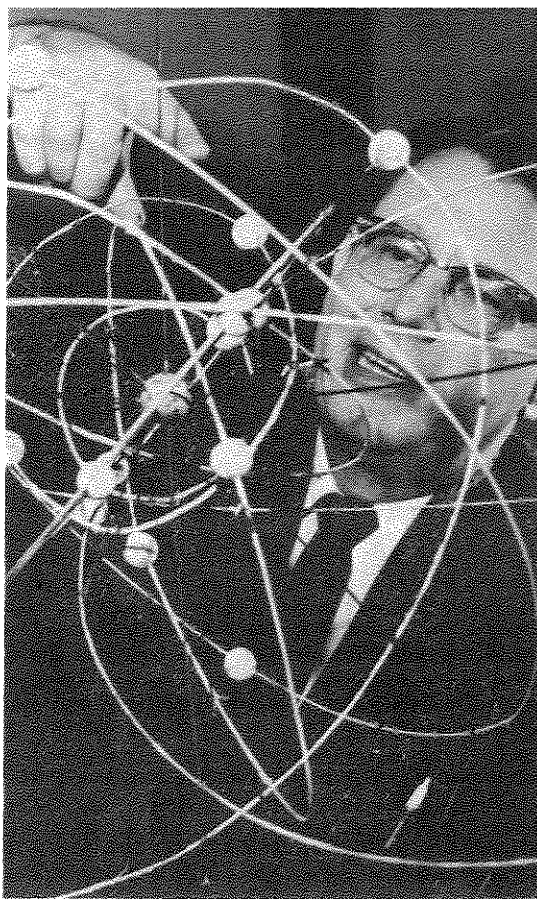
ARTS AND SCIENCES

The Arts and Sciences programs at Lansing Community College, like most other Arts and Sciences programs, undertakes to teach how and what Western Man has thought in the past so that we may know how and what Western Man thinks today. To do this, Lansing Community College includes the traditional









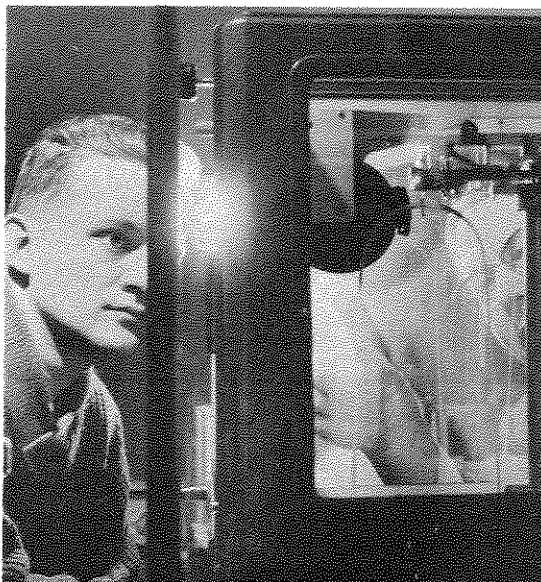
ARTS AND SCIENCES

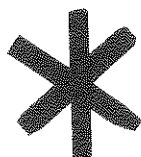
urses both in the sciences: biology, chemistry, physics, and natural science; and in the humanities: English (writing and literature), foreign languages, sociology, history, mathematics, philosophy, and psychology.

If the arts and sciences student learns the best that has been thought and said in all of these fields, he will have acquired not only a fundamental knowledge of the world around him, but also an understanding of himself in this world. Having done so, he will perhaps even develop a clear and concrete personal philosophy of life.

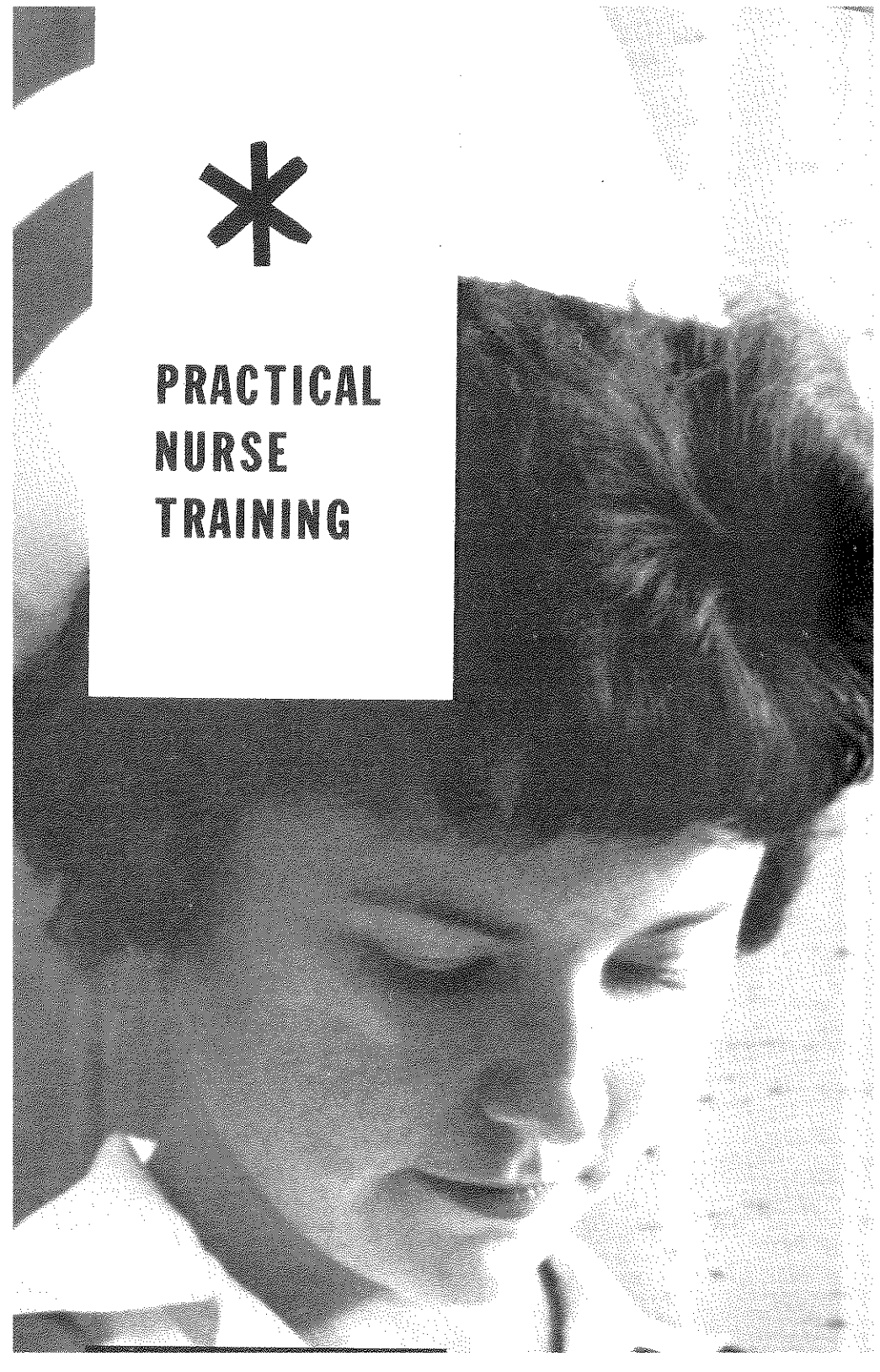
In short, evaluating and understanding the heritage of Western Man in all its aspects more often than not lead to intellectual, perhaps even moral, happiness.

On a much more practical level, this program serves as a sound foundation for such careers as teaching and law, medicine and engineering, science and industry. In fact, no better preparation in the arts and sciences programs can be gained for transfer to a senior college where one may pursue his field of interest and become not only a useful citizen but an educated man.





**PRACTICAL
NURSE
TRAINING**



The Practical Nurse Training Program at Lansing Community College offers interesting and rewarding careers for women from 18 to 50. It gives them not only financial security, but instills in them also the feeling of self-confidence and well-being that comes from helping others in time of need.

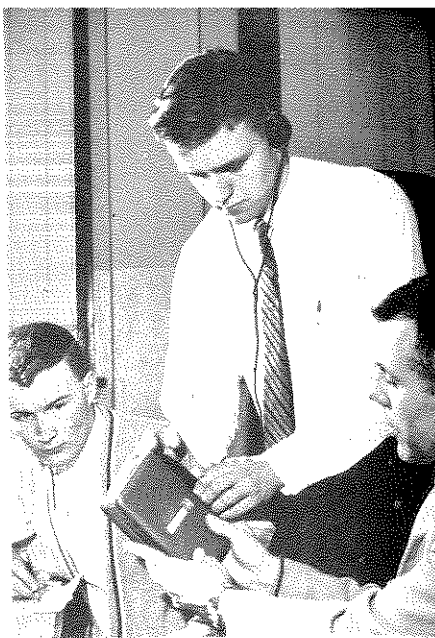
Because the Practical Nurse Program offers specialized training in such a wide variety of fields—fields like anatomy, community health, nutrition and meal preparation, care of mother and child, growth and development, and geriatrics—graduates of the program have no difficulty finding positions to suit their interests. They are needed in hospitals, nursing homes, doctors' offices and in other health agencies where they work in cooperation with and under the guidance of doctors and professional nurses.

Lansing Community College is one of only fifteen schools in the state of Michigan sanctioned by the Michigan Board of Nursing to prepare women to carry on this vital work, to give those who pursue the program the opportunity to enrich their lives.

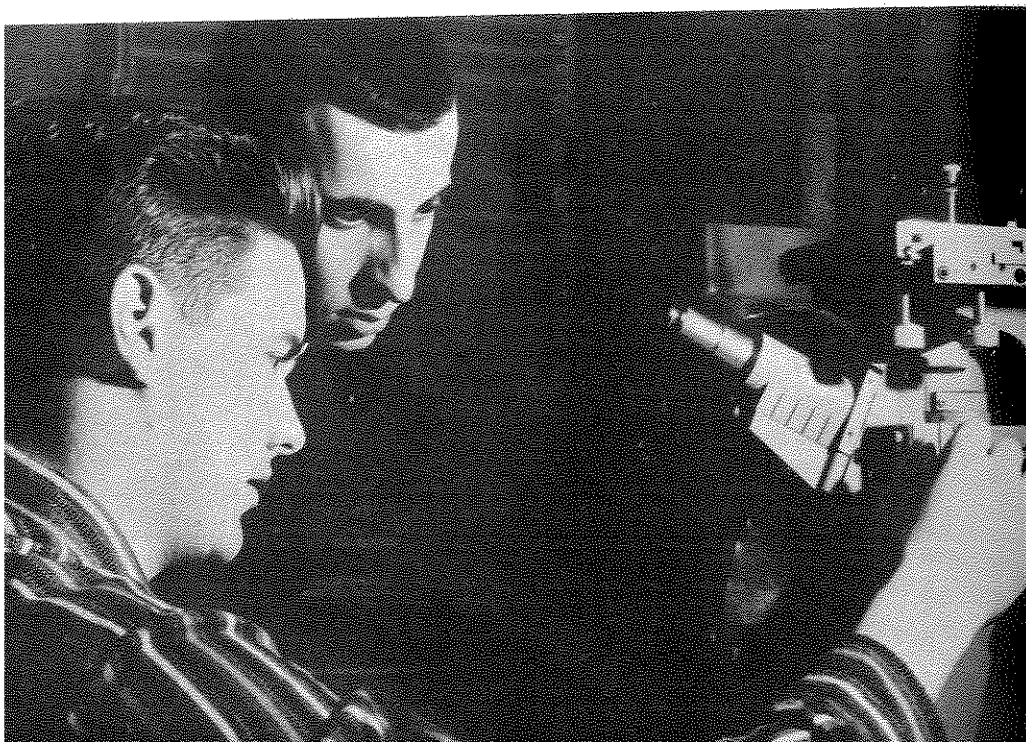


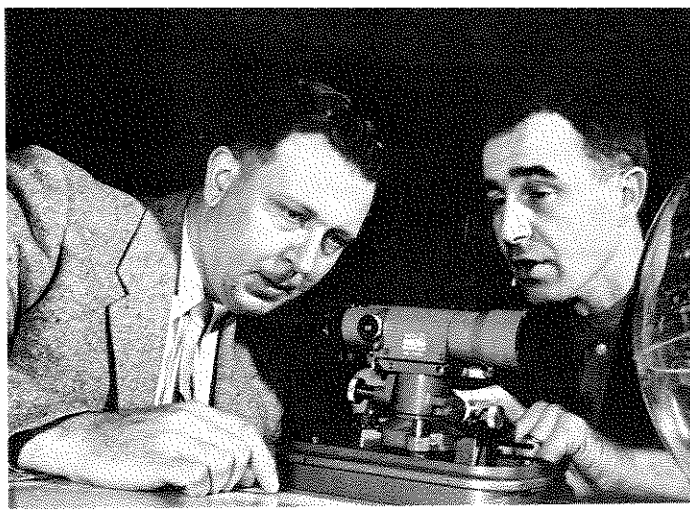
TECHNICAL TRAINING

CIVIL TECHNOLOGY
ELECTRONICS TECHNOLOGY
MECHANICAL TECHNOLOGY



The increased mechanization of American industry, especially in the last ten years, has created a dire need for skilled technicians, young people who have extensive practical and technical training above the high school level, young people who fill the gap between skilled worker and graduate engineer. To meet this need Lansing Community College has developed three separate but equally intensive two-year technological programs: Civil Technology, Electrical Technology, and Mechanical Technology.





The technicians from each of these programs are concerned with "how to do it" and use their special knowledge to perform operations, make calculations and estimates, and prepare plans in their respective fields of study. They serve as laboratory assistants, draftsmen, testers, research technologists, engineering aides, and in a host of other capacities.

And once again in its technical programs, as with its Business program, Lansing Community College gives ample opportunity for on-the-job training by allowing time for part-time employment that corresponds to and "practicalizes" classroom theory.

The value and success of a program of this kind depends in large part on the ability of a graduate to put his training to good use in industry. Thus far Lansing Community College has been successful in placing its graduates.



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COLLEGE CALENDAR 1961-1962

SUMMER TERM 1961

June 22 & 23	Registration
June 26	Classes Begin
June 30	Last Date for Withdrawal with 80% Refund
July 3 & 4	Independence Holiday
July 7	Last Date for Withdrawal with 50% Refund — Six Week Term
July 14	Mid-Term Grades Due — Six Week Term
July 21	Last Date for Withdrawal with 50% Refund — Ten Week Term
July 28	Mid-Term Grades Due — Ten Week Term
Aug. 7 & 8	Final Examinations — Six Week Term
Aug. 8	Six Week Term Closes
Aug. 31 & Sept. 1	Final Examinations — Ten Week Term
Sept. 1	Ten Week Term Closes

FALL TERM

Sept. 11-15	Faculty & Committee Meetings
Sept. 13, 14, & 15	Orientation for New Students
Sept. 20 & 21	Registration
Sept. 23	Classes Begin
Sept. 29	Last Date for Withdrawal with 80% Refund
Oct. 20	Mich. Assn. of Junior College Meetings
Oct. 20	Last Date for Withdrawal with 50% Refund
Oct. 27	Mid-Term Grades Due
Nov. 23, 24, 25	Thanksgiving Recess
Dec. 9-16	Final Examinations
Dec. 16	Fall Term Closes

WINTER TERM 1962

Jan. 2	Orientation for New Students
Jan. 3 & 4	Registration
Jan. 6	Classes Begin
Jan. 12	Last Date for Withdrawal with 80% Refund
Feb. 2	Last Date for Withdrawal with 50% Refund
Feb. 9	Mid-Term Grades Due
March 17-24	Final Examinations
March 24	Winter Term Closes

SPRING TERM 1962

Mar. 28 & 29	Registration
Mar. 31	Classes Begin
April 6	Last Date for Withdrawal with 80% Refund
April 27	Last Date for Withdrawal with 50% Refund
May 4	Mid-Term Grades Due
May 30	Memorial Day Holiday
June 9-15	Final Examinations
June 15	Commencement
June 15	Spring Term Closes



PROGRESS THROUGH EDUCATION

Lansing

COMMUNITY
COLLEGE

BUSINESS

ACCOUNTING

GENERAL BUSINESS

GENERAL CLERICAL

SECRETARIAL SCIENCE

SECRETARIAL SCIENCE LEGAL

SECRETARIAL SCIENCE MEDICAL

TRANSPORTATION TRAFFIC MANAGEMENT

BUSINESS

An Associate in Business Degree is granted to those students who successfully complete a specified sequence of 92-96 credit hours in a variety of college Business courses. Students can also arrange for programs which will enable them to transfer credit to other colleges or universities. Qualified students interested in gaining new skills or acquiring greater proficiency in those they already have may enroll on a part-time basis.

The areas of study offered by Business include:

Typewriting	Business Law
Stenography	Accounting
Business Mathematics	Office Management
Office Machines	Sales
Economic Geography	Letter Writing
Introduction to Business	Economics
Data Processing	

During the sophomore year, and after he successfully meets the basic course requirements, the Business student can elect to take Cooperative Office Training, during which time he is given half-time employment, he earns credits for satisfactory work performance, and he earns money for his hours of work. To enroll in this course, the student must be proficient in at least one of the following areas: Stenography, Typewriting, Office Machines, Accounting.

During the sophomore year, after mastering basic shorthand, the Business student can, with diligent application, become proficient in legal and/or medical stenography.

ACCOUNTING

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
Eng. 101	English	3	Bus. 210	Accounting I	4
S.S. 101	Social Science or Natural Science	4	Bus. 215	Business Law	2
Math 102*	Algebra	5	Econ. 201	Economics	3
Bus. 118	Introduction to Business	3	Hist. 201	Western Civilization	4
	Elective	(3-4)		Elective	3
		18-19			16

*Or 1½ entrance units in Algebra

Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Bus. 211	Accounting II	4
S.S. 102	Social Science or Natural Science	4	Bus. 216	Business Law	2
Bus. 107	Business Machines	3	Econ. 202	Economics	3
Bus. 120	Sales I	3	Bus. 220	Office Management	3
	Elective	(3-4)	Hist. 202	Western Civilization	4
		16-17			16

Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Bus. 212	Accounting III	4
S.S. 103	Social Science or Natural Science	4	Bus. 217	Business Law	2
Bus. 108	Business Machines	3	Econ. 203	Economics	3
Geog. 203	Economic Geography	3	Bus. 221	Office Management	3
	Elective	(3-4)	Hist. 203	Western Civilization	4
		16-17	Bus. 230	Data Processing	1
					17

GENERAL BUSINESS

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
Eng. 101	English	3	Hist. 201	Western Civilization	4
S.S. 101	Social Science or Natural Science	4	Bus. 215	Business Law	2
Bus. 118	Introduction to Business	3	Bus. 210	Accounting I	4
Bus. 101	Typewriting	3	Econ. 201	Economics	3
Bus. 117	Business Math	3	Psych. 201	Psychology or Cooperative Training	(2-4)
		16			15-17
Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Hist. 202	Western Civilization	4
S.S. 102	Social Science or Natural Science	4	Bus. 216	Business Law	2
Bus. 120	Sales I	3	Bus. 211	Accounting II	4
Bus. 102	Typewriting	4	Bus. 220	Office Management I	3
Bus. 107	Business Machines	3	Eng. 104	Speech or Cooperative Training	(2-3)
		17			15-16
Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Hist. 203	Western Civilization	4
S.S. 103	Social Science or Natural Science	4	Bus. 217	Business Law	2
Econ. 203	Economic Geography	3	Bus. 204	Letter Writing	3
Bus. 103	Typewriting	4	Bus. 221	Office Management II	3
Bus. 108	Business Machines	3	Bus. 200	Data Processing Elective or Cooperative Training	(2-3)
		17			15-16

GENERAL CLERICAL

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
Eng. 101	English	3	Hist. 201	Western Civilization	4
S.S. 101	Social Science or Natural Science	4	Bus. 210	Accounting I	4
Bus. 118	Introduction to Business	3	Bus. 215	Business Law	2
Bus. 117	Business Mathematics	3	Bus. 109	Secretarial Machines	2
Bus. 101	Typewriting	3	Psych. 201	Psychology or Cooperative Training	(2-4)
		16			14-16
Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Hist. 202	Western Civilization	4
S.S. 102	Social Science or Natural Science	4	Eng. 104	Speech	3
Bus. 120	Sales I	3	Bus. 216	Business Law	2
Bus. 107	Business Machines	3	Bus. 220	Office Management I Elective or Cooperative Training	(2-3)
Bus. 102	Typewriting	4			14-15
		17			
Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Hist. 203	Western Civilization	4
S.S. 103	Social Science or Natural Science	4	Bus. 204	Letter Writing	3
Geog. 203	Economic Geography	3	Bus. 217	Business Law	2
Bus. 108	Business Machines	3	Bus. 203	Secretarial Training	3
Bus. 103	Typewriting	4	Bus. 230	Data Processing Elective or Cooperative Training	(2-3)
		17			15-16

SECRETARIAL SCIENCE

Freshman Year	Fall Term	Credit Hours
Eng. 101	English	3
S.S. 101	Social Science	4
Bus. 101	Typewriting	3
Bus. 104	Shorthand	4
Bus. 117	Business Math.	3
		17

Sophomore Year	Fall Term	Credit Hours
Bus. 201	Transcription	4
Bus. 210	Accounting I	4
Hist. 201	Western Civilization	4
Bus. 215	Business Law	2
Psych. 201	Psychology or Cooperative Training	2-4
		16-18

Freshman Year	Winter Term	Credit Hours
Eng. 102	English	3
S.S. 102	Social Science	4
Bus. 102	Typewriting	4
Bus. 105	Shorthand	4
Bus. 107	Business Machines	3
		18

Sophomore Year	Winter Term	Credit Hours
Bus. 202	Shorthand Speed Building ...	4
Bus. 220	Office Management I	3
Bus. 109	Secretarial Machines	2
Hist. 202	Western Civilization	4
Eng. 104	Speech or Cooperative Training	(2-3)
		15-16

Freshman Year	Spring Term	Credit Hours
Eng. 103	English	3
S.S. 103	Social Science	4
Bus. 103	Typewriting	4
Bus. 106	Shorthand	4
Bus. 108	Business Machines	3
		18

Sophomore Year	Spring Term	Credit Hours
Bus. 203	Secretarial Training	3
Bus. 204	Letter Writing	3
Hist. 203	Western Civilization	4
Econ. 203	Economic Geography	3
	Elective or Cooperative Training	(2-3)
		15-16

SECRETARIAL SCIENCE LEGAL

Freshman Year	Fall Term	Credit Hours
Eng. 101	English	3
S.S. 101	Social Science	4
Bus. 101	Typewriting	3
Bus. 104	Shorthand	4
Bus. 117	Business Mathematics	3
		17

Sophomore Year	Fall Term	Credit Hours
Bus. 201	Transcription	4
Bus. 210	Accounting I	4
Bus. 215	Business Law I	2
Psych. 201	Psychology	4
	Elective or Cooperative Training	(2-4)
		16-18

Freshman Year	Winter Term	Credit Hours
Eng. 102	English	3
S.S. 102	Social Science	4
Bus. 102	Typewriting	4
Bus. 105	Shorthand	4
Bus. 107	Business Machines	3
		18

Sophomore Year	Winter Term	Credit Hours
Bus. 202	Shorthand Speed Building ...	4
Bus. 216	Business Law II	2
Bus. 205	Legal Shorthand I	4
Bus. 109	Secretarial Machines	2
	Elective or Cooperative Training	(2-4)
		14-16

Freshman Year	Spring Term	Credit Hours
Eng. 103	English	3
S.S. 103	Social Science	4
Bus. 103	Typewriting	4
Bus. 106	Shorthand	4
Bus. 108	Business Machines	3
		18

Sophomore Year	Spring Term	Credit Hours
Bus. 203	Secretarial Training	3
Bus. 217	Business Law III	2
Bus. 206	Legal Shorthand II	4
Bus. 204	Letter Writing	3
	Elective or Cooperative Training	(2-4)
		14-16

SECRETARIAL SCIENCE MEDICAL

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
Eng. 101	English	3	Bus. 201	Transcription	4
N.S. 101*	Natural Science	4	Bus. 215	Business Law	2
Bus. 101	Typewriting	3	Eng. 104	Speech	3
Bus. 104	Shorthand	4	Bus. 210	Accounting I	4
Bus. 117	Business Mathematics	3		Elective or Cooperative Training	(2-4)
		17			15-17
Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Bus. 202	Shorthand Speed Building	4
N.S. 102*	Natural Science	4	Bus. 216	Business Law	2
Bus. 102	Typewriting	4	Bus. 207	Medical Shorthand I	4
Bus. 105	Shorthand	4	Bus. 109	Secretarial Machines	2
Bus. 107	Business Machines	3		Elective or Cooperative Training	(2-4)
		18			14-16
Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Bus. 203	Secretarial Training	3
N.S. 103*	Natural Science	4	Bus. 204	Letter Writing	3
Bus. 103	Typewriting	4	Bus. 208	Medical Shorthand II	4
Bus. 106	Shorthand	4	Psych. 201	Psychology	4
Bus. 108	Business Machines	3		Elective or Cooperative Training	(2-4)
		18			16-18

*Option of Anatomy, Physiology, Microbiology, Physiological Chemistry.

EVENING COURSES IN TRANSPORTATION TRAFFIC MANAGEMENT

Under the sponsorship of the Lansing Community College in cooperation with the Traffic Club of Lansing, a two-year, six-term course in Traffic and Transportation Management will be conducted at the Lansing Community College. Certificates of satisfactory completion will be issued by the College.

This course deals adequately with the theoretical, historical, and academic aspects of Traffic Management; analyzes practical problems and specific cases; and provides excellent technical training. In short, this course in two years imparts information which might take years to obtain in the normal course of working in an industrial traffic department or a carrier's general office.

One three-hour class period each week. Three hours credit.

Fall BUS 250
 W BUS 251
 S BUS 252
 Fall BUS 253 2nd yr
 W BUS 254
 S BUS 255

ARTS AND SCIENCES

PRE-BUSINESS

PRE-TEACHING

PRE-LAW

PRE-MEDICAL

PRE-MORTUARY SCIENCE

PRE-ENGINEERING

COOPERATIVE EDUCATION

PRE-DENTAL

PRE-NURSING

ASSOCIATE IN ARTS

ASSOCIATE IN SCIENCE

HIGH SCHOOL SCIENCE HONORS INSTITUTE

Each summer the Lansing Community College offers to outstanding high school juniors and seniors of the community an opportunity for advanced study in the sciences and mathematics. For further information those students interested in this program should contact the College office or their high school principal.

ARTS AND SCIENCES

SUGGESTED PROGRAMS OF STUDY

These programs of study are intended to guide the student in his selection of courses at the Community College. Ample opportunity will be allowed for individualized programs to fit the specific requirements of the senior college or university of the student's choice. Every student planning to transfer to a four-year institution should be familiar with the requirements of the school to which he plans to transfer. Admission of students to a senior college depends upon a record of good scholarship and conduct.

Pre-Business

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
Nat.		Nat.		Nat.	
Sci. 101 Natural Science..	4	Sci. 102 Natural Science..	4	Sci. 103 Natural Science..	4
Bus. 101 Intro. to Business	3	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
P.E. 101 Physical Education	1	Elective	4	Elective	4
	15		16		16

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Hist. 201 Western Civilization	4	Hist. 202 Western Civilization	4	Hist. 203 Western Civilization	4
Bus. 210 Accounting I	4	Bus. 211 Accounting II	4	Bus. 212 Accounting III	4
Bus. 215 Business Law I..	2	Bus. 216 Business Law II ..	2	Bus. 217 Business Law III ..	2
P.E. 201 Physical Education	1	P.E. 202 Physical Education	1	P.E. 203 Physical Education	1
Elective in Business	5	Elective in Business	5	Elective in Business	5
	16		16		16

Electives:

Office Management	Speech
Letter Writing	Typewriting
Economics	Business Machines
Mathematics	Sales I
Geography	Music

Pre-Teaching

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
Nat.		Nat.		Nat.	
Sci. 101 Natural Science..	4	Sci. 102 Natural Science..	4	Sci. 103 Natural Science	4
Hist. 201 Western Civilization	4	Hist. 202 Western Civilization	4	Hist. 203 Western Civilization	4
P.E. 101 Physical Education	1	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
	16		16		16

ARTS AND SCIENCES

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 201 Introduction to Literature or Modern Language	3-5	Eng. 202 Introduction to Literature or Modern Language	3-5	Eng. 203 Introduction to Literature or Modern Language	3-5
Psych. 201 Psychology ..	4	Psych. 202 Psychology	3	Psych. 203 Psychology ..	3
Eng. 104 Speech	3	P.E. 202 Physical Education	1	P.E. 203 Physical Education	1
P.E. 201 Physical Education	1	Electives	9	Electives	9
Electives	6				
	<hr/> 17-19		<hr/> 16-18		<hr/> 16-18

Electives:

- | | |
|-------------|-----------|
| Economics | Biology |
| Geography | Chemistry |
| Mathematics | Physics |
| Philosophy | Music |

Students who plan to teach in either elementary or secondary schools are advised to select the courses in the curriculum outlined above. However, since course requirements and the sequence in which courses are taken differ in the various four-year institutions where professional training will be completed for a teaching certificate, a student should follow as closely as possible the courses suggested in the catalog of the college to which he intends to transfer.

Handwritten initials

Pre-Law

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
Hist. 202 Western Civilization	4	Hist. 202 Western Civilization	4	Hist. 203 Western Civilization	4
Nat. Sci. 101 Natural Science..	4	Nat. Sci. 102 Natural Science..	4	Nat. Sci. 103 Natural Science..	4
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
P.E. 101 Physical Education	1	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
	<hr/> 16		<hr/> 16		<hr/> 16

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Phil. 201 Philosophy	3	Phil. 202 Philosophy	3	Phil. 203 Philosophy	3
Eng. 201 Introduction to Literature	3	Eng. 202 Introduction to Literature	3	Eng. 203 Introduction to Literature	3
Psych. 201 Psychology	4	Psych. 202 Psychology	3	Psych. 203 Psychology or Eng. 104 Speech	3
P.E. 201 Physical Education	1	P.E. 202 Physical Education	1	P.E. 203 Physical Education	1
Modern Language	5	Modern Language	5	Modern Language	5
Elective	3	Elective	3	Elective	3
	<hr/> 19		<hr/> 18		<hr/> 16

Pre-Medical**FRESHMAN YEAR**

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
Biol. 201 Zoology	4	Biol. 202 Zoology	4	Biol. 203 Botany	4
Chem. 111 General Chemistry	4	Chem. 112 General Chemistry	4	Chem. 113 Qualitative Analysis	4
P.E. 101 Physical Education	1	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
	16		16		16

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Phys. 201 Physics	4	Phys. 202 Physics	4	Phys. 203 Physics	4
Chem. 201 Organic Chemistry	4	Chem. 202 Organic Chemistry	4	Chem. 221 Quantitative Analysis	4
Hist. 201 Western Civilization	4	Hist. 202 Western Civilization	4	Hist. 203 Western Civilization	4
P.E. 201 Physical Education	1	P.E. 202 Physical Education	1	P.E. 203 Physical Education	1
Modern Language or Mathematics	5	Modern Language or Mathematics	5	Modern Language or Mathematics	5
	18		18		18

Medical school applicants must present at least 90 semester hours credit. Two-thirds of these, or 90 term hours, may be taken in the Community College.

Pre-Mortuary Science

The Michigan State Board of Mortuary Science requires that a licensed mortician must:

1. Complete 90 term hours of instruction at a recognized community college, four-year college or university.
2. Graduate from a nine-month course at an approved college of mortuary science.
3. Complete one year of resident training under the supervision of a licensed mortician.
4. Be 21 years of age, a resident of Michigan, a citizen of the United States, and of good moral character.

The program of studies listed below meets the requirements of item No. 1 above.

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science Nat.	4
Sci. 101 Natural Science	4	Sci. 102 Natural Science	4	Sci. 103 Natural Science	4
Anat. 201 Anatomy- Physiology	4	Anat. 202 Anatomy- Physiology	4	Micro. 203 Microbiology ..	4
P.E. 101 Physical Education	1	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
	16		16		16

ARTS AND SCIENCES

SOPHOMORE YEAR

Fall Term	Credit Hours
Phil. 201 Philosophy	3
Math. 102 Intermediate Algebra	5
Psych. 201 Psychology	4
Chem. 111 General Chemistry	4
P.E. 201 Physical Education	1
	<hr/> 17

Winter Term	Credit Hours
Phil. 202 Philosophy	3
Psych. 202 Psychology	3
Chem. 112 General Chemistry	4
P.E. 202 Physical Education	1
Electives	6
	<hr/> 17

Spring Term	Credit Hours
Phil. 203 Philosophy	3
Eng. 104 Speech	3
Psych. 203 Psychology	3
Chem. 113 Qualitative Analysis	4
P.E. 203 Physical Education	1
Elective	3
	<hr/> 17

*Pre-Engineering

FRESHMAN YEAR

Fall Term	Credit Hours
Eng. 101 English	3
Math. 201 College Algebra	5
Chem. 111 General Chemistry	4
S.S. 101 Sociology	4
P.E. 101 Physical Education	1
	<hr/> 17

Winter Term	Credit Hours
Eng. 102 English	3
Math. 202 Analytical Geometry	5
Chem. 112 General Chemistry	4
S.S. 102 Economics	4
P.E. 102 Physical Education	1
	<hr/> 17

Spring Term	Credit Hours
Eng. 103 English	3
Math. 203 Calculus	5
Chem. 113 Qualitative Analysis	4
S.S. 103 Political Science	4
P.E. 103 Physical Education	1
	<hr/> 17

SOPHOMORE YEAR

Fall Term	Credit Hours
Econ. 201 Economics	4
Math. 204 Calculus	5
E.D. 101 Engineering Drawing	3
Phys. 211 Physics	4
P.E. 201 Physical Education	1
	<hr/> 17

Winter Term	Credit Hours
Econ. 202 Economics	4
Math. 205 Calculus	5
E.D. 102 Engineering Drawing	3
Phys. 212 Physics	4
P.E. 202 Physical Education	1
	<hr/> 17

Spring Term	Credit Hours
Econ. 203 Economics	4
Eng. 104 Speech	3
E.D. 103 Descriptive Geometry	3
Phys. 213 Physics	4
P.E. 203 Physical Education	1
	<hr/> 15

*Engineering students should present a minimum of three units of college preparatory mathematics (1½ units of Algebra, 1 unit of Geometry and ½ unit of Trigonometry). Additional work in mathematics, chemistry and physics is highly desirable.

CO-OPERATIVE EDUCATION

at the University of Michigan Dearborn Center

Co-operative education is one of the unique characteristics of the Dearborn Center. In essence, it consists of a carefully controlled and integrated plan for combining classroom work with actual experience in business or industry. The student alternates semesters of attendance on the campus with periods of employment at the selected "work assignment."

The Dearborn Center operates the year around with three full semesters each calendar year, registration dates being in September, February, and June. A minimum of three semesters of work assignments, alternated with a minimum of four semesters of classroom work is required for graduation.

One of the greatest assets of the co-operative program is the wealth of appropriate and rewarding work assignments available in the area. The employers have expressed their enthusiastic support of the co-operative program. Student-work assignments in industry are carefully selected from the wide variety of available opportunities in order to yield the greatest educational value.

While the co-op student in engineering is on the work-assignment semester, he will be well compensated by his employer. This compensation recognizes the caliber of the student, his permanent employment potentialities, and the high requirements of the associated classroom program. Consequently, the student's earnings could well make him totally self-supporting.

The student applying for admission at the third year must present 93 term-credit hours including the following courses:

Subject	Term Hours
English Composition	12
Engineering Drawing	9
Mathematics (Including Analytic Geometry and Calculus)	24
Physics	15
Chemistry (General and Inorganic)	12
Engineering Mechanics (Statics)	4.5
Economics	9
Chemical-Metallurgical Engineering and Mechanical Engineering (Engineering Materials and Processes)	7.5
Total Credit Hours	93

Pre-Dental

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
Biol. 201 Zoology	4	Biol. 202 Zoology	4	Biol. 203 Botany	4
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
Chem. 111 General Chemistry	4	Chem. 112 General Chemistry	4	Chem. 113 Qualitative Analysis	4
P.E. 101 Physical Education	1	P.E. 102 Physical Education	1	P.E. 103 Physical Education	1
	16		16		16

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Hist. 201 Western Civilization	4	Hist. 202 Western Civilization	4	Hist. 203 Western Civilization	4
Chem. 201 Organic Chemistry	4	Chem. 202 Organic Chemistry	4	Chem. 221 Quantitative Analysis	4
Phys. 201 Physics	4	Phys. 202 Physics	4	Phys. 203 Physics	4
P.E. 201 Physical Education	1	P.E. 202 Physical Education	1	P.E. 203 Physical Education	1
Elective	4	Elective	4	Elective	4
	17		17		17

Pre-Nursing

For Students Planning to Transfer to the University of Michigan

A student may be admitted to the University of Michigan School of Nursing upon successful completion of three terms of study (45 term hours credit) and will enter the University at the beginning of the first summer session. Beginning with the clinical courses in the summer session of the second year, the nursing student is provided with room and board maintenance in recognition of her hours of work in the University Hospital.

ARTS AND SCIENCES

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
Chem. 111 General		Chem. 112 Chemistry	4	Chem. 113 Qualitative	4
Chemistry	4	S.S. 102 Economics	4	Analysis	4
S.S. 101 Sociology	4	Psych. 202 Psychology	3	S.S. 103 Political Science	4
Psych. 201 Psychology	4	P.E. 102 Physical		Psych. 203 Psychology	3
P.E. 101 Physical		Education	1	P.E. 103 Physical	1
Education	1			Education	1
	<u>16</u>		<u>15</u>		<u>15</u>

Suggested Program for Associate in Arts Degree

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
S.S. 101 Sociology	4	S.S. 102 Economics	4	S.S. 103 Political Science	4
Nat.		Nat.		Nat.	
Sci. 101 Natural Science	4	Sci. 102 Natural Science	4	Sci. 103 Natural Science	4
Hist. 201 Western		Hist. 202 Western		Hist. 203 Western	
Civilization	4	Civilization	4	Civilization	4
P.E. 101 Physical		P.E. 102 Physical		P.E. 103 Physical	
Education	1	Education	1	Education	1
	<u>16</u>		<u>16</u>		<u>16</u>

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 201 Introduction to		Eng. 202 Introduction to		Eng. 203 Introduction to	
Literature	3	Literature	3	Literature	3
Phil. 201 Philosophy	3	Phil. 202 Philosophy	3	Phil. 203 Philosophy	3
Psych. 201 Psychology	4	Psych. 202 Psychology	3	Psych. 203 Psychology	3
P.E. 201 Physical		P.E. 202 Physical		P.E. 203 Physical	
Education	1	Education	1	Education	1
Electives	6	Electives	6	Electives	6
	<u>17</u>		<u>16</u>		<u>16</u>

Suggested Program for Associate in Science Degree

FRESHMAN YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Eng. 101 English	3	Eng. 102 English	3	Eng. 103 English	3
Math. 201 College Algebra	5	Math. 202 Analytic		Math. 203 Calculus	5
Chem. 111 General		Geometry	5	Chem. 113 Qualitative	4
Chemistry	4	Chem. 112 General		Analysis	4
S.S. 101 Sociology	4	Chemistry	4	S.S. 103 Political Science	4
P.E. 101 Physical		S.S. 102 Economics	4	P.E. 103 Physical	
Education	1	P.E. 102 Physical		Education	1
	<u>17</u>	Education	1		<u>17</u>
			<u>17</u>		

SOPHOMORE YEAR

Fall Term	Credit Hours	Winter Term	Credit Hours	Spring Term	Credit Hours
Hist. 201 Western		Hist. 202 Western		Hist. 203 Western	
Civilization	4	Civilization	4	Civilization	4
Phys. 201 Physics	4	Phys. 202 Physics	4	Phys. 203 Physics	4
Biol. 201 Zoology	4	Biol. 202 Zoology	4	Biol. 203 Botany	4
P.E. 201 Physical		P.E. 202 Physical		P.E. 203 Physical	
Education	1	Education	1	Education	1
Elective	4	Elective	4	Elective	4
	<u>17</u>		<u>17</u>		<u>17</u>

TECHNICAL TRAINING

APPRENTICE TRAINING

CIVIL TECHNOLOGY

ELECTRONICS TECHNOLOGY

MECHANICAL TECHNOLOGY

VOCATIONAL-TECHNICAL

TECHNICAL TRAINING

APPRENTICE TRAINING

The Apprentice Training Department is operated by the Lansing Community College in cooperation with labor and management as part of a joint program consisting of:

1. Practical training in a specific skilled trade, and
2. Related training provided at the college for the trade.

The trades currently participating in the joint program are as follows:

Bricklaying	Electrical Maintenance
Carpentry	Electrical (Municipal)
Die Making	Machinist
Die Sinking	Plumbing
Electrical Construction	Tool Making

The school program is not designed to give complete trade training but is supplemental to the training on the job. Therefore, anyone desiring trade training must be employed as an apprentice before entering class. The college does not provide apprentice placement service, nor does it exercise control over selection of apprentices.

QUALIFICATIONS

To qualify for an apprenticeship in any of the skilled trades, a young man must have mechanical aptitude and ability. To be successful he must have perseverance, ambition, and initiative. Most trades require high school graduation as a prerequisite; a few do not. In general, age limits are 18 and 25, although exceptions are sometimes made. School records, test results, and personal interview are used by most committees to determine the qualifications of the applicant. The successful applicant must be in good health, mentally alert, and genuinely interested in the training.

BECOMING AN APPRENTICE

Applications for apprenticeship may be secured from a joint apprentice committee member or from the apprentice coordinator in the College office. No common procedure can be outlined here since each trade differs in its selection and placement procedure. An applicant must reside within the jurisdictional area of the joint apprenticeship committee of the trade for which he is making application.

TIME REQUIRED TO COMPLETE TRAINING

The time required to complete training varies from three to eight years, depending on the trade. There is no speed-up of apprentice training although credit is sometimes granted by the joint apprentice committee for previous experience. The apprentice attends classes at the College for a minimum of four hours a week during the period of his apprenticeship. He obtains on-the-job training during the standard work week.

EARNINGS

Apprentices are paid by their employer for their time in school directly or through an adjustment in hourly pay rate as established by industry. The apprentice wage scale is graduated in accordance with training status and represents a specific percentage of the journeyman wage rate.

APPRENTICESHIP AGREEMENT

Each apprentice enters into an agreement with the joint apprenticeship committee or its agent to observe the apprenticeship rules and regulations. It then becomes a function of the joint apprenticeship committee or its agent to enforce these rules. It is also the function of the joint apprenticeship committee to review any problems that may arise relative to the apprentice's training program and to endeavor to keep him employed during the term of his apprenticeship. The apprenticeship agreement is registered with the State Board of Control for Vocational Education and with the Federal Committee on Apprenticeship (U.S. Department of Labor). A copy of the registered agreement is required by the Veterans Administration for all veterans who apply for the training benefits.

ENTERING THE SCHOOL

Applicants approved for apprentice training are assigned a day to report to the College by either the joint apprenticeship committee or the employer. On inquiry at the apprentice coordinator's office, they are referred to the instructor for the trade.

FEES

Each apprentice receiving related training at the College is required to pay a course fee of \$4.00 per term. A class admission slip indicating payment of apprentice fees must be shown to the instructor at the time a student enters a class.

VETERANS

Veterans who are eligible for training benefits under existing laws for veterans' readjustment (PL895, or PL500) should consult the apprentice co-ordinator at the College office relative to benefits in apprenticeship training and the application procedure to be followed for obtaining such benefits.

APPRENTICE INSTRUCTORS

Hinderleider, Arthur	Bricklaying	Related Instruction
Lehman, Fred	Plumbing	Related Instruction
Smith, Carl	Electrical	Related Instruction
VanDerstein, John	Electrical	Related Instruction
Wilder, Francis	Carpenter	Related Instruction

CIVIL TECHNOLOGY

Descriptions of Typical Positions

TOPOGRAPHICAL DRAFTSMAN

Prepares topographical maps from field information; draws profiles and sections of road locations.

CONSTRUCTION INSPECTOR

Represents the owner on construction work to make certain that materials and workmanship are in accordance with plans and specifications.

MATERIALS TESTER

Makes physical and/or chemical tests on materials to determine their fitness and compliance with specifications; prepares reports of his findings.

Fall Term 1960

Note: The freshman students on the cooperative program with the Michigan State Highway Department will not be in school during the Fall term of 1960.

Freshman Year	Winter Term 1961	Credit Hours
*Math. 103	Trigonometry	5
E.D. 101	Engineering Drawing I	3
*C.T. 101	Construction Methods	2
*C.T. 102	Construction Materials	4
*C.T. 103	Construction Costs	2
P.E. 101	Physical Education	1
Total		17

Freshman Year	Spring Term 1961	Credit Hours
*C.T. 111	Elem. Surveying	5
*C.T. 212	Route Surveying	4
E.D. 102	Engineering Drawing II	3
S.S. 103	Political Science	4
Eng. 101	English	3
Total		19

Fall Term 1961

No co-op student will be in school full-time.

Freshman Year	Winter Term 1962	Credit Hours
Eng. 102	English	3
E.D. 103	Descriptive Geometry	3
Math. 201	College Algebra	5
S.S. 102	Economics	4
C.T. 205	Hydrology	3
P.E. 103	Physical Education	1
Total		19

Sophomore Year	Spring Term 1962	Credit Hours
Eng. 103	English	3
Phys. 201	Physics I (Mechanics & Heat)	4
C.T. 203	Soil Testing & Classification....	3
C.T. 213	Advanced Surveying	4
	Electives	4-5
Total		18-19

Sophomore Year	Fall Term 1962	Credit Hours
C.T. 202	Highway Technology	4
Bus. 215	Business Law I (Contracts)	2
Phys. 202	Physics II (Electricity, Magnetism & Wave Motion) ..	4
C.T. 204	Strength of Materials	3
C.T. 214	Geodetic Surveying	4
Total		17

Sophomore Year	Winter Term 1963	Credit Hours
Eng. 204	Technical Report Writing	2
Bus. 216	Business Law II (Contracts) ...	2
Phys. 203	Physics III (Optics and Modern Physics)	4
C.T. 207	Structural Technology	4
C.T. 206	Project Lab.	2-6
S.S. 101	Sociology	4
Total		18-22

*Trigonometry must be taken as a prerequisite for C.T. 111 in term III. Any student who has not met the prerequisites for trig. must make up this work in the evenings during the fall term 1960. Students who have had trigonometry must take 5 credits of

electives, (e.g., S.S. 101, Phys. Ed., Chemistry, etc.)

*These courses will be taken consecutively in this term. The first course in the sequence will lead directly into the following course.

ELECTRONICS TECHNOLOGY

Electronics Technicians are employed in many fields, especially in those industries considered necessary for national defense. Many are found in research and development laboratories engaged in experimental, analytical, or testing work on types of equipment necessitating a broad knowledge of electrical and electronic phenomena. The Electronics Technician requires specialized training and education in the application of electronic theory. He should be familiar with the purpose and many uses of vacuum tubes, transistors, transducers and other components of electronic circuits. He repairs and maintains complex electronic equipment such as digital and analog computers, servomechanisms, photoelectric controls, automatic guidance equipment, and devices used in automation. He may be called upon to test precision electronic equipment such as airborne control and navigation equipment (avionics), machine tool controls, and radar. He may design wired and printed circuitry to meet prescribed specifications, using "breadboard" techniques and modifying circuits to obtain desired performance.

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
	Fall Term		Phys. 201	Physics I (Mechanics & Heat)	4
Eng. 101	English	3	E.D. 205	Electrical & Electronics	
Math. 102	Algebra	5		Drawing	3
P.E. 101	Physical Education	1	E.T. 201	Automation I (Industrial Electronics)	4
E.D. 101	Engineering Drawing	3	E.T. 202	Electronics II (Receivers and transmitters)	4
E.T. 101	D.C. Theory & Application	4	E.T. 207	Transistor Theory and Circuitry	4
M.T. 101	Manufacturing Processes (Machine Tools & Sheet Metal)	3			
Math. 099	Math. Seminar	1			
		20			19

Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Phys. 202	Physics II (Electricity and Sound)	4
Math. 103	Trigonometry	5	E.T. 203	Automation II (Industrial Electronics)	4
P.E. 102	Physical Education	1	M.T. 207	Automation Mechanics (Fluid Mechanics)	3
E.D. 102	Engineering Drawing	3	E.T. 204	Electronics III (Computer & Computer Circuitry)	4
E.T. 102	A.C. Theory & Application	3	E.T. 208	Communication I (Antennas and transmission lines)	3
M.T. 102	Manufacturing Processes (Welding & Foundry)	3	Eng. 204	Technical Report Writing	2
		18			20

Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Phys. 201	Physics III (Wave Motion & Sound)	4
Math. 201	College Algebra	5	E.T. 210	Printed Circuits	2
P.E. 103	Physical Education	1	E.T. 205	Electronics IV (Television) ..	4
E.T. 103	Electronics I (Vacuum Tube Theory & Circuitry)	3	E.T. 209	Communications II (Requirements for 1st class Phone License)	3
M.T. 103	Manufacturing Processes	2	E.T. 211	Testing Methods and Practices	2
E.D. 104	Jigs and Fixtures	3	E.T. 206	Project Lab	2
		17			8

Freshman Year	Summer Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
S.S. 101	Sociology	4	E.T. 211	Testing Methods and Practices	2
S.S. 102	Economics	4	E.T. 206	Project Lab	2
		8			17

MECHANICAL TECHNOLOGY

Titles of Positions Held By Mechanical Technicians

Tool Designer	Quality Control Technician
Machine Designer	Production Expediter
Mechanical Draftsman	Specification Writer
Product Designer	Cost Estimator
Lead Draftsman	Time Study Technician
Detailer	Tool Inspector
Checker	Shop Foreman
Engineering Aide	Installation Engineer
Research Laboratory Technician	Service Technician
Mechanical Laboratory Technician	Technical Salesman
Materials Testing Laboratory Technician	Instrument Technician
Plant Layout Technician	Purchasing Agent

Descriptions of Typical Positions**MACHINE DESIGNER**

An expert who translates his or someone else's ideas into mechanical drawings and who has a thorough knowledge of mechanisms, materials, and the latest developments in industrial processes.

COST ESTIMATOR

A person who has not only a complete knowledge of manufacturing processes in general, but also a thorough working knowledge of the machines and processes in his own plant so that he can accurately figure the manufacturing cost of any component from a drawing.

(Mechanical Technology course programs continued on next page.)

TECHNICAL TRAINING

Freshman Year	Fall Term	Credit Hours	Sophomore Year	Fall Term	Credit Hours
Eng. 101	English	3	Phys. 201	Physics I (Statics & Dynamics)	4
Math. 102	Algebra	5	E.T. 201	Automation I (Industrial Electronics)	4
P.E. 101	Physical Education	1	E.D. 205	Electrical & Electronic Drawing	3
E.D. 101	Engineering Drawing	3	M.T. 209	Machine Design I (Kinematics & Machine Elements)	4
E.T. 101	D.C. Theory & Application	4	Chem. 201	Chemistry	4
M.T. 101	Manufacturing Processes (Machine Tools and Sheet Metal)	3			19
Math. 099	Math Seminar	1			
		20			
Freshman Year	Winter Term	Credit Hours	Sophomore Year	Winter Term	Credit Hours
Eng. 102	English	3	Phys. 202	Physics II (Heat, Electricity, Magnetism)	4
Math. 103	Trigonometry	5	M.T. 210	Machine Design II (Strength of Materials)	4
P.E. 102	Physical Education	1	M.T. 207	Automation Mechanics I (Fluid Mechanics)	3
E.D. 102	Engineering Drawing	3	M.T. 201	Machine Methods & Cost (Time Study)	3
E.T. 102	A.C. Theory & Application	3	E.D. 103	Descriptive Geometry	3
M.T. 102	Manufacturing Processes (Welding & Foundry)	3	Eng. 204	Technical Report Writing	2
		18			19
Freshman Year	Spring Term	Credit Hours	Sophomore Year	Spring Term	Credit Hours
Eng. 103	English	3	Phys. 203	Physics III (Wave Motion & Sound)	4
Math. 201	College Algebra	5	M.T. 204	Metallurgy	3
P.E. 103	Physical Education	1	M.T. 203	Industrial Management	3
E.T. 103	Electronics I (Vacuum Tube Theory & Circuitry)	3	M.T. 211	Machine Design III (Design Origination)	3
M.T. 103	Manufacturing Processes	2	M.T. 208	Automation Mechanics II (Labor Saving & Feed Back Devices)	3
E.D. 104	Jigs and Fixtures	3	E.D. 202	Die Design	3
		17			19
Freshman Year	Summer Term	Credit Hours			
S.S. 101	Sociology	4			
S.S. 102	Economics	4			
		8			

VOCATIONAL - TECHNICAL

(Related Instruction Classes for Industrial Workers)

One of the most important functions of a community college is that of service to local business and industry and to the men and women who are employed by these firms. Every effort will be made to offer instruction which will allow the industrial worker to upgrade himself through classroom work and laboratory experience related to his present job requirements and anticipated technological changes.

The College stands ready to work with any plant or local union on educational programs ranging from single session meetings to courses requiring several hundred hours for completion.

Technological changes in manufacturing processes have occurred with increasing rapidity during the past few years, and there is every indication that the rate of change will increase. The College, in cooperation with the industrial firms in the Lansing area, has scheduled courses for the man working in industry who wants to improve his understanding of the more technical aspects of the skilled trades.

All classes in this program are scheduled in pairs to allow men on any shift or combination of shifts to attend without interruption. Parallel classes are held from 10:00 A.M.—12 Noon and 7:00—9:00 P.M.

COURSES AND COURSE DESCRIPTIONS

BUSINESS

ARTS AND SCIENCES

TECHNOLOGIES

BUSINESS**Bus. 101 Typewriting I**

An introduction to and mastery of the keyboard to build accuracy and speed. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 102 Typewriting II

A continuation of Typewriting I. Improves speed, accuracy and manipulation. Covers typing of business letters, reports and tabulations. Prerequisite: Bus. 101. Four one-hour periods each week. Four hours credit.

Bus. 103 Advanced Typewriting III

A continuation of Typewriting II. Improves secretarial skill and efficiency. Prerequisite: Bus. 102. Four one-hour periods each week. Four hours credit.

Bus. 104 Beginning Shorthand

A course designed to teach the basic principles of shorthand and build an elementary vocabulary. No prerequisite. Four one-hour periods each week. Four hours credit.

Bus. 104a Beginning Shorthand

A course designed to teach the basic principles of shorthand and build an elementary vocabulary. No prerequisite. Two one-hour periods each week. Two hours credit. (Evening College only.)

Bus. 104b Continuation of 104a.

Two one-hour periods each week. Two hours credit. (Evening College only.)

Bus. 105 Intermediate Shorthand II

A course that completes theory begun in Bus. 104. Develops speed and accuracy in reading from plates, and in limited dictation. Prerequisite: Bus. 104. Four one-hour periods each week. Four hours credit.

Bus. 105a Intermediate Shorthand

A course that completes theory begun in Bus. 104b. Develops dictation. Prerequisite: Bus. 104 or 104a and 104b. Two one-hour periods each week. Two hours credit. (Evening College only.)

Bus. 105b Continuation of 105a. (Evening College only.)**Bus. 106 Advanced Shorthand III**

A continuation of Bus. 105. Develops high speed in dictation. Prerequisite: Bus. 105 or 105a and 105b. Four one-hour periods each week. Four hours credit.

Bus. 107 Business Machines

A course designed to teach the basic operations and manipulations of calculating machines. Includes the study of the operation of the ten-key, key-driven, rotary calculators and the Burrough's Sensimatic. Prerequisite: Bus. 117. Three one-hour periods each week. Three hours credit.

Bus. 108 Business Machines

A continuation of Bus. 107. Develops speed through practice. Prerequisite: Bus. 107. Three one-hour periods each week. Three hours credit.

Bus. 109 Secretarial Machines

A course designed to teach the operation and manipulation of the stencil and fluid duplicating processes. Includes study of machine transcription and

filing procedure. No prerequisite. Two one-hour periods each week. Two hours credit.

Bus. 117 Business Mathematics

A course designed to develop skill and accuracy in mathematics. Includes study of decimals, fractions, aliquot parts, percentages, discounts, inventory, pay roll, interest. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 118 Introduction to Business

A survey of business activities, covering principles, problems and practices related to our economic framework. Includes topics such as organization, production, marketing, personnel administration, finance, accounting, business law, and economics. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 120 Sales I

A course designed to familiarize the student with the fundamentals of sales. Deals with such topics as consumer buying habits, the salesman's job, the sales transaction, retail store methods, housekeeping, inventory, use of sales media, product demonstration techniques, customer service problems. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 121 Sales II

A continuation of Bus. 120. Deals with the principles of salesmanship, with selling, and with the practices of successful salesmen. Includes demonstration of most effective sales practices by successful salesmen. Prerequisite: Bus. 120 or its equivalent. Three one-hour periods each week. Three hours credit.

Bus. 122 Sales III

A continuation of Bus. 121. Deals with the various procedures for training sales personnel in various kinds of business. Includes a study of the value of sales training programs. Also includes a study of managerial and supervisory techniques. Prerequisite: Bus. 121. Three one-hour periods each week. Three hours credit.

Bus. 201 Transcription

A course designed to teach how to type mailable transcripts from shorthand notes. Prerequisite: Bus. 106. Four one-hour periods each week. Four hours credit.

Bus. 202 Shorthand Speed Building

A continuation of Bus. 201. Attention given to specialized vocabulary and high speed writing. Prerequisite: Bus. 201. Four one-hour periods each week. Four hours credit.

Bus. 203 Secretarial Training

A course designed to teach students to develop a pleasant, sincere, effective personality. Includes a study of office practice procedures. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 204 Letter Writing

A course designed to develop effective correspondence techniques. Prerequisite: English 103. Three one-hour periods each week. Three hours credit.

Bus. 205 Legal Shorthand I (Formerly 207)

A course designed to develop skill in writing and transcribing the numerous words and phrases commonly recurring in the spoken and written language of the law. Prerequisite: Bus. 106. Four one-hour periods each week. Four hours credit.

Bus. 206 Legal Shorthand II (Formerly 209)

A course designed to assist the law stenographer to become more proficient in the use of legal shorthand. Prerequisite: Bus. 205. Four one-hour periods each week. Four hours credit.

Bus. 207 Medical Shorthand I (Formerly 208)

A course designed to develop skill in writing and transcribing the many words and phrases recurring in the spoken and written language of medicine. Prerequisite: Bus. 106. Four one-hour periods each week. Four hours credit.

Bus. 208 Medical Shorthand II (Formerly 210)

A course designed to assist the medical stenographer to become more proficient in the use of medical shorthand. Prerequisite: Bus. 207. Four one-hour periods each week. Four hours credit.

Bus. 210 Accounting I (Formerly 205)

A course designed to explain the basic principles of accounting by means of the balance sheet and income statement approach. Deals with such topics as: accounting for merchandise, adjustments to accounts, business documents and procedure, and negotiable instruments. No prerequisite: Four one-hour periods each week. Four hours credit.

Bus. 211 Accounting II (Formerly 205a)

A continuation of Bus. 210 involving the study of controlling accounts, subsidiary ledgers, special journals, the voucher system, and accounting for partnerships and corporations. Prerequisite: Bus. 210. Four one-hour periods each week. Four hours credit.

Bus. 212 Accounting III (Formerly 205b)

A continuation of 211 involving the study of income and valuation determination and analysis and comparison of financial statements. Deals also with accounting principles and their relation to mercantile businesses and manufacturing companies. Prerequisite: Bus. 211. Four one-hour periods each week. Four hours credit.

Bus. 215 Business Law I (Formerly 201)

A course which provides an introduction to business law including a study of the nature and sources of law, a study of courts, and court procedures, crimes and torts, introduction to contracts, offer and acceptance, reality of consent and consideration. Combination textbook and case approach. No prerequisite. Two one-hour periods each week. Two hours credit.

Bus. 216 Business Law II (Formerly 202)

A continuation of Business Law 215 covering such legal aspects as contracts, capacity of parties, illegality, statute of frauds, third parties, performance, remedies. Prerequisite: Bus. 215. Two one-hour periods each week. Two hours credit.

Bus. 217 Business Law III (Formerly 203)

A continuation of Bus. 216 dealing with law relating to agency. Includes study of such legal aspects as: creation of relation and authority, relation of principal and third persons, relation of principal and agent. Deals also with study of partnerships, creation of partnership, relation of partners between themselves, relation of partners and third persons, dissolution and winding up. Prerequisite: Bus. 216. Two one-hour periods each week. Two hours credit.

Bus. 220 Office Management I (Formerly 206)

The first of a series of three courses dealing with the principles of office management. Includes study of office organization and layout; work flow, procedures, standards; personnel and supervision procedures; equipment; centralized services; automation trends. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 221 Office Management II

A continuation of Bus. 220 explaining office management practices. Deals with automation and trends in the use of integrated data processing; analysis of actual operating and management problems. Includes field study and visits to office establishments in the area; the uses of special equipment and procedures in specific office situations. Prerequisite: Bus. 220. Three one-hour periods each week. Three hours credit.

Bus. 222 Office Management III

A continuation of Bus. 221 designed for the study of specific practices of office management emphasizing one or two procedures of one aspect of office management in a specific company. Prerequisite: Bus. 221 or its equivalent. Three one-hour periods each week. Three hours credit.

Bus. 225 Business Management Principles

A course designed to cover the basic principles of business management. Includes a study of the concepts of forms of business organization; a description of the elements of business including objectives, ethics, function, structure; leadership, policies, facilities, skills, procedures, morale, and controls. No prerequisite. Three one-hour periods each week. Three hours credit.

Bus. 230 Data Processing

A course designed to teach the machine methods of accounting. Emphasizes punched card systems. Prerequisite: Background in accounting. One one-hour period each week. One hour credit.

When laboratory work for Bus. 230 Data Processing is performed in conjunction with the Co-operative Training Program, one or two additional credit hours may be earned.

Bus. 240 Cooperative Training

During the sophomore year, following successful completion of basic courses, Cooperative Office Training may be elected. This means: (1) placement on a job for half days; (2) earning credits for satisfactory work performance; (3) earning money for hours of work. Prerequisite: high proficiency in at least one of the following areas: Stenography, Typewriting, Office Machines, Accounting. Hours arranged. Two hours credit.

Bus. 241 Same as above.

Bus. 242 Same as above.

ARTS AND SCIENCES

The curriculum offers two years of college study in the humanities and sciences which prepare the student for transfer to a senior college or university as well as offer additional training in developing a personal philosophy of life. The strength and purposes of this curriculum, along with the other curricula in the Community College, are that it allows the student to evaluate the heritage of recorded ideas and actions of societies both past and present through his own reading and under the guidance of his instructors.

The Community College student who desires to transfer to another college or university should study the requirements for course work demanded by that institution. Advisors will help each student analyze the courses he must take to make certain that his work will be fully transferable to the institution of his choice. It is possible for the student to receive credit applicable to programs in most areas of academic endeavor.

LIBERAL ARTS

ART

Art 101 Seminar for painters and artists

Lectures and demonstrations in a variety of mediums illustrating the techniques employed by artists. Seeks to introduce a succession of prominent artists as instructors and lecturers. Accommodates beginners and amateurs as well as advanced students and professional people. One three-hour lecture a week on Saturdays. Two hours credit.

ENGLISH

ENGLISH REQUIREMENTS. All entering students will be required to take an entrance examination in English. Students who fail to make a satisfactory score on the examination will have to take Remedial English as a prerequisite to entrance into the standard freshman English course.

Eng. 011, 012, 013 Remedial English

A series of courses designed for students who fail to make a satisfactory score on the English placement test. Concerned with sentence structure, vocabulary building, selected readings, and expository writing.

A student may waive 012 or 013 or both and with his instructor's recommendation enroll in a corresponding standard English section upon satisfactory completion of a prepared placement test at the end of the 011 or 012 course. Three one-hour class periods a week. Three hours non-transfer credit.

Eng. 101 Freshman Composition

The first of a series of three consecutive writing courses designed to teach the student to think and write clearly and cogently by careful analysis of professional writing and by writing at least one descriptive or expository essay a week. Prerequisite: a satisfactory score on the English Placement test. Three one-hour class periods each week. Three hours credit.

Eng. 102 Freshman Composition

A continuation of English 101, with special attention given to the analysis of the form and content of essays and prose fiction. Three one-hour class periods each week. Three hours credit.

Eng. 103 Freshman Composition

A continuation of 102, with special attention given to the study and analysis of argumentation principles and the preparation and composition of an argumentative research paper. Three one-hour class periods each week. Three hours credit.

Eng. 104 Speech

A course designed to teach the student the principles of diction, pronunciation, enunciation, and interpretation as they apply to discussion and public speaking. No prerequisite. Three one-hour class periods each week. Three hours credit.

Eng. 201 Introduction to Literature

The first of a series of three consecutive courses designed to teach the student to understand and to appreciate the form and content of the literary essay, fiction, drama, and poetry in English and American literature. Prerequisite: English 101, 102, and 103. Three one-hour class periods each week. Three hours credit.

Eng. 202 Introduction to Literature

A continuation of English 201. Prerequisite: English 101, 102, 103. Three one-hour class periods each week. Three hours credit.

Eng. 203 Introduction to Literature

A continuation of English 202. Prerequisite: English 101, 102, 103. Three one-hour class periods each week. Three hours credit.

Eng. 206 News Writing

A course consisting of the study of news writing style and structure, and reporting techniques and principles. Prerequisite: Freshman Composition or the approval of the department. Two one-hour class periods and four one-hour laboratory periods a week. Three hours credit.

MATHEMATICS

The college will admit students who have deficiencies in mathematics. One year each of high school algebra and geometry are, however, essential for certain college courses. These deficiencies may be removed in college, but the time spent may require the student to attend an extra term or more to complete requirements for graduation.

Math. 010 Arithmetic

A refresher course emphasizing mathematical principles underlying per cent and fractions, both common and decimal. No prerequisite. Two two-hour class periods each week. Four hours non-transfer credit. Summer only.

Math. 011 Beginning Algebra

A course in elementary algebra designed to meet college entrance requirements. Math 011 and 012 together are the equivalent of one entrance credit in Algebra. No prerequisite. Five one-hour class periods each week. Five hours non-transfer credit.

Math. 012 Beginning Algebra

A continuation of Mathematics 011. Five one-hour class periods each week. Five hours non-transfer credit.

Math. 013 Geometry—plane and solid

An elementary course of combined plane and solid geometry with emphasis on mensuration principles. Prerequisite: One unit of high school algebra. Five one-hour class periods each week. Five hours non-transfer credit.

Math. 099 Math Seminar

A survey of mathematical needs of students entering technology courses. Covers the principles of trigonometry, the use of the slide rule, and the operation of calculators. No prerequisite. Two one-hour class periods each week. One hour non-transfer credit.

Math. 102 Intermediate Algebra

A course designed to teach quadratic equations; systems of linear and quadratic equations with graphs; exponents and radicals; the use of logarithms and tables; ratio, proportion, and variation. Prerequisite: one entrance unit in high school algebra and one entrance unit in geometry or Math. 011, 012, and 013. Five one-hour class periods each week. Five hours credit.

Math. 103 Trigonometry

A course designed to teach trigonometric functions, radian measure, graphs, sum and difference formulae, simple trigonometric equations, logarithms, solution of plane triangles, inverse functions. Prerequisite: Math. 102. Five one-hour class periods each week. Five hours credit.

Math. 201 College Algebra

A course involving extended work with quadratic equations, natural logarithms, binomial theorem, introduction to mathematical induction, progressions, complex numbers, inequations including solution of linear systems by determinants. Prerequisite: Math. 103 or equivalent. Five one-hour class periods each week. Five hours credit.

Math. 202 Analytic Geometry

A course designed to teach principles of rectangular and polar coordinates; lines; circles; conic sections; loci; translation and rotation of axis; transcendental curves; and parametric equations. Prerequisite: Math. 201. Five one-hour class periods each week. Five hours credit.

Math. 203 Calculus I

A course dealing with differentiation of elementary functions; integration of polynomials and powers, and applications. Prerequisite: Math. 202. Five one-hour class periods each week. Five hours credit.

Math. 204 Calculus II

A continuation of Calculus I. General methods of integration and application. Prerequisite: Math. 203. Five one-hour class periods each week. Five hours credit.

Math. 205 Calculus III

A course dealing with infinite series, partial differentiation, multiple integrals. Prerequisite: Math. 204. Five one-hour class periods each week. Five hours credit.

Math. 206 Slide Rule

A course designed to teach fundamentals of operation, including multiplication and division, squares and square roots, cubes and cube roots, trigonometric and logarithmic scales. Prerequisite: Math. 103. One one-hour class period each week. One hour credit.

MODERN LANGUAGE**German 101 Elementary German**

A course designed to teach vocabulary, pronunciation, conversation, and reading from graded texts. No prerequisite. Five one-hour class periods each week. Five hours credit.

German 102 Elementary German

A continuation of 101. Prerequisite: 101. Five one-hour class periods each week. Five hours credit.

German 103 Elementary German

A continuation of 102. Prerequisite: 102. Five one-hour class periods each week. Five hours credit.

German 201 Intermediate German

A course involving systematic review of syntactic patterns, conversation, extensive reading of modern texts. Prerequisite: 103, or the equivalent. Three one-hour class periods each week. Three hours credit.

German 202 Intermediate German

A continuation of 201. Prerequisite: 201. Three one-hour class periods each week. Three hours credit.

German 203 Intermediate German

A continuation of 202. Prerequisite: 202. Three one-hour class periods each week. Three hours credit.

Spanish 101 Elementary Spanish

A course designed to teach vocabulary, pronunciation, conversation, and reading from graded texts. No prerequisite. Five one-hour class periods each week. Five hours credit.

Spanish 102 Elementary Spanish

A continuation of 101. Prerequisite: 101. Five one-hour class periods each week. Five hours credit.

Spanish 103 Elementary Spanish.

A continuation of 102. Prerequisite: 102. Five one-hour class periods each week. Five hours credit.

Spanish 201 Intermediate Spanish

A course involving systematic review of syntactic patterns, conversation, extensive reading of modern texts. Prerequisite: 103, or the equivalent. Three one-hour class periods each week. Three hours credit.

Spanish 202 Intermediate Spanish

A continuation of 201. Prerequisite: 201. Three one-hour class periods each week. Three hours credit.

Spanish 203 Intermediate Spanish

A continuation of 202. Prerequisite: 202. Three one-hour class periods each week. Three hours credit.

MUSIC

Music 101 Choir

A class for both men and women the activities of which are designed to interest the greatest number of students by stressing the joys and pleasures of singing together at concerts and on informal occasions. No prerequisite. One two-hour class period each week. One hour credit.

PHYSICAL EDUCATION

The physical education program is designed to develop skill in sports by providing ample opportunity for students to participate actively in such sports as basketball, badminton, golf, touch football, table tennis, and weight lifting, all under the careful guidance and supervision of an instructor. Physical education is required for all full time freshmen except veterans or those 26 or over. Physical education is optional for all other full-time or part-time students. All classes meet for two one-hour class periods each week. One hour credit.

MEN'S PHYSICAL EDUCATION

P.E. 101

A course designed to develop skill in badminton, weight lifting, touch football and basketball by active participation.

P.E. 102

A course designed to develop skill in volley ball, circuit training, basketball, badminton, and weight lifting by active participation.

P.E. 103

A course designed to develop skill in archery, golf, soft ball, badminton and weight lifting by active participation.

P.E. 201

A continuation of above.

P.E. 202

A continuation of above.

P.E. 203

A continuation of above.

WOMEN'S PHYSICAL EDUCATION

The women's physical education program is designed to provide the student with various sports skills, and to teach the student some principles of nutrition and weight control.

P.E. 104

A course designed to give instruction in badminton, nutrition and weight control and to supervise participation in basketball and volleyball.

P.E. 105

A course designed to give instruction in golf, archery, nutrition and weight control and to supervise participation in basketball, volleyball, and badminton.

P.E. 106

A course designed to give instruction in tennis, nutrition, and weight control and to supervise participation in badminton and table tennis.

P.E. 204

A continuation of above.

P.E. 205

A continuation of above.

P.E. 206

A continuation of above.

SCIENCES**BIOLOGICAL SCIENCES****Anat. 201 Anatomy and Physiology**

A course devoted to the study of the machinery of the human body, designed for students continuing in biology or related applied fields such as nursing and mortuary science. Divides the work into two terms, the first of which is a prerequisite to Anatomy and Physiology 202. Covers the skeletal, muscular, nervous, special sensory and circulatory systems. No prerequisite. Two one-hour class periods and two two-hour laboratory periods each week. Four hours credit.

Anat. 202 Anatomy and Physiology

A course that follows Anatomy and Physiology 201 and includes study of the following systems: respiratory, digestive, excretory, endocrine, and reproductive. Stresses the physiology of each system as much as time will permit. Prerequisite: Anatomy and Physiology 201. Two one-hour class periods and two two-hour laboratory periods each week. Four hours credit.

Micro. 203 Microbiology

A course designed as an introduction to medical bacteriology, with emphasis on the most important communicable disease agents. A study of yeasts, fungi, and protozoa of medical importance, and also of culture media, isolation of pure culture, staining methods, practical sterilization, and the collection and handling of specimens. No prerequisite. Two one-hour class periods and two two-hour laboratory periods each week. Four hours credit.

Biol. 201 Zoology

The first of two courses designed to cover the field of Zoology and serve as a foundation for advanced courses. Includes a study of the cell and protoplasm, unicellular organisms, and the animal groups in the order of advancing complexity. No prerequisite. Two one-hour lectures and two two-hour laboratory periods each week. Four hours credit.

Biol. 202 Zoology

A continuation of Zoology 201 covering the higher animal groups. Deals principally with echinoderms and chordates with emphasis on vertebrate animals. Includes principles of anatomy, physiology, taxonomy, ecology and evolution. Prerequisite: Biology 201. Two one-hour lectures and two two-hour laboratory periods each week. Four hours credit.

Biol. 203 Botany

A course designed to explain the plant kingdom. Deals with general structure and physiology of plants, from simplest to most advanced forms. Special atten-

tion given to the seed plants and their ecology and value to man. Prerequisite: Biology 201. Two one-hour lectures and two two-hour laboratory periods each week. Four hours credit.

PHYSICAL SCIENCES

ASTRONOMY

Astronomy 201

A course designed to acquaint the student with the physical universe in which he lives and of which he is a part, using the descriptive rather than the mathematical approach. A survey of the solar system including the motions of the earth and other bodies, study of planets, comets, meteors, and the sun. A study of the stellar system including double stars, motions of the stars, variable stars, the Milky Way and other galaxies, together with an introduction to the methods employed by astronomers in gathering information. Prerequisite: Natural Science 102 or permission of the instructor. Three one-hour lectures weekly with occasional night observation periods. Three hours credit.

CHEMISTRY

Chem. 111 General Chemistry (Inorganic)

The first of a series of three courses designed to give a comprehensive introduction to general college chemistry for those students who plan to enter the fields of engineering or the physical sciences. Covers atomic and molecular structure, the periodic classification of the elements, the kinds and states of matter, the laws of gases and solutions, the descriptive chemistry of Groups I, II, VI, VII of the elements, and the noble gases. No prerequisite. Two one-hour lectures and two three-hour laboratories each week. Four hours credit.

Chem. 112 General Chemistry (Inorganic)

A continuation of Chemistry 111. Includes study of oxidation-reduction, hydrolysis, chemical equilibrium, nuclear chemistry, the descriptive chemistry of Groups III, IV, V of the elements, and the two series of the Rare Earths. Prerequisite: Chemistry 111. Two one-hour lectures and two three-hour laboratories each week. Four hours credit.

Chem. 113 Qualitative Analysis

A continuation of the general principles of chemistry introduced in Chem. 111 and Chemistry 112, with emphasis on the systematic separation and identification of the principal cations and anions, the application of the principles of the ionization theory of mass action, and chemical equilibrium and the laws of solubility to qualitative analysis. Prerequisites: Chemistry 111 and 112. Two one-hour lectures and two three-hour laboratories each week. Four hours credit.

Chem. 106 Physiological Chemistry

The first of a series of three courses designed specifically for students of nursing and may not ordinarily serve as prerequisites for more advanced courses in chemistry. Constitutes a short but concise review of the principles of General Chemistry, including atomic and molecular structure, the periodic nature of the elements, the laws of chemical combination, the kinds and states of matter, and descriptive inorganic chemistry. Prerequisite: A course in high school chemistry. Two one-hour lectures and one two-hour laboratory each week. Three hours credit.

Chem. 107 Physiological Chemistry

A continuation of Chemistry 106. A concise course in introductory organic chemistry, both aliphatic and aromatic, with special emphasis on representative substances and their relation to life processes, lipids, carbohydrates and proteins. Prerequisite: Chemistry 106. Two one-hour lectures and one two-hour laboratory each week. Three hours credit.

Chem. 108 Physiological Chemistry

A continuation of Chemistry 106 and 107 designed to integrate the study of the chemistry of the processes of life in health and in disease with the general study of physiology. Covers the chemistry of enzymes, hormones, and vitamins, the chemistry of digestion and metabolism, and the chemistry of the blood and urine, together with the alterations in bodily chemistry as the result of certain diseases and pathological conditions. Prerequisite: Chemistry 107. Two one-hour lectures and one two-hour laboratory each week. Three hours credit.

Chem. 201 Organic Chemistry

The first of two courses that constitute an introduction to the chemistry of the carbon compounds and cover the fundamental principles and reactions of organic chemistry. Covers the aliphatic hydrocarbons and their derivatives, the simple alcohols, ethers, aldehydes, ketones, acids, esters, carbohydrates, and organic nitrogen compounds. Prerequisite: Chemistry 111 and 112. Two one-hour lectures and two three-hour laboratories each week. Four hours credit.

Chem. 202 Organic Chemistry

A continuation of Chemistry 201. Takes up the heterocyclic and aromatic hydrocarbons and their derivatives and the kinetics of organic chemical reactions. Prerequisite: Chemistry 201. Two one-hour lectures and two three-hour laboratories each week. Four hours credit.

Chem. 221 Quantitative Analysis

Principally a laboratory course designed to give the student manipulative ability, a thorough knowledge of the chemical and stoichiometric principles involved in analytical procedures of volumetric and gravimetric analysis. Prerequisite: Chemistry 111 through 113. One one-hour lecture and three three-hour laboratories each week. Four hours credit.

NATURAL SCIENCE (Basic)**Nat. Sci. 101 Natural Science**

The first of a series of three courses designed to give the student a basic understanding of some of the scientific principles related to both animate and inanimate objects of the world. Deals with origins and interrelationships of living organisms. No prerequisite. Two one-hour class periods and two two-hour laboratory periods each week. Four hours credit.

Nat. Sci. 102 Natural Science

A course that deals with the physical world, the story of rocks and minerals and how man's ideas about the universe have developed. Considers among other things: the sun and its family, radioactivity, and interpretation of the rock record and the earth's geological history. Prerequisite: Natural Science 101. Two one-hour class periods and two two-hour laboratory periods. Four hours credit.

Nat. Sci. 103 Natural Science

A course that deals with fundamental laws, theories, and principles of chemistry. Considers such topics as: atomic and molecular theory, periodic system, laws of chemical combinations, gas laws, etc. Deals also with some modern day applications of electronics, mechanics, heat, sound, and light. Prerequisite: Natural Science 102. Two one-hour class periods and two two-hour laboratory periods each week. Four hours credit.

PHYSICS**Phys. 201 Physics (Mechanics and Heat)**

The first of a series of three courses designed to give the student an understanding of the fundamental principles of physics. Considers the principles of mechanics, (the laws of motion and equilibrium and their relation to work, energy, power, etc.) as they are applied principally to solids and fluids. Also covers principles of Heat and Thermodynamics and their relationship to the operation of engines. Prerequisite: Trigonometry or approval of department. Three one-hour lecture periods, one two-hour laboratory period and one quiz-recitation period each week. Four hours credit.

Phys. 202 Physics (Electricity, Magnetism and Wave Motion)

A course designed to investigate the fundamental electrostatic and electromagnetic properties, to explain the electrical nature of matter, and to present the basic relationships underlying their engineering applications. Considers also the properties of waves and their application to sound. Prerequisite: Physics 201 or approval of department. Three one-hour lecture periods, one two-hour laboratory period, and one quiz-recitation period each week. Four hours credit.

Phys. 203 Physics (Optics and Modern Physics)

A course designed to study wave properties in the area of geometric and physical optics which include the phenomena of mirrors, lenses and optical instruments, interference and diffraction. Includes a study of the modern physical notions of the theory of relativity, and atomic and nuclear physics. Examines atomic structure and the way atoms combine to give the properties associated with specific solids, liquids and gases. Emphasizes the study of crystal structure, particularly transistors, radioactivity, and nuclear reactions. Prerequisite: Physics 202 or approval of department. Three one-hour lecture periods, one two-hour laboratory period, and one quiz-recitation period each week. Four hours credit.

Phys. 211 Physics (Mechanics and Heat)

A course designed to teach the static and dynamic behavior of solids and fluids, using calculus to derive relationships. Prerequisite: Calculus I or its equivalent. Three one-hour lecture periods, one two-hour laboratory period, and one quiz-recitation period each week. Four hours credit.

Phys. 212 Physics (Electricity, Magnetism, and Sound)

A course designed to teach the basic principles of electricity and sound. Similar to 202 but uses Calculus extensively. Prerequisite: Physics 211. Three one-hour lecture periods, one two-hour laboratory period, and one quiz-recitation period each week. Four hours credit.

Phys. 213 (Optics and Modern Physics)

A course designed to teach the principles of geometric and physical optics as well as developments in modern physics such as atomic and nuclear phenomena, relativity, solid state physics, quantum physics phenomena. Prerequisite: Physics 212. Three one-hour lecture periods, one two-hour laboratory period, and one quiz-recitation period each week. Four hours credit.

SOCIAL SCIENCES**BASIC SOCIAL SCIENCE****S.S. 101 Sociology**

A survey of major concepts and methods of sociology and anthropology. Attention given to selective aspects of culture, socialization, social stratification, associations, primary groups, collective behavior, population-ecology, and cultural history. No prerequisite. Four one-hour class periods each week. Four hours credit.

S.S. 102 Economics

A basic course dealing with economic institutions in their social context. A study of the social situation of capitalism, its genesis and development. Gives historical treatment of major economic thinkers to provide background for understanding of modern economic institutions. No prerequisite. Four one-hour class periods each week. Four hours credit.

S.S. 103 Political Science

A basic course dealing with political institutions in their social context. A study of the social situation of modern nation-state systems in cross-cultural perspective to provide understanding of modern political systems. Emphasizes political sociology to draw attention to the nature of democracy and the problems which affect democratic institutions. No prerequisite. Four one-hour class periods each week. Four hours credit.

ECONOMICS**Econ. 201 Principles of Economics**

The first of three courses designed to provide the student with an introduction to economics, that he may develop an understanding of economic principles. Concentrates on vital economic problems; individual and family income; personal finance; national income and product; the economic role of government; labor and industrial relations; saving, consumption, and investment. Prerequisite: Sophomore standing. Three one-hour class periods each week. Three hours credit.

Econ. 202 Principles of Economics

A continuation of Economics 201, concerned with: prices and money, the banking system, monetary policy, fiscal policy, price determination, speculation and risk, the theory of consumption and demand, equilibrium of the firm and imperfect competition. Prerequisite: Economics 201. Three one-hour class periods each week. Three hours credit.

Econ. 203 Principles of Economics

A continuation of the principles of economics concerning theory of production and marginal products; rent, wages; collective bargaining; interest and capital; profits and incentives; international trade; technology; war and defense; prob-

ns of economic growth and development; and alternative economic systems.
erequisite: Economics 202. Three one-hour class periods each week. Three
urs credit.

HISTORY

st. 104 Recent European History

A course designed for the study of modern European history, especially
essing the most recent political, military, and diplomatic events of inter-
national significance. No Prerequisite. Three one-and-one-half-hour class periods
ch week. Three hours credit. Summer only.

st. 201 Western Civilization (Humanities) Formerly 101

The first of a series of three courses designed for the study of the cultural
undations of Western man. Traces the political, economic, legal, religious,
ilosophic, and artistic patterns of the Mesopotamian, Egyptian, Hellenic, and
man civilizations. Surveys the Christian foundations, Byzantine and Saracenic
fluences, and early feudal culture of medieval Europe. No prerequisite. Four
e-hour class periods each week. Four hours credit.

st. 202 Western Civilization (Humanities) Formerly 102

A continuation of History 201, dealing with the history of Europe from the
e medieval period, through the Renaissance and Reformation, to the French
volution. Concerned primarily with the development of ideas and ideals,
e commercial and intellectual revolutions of early modern times, the effects
absolutism upon modern man, and the beginnings of modern forces in
onomics, philosophy, literature, and art. Prerequisite: History 201 or approval
department. Four one-hour class periods each week. Four hours credit.

st. 203 Western Civilization (Humanities) Formerly 103

A continuation of History 202, dealing specifically with the modern and
emporary developments in the civilization of Western man; the effects of
mocracy, nationalism, and industrialism upon his culture; the World Wars;
d the contemporary culture in relation to science, philosophy, literature, art,
d music. Prerequisite: History 202 or approval of department. Four one-
ur class periods each week. Four hours credit.

PHILOSOPHY

hil. 201 Survey of Western Philosophy I

The first of a series of three courses dealing with the philosophies of Western
an. Surveys major problems and historical periods in western philosophy.
esigned around integrated readings in problem areas of philosophy and their
lation to the historical contexts in which they occur. Emphasizes the philosophies
Greece and Rome. No prerequisite. Three one-hour class periods each
eek. Three hours credit.

hil. 202 Survey of Western Philosophy II

A continuation of Philosophy 201. Devotes special attention to the philos-
phies of the Medieval, Renaissance, and Early Modern Periods. Prerequisite:
hilosophy 201. Three one-hour class periods each week. Three hours credit.

hil. 203 Survey of Western Philosophy III

A continuation of Philosophy 202. Devotes special attention to the philos-
phies of the 18th, 19th, and 20th centuries. Prerequisite: Philosophy 202.
hree one-hour class periods each week. Three hours credit.

PSYCHOLOGY

Psych. 201 Introduction to Psychology

A course designed to give the student a general understanding of the science of psychology. Treats such topics as intelligence, motivation, emotions, sensation, perception, learning, and group processes. Emphasizes the relation between psychology and life. No prerequisite. Four one-hour class periods each week. Four hours credit.

Psych. 202 Psychology of Personality

A course designed to provide the student with an explicit concept of healthy personality. Attention given to the recognized theories of personality. Investigates the origin and modification of behavior in order that the student may understand the application of principles of mental hygiene. Prerequisite: Psychology 201 or approval of department. Three one-hour class periods each week. Three hours credit.

Psych. 203 Psychology of Human Relations

A course designed to give the student an understanding of the influence of social interaction upon the development of personality. Emphasizes the impact of culture upon personal social adjustment. Treats also of principles which can be applied to make the group process of learning or problem-solving more efficient. Analyzes the collective aspects of human behavior. Prerequisite: Psychology 201 or approval of department. Three one-hour class periods each week. Three hours credit.

GEOGRAPHY

Geog. 201 World Regional Geography

A course designed as an introduction to the human and natural resources of the world with major emphasis on their distribution in the various regions on the surface of the earth. No prerequisite. Three one-hour class periods each week. Three hours credit.

Geog. 202 Geography of North America

A course dealing with the study of the human and physical resources of North America, Central America, and the Panama Canal Zone, emphasizing the peculiar characteristics of the various regions. No prerequisite. Three one-hour class periods each week. Three hours credit.

Geog. 203 Economic Geography

A course dealing with the study of world trade and the importance of industrial location, stressing the production and distribution of raw materials and manufactured products. No prerequisite. Three one-hour class periods each week. Three hours credit.

TECHNOLOGIES

CIVIL TECHNOLOGY

E.D. 101 Engineering Drawing

A basic course in drafting designed to cover beginning work in the Civil, Electrical, and Mechanical fields. Develops the student's skill in the use of drawing instruments and affords him a thorough understanding of orthographic projection, sketching, auxiliary views, and sections. Introduces the principles of

dimensioning and techniques of lettering. No prerequisite. Two two-hour laboratory periods each week. Two hours credit.

E.D. 102 Engineering Drawing

A course offering further work in the principles of dimensioning, with practice in perspectives, to develop skill in technical sketching. Deals also with the development and detailing of assembly drawings. Prerequisite: E.D. 101. Two two-hour laboratory periods each week. Two hours credit.

E.D. 103 Descriptive Geometry

A basic course in the science of graphic representation and the solution of space problems through the practice of fundamental principles of advanced orthographic projection. Covers such topics as: points, lines, and planes; primary and successive auxiliary views; parallelism; perpendicularity; concurrent vectors; developments and intersections; pictorial projections; shades and shadows. Provides for the study of Civil, Electrical, and Mechanical engineering problems. Prerequisite: E.D. 102. Two three-hour laboratory periods each week. Three hours credit.

C.T. 101 Construction Methods

A course designed for the study of techniques and equipment used in constructing highway structures, pipelines, and buildings. Also undertakes the study of earth-moving projects. No prerequisite. Two hours lecture. Two hours credit.

C.T. 102 Construction Materials

A course dealing with determination of the properties of concretes, asphalts, aggregates, steel, wood, clay products, and miscellaneous construction materials. Teaches methods of sampling and testing these materials. Includes discussion of the application of this knowledge to proper design procedures. No prerequisite. Two hours lecture and four hours laboratory. Four hours credit.

C.T. 103 Construction Costs

A course designed to familiarize the student with general methods of preparing material take-offs and labor estimates, and applying current unit costs to estimate construction costs. Provides for the itemizing and discussion of indirect costs and discussion of methods for predicting the trend of future costs. Teaches the student to recognize and evaluate hidden costs. Prerequisite: C.T. 101, C.T. 102. Two hours lecture. Two hours credit.

C.T. 202 Highway Technology

A course designed to cover: plan and profile drawings, highway planning, financing, organization, geometrical design, traffic studies, structural design of pavements, mass diagrams, earthwork computations and costs. Also includes discussion of trends in mass transportation. Prerequisites: C.T. 203, C.T. 205, C.T. 212. Recommended requirement: S.S. 103. Two hours lecture. Six hours laboratory. Four hours credit.

C.T. 203 Soil Testing & Classification

A course designed to teach the testing and classification of soils: A.S.T.M., U.S.S.H.O., B.P.R., and others. Also includes discussion of elementary geologic principles as they are related to soils. Prerequisite: C.T. 101, C.T. 102. Recommended requirement: Math. 201. Two hours lecture. Three hours laboratory. Three hours credit.

C.T. 204 Strength of Materials

A course dealing with the study of: beams, shear and movement diagrams; stress, strain, creep, fatigue, yield; equilibrium-reactions, free body analyses;

combined stresses; deflections; shear, flexure, compression, tension, and horizontal shear stresses. Prerequisite: C.T. 102, Phys. 201. Recommended requirement: Math. 203. Two hours lecture. Three hours laboratory. Three hours credit.

C.T. 205 Hydrology

A course dealing with the analysis of run-off and the study of designs of devices to control it. Includes a discussion of drainage and culverts, stream flow, open channel flow, Bernoulli's Theorem, rainfall, storm-water studies, ground water, and water tables. No prerequisite. Recommended requirement: Math. 201. Two hours lecture. Three hours laboratory. Three hours credit.

C.T. 206 Project Lab

A course which affords the student the opportunity to undertake and complete an independent study or project under the supervision of the staff. Prerequisite: Graduation term. One to six hours credit.

C.T. 207 Structural Technology

A course designed to cover plans of slight and structure for bridges, steel detailing, concrete detailing, elementary theory of reinforced concrete, elementary analysis of structural steel, history of bridges, costs and economics of structures types of bridges and building frames, connections, riveting and bolting details and truss analysis. Prerequisites: C.T. 204, Math. 201. Two hours lecture. Six hours laboratory. Four hours credit.

C.T. 111 Elementary Plane Surveying

An introductory course in surveying which includes the study of terminology, the use of tape, level, transit measurement of distances, angles and evaluations; analysis and use of verniers; and the study of the public land system, traverses and topographic surveys and mapping. Prerequisite: Math. 103. Two hours lecture. Four hours laboratory. Five hours credit.

C.T. 212 Route Surveying

A course devoted to the study of profiles, horizontal curves, vertical curves, surveying and computations, superelevation, spirals, and compound and reversed curve. Prerequisite: C.T. 111. Two hours lecture. Four hours laboratory. Four hours credit.

C.T. 213 Advanced Surveying

A course devoted to the study of the theory of modern and advanced surveying methods: photogrammetry, ground and aerial; astronomy: stellar and solar observations and calculations; and precise surveying principles. Prerequisite: Math. 201, C.T. 212. Three hours lecture. Two hours laboratory. Four hours credit.

C.T. 214 Geodetic Surveying

A course dealing with the study of precise first and second order measuring methods, base lines, level circuits, triangulation, barometric leveling, least squares, the theory of probable errors, three wire leveling, the use of tilting bevels, and theodolites. Prerequisite: C.T. 213. Two hours lecture. Four hours laboratory. Four hours credit.

ELECTRONICS TECHNOLOGY

E.D. 101 Engineering Drawing

A basic course in drafting designed to cover beginning work in the Civil, Electrical and Mechanical fields. Teaches a student to develop skill in the use of

drawing instruments, to become familiar with drafting room standards, and to gain a thorough understanding of orthographic projection. Introduces the principles of dimensioning and techniques of lettering. Practice also given in sketching and measurement of machine parts. No prerequisite. Two three-hour laboratory periods each week. Three hours credit.

E.D. 102 Engineering Drawing

A continuation of E.D. 101 making further study of the principles of dimensioning. Emphasizes sketching and the development and detailing of assembly drawings. Prerequisite: E.D. 101. Two three-hour laboratory periods each week. Three hours credit.

E.D. 205 Electrical and Electronics Drawing

A course designed to acquaint the student with the drawing and reading of electrical and electronic circuit diagrams. Includes the study of the use tube, transistor and technical manuals, catalogs, and periodical technical literature. Attention given to pictorial drawings, connection diagrams, block diagrams and schematics, using the latest symbology and practice and using material based on A.S.A., I.R.E. and Mil-Stds. Includes study of circuit tracing and sketching. Prerequisite: E.D. 102. Two three-hour laboratory periods each week. Three hours credit.

E.T. 101 D.C. Theory and Applications

An introduction to electronics technology through a study of direct current and the application of its basic laws. Applies Ohm's and Kirchoff's laws in the analysis of series and parallel circuits, electric power unit, magnetic phenomena, and electric cells and investigates problems typical of both electrical and electronic circuits. No prerequisite. Two one-hour class periods and two two-hour laboratory periods each week. Three hours credit.

E.T. 102 A.C. Theory and Applications

An introduction to the study of alternating current. Deals with sin-wave voltages and currents, inductive reactors, impedance, and A-C circuits in parallel and series, and in laboratory work in the use of the V.O.M., the V.T.V.M., the oscilloscope, the capacity checker, and the impedance bridge in the analysis of circuits. Prerequisite: E.T. 101 and Math. 099. Two one-hour class periods and two two-hour laboratory periods each week. Three hours credit.

E.T. 103 Electronics I (Vacuum Tube Theory & Circuitry)

An introduction to basic electronics, concerned with a study of rectifiers, oscillators, amplifiers, and of the electronic tube in its basic functional circuits. Prerequisite: E.T. 102. Two one-hour class periods and two two-hour laboratory periods each week. Three hours credit.

E.T. 201 Automation I (Motors & Motor Control)

An introduction to automatic control systems through the study of D-C generators and small D-C and A-C motors and the construction of a Ward-Leonard system. Consists of lectures and laboratory work on the construction, testing, and measurement of circuits, the analysis of both electrical and electronic methods of motor control, and the regulation and control of motor speed by the application of the amplitude and phase-shift methods. Emphasizes the use of the oscilloscope as a servicing instrument. Prerequisite: E.T. 101 and E.T. 103. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 202 Electronics II (A.M. & F.M. Receivers and Transmitters)

A course designed to familiarize the student technician with both A.M. and F.M. receivers and transmitters. Makes a detailed study of the super-hetrodyne receiver, the F.M. receiver, and high frequency continuous wave and amplitude modulated transmitters. Provides for the construction and analysis of circuits and familiarization with servicing procedures. Prerequisite: E.T. 103. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 203 Automation II (Synchros & Servomechanisms)

A further study of the principles and operation of electronic, electrical, and magnetic circuits and devices used in automatic control systems. Includes the study, construction, and testing of circuits, using saturable core reactors, magnetic amplifiers, peaking transformers, and thyratrons. Also includes the study of welding controls, synchros, and servomechanisms. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 204 Electronics III (Computers and Computer Circuitry)

A course emphasizing the use of semi-conductor devices in digital computer circuitry. Includes the study of pulse phenomena, basic computer circuits, computer binary arithmetic, calculation circuits, storage systems, and computer maintenance. Prerequisite: E.T. 207. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 205 Electronics IV (Television)

An introduction to the study of television receivers. Includes the study of television receiver fundamentals, video detectors and amplifiers, vertical and horizontal sweep systems, and picture tube control circuits. Stresses servicing procedures in the laboratory. Prerequisite: E.T. 204. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 206 Project Laboratory

A course in which the student selects a project compatible with his chosen field of work. Encourages the student under the guidance of the instructor and through research, to design, construct, and test an electric or electronic device. Prerequisite: E.T. 204 and M.T. 103. Two two-hour laboratory periods each week. Two hours credit.

E.T. 207 Transistor Theory and Circuitry

A course dealing with the electron theory of matter as it applies to semi-conductors; various types of diodes; point contact, junction and power transistors. Provides for the construction and study of typical transistor circuits, which include rectifiers, oscillators, and amplifiers. Prerequisite: E.T. 103. Three one-hour class periods and one three-hour laboratory period each week. Four hours credit.

E.T. 208 Communications I

A course divided into three areas: a study of antennas and transmission lines; a study of Basic Communication Law (Element 1) and Basic Operating Practice (Element 2) in preparation for Radio Telephone 3rd class operator license, and a study of Basic Radio Telephones (Element 3) based on the 534 questions contained in the FCC study guide. Prerequisite: E.T. 201 and E.T. 202 or approval of department. Part II may be waived by holders of Radio Telephone 3rd. Part II & Part III may be waived by holders of Radio Telephones 2nd. Three one-hour class periods each week. Three hours credit.

E.T. 209 Communications II

A course based on the material contained in Element IV (Advanced Radio Telephone) of the FCC study guide providing the necessary training to obtain a 1st class Radio Telephone license. Prerequisite: E.T. 208 or 2nd class radio telephone license. Three one-hour class periods each week. Three hours credit.

E.T. 210 Printed Circuits

A course designed to provide training in the development and etching of printed circuits and study of the etched foil, silk-screen, and photographic processes. Prerequisite: E.D. 103. One one-hour class period and one two-hour laboratory period each week. Two hours credit.

E.T. 211 Testing Methods and Practices (Formerly E.T. 104)

A course designed to transform the novice into a technician capable of maintaining the proper functioning of equipment and systems through his grasp of the theory and acquisition of skill by checking, testing, and measuring electronic and electrical equipment. Teaches procedures for both preventive maintenance and trouble-shooting; provides for the construction and analysis of circuits, using technical manuals and instruments and provides a background in test equipment circuit theory. Prerequisite: E.T. 103. One three-hour laboratory period each week. Two hours credit.

MECHANICAL TECHNOLOGY**E.D. 101 Engineering Drawing**

A basic course in drafting designed to cover beginning work in the Civil, Electrical, and Mechanical fields. Enables the student to develop skill in the use of drawing instruments and gain a thorough understanding of orthographic projection, sketching, auxiliary views, and sections. Introduces principles of dimensioning and techniques of lettering. No prerequisite. Two three-hour laboratory periods each week. Three hours credit.

E.D. 102 Engineering Drawing

A continuation of E.D. 101 in which further work is given in the principles of dimensioning. Emphasizes practice in perspectives to help students develop skill in technical sketching. Includes development and detailing of assembly drawings. Prerequisite: E.D. 101. Two three-hour laboratory periods each week. Three hours credit.

E.D. 103 Descriptive Geometry

A basic course in the science of graphic representation and solution of space problems through the practice of fundamental principles of advanced orthographic projection. Covers the following topics: points, lines, and planes; primary and successive auxiliary views; parallelism; perpendicularity; concurrent vectors; developments and intersections; pictorial projections; shades and shadows. Makes a study of Civil, Electrical, and Mechanical engineering problems. Prerequisite: E.D. 102. Two three-hour laboratory periods each week. Three hours credit.

E.D. 104 Jig and Fixture Design

A course which presents the structure of fixtures to hold work being machined or welded. Prerequisite: E.D. 101, E.D. 102, and M.T. 101. Six hours laboratory each week. Three hours credit.

E.D. 202 Die Design

A course intended to teach the student to design the many types of sheet metal dies used in industry. Prerequisites: E.D. 101, E.D. 102, E.D. 103, and M.T. 101. Six hours laboratory each week. Three hours credit.

M.T. 101 Manufacturing Processes (Machine Tools & Sheet Metal)

A course designed to teach the operation of machine tools: lathe, shaper, milling machine, radial drill and grinders. Includes discussion of sheet metal and plastics forming methods. No prerequisite. Two hours class work and four hours laboratory each week. Three hours credit.

M.T. 102 Manufacturing Processes (Welding and Foundry)

A continuation of M.T. 101 designed to teach all types of gas and arc welding on both AC and DC machines. Includes study of patternmaking, sand molding, melting of metals, and pouring castings. No prerequisite. Two hours class work and four hours laboratory each week. Three hours credit.

M.T. 103 Manufacturing Processes

A continuation of 102. Course content varies to suit the individual need of the student. One hour class work and three hours laboratory each week. Two hours credit.

M.T. 201 Machine Methods and Cost (Applied Time and Motion Study)

A course designed to teach elemental costs in machine work. Demonstrates the effect on cost of various alterations in method. Includes study of time and motion as they are employed in actual shop situations. Investigates methods of eliminating idle machine time in production cycles. Prerequisite: M.T. 101. Two hours class work and four hours laboratory work each week. Three hours credit.

M.T. 203 Industrial Management (Processing, plant layout, investment program)

A course that features a lecture section in management problems. Employs the use of machine laboratory. Includes actual processing and cost analysis of an assembly item of production and develops the results to meet a proposed production schedule from which a determination of manufacturing facilities is made. Includes the designing of a plant for optimum production and investment economy under simulated realistic circumstances. Prerequisite: M.T. 102 and M.T. 201. Two hours class work and four hours laboratory each week. Three hours credit.

M.T. 204 Metallurgy

A study of the crystalline state of metals; the phase diagram theory of alloys; the process of iron and steel manufacture; the iron-carbon diagram; the lever principle, the heat treatment of steel, hardness tests, microscopic study of grain structure under the metallograph. Prerequisite: M.T. 101, and Chem. 201 (may be taken concurrently). Four hours combined class and laboratory each week. Three hours credit.

M.T. 207 Automation Mechanics I (Fluid Mechanics, Servo Principles)

A course designed to teach the elements of hydraulics, fluid power, the pitot tube, Bernoulli's theorem, viscosity, Reynold's number. Includes study of the servo-mechanical principles available for exploitation in hydraulic systems; combination of air, electric, and hydraulic controls. Prerequisite: Phys. 201. Three class periods per week. Three hours credit.

M.T. 208 Automation Mechanics II (Labor Saving and Feed Back Devices)

A course intended to teach economic implications and ultimate use of labor-saving machinery; mathematical and structural study of dies, power processes, production turning, boring, transfer machines. Investigates solution of cost problems in production by the use of fixtures, dials, and devices auxiliary to machines that enable unit operations to be combined into continuous automatic production. Examines some mechanical structures and applications of the feed-back principle used in machinery to replace manual operation. Prerequisite: Math. 103, E.D. 102, M.T. 102, M.T. 207. Three class periods per week. Three hours credit.

M.T. 209 Machine Design I (Kinematics, Linkages and Machine Elements)

A course involving the study of movement direction, velocity and acceleration in linkages, cams and gears. Requires students to complete a set of drawing plates. Employs machine laboratory to help construct models and to study existing mechanisms. Endeavors to develop ability to analyze and comprehend the interaction of parts in ingenious mechanisms. Prerequisite: M.T. 102, Math. 103. Three one-hour class periods and three hours laboratory each week. Three hours credit.

M.T. 210 Machine Design II (Strength of Materials) Formerly 205

A course designed to teach principles of stress and strain, equilibrium of forces, center of gravity, moment of inertia, section modulus; tension, compression, shear bending, torsion, combined stress, and Mohr's circle. Includes the drawing of diagrams of shear, bending, and deflection in beams. Considers factors of safety, column formulas and fatigue stresses. Prerequisites: Math. 103, Phys. 201. Four one-hour class periods and one hour laboratory each week. Four hours credit.

M.T. 211 Machine Design III (Design origination, Strength, Rigidity, Functional Worth)

A course analyzing, by the use of principles involved in statics, dynamics, kinematics, and strength of materials, the shafts, gear, bearings, and structural parts of a machine unit like an overhead traveling crane or a hydraulic lift truck. Emphasizes practice on selection of parts of proper size to meet safety factors. Prerequisite: M.T. 209, M.T. 210. Three one-hour periods each week. Three hours credit.

VOCATIONAL - TECHNICAL**101 Shop Mathematics I**

or Ref math 000001
A review of basic arithmetic operations including addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Two two-hour periods each week. Three hours non-transfer credit.

02 Shop Mathematics II

Applications of algebraic equations to shop work. Two two-hour periods each week. Three hours non-transfer credit.

03 Shop Mathematics III

Application of geometric functions to the solution of practical shop problems. Introduction to trigonometry. Two two-hour periods each week. Three hours non-transfer credit.

104 Shop Mathematics IV

Application of basic trigonometric functions to practical shop problems. Two two-hour periods each week. Three hours non-transfer credit.

COURSES AND COURSE DESCRIPTIONS

68
T105
General Mechanical Drawing and Blueprint Reading I

Covers orthographic projection, linear and angular measurement and the reading of prints whose three views are given in the three principal planes of projection. Two two-hour periods each week. Three hours non-transfer credit.

T106
General Mechanical Drawing and Blueprint Reading II

Covers the application of orthographic projection principles in more detailed blueprints than above. Two two-hour periods each week. Three hours non-transfer credit.

T107
Machinery Handbook I

Designed to familiarize the student with the effective utilization of information contained in the handbook. Two two-hour periods each week. Three hours non-transfer credit.

VT Course Codes put on
record during conversion
3-11-80

**REGULATIONS
AND GENERAL INFORMATION**

REGISTRATION PROCEDURE

To become officially enrolled in the Lansing Community College a student must complete the following:

1. File with the Registrar's office an application form which includes his personal history and his high school academic record.
2. Request that official transcripts from any other college or university in which the student has been enrolled since his last attendance in high school be sent to the Registrar's office.
3. Report for pre-registration at the time requested by the Registrar's office. The student will then be assigned an advisor to help him organize a program for his major interest, the specific courses of which will be indicated on the student's pre-registration card.
4. Report for final registration on the day indicated in the school calendar. At this time the student will pay his fees, complete all registration blanks, and may, if he wish, purchase his books and supplies from the Lansing Community College Book Store. The average cost of books and supplies per term is between \$25.00 and \$35.00.

Credit will be given only for courses in which the student is officially registered.

LATE REGISTRATION

A student registering late will be required to make up the work he has missed. After the first week in any quarter a student is not permitted to enroll for a full-time class schedule. If the Dean and the instructor approve, a student may initiate a program at any time within the first half of a term. A student registering late will be required to submit all credentials as listed above within one week of the day he enrolls. An additional \$5.00 is charged those students who register after the official registration period.

AUDITING A COURSE

A student who desires to attend classes regularly, but does not wish to take final examinations or receive grades or credit, may register as an *auditor*. A record will be kept of classes attended. Credit for such courses cannot be established at a later date. An auditor in a class cannot change his status to that of a credit student in that class. Neither can a credit student in a class change his status to that of an auditor in that class.

CHANGE IN REGISTRATION

During the first week of a term a student may make changes in his schedule by obtaining the proper form from the College office. After the first week no courses can be added for credit.

A student may withdraw from a course before the end of the 4th week without academic penalty. If he withdraws after that time and is passing in the course at the time of withdrawal, a "WP" will appear on his record. If he withdraws after that time and is failing in the course at the time of withdrawal, a "WF" will appear on his record.

WITHDRAWAL FROM COLLEGE

If a student finds it necessary to withdraw from college he must report to the College office without delay and fill out a form to make his withdrawal official. Then a statement of "official withdrawal" will be given to the student if at the time of withdrawal all his financial obligations to the college have been met and his status as to conduct, character and scholarship is such as to entitle him to continue in the college.

CREDITS

The regular college year is divided into three terms of eleven or twelve weeks each and a summer session of six weeks. In general, a class meets one hour each week for each credit earned; somewhat more time is required for courses with laboratory work. To the student taking laboratory work, the usual load of 16 credit hours of courses will, then, mean about 20 or more hours of class attendance each week for one term. Carrying 16 credit hours each term plus one credit hour in physical education, the student will earn in two years the 90-96 credit hours required for graduation and a maximum of 96 hours transferable to a four-year institution. The credit hour value of each course is given in the section of this catalog devoted to "Courses and Course Descriptions."

CREDIT BY EXAMINATION

A regularly enrolled student may obtain credit for certain courses at the discretion of the Dean and faculty advisors by passing a comprehensive examination (or series of examinations). The fee is \$3.00 per credit hour. The student must make application for such examination at the College office.

TRANSFER OF CREDITS

Credit will be given for courses transferred from accredited institutions. The credit value of each of these courses will be designated by Lansing Community College. Official transcripts of a Lansing Community College student's record will be mailed to another institution at the request of the student. An "Official Transcript" is one which is signed by the Registrar, has the school seal placed over his signature, and gives the date of graduation or official withdrawal of the student from the College. A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for programs of study.

Each student is furnished one free official transcript; for each additional transcript a fee of 50¢ is charged.

STUDENT CREDIT LOAD AND LIMITATIONS

The standard student schedule is 15-18 credits per term. Permission to carry class schedules exceeding this will depend on the student's academic record.

SYSTEM OF GRADES

The following system of symbols is used at Lansing Community College to evaluate work of the student.

A - A grade given to indicate mastery of course matter and excellence in course assignments.

B – A grade given to indicate better than average achievement but lacking clear superiority.

C – A grade given to indicate average achievement.

D – A grade given to indicate below average achievement.

F – A grade given to indicate insufficient achievement to pass.

I – Incomplete. A grade given only when for good cause the student has been unable to complete the work at the end of the term. A student receiving this grade should consult his instructor immediately regarding completion of the work. Grades of "I" must be removed before the closing date of the next term in which the student is enrolled, or the grade will automatically become an "F".

WP & WF – Grades given to indicate withdrawal passing or withdrawal failing from a course. A grade of "WP" is given to any student who withdraws officially from a class anytime up to and including the last day of the fourth week of the term. A student withdrawing officially from a class after the end of the fourth week will be given a grade of "WP" or "WF" depending on the quality of his work at the time of withdrawal.

Grade point averages are determined on the following basis:

A–4, B–3, C–2, D–1, F–0, I–0, WP–0, WF–0

Thus, a student who earned 5 hours of A, 5 hours of B, and 5 hours of C would have a total of 45 points for 15 hours, a grade point average of 3.00.

PROBATION

Any student whose grade point average for any term falls below 2.0 will be put on probation for the following term and will have special counseling before he re-enrolls. If his grade point average falls below 2.0 for a second consecutive term he is put on strict probation for the following term. The student on strict probation cannot carry courses exceeding 12 hours credit. Should his grade point average fall below 2.0 for a third consecutive term he will be asked to leave the College and may not apply for re-admission for at least one term. When and if he does so, he must apply in writing and have a personal interview with the Dean. No student on either probation or strict probation is allowed to participate in extra-curricular College activities.

TERM GRADE REPORTS

A grade report will be issued approximately one week after the last day of final examinations each term. This report will be mailed only to the student to whom it belongs. The grade report will be withheld if the student does not have all credentials on file in the College office, or if he has not fulfilled all financial obligations toward the College.

EXAMINATIONS

Final examinations are held regularly at the end of each term. Students are required to take the final examination at the appointed time and place in order

to receive credit for a course. An examination taken at any other time than that officially scheduled is a "special examination," and the student must make application through the College office to have it administered. A fee of \$5.00 per examination is charged for special examinations.

REPEATING A COURSE

A student may repeat a course in which he has received a failing or a low passing grade, and in such case the grade received the second time will appear on the student's permanent record and shall be used in computing his cumulative grade point average.

ATTENDANCE

A student is expected to attend all sessions of each course in which he is enrolled. Failure to do so may result in a lower grade. Absence in no way relieves the student from the responsibility of completing all the work of the course to the satisfaction of the instructor in charge. Absences will be excused when incurred by reason of a student's participation in field trips and other trips arranged by the college, provided such trips have been previously arranged by the instructor through the College office. The instructor whose course requires absences of students from classes will file in the College office a list of the names of the students involved at least 48 hours in advance of their absence.

GRADUATION REQUIREMENTS

To graduate from Lansing Community College a student must:

1. Complete a two-year balanced course of study adapted to his needs, interests, and capacities, and conform to a plan acceptable to the college. The course of study should: (a) be suitable for a transfer to admit the student to the approximate level of upper-division work in a four-year college of his choice; or (b) form a complete program of study to be terminated at the end of two years in the Community College.
2. Maintain a grade point average of 2.0.
3. Earn toward graduation at least 15 credits at the Lansing Community College. If fewer than 25 are earned here, not fewer than 10 of them must be in the last term of attendance.
4. File with the College office a petition for graduation before final registration for the last term.
5. Satisfy all general and specific requirements of Lansing Community College which pertain to him, including the fulfillment of all financial obligations.
6. Be in attendance at the commencement exercise of his class unless a petition of absence, properly made by him to the Dean, is approved.
7. Have the approval of the faculty and The Lansing Board of Education.

DEGREES

Associate degrees are granted to all who meet graduation requirements. Degrees will be granted only once each year. Any student completing the

requirements during the Fall or Winter terms will be able to apply for graduation during the term his work is completed. All degrees will then be granted in June of that school year. Those students who maintain a 3.75 grade point average will be graduated *Summa Cum Laude*; those who maintain a 3.50 grade point average will be graduated *Magna Cum Laude*; Those with a 3.25, *Cum Laude*.

COUNSELING

Lansing Community College endeavors to make available to each student during his college career the most modern aids to a wise vocational choice, to improvement of work and study habits, and to the development of an efficient and wholesome personality. He has free and easy access to all instructors from whom he can receive academic advice. He can also avail himself of special counseling given by professionally trained counselors.

Each student is assigned an academic advisor to assist him in preparing an educational plan, and to help him register each term. After the student has started his class schedule, there is offered him at all times a program of guidance which calls into service the resources of all faculty personnel and a special testing division.

Students are encouraged to seek counsel, not only for help with specific problems, but also in an effort to discern, through the aid of friendly faculty assistance, ways of constantly improving the skills required for effective living.

SCHOLARSHIPS FOR LANSING COMMUNITY COLLEGE GRADUATES

Michigan State Board of Education Scholarships

These scholarships are available to those entering teacher training at Central Michigan University, Eastern Michigan University, Western Michigan University and Northern Michigan College. They are awarded on the basis of scholarship, U. S. citizenship, high moral conduct, and need, and with the recommendation of Junior College Scholarship Committee. They cover payment of tuition for one year and are renewable if the student maintains a satisfactory record.

University of Michigan Public Junior College Scholarships

These scholarships are awarded on the basis of scholarship, U. S. citizenship, high moral conduct, and need, and with the recommendation of the Junior College Scholarship Committee. They cover payment of tuition and fees for one year and are renewable if the student maintains a satisfactory record.

Michigan State University Public Junior College Scholarships

These scholarships are awarded on the basis of scholarship, U. S. citizenship, high moral conduct, and need, and with the recommendation of the Junior College Scholarship Committee. They cover payment of tuition and fees for one year and are renewable if the student maintains a satisfactory record.

Michigan College of Mining and Technology Public Junior College Scholarship

This scholarship is awarded on the basis of scholarship, U. S. citizenship, high moral conduct, and need, and with the recommendation of the Junior College Scholarship Committee. It covers payment of tuition for one year.

Other Scholarships for Junior College Graduates

Many other universities and four-year colleges award scholarships to junior college graduates.

Students interested in any of the above scholarships should inquire at the Lansing Community College office.

GRANTS FOR STUDENTS ATTENDING LANSING COMMUNITY COLLEGE

Educational grants are awarded each term on the basis of need, good citizenship, high moral conduct, and satisfactory scholarship. They cover part-payment of tuition and are renewable if the student maintains a satisfactory record. Students interested should inquire at the College office.

FEDERAL GOVERNMENT LOAN FOR STUDENTS

The National Defense Education Act provides for the creation, at American colleges and universities, of loan funds from which needy students may borrow on reasonable terms to help complete their higher education.

The law requires that the borrower: 1. be a full-time student (12 or more term-hours at Lansing Community College); 2. be in need of the amount of his loan to pursue his courses of study; 3. be capable of maintaining good academic standing in his chosen course of study.

Lansing Community College students who qualify for loans under these specified provisions should inquire for application at the College office.

HOUSING

The Lansing Community College maintains no housing units for students, but it does cooperate in making available a list of suitable living quarters. The College will assist students by maintaining a list of approved housing. The facilities are first inspected, and then approved if they provide adequate heat, light, ventilation, and study conditions.

COLLEGE LIBRARY

The college has fine library facilities under the direction of an experienced staff. In addition to the College Library students have available for their study and research the Lansing Public Library which is adjacent to the College.

FACILITIES

The Lansing Community College has excellent facilities for Liberal Arts, Business, and the Technical Curricula. At present the College has the following facilities:

- | | |
|---|--------------------------------------|
| 1. Apprenticeship Laboratories | 9. Electronics Laboratory |
| 2. Biology & Natural Science Laboratory | 10. Engineering Materials Laboratory |
| 3. Business & Secretarial Laboratories | 11. Engineering Processes Laboratory |
| 4. Cafeteria | 12. Fabrication Laboratory |
| 5. Chemistry & Physics Laboratory | 13. Gymnasium |
| 6. Counseling Center | 14. Hydraulics Laboratory |
| 7. Drafting Rooms | 15. Journalism Laboratory |
| 8. Electrical Laboratory | 16. Lecture Rooms |
| | 17. Metallurgical Laboratory |

- | | |
|---|---|
| 18. Practical Nurse Classrooms & Laboratory | 21. Student Lounge |
| 19. Library | 22. Surveying Laboratory & Materials Laboratory |
| 20. Strength of Materials Laboratory | 23. Welding Laboratory |

CONDUCT

Inasmuch as students attending the Lansing Community College are considered mature adults, it is assumed that the need for well-defined rules of conduct is not required. The student should remember that attendance at the College is a privilege which can be revoked at any time by the Dean of the College.

SCHEDULE OF FEES

Basic Tuition:

Students who live within the Lansing School District:

Credit hour per term\$ 3.00

*Maximum charge per term\$50.00

Students who live outside the Lansing School District:

Credit hour per term\$ 4.25

*Maximum charge per term\$65.00

Matriculation Fee:\$ 2.00

Audit Fee:

Per credit hour equivalent—

(Residents)\$ 3.00

(Non-Residents)\$ 4.25

Laboratory Fee:

There will be a materials fee for each ** laboratory course in Business, Liberal Arts, Civil Technology, Mechanical Technology and Electronics Technology.

Locker Fee:\$ 1.00

Student Activity Fee:

A fee for all students carrying 12 or more credit hours (Each Term)\$ 2.00

Towel Fee:

(Each Term)\$ 1.00

A STUDENT SHOULD PAY ALL HIS FEES WHEN HE REGISTERS

*Any student carrying twelve or more credit hours per term will be considered a full-time student.

**Courses marked laboratory in catalog.

REFUNDING FEES

Tuition will be refunded in accordance with the following policy:

A student who withdraws officially within one week of final registration will be refunded 80% of his tuition.

A student who withdraws officially between the end of the first week and the end of the fourth week after final registration will be refunded 50% of his tuition.

A student who withdraws after the end of the fourth week after final registration is not refunded any of his tuition.

Veterans will receive refunds on all changes on a prorated basis throughout the school year in accordance with P.L. 550.

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