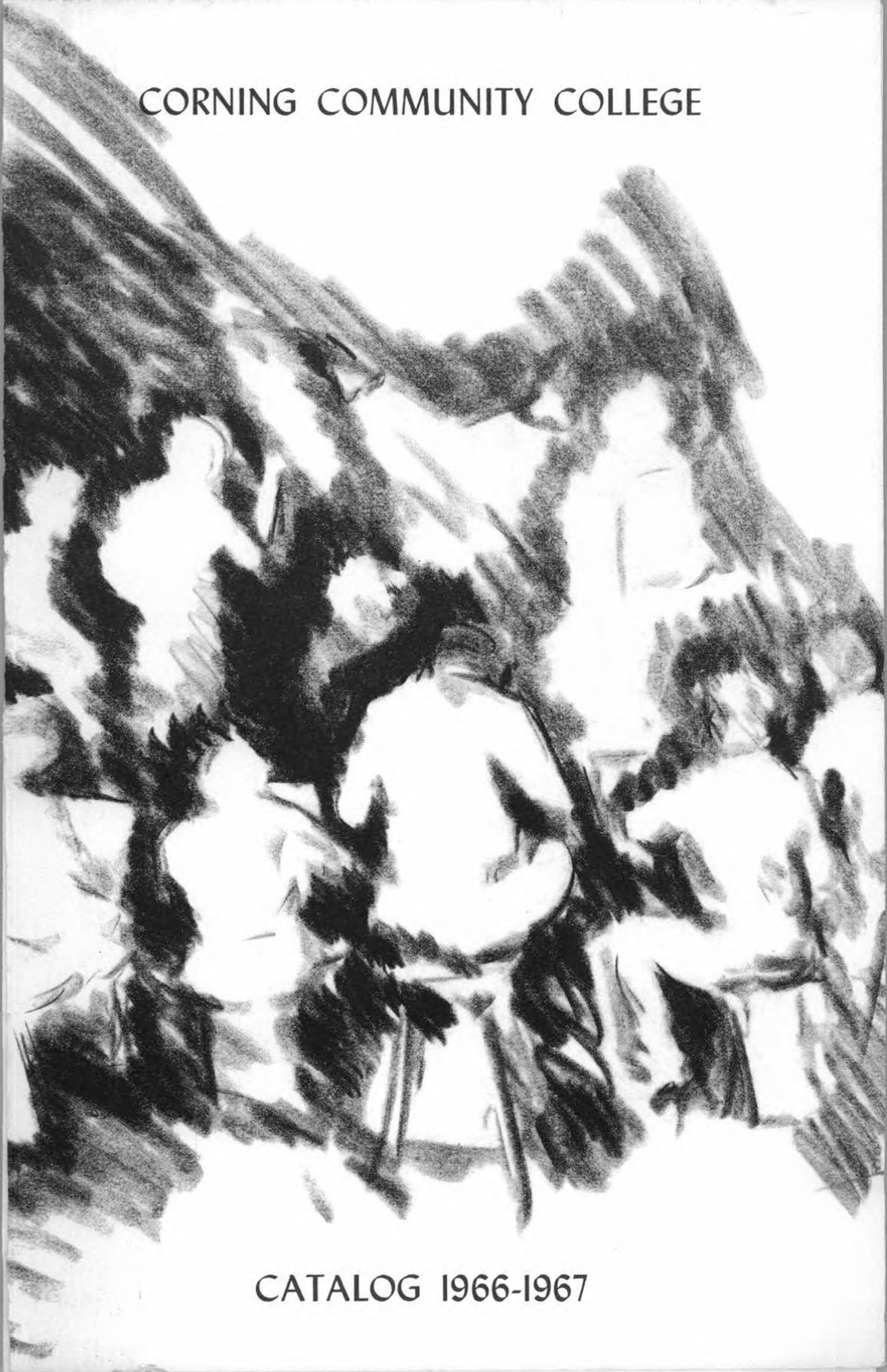


CORNING COMMUNITY COLLEGE



CATALOG 1966-1967

A Community College



Corning Community College was founded in 1956 under the sponsorship of the Corning City School District Board of Education. The College is supervised by the State University of New York and is governed by nine trustees, five appointed by the Board of Education and four appointed by the governor of New York. All trustees live in the sponsoring community and they serve for nine years. There are 28 community colleges in the State at present; Corning Community College was the 12th to be founded.

Community colleges have sprung up in New York to provide education for the increased number of high school graduates who seek further education. Their goal is to "provide two-year programs of post-high school nature combining general education with technical education...special courses and extension work may be provided for part-time students...such colleges shall provide sufficient general education to enable qualified students who so desire to transfer after completion of the community college program to institutions providing regular four-year courses."

For the operation of community colleges, one-third of the cost is paid by the State, no more than one-third may be paid by student tuition, and one-third is paid by the local sponsor. Capital costs of the college are financed half by the State and half by the local sponsor.

Corning Community College began classes in existing buildings in downtown Corning, and in 1963 moved to a 400-acre campus with five major buildings. Enrollment has increased from 110 in 1957 to 1450 in 1966.

The College is accredited by the Middle States Association of Colleges and Secondary Schools. Its programs of study are approved by the State Department of Education and by the trustees and officers of the State University of New York. The College is authorized to award the degrees of Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and Associate in Science (A.S.). Its programs are approved for holders of New York State scholarships and students are eligible to receive benefits under the Veteran's Administration.

Corning Community College is a charter member of the College Center of the Finger Lakes, a cooperative venture with seven area colleges—Corning, Hobart and William Smith Colleges, Elmira College, Mansfield (Pa.) State College, Keuka College, Alfred University, and Ithaca College—who have joined to enrich their academic and cultural offerings for both students and faculty.

The College is located about one mile south of Corning in the Finger Lakes region of New York. Elmira is 15 miles to the east, Seneca Lake is 15 miles north, and Ithaca is 40 miles northeast.



Board of Trustees

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MR. LELAND B. BRYAN, *Vice Chairman and Treasurer*

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The College's Sponsor

BOARD OF EDUCATION

THE CORNING-PAINTED POST AREA SCHOOL DISTRICT

CORNING, NEW YORK



Academic Calendar 1966-67



Fall Semester

SEPTEMBER

- 14 — Wednesday College registration for entering students.
14-18 Orientation Week.
15-17 — Thurs.-Sat. Registration for Evening General Studies.
19 — Monday Classes begin.
23 — Friday President's Reception.
30 — Friday Last day for adding a course.

NOVEMBER

- 4 — Friday Mid-term grades due.
11 — Friday Veteran's Day—Classes suspended.
14 — Monday Last date for dropping a course without penalty.
22 — Tuesday Thanksgiving Recess begins at close of Evening classes.
28 — Monday Classes reconvene following Thanksgiving Recess.

DECEMBER

- 5-9 — Mon.-Fri. Course registration for Spring Semester.
21 — Wednesday Winter vacation begins at close of Evening classes.

JANUARY

- 3 — Tuesday Classes reconvene following Winter vacation.
13 — Friday Fall Semester ends.
16 — Monday Term examinations begin.
21 — Saturday Term examinations end.

Spring Semester

JANUARY

- 31 — Tuesday College registration.



FEBRUARY

- 2 — Thursday Classes begin.
2-4 — Thurs.-Sat. Registration for Evening General Studies.
16 — Thursday Last day for adding a course.
22 — Wednesday Washington's Birthday—Classes suspended.

MARCH

- 24 — Friday Mid-term grades due; Good Friday—Class suspended.
31 — Friday Last day for dropping a course without penalty.

APRIL

- 5 — Wednesday Spring recess begins at close of Evening classes.
17 — Monday Classes reconvene following Spring recess.

MAY

- 1-5 — Mon.-Fri. Course registration for Fall Semester.
26 — Friday Last day of classes.
29 — Monday Spring term examinations begin.

JUNE

- 3 — Saturday Spring term examinations end.
11 — Sunday Commencement.

Offices of the College



THE PRESIDENT

WILLIAM L. PERRY,* Ed.D.*President*
ROBERT W. FREDERICK, JR.***President designate*
ERNEST F. LING, M.A.*Assistant to the President for Administration*
DERICKSON W. BENNETT, A.B.*Assistant to the President for Public
Information*
MARIANNE B. WHEELER*Secretary to the President*
HARRY TREININ, L.L.M.*College Counsel*

Admissions

HELEN B. WILLIAMS*Director of Admissions*
JOHN W. KELLEY*Associate Director of Admissions*

DEAN OF FACULTY

ROLLIN L. PERRY*Dean of the Faculty*
ROBERT A. KELLEY*Associate Dean of the Faculty*
ANNA S. HANAS*Registrar*
WILLIAM P. THOMPSON*Director of Audio Visual Laboratory*

*Resigned, effective June 30, 1966.
** Appointment effective July 1, 1966.

Division Chairmen

JAMES L. BROWN*Mathematics, Science, and Technology*
SHERMAN CRAUMER*Director of Athletics, Health, Physical
Education and Recreation*
ROBERT T. GIUFFRIDA*Humanities*
BERNADENE HALLINAN*Nurse Education*
GUNARS REIMANIS*Social Sciences*
ALFRED J. SMITH, JR.*Business Administration and
Secretarial Science*

Library

JOHN H. MARTIN*Director of the Library*
SHIRLEY EDSALL*Librarian*
GENEVIEVE T. GARLAND*Associate Librarian*
MARY C. ST. LAURENT*Assistant Librarian*
VIRGINIA L. WRIGHT*Assistant Cataloger*

Evening General Studies

HUSHANG BAHAR*Director of Evening General Studies
and the Summer Session*
DONALD G. FORSYTHE*Associate Director of Evening
General Studies*

DEAN OF STUDENTS

ROBERT A. CHAPMAN*Dean of Students (Sabbatical Leave 1966-67)*
DONALD J. BECK*Acting Dean of Students*
MARY M. NORMAN*Dean of Women*
PHILIP H. HAVENER*Director of Counseling and Testing*
CHARLES STEBBINS*Dean of Men*
RICHARD L. KELLY*Director of the Commons (Sabbatical Leave 1966-67)*
CHARLES McMULLEN*Acting Director of the Commons*
MILTON C. LAPP, M.D.*College Physician*
ALBERTA M. MONKS*College Nurse*

BUSINESS AND PLANT ADMINISTRATION

THOMAS L. McDONALD, C.P.A.*Financial Officer*
THOMAS MURPHY*Associate Financial Officer*
RAYMOND T. JOHNSON*Director of Buildings and Grounds*

The Faculty

Professor

- HUSHANG BAHAR, 1963 *Sociology*
Graduate, Indian Forest College, India; B.A., M.A., Montana State University
- ROSE BARTSCH, 1961 *Modern Languages*
PH.D., University of Hamburg, Germany
- EMORY A. BAUER, JR., 1960 *Engineering Technology and Science*
A.E., M.S., University of Cincinnati
- JAMES L. BROWN, 1961 *Chemistry*
B.A., ED.M., University of Buffalo; M.S., Syracuse University
- ROBERT T. GIUFFRIDA, 1962 *Modern Languages*
B.A., M.A., University of Rochester; PH.D., George Washington University
- HERBERT I. GROSS, 1958 *Mathematics*
A.B., *Brandeis University*
- JOHN L. JOY, 1959 (Leave 1966-67) *Biology*
A.B., University of Wichita; M.A., PH.D., Kansas State University
- HEINZ KETTNER, 1958 *Engineering Technology,*
Director of Engineering Technology Placement
Ingenieur VDI, Ingenieur Schule at Leipzig
- JOHN H. MARTIN, 1958 *English and Humanities*
B.A., Brooklyn College; M.A., Columbia University; B.D., PH.D., University of Chicago
- ELLEN L. MOCHEL, 1965 *Chemistry*
B.S., Oregon State College; M.S., Massachusetts Institute of Technology;
PH.D., University of Louisville
- GUNARS REIMANIS, 1959 *Psychology*
B.A., University of Rochester; M.A., Syracuse University; PH.D., University of Rochester
- ALFRED J. SMITH, JR., 1962 *Business Administration*
B.S., University of Buffalo; M.A., Columbia University

Associate Professor

- DONALD J. BECK, 1962 *Government*
B.A., M.A., Colgate University
- ROBERT A. CHAPMAN, 1960 (Sabbatical Leave 1966-67) *Psychology*
B.A., Northeastern University; M.A., Colgate University
- SHERMAN CRAUMER, 1963 *Health and Physical Education*
B.S., M.S., State Teachers College at Cortland
- WILLIAM E. DOLAN, 1960 *English*
B.A., Johns Hopkins University; M.S., Elmira College; M.A., Syracuse University
- DONALD G. FORSYTHE, 1961 *Economics and Accounting*
B.A., St. Lawrence University; M.B.A., M.A., Stanford University

- PHILIP H. HAVENER, 1965*Psychology*
 B.A., Hartwick College; B.D., Andover Newton Theological School; PH.D.,
 Vanderbilt University
- BERNADENE HALLINAN, 1963*Nursing*
 DIPLOMA, St. Joseph's Hospital School of Nursing; B.S., M.S., Elmira College
- RICHARD L. KELLY, 1960 (Sabbatical Leave 1966-67). .*Business Administration*
 B.A., Indiana, Pa., State Teachers College; M.A., University of Pittsburgh
- MILDRED MACDOWELL, 1958*Health and Physical Education,*
Associate Chairman, Athletics, Physical
Education and Health, for Women
 B.S., Elmira College; M.A., Columbia University
- ROLLIN L. PERRY, 1962*Social Sciences*
 B.A., Hobart; M.S., Cornell University
- JOHN M. RUNYON, 1962*Art*
 B.A., M.A., M.F.A., State University of Iowa
- WALTER R. SMITH, 1959*History and Government*
 B.A., M.A., University of Buffalo
- ROSE MARIE SWEENEY, 1962*English*
 B.A., College Misericordia; M.A., Marquette University
- WILLIAM P. THOMPSON, 1959 (Sabbatical Leave, Spring 1966)*Speech*
 B.S., M.S., Syracuse University *and English*

Assistant Professor

- MARTHA ALDRICH, 1964*Nursing*
 DIPLOMA, Mercy Hospital School of Nursing; B.S., M.S., St. John's University
- BEVERLY A. BEEBE, 1964*Health and Physical Education*
 B.S., State University College at Cortland
- DERICKSON W. BENNETT, 1964*English*
 A.B., Amherst College
- LOUIS A. BISIGNANI, 1965*Biology*
 B.S., University of Scranton; M.S., University of Delaware
- NEIL BULKLEY, 1963*Health and Physical Education*
 A.A., Corning Community College; B.S., M.S., University of Buffalo
- MARY G. CAVALLO, 1964*Nursing*
 DIPLOMA, Metropolitan Hospital; B.A., M.A., New York University
- SHIRLEY EDSALL, 1961*Library Science*
 A.B., M.S.L.S., State College for Teachers at Albany
- MILDRED S. FREY, 1959*Mathematics*
 A.B., Boston University; M.A., Syracuse University
- GIN K. GEE, 1965*Biology*
 B.S., Siena College; M.S., State University of New York at Albany
- FLORENCE R. HEALY, 1965*Nursing*
 DIPLOMA, St. Joseph's Hospital School of Nursing; B.S.N.E.D., Catholic Uni-
 versity of America; M.S.E.D., Elmira College
- JEAN HODGIN, 1965*English*
 B.A., Miami University of Ohio; M.A., Columbia University

- ROBERT A. KELLEY, 1963*Business Administration*
 A.A.S., Broome Technical Community College; B.S., State University College
 at Albany
- ALAN S. KRECH, 1963*English*
 A.B., M.A., Cornell University
- SAMUEL F. MCINROY, 1964*Mathematics*
 B.S., Mansfield State College; M.A., Louisiana State University
- MARY M. NORMAN, 1962*Psychology*
 B.S., LeMoyne College; M.ED., Marquette University
- KENNETH A. MILLER, 1965*English*
 B.A., Villanova University; M.A., Cornell University
- JOHN F. ORSER, 1965*English*
 B.A., New York State College for Teachers, Albany; M.A., State University
 College at Albany
- JAMES A. POETH, JR., 1965*Engineering Technology*
 B.S., M.S., Bucknell University
- M. ALAN POOLE, 1965*Psychology and Sociology*
 B.S., University of Illinois; M.A., Columbia University
- MARY P. ROCHE, 1964*Chemistry*
 B.S., Nazareth; M.S., Catholic University
- BERYL A. SCHICKER, 1964*English*
 B.S., M.A., University of Omaha
- RODGER K. SCOTT, 1965*English and Spanish*
 B.A., M.A., Texas Technological College
- SIGURD O. SWANSON, 1965*Mathematics and Engineering*
 B.M.E., Clarkson College of Technology; M.S., University of Rochester
- HELEN H. WERNER, 1959*English*
 B.A., Wellesley College
- GARY A. YOGGY, 1961*History and Geography*
 B.A., University of Michigan; M.A., Syracuse University

Instructor

- FRANK ANASTASIO, 1965*English*
 B.S., Southern Connecticut State College; M.A., University of Connecticut
- JOSEPH M. CAMBRIDGE, 1965*English*
 B.A., M.A., State University of New York at Albany
- DAVID C. FRANK, 1965*Business Administration*
 B.S., State University of New York at Albany
- THOMAS A. FRENCH, 1965*History*
 A.B., Harvard; M.A., University of California
- GENEVIEVE GARLAND, 1962*Library Science and English*
 B.A., College of Charleston; B.S.L.S., Columbia University
- SALLY F. GOLIBER, 1964*Biology*
 B.A., State University of New York at Buffalo
- HAROLD G. HUNZIKER, 1965*History*
 B.A., M.A., State University of New York at Albany

- MICHAEL J. JANOVIC, 1965*Business Administration*
 B.S.I.M., M.B.A., University of Akron
- ROGER I. JOHNSON, 1965*Physical Science*
 B.S., University of Minnesota; M.A.T., Harvard University
- EARL C. LEVENGOOD, JR., 1965*Business Administration*
 B.S., Bloomsburg State Teachers College; M.ED., Alfred University
- CHARLES McMULLEN, 1964*Health and Physical Education*
 B.S., State University College at Brockport; M.A., Syracuse University
- DAVID H. McNITT, 1965*Mathematics*
 B.M.E., Cornell University; M.S., New York State University College of
 Education at Albany
- EDWARD M. NASH, 1965*Biology*
 B.A., University of Buffalo
- JOYCE N. NICANDRI, 1964*Secretarial Science*
 B.S., M.S., State University of New York at Albany
- RICHARD H. PETTINGILL, 1964*Business Administration*
 B.S., State University of New York at Albany
- JAMES A. PHILBRICK, 1965*Engineering Science*
 B.S.M.E., M.S.M.E., University of New Hampshire
- HELEN B. WILLIAMS, 1959*Physical Science*
 A.B., Catawba College
- JOHN E. WILLS, 1965*Biology*
 A.A., Corning Community College; B.S., State University College at Cortland

Assistant Instructor

- E. BETH THOMPSON, 1965*Nursing*
 DIPLOMA, Jamestown Hospital School of Nursing

College Lecturer

- MARGARET R. BRILL, 1960*English*
 B.A., Vassar College; M.A., New York University
- WILLIAM DROEGE, 1964*Music*
 B.A., University of Pittsburgh
- CECIL G. GARLAND, 1965*Business Administration*
 B.A., University of Maine; M.A., Brown University
- GLADYS HAMEL, 1965*Physical Education and Health*
 B.S., State University of Cortland
- LINDA M. KELLEY, 1963*French*
 A.B., State University at Albany
- PAULINE LEVEEN, 1965*History*
 B.A., M.S.ED., Elmira College
- MARY E. O'BRIEN, 1964*Pre-School Study Center*
 B.S., State University College at Cortland
- GENE PALMER, 1963*Physical Education*
 B.S., Cortland State Teachers College
- ANN THOMPSON, 1964*Sociology*
 B.A., Vassar College

Admissions

ADMISSION REQUIREMENTS

Although the College seeks applicants for admission who can demonstrate promise which is well above average, the minimum requirements for admission to the degree programs are graduation from an approved secondary school with 16 acceptable units or, in the case of an adult, a high school equivalency diploma based on acceptable scores on approved equivalency tests, and evidence of maturity and background which would indicate an ability to profit from college courses.

Admission to the College does not carry with it the right to enroll in a given curriculum unless the high school background of the candidate is such that certain educational prerequisites are fulfilled. Accordingly, a student may be required to take additional high school work in order to make up a deficiency he has in prerequisites for a particular curriculum.



For all programs, the following *basic* high school prerequisite units must be presented:

English	4 units
Science	1 unit
Social Studies	2 units
Mathematics	1 unit (elementary algebra)

For candidacy to the Associate in Arts (A.A.) and the Associate in Science (A.S.) degree programs and for certain programs leading to the Associate in Applied Science (A.A.S.) degree, the college preparatory program from high school is required.

The following are guide lines of *additional* recommended minimum requirements for indicated curriculums:

A.A. or A.S. Degree—Humanities or Social Science emphasis:

Foreign language	2 units <i>desirable</i>
Biology, chemistry or physics	1 unit
Mathematics	2 units (college preparatory)

A.A. or A.S. Degree—Business Administration:

Mathematics	2 units (college preparatory)
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A.S. or A.A.S. Degree—Mathematics or Science emphasis:

Foreign language	Optional
Biology, chemistry, physics	2 units
Mathematics	2 units (college preparatory)

A.A.S. Degree—Basic Studies in Engineering:

Foreign language	Optional
Chemistry and physics	2 units
Mathematics	3 units (college preparatory including trigonometry)

A.A.S. Degree—Engineering Technology or Industrial Technology:

Chemistry or physics	1 unit
Mathematics	2 units (college preparatory)

A.A.S. Degree—Chemical Technology:

Chemistry or physics	1 unit (preferably both)
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A.A.S. Degree—Business Administration, Accounting, Retail Business Management, Executive Secretarial Science emphasis:

Basic requirements only

A.A.S. Degree—Industrial Secretarial Science:

Chemistry or physics	1 unit
Mathematics	2 units (college preparatory)

A.A.S. Degree—Business Data Processing:

Mathematics	2 units (college preparatory)
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A.A.S. Degree—Nursing:

Chemistry, biology	2 units
Mathematics	1 unit
Pre-nursing test—see additional requirements	

A.S. Degree:

Minimum requirements. Additional prerequisites in quantity and quality will be required within the discipline in which the student plans depth of study. For example, students seeking careers in Health or Physical Education or Recreation are required to have, in addition to minimum requirements, 2 units of foreign language, 1 unit of college preparatory mathematics, and 2 units of science (among earth science, biology, chemistry, physics) and a letter of recommendation from their principal, health or physical education teacher, attesting to their health and adaptability to such a career.

NOTE: Application for admission to degree candidacy will be accepted for the Fall and Spring semesters except for programs in which critical courses are begun only in the Fall semester.

Additional Requirements

1. The Scholastic Aptitude Test of the College Entrance Examination Board is required of *all* applicants. The student is advised to take this examination at the latest by January of the year in which he is applying for Fall entrance.

2. For placement in appropriate sections of freshmen English, all students entering college for the first time are required to take the English Achievement Examination of the College Entrance Examination Board. Applicants are urged to take this test on the May date.

3. Applicants who have had 2 years or more of a modern foreign language in high school are expected to take the achievement test of the College Entrance Examination Board in that language for the purpose of placement in appropriate section of the language in College or exemption from the language.

4. Applicants to the Nursing program must take either the National League for Nursing Pre-Nursing and Guidance Examination or the Psychological Corporation Examination for Schools of Nursing prior to decision concerning their acceptance. The student should write to the Office of Admissions, Corning Community College, Corning, N.Y., for the application blank for one of these tests or for the signed request for scores to be sent to the College (if applicant has already taken one of these tests prior to application here.)

4. *Veterans:* Every veteran desiring to attend Corning Community College must submit with his application form, or before the registration date, a copy of his service discharge papers. A photostatic copy is acceptable. Do not submit original papers.

5. *High School Equivalency Diploma:* If the applicant has not graduated from high school but has received a GED certificate, he must submit a copy of the certificate and the scores obtained on these tests. The applicant should not submit his own copy of these scores but should request that a copy be sent to Corning Community College from the department giving the tests.

6. *Personal Inventory:* For all transfer students to Corning from any other institution of higher learning a personal inventory is sent by the College to the appropriate officer in the former institution inquiring about reason for leaving, academic standing, disciplinary action, etc.

ADMISSION PROCEDURE

A student who wishes to apply for admission to Corning Community College is invited to write or visit the Office of Admissions and state his intentions. He will then receive application forms together with detailed instructions. This instruction sheet should be kept by the student and checked for each section accomplished.

The following are the steps in the application process:

1. *Application for Admission*—to be completed by the applicant and submitted to the Office of Admissions together with . . .

2. *Application fee and fee card*—an application fee of \$15 is required with each application form. No action will be taken on any application until this fee has been received. This fee is refundable *only* in the event that a student is denied admission to the College. Please send check or money order (do not send cash) with the fee card correctly filled out to the Office of Admissions. Make checks or money orders payable to Corning Community College.

IMPORTANT NOTE: Effective with new applications for Spring 1967, the application fee will be \$10 and will be non-refundable.

3. *Secondary School and Personality Record*—to be completed by the applicant's secondary school principal or guidance officer and returned by the school. If an applicant has attended any other college(s), a transcript of his record *must* be submitted directly from the college.

4. *Scholastic Aptitude Test of the College Entrance Examination Board*—as indicated under Additional Admissions Requirements this test is a vital part of the admissions requirements. The student should request that his scores be forwarded to Corning Community College at the time he applies for the examination. Corning's code number is 2106. Information about this test may be secured from your guidance office or by writing the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

5. *Personal Interview*—held at the College with a member of the Office of Admissions. After all other portions of the application have been received the student is notified of a date and time the interview is to take place. It is the applicant's responsibility to contact the Admissions Office for an alternate date if he cannot keep the original appointment. In some instances where the student's record warrants or the distance the student must travel is too great, the interview may be waived.

6. *Reply Dates*—January 15, March 15, May 15, and July 15 have been designated as dates by which an applicant to the Fall semester can expect word about the status of his application. *All admissions are tentative until final grades, proof of graduation, and health examination form* have been submitted.

7. *Health Examination Form*—sent to applicants at the time of acceptance to be returned to the Office of Admissions. This form is to be completed by the student's family physician. Students whose health forms indicate limited activity in the physical education program must present a statement from their doctor and confer with the physical education staff during class registration at the beginning of the semester.

Students accepted into the Nursing Program are required to receive specified inoculations from a physician of their choice. These must be completed prior to participation in the Nursing laboratory.

8. *Photographs*—two wallet-size signed photographs required for identification purposes. Please submit with health form at the time of acceptance.

9. *Tuition Down-Payment*—\$30 required. Notification of due date will be sent the applicant by the College. This fee will be credited toward the tuition payment at time of registration and is not refundable if the student does not register. If the student fails to submit this down-payment by the due date, he risks the interpretation by the College that his application is voluntarily withdrawn.

Full Acceptance is granted automatically to that student who has had tentative admission and who has submitted health form, final grades from high school, and tuition pre-payment. Upon full acceptance, the student is sent by the College the following to be submitted promptly:

a. *Certificate of Residence*—the student who is a resident of the Corning City School District should have the completed form notarized; other New York State residents should have the completed form notarized and should submit it to the chief fiscal officer (treasurer) of their county; out-of-state students should merely fill in their name and address and sign the form. All certificates should be sent to the Office of Admissions according to the above directions.

b. *Parent's Consent Form*—is sent to the student by the College to be returned to the Office of Admissions. This form gives the College the legal right to summon medical services in the event of emergency without prior immediate consent of the legal guardian of the student.

IMPORTANT NOTE: Anyone unable to comply with the above procedures or in need of additional information concerning admission is urged to make an appointment with the Admissions Office.

ADMISSION TO ADVANCED STANDING

A candidate for admission to Corning Community College who has attended another institution of higher learning is required to follow the application procedure as outlined for freshman candidates. An applicant should request that an official transcript of all post-secondary school work be sent from the registrar directly to the Office of Admissions at Corning. The applicant is reminded that part of the additional admission requirements is the personal inventory sent by the College to the appropriate official of the student's former institution.

Records from approved institutions of collegiate rank will be evaluated in terms of academic credit applicable to the course offerings at Corning Community College. All candidates for the Associate

in Arts, Associate in Science, or Associate in Applied Science degree must successfully complete at least thirty academic hours at Corning Community College. Twelve of these thirty hours must be at the sophomore level.

ADVANCED PLACEMENT

The College recognizes that entering students may employ either the New York State College Proficiency Examination or the College Entrance Examination Board Advanced Placement Examinations to achieve advanced standing in the College.

Ultimate decision concerning College credit is at the discretion of the Dean of the Faculty after consultation with the applicant's high school instructor, interpretation of examination scores, and confirmation of directors of programs within the College.





Degree Requirements

The College awards three degrees—the Associate in Arts (A.A.), the Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.)—to graduates of registered curriculums at least two years (60 semester hours) but less than four years (120 semester hours) in length.

The Associate in Arts Degree

1. Degree requirements: a total of 60 semester-hours (in addition to health and physical education) but less than 120. A quality point average of 2.0 must be maintained for graduation.
2. Curriculum requirements: The course of study leading to this degree should be an organized curriculum, composed essentially of courses in the liberal arts and sciences. At least 80 percent of the program in terms of credit-hours should comprise work in the following fields:
 - A. English: A minimum of 12 semester hours (6 hours of English 101–102).
 - B. Social Sciences: A minimum of 12 semester hours.
 - C. Laboratory Science: A minimum of 6 semester hours.

- D. Mathematics: 3 semester hours.
- E. Liberal Arts and Science Electives: 15 hours (at least 6 of these must be in the Humanities).
- F. Additional Electives: A minimum of 12 hours to complete the 60 hour requirement. These electives may include, upon advisement, any credit course offered by the College.
- G. Health Education: A minimum of 1 semester hour.
- H. Physical Education: A minimum of 2 semester hours:
 - Women—including 1 semester P.E. 111, Fundamentals of Physical Education, and 1 semester P.E. 119, Modern Dance, or P.E. 120, Folk and Square Dance.
 - Men— including 1 semester P.E. 151, Introduction to Physical Education.

Additional requirement for the Liberal Arts and Science Program is:

Foreign Language: 6 semester hours at second year level (or equivalent attainment determined by proficiency test). The hours of this additional requirement may be counted toward the 15 elective ones mentioned in "E" above.

For the students planning a more general educational program in the Liberal Arts and Sciences, it is strongly recommended that a foreign language be included, unless the student, after consultation with his advisor, is certain that the college to which he is transferring does not require or recommend such courses. If this is true, the student may petition through his advisor for waiver of the requirement; such waiver must be approved prior to drop date.

Additional requirements for the A.A. degree with emphasis in Business Administration are:

Principles of Accounting: 6 semester hours

Principles of Economics: 6 semester hours (these may be used to satisfy 6 hours of the Social Sciences requirement. See "B" above).

Statistics, Finance, or Marketing: 3 semester hours.

The Associate in Science Degree

- I. Degree requirements: A total of 60 semester hours (in addition to health and physical education) but less than 120 hours. A quality point average of 2.0 must be maintained for graduation.

2. Curriculum Requirements:

- A. English: Minimum 6-hour sequence (English 101-102).
- B. Social Science: Minimum 6 hours.
- C. Laboratory Science: Minimum 6 hours.
- D. Mathematics: Minimum 6 hours.
- E. Electives (Arts and Sciences, required): 12 additional hours, all of them in *one* of the following three areas:
 - (a) Humanities, (b) Social Sciences, or (c) Math-Science.
- F. Additional electives: A minimum of 24 hours to complete the 60-hour requirement.
- G. Health Education: Minimum 1 semester hour.
- H. Physical Education: Minimum 2 semester hours.

The Associate in Applied Science Degree

- 1. Degree requirements: A total of 60 semester hours (in addition to health and physical education) but less than 120. A quality point average of 2.0 must be maintained for graduation.
- 2. Curriculum requirements:
 - A. Minimum of 20 semester hours drawn from the liberal arts and sciences or general education areas as follows:
 - (1) Social Sciences: Minimum of 6 semester hours.
 - (2) Science: 3 semester hours.
 - (3) Mathematics: 3 semester hours.
 - (4) Humanities: Minimum of 6 semester hours in English (English 101-102).
 - (5) Electives in the foregoing fields to insure a total of 20 semester hours in the liberal arts and sciences or general education area.
 - B. Minimum of 20 to 30 semester hours in the major concentration and related courses, which should be designed to prepare a student for a career in industry or business and other fields, by providing training that in most instances is directed at an intermediate occupational level between the trades and the professions.
 - C. Electives: Minimum of 10 hours to complete the 60 hour requirement. These electives may include, upon advisement, any credit course the College offers.
 - D. Health Education: Minimum of 1 semester hour.
 - E. Physical Education: A minimum of 2 semester hours.

The Programs

It is each student's responsibility to be sure that his program conforms to the degree requirements for graduation. He should make himself familiar with the programs listed below, with the course requirements of each program, and with the prerequisites for each course. He should pay particular attention to the health and physical education courses required of all graduates. A student whose program does not fulfill the requirements for a degree becomes, with permission of the Dean, a non-degree candidate. Students should work closely with faculty advisors when scheduling programs and courses.

Transfer Programs

For persons planning to transfer to senior colleges, academic courses and curriculums adequate to meet the usual college freshman and sophomore requirements in all of the ordinary majors and pre-professional programs are offered. (These university-parallel programs of study are developed on an individual basis depending upon the sequence of courses given at the four-year college which the student expects to attend during his junior and senior years.) As much as possible, the student's program will parallel the program in the four-year college. In this way, maximum credit may be obtained at the time of transfer. Such a program leads to the degree of Associate in Arts or Associate in Science. The program for Associate in Applied Science in pre-engineering is also a transfer program. Selection of courses which are appropriate for transfer will be the responsibility of the student. He should, of course, seek the advice of his faculty advisor.

Corning Community College has made an enviable record in preparing its students for acceptance and transfer to four-year colleges. Those who have transferred have described their experience at Corning as excellent preparation for the education they are pursuing in the four-year colleges. With very few exceptions, our graduates go to four-year colleges with little loss of transfer credit.

Non-Transfer Programs

For persons planning to obtain two years of college training in the field of general business, secretarial science, nursing, or in engineering technologies, curriculums have been developed leading to the degree of Associate in Applied Science. These programs will prepare the student to enter business or industry after graduation from Corning Community College. Many of these courses may be accepted for transfer credit. Students who do not wish to transfer to other colleges and universities can, of course, treat liberal arts and science programs as non-transfer work.



The value of these programs to the student who wishes to prepare himself for work cannot be over-estimated. Each of the programs pays careful attention to developing the skills and abilities necessary for success and promotion in a chosen field. In each program there are also required courses which provide a broad, liberal education.

The College has been particularly fortunate in developing a fine employment record for its graduates in these programs. The possibilities for placement, advancement, and promotion after graduation, are important reasons for choosing these areas of training at Corning.

Certificate Programs

Certificate programs are offered in Secretarial Science and Drafting Technology to fulfill the needs of on-the-job applicants from local industries for further training to maintain or enhance job opportunities.

LIBERAL ARTS AND SCIENCES

(A.A. Degree)

The following two-year program which, in effect, is the first two years of liberal arts, should be followed by those students preparing for eventual careers in professions such as business administration, law, the sciences, psychology, and medicine, or by those wishing two years of general education. The Associate in Arts (A.A.) degree will be awarded upon completion of the following program for transfer toward the Bachelor of Arts or Bachelor of Science Degree.

1ST YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Freshman English	3	3
Modern Language ¹ or Elective	3-4	3-6
Social Science Elective	3	3
Mathematics	3	0-3
Biology, Chemistry, Physics	3-4	3-4
Health Education	1	0
Physical Education	1/2	1/2
	16 1/2-18 1/2	12 1/2-19 1/2
 2ND YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Literature—a year sequence	3	3
Modern Language or Humanities Elective	3	3
Social Science Elective	3	3
Electives	6-9	6-9
Physical Education	1/2	1/2
	15 1/2-18 1/2	15 1/2-18 1/2

(A.S. Degree)

The Associate in Science (A.S.) degree program, offered for the first time in the Fall of 1966, may be followed by students who plan careers in medicine, dentistry, elementary or junior high school teaching, health education, business administration and other careers involving science or professionally related programs which lead to transfer to the bachelor of science degree. This program may also serve the student who wishes to gain depth in the area of mathematics-science, the

¹Generally, elementary French, German, or Spanish, unless the student has had two years of these studies in secondary schools, in which case, with a proper proficiency score, he may take one year of these languages at the intermediate level. Two years of college level modern language, or its equivalent, is required for the A.A. degree.

humanities, or the social sciences, and to use the remaining hours needed for graduation to explore and add to his fields of knowledge. It is the student's responsibility to satisfy all requirements of the transfer college. He should work closely with his advisor to accomplish this.

The liberal arts and sciences may be used also as preparation for further training in education, including the teaching of health education. Students who wish to pursue training in these fields should plan their programs carefully with their advisors. If you are interested in health education, please notice the courses which are listed in this catalogue under the heading "Courses of Study—Health, Physical Education and Recreation." Students are advised that some professional courses in the area of teacher education and health education may not be accepted for transfer by New York State Colleges.

1ST YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Freshman English	3	3
Science	3-4	3-4
Mathematics	3-4	3-4
Arts and Science Electives	3	3
Elective (any course)	3	3
Health	1	0
Physical Education	1/2	1/2
	16 1/2-18 1/2	15 1/2-17 1/2

2ND YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Social Science	3	3
Arts and Sciences Elective	3	3
Electives (any course)	9	9
Physical Education	1/2	1/2
	15 1/2	15 1/2

NOTES: To satisfy the requirements of Arts and Science electives (see Section E, page 23, Curriculum requirements, A.S. degree):

1. Students emphasizing humanities may take any courses in the humanities.
2. Students emphasizing the social sciences may take any social science course.
3. Students emphasizing math-science may take any course in mathematics and the sciences numbered 103 or higher.
4. Business administration students may take any courses in any one area. Additional requirements for business administration students (page 22) are:
 Under B: Economics 101-102 is required.
 Under F: B.A. 111-112 and a minimum of 12 additional hours of business administration electives are required, to be selected with your advisor.
5. Students planning a health education emphasis must consult with their advisors before completing registration in any semester.

MATHEMATICS, SCIENCE AND TECHNOLOGY

Liberal Arts and Sciences—Math-Science Emphasis (A.A.S. Degree)

This program is designed for the person who has a strong interest and background in the sciences and mathematics. High school preparation should include at least three years of science and two and one-half to three years of mathematics.

Students preparing in this degree program may qualify for transfer to four year colleges in specific areas of science or mathematics or may prepare directly for employment. One of the options leading toward employment is the Chemical Technology Program whereby the successful student is qualified to work in industry as a laboratory research or control technician.

1ST YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Freshman English	3	3
Social Science	3	3
Science*	3-4	3-4
Mathematics*	3-4	3-4
Elective	3	3
Health and Physical Education	1½	½
	<hr/> 16½-18½	<hr/> 15½-17½

2ND YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Mathematics*	3-4	3-4
Science*	3-4	3-4
Science or Mathematics Elective*	3-4	3-4
Elective	3	3
Elective	3	3
Physical Education	½	½
	<hr/> 15½-18	<hr/> 16½-18½

*Mathematics and science courses must be selected from those numbered 103 or higher.

Chemical Technology Program (A.A.S. Degree)

1ST YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Freshman English	3	3
General Chemistry and Qualitative Analysis (Chem. 103-104)	4	4
General Physics (Phys 103-104)	4	4
Mathematics (Math 105-106, Math 107-108 or Math 109-110)	3-4	3-4
Graphics (M.T. 101-104)	2	2
Health and Physical Education	1½	½
	17½-18½	16½-17½

2ND YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Organic Chemistry (Chem 221-222)	4	4
Quantitative Analysis (Chem 231)	4	0
Instrumental Analysis (Chem 232)	0	4
Technical Report Writing (Sci 104)	0	1
Social Science (Preferably Economics)	3	3
Mathematics (Math 109, Math 205 or Math 209)... ..	3-4	0
Elective	0	3
Physical Education	½	½
	14½-15½	15½



Mathematics-Science Emphasis (A.S. Degree)

This degree program permits a high degree of flexibility to the student in the selection of courses. For the person unsure of his interests or aptitudes, a general mathematics-science program may be pursued by selecting courses from the various science disciplines. Or the student may select a specific area of concentration such as biology, chemistry, mathematics or physics. In all cases the student should work closely with his advisor in selecting courses to insure a program compatible with his abilities and future career choice.

High school preparation should include at least two and one-half years of mathematics and three years of science.

1ST YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Freshman English	3	3
Science Sequence*	3-4	3-4
Mathematics Sequence*	3-4	3-4
Elective	3	3
Elective	3	3
Health and Physical Education	1½	½
	16½-18½	15½-17½

2ND YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Social Science	3	3
Mathematics or Science Elective*	3-4	3-4
Mathematics or Science Elective*	3-4	3-4
Elective	3	3
Elective	3	3
Health and Physical Education	½	½
	15½-17½	15½-17½

*Mathematics and science courses must be selected from those numbered 103 or higher.

Basic Studies In Engineering (A.A.S. Degree)

This program is intended for the student who is preparing for a career in the engineering profession. The program is necessarily rigorous and demanding. High school preparation should include four years of college preparatory mathematics and science. In addition, the student should generally be in the upper third of his graduating class.

Students who desire to enter the engineering program but lack the necessary background qualifications may enter the Mathematics/Science A.A.S. degree program, and after successfully completing a semester, apply for admittance to engineering.

1ST YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Freshman English (Eng. 101-102)	3	3
Chemistry (Chem 103-104)	4	4
Mathematics (Math 109-110)	4	4
Physics (Phys 112)	0	4
Graphics	2	2
Orientation to Engineering (Engr 101)	1	0
Technical Report Writing (Sci 104)	1	0
Health and Physical Education	1½	½
	16½	17½

2ND YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Mathematics (Math 209-210)	4	4
Physics (Physics 211-212)	5	5
Engineering (Engr 209-210)	3	3
Technical Electives*	3-4	3-4
Social Science (Pref. Economics)	3	3
Physical Education	½	½
	18½-19½	18½-19½

*Choice dependent upon the degree requirement to be fulfilled.

Engineering Technology— (Mechanical) (A.A.S. Degree)

This is a terminal program designed to train the technician to assist the engineer or scientist. Industrial employment opportunities includes those in drafting, design, product development, equipment installation, operation and laboratory work in research testing and control.

High school mathematics preparation should include at least geometry and intermediate algebra. In as much as the program involves the development of skills and proficiencies in the technical areas, the student must achieve a "C" or better in all Mechanical Technology courses in order to graduate.

1ST YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Freshman English	3	3
Mathematics (Math 105-106 or Elective)	3-4	3-4
Graphics	2	2
Fundamentals of Mechanics (M.T. 111-112)	4	4
Manufacturing Processes (M.T. 113)	3	0
Strength of Materials (M.T. 116)	0	3
Health and Physical Education	1½	½
	16½-17½	15½-16½

2ND YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Physics (M.T. 213-214)	3	3
Kinematics (M.T. 211-212)	3	3
Machine Design (M.T. 201-202)	3	3
Strength of Materials (M.T. 116)	3	0
Machine Laboratory (M.T. 207-208)	2	2
Social Science Elective	3	3
Industrial Organization (M.T. 218)	0	3
Physical Education	½	½
	17½	17½

Industrial Technology (A.A.S. Degree)

The purpose of this program is to provide students with the classroom and laboratory experiences which will make them employable after two academic years of educational training. A student who successfully completes this program should be employable in jobs involving method analysis, productive planning, quality control and other manufacturing functions.

1ST YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
English (Eng 101-102)	3	3
Machine Tools	0	3
Mathematics (Math 105-106)	3	3
Graphics (M.T. 101-102)	2	2
Time & Motion Study (I.T. 102)	0	3
Intro. to Ind. Org. & Mgmt. (M.T. 218)	3	0
Basic Accounting (B.A. 115)	3	0
Cost Accounting (B.A. 215)	0	3
Plant Layout & Material Handling (I.T. 101)	3	0
Health	1	0
Physical Education	1/2	1/2
	18 1/2	17 1/2

2ND YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Report Writing (Sci 104)	0	1
Intro. to Calculus (Math 205)	3	0
Production Control (I.T. 201)	3	0
Quality Control (I.T. 202)	0	3
Industrial Psychology (Psych 204)	0	3
Advanced Industrial Tech (I.T. 206)	0	3
General Physics (103-104)	4	4
Jigs & Fixture Design Principles (I.T. 208)	0	3
Value Engineering (I.T. 203)	3	0
Social Science Elective	3	0
Physical Education	1/2	1/2
	16 1/2	17 1/2

BUSINESS

Programs in Business Administration

A.A. Degree	A.A.S. Degree
Business Administration	Accounting
	Business Administration
A.S. Degree	Business Data Processing
Business Administration	Retail Business Management

Business Administration Curriculums

The curriculums in Business Administration provide an opportunity for those students who are interested in transferring to another educational institution at the end of their programs and for those students who are interested in immediate employment upon graduation.

Transfer Programs

Students who are interested in continuing their formal education may pursue a program in Business Administration for the A.S. degree or for the A.A. degree. Both degree programs combine courses in liberal arts and in business administration so that students will have acquired a sound foundation in business administration as well as cultural knowledge upon graduation.

Business Administration (A.A. Degree)

1ST YEAR	Semester	
	Fall	Spring
<i>Subject</i>		
Principles of Economics	3	3
Accounting Principles	3	3
Freshman English	3	3
Modern Language or Elective	3-4	3-6
Mathematics	3	0-3
Health Education	1	0
Physical Education	1/2	1/2
	16 1/2-17 1/2	15 1/2-18 1/2
2ND YEAR	Semester	
<i>Subject</i>	Fall	Spring
English Elective	3	3
Modern Language or Humanities Elective	3	3
Science Elective	3-4	3-4
Social Science Elective	3	3
Business Administration Electives ¹	3	3
Physical Education	1/2	1/2
	15 1/2-16 1/2	15 1/2-16 1/2

¹Principles of Finance, Business Statistics, Marketing, Business English, Introduction to Data Processing.

Business Administration
(A.A.S. Degree)

1ST YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Principles of Business	3	0
Accounting Principles	3	3
Elements of Economics	0	3
Business Mathematics ¹	0	3
Office Machines	0	2
Typing ²	2	0
Freshman English	3	3
Mathematics	3	0
Social Science Elective	3	0
Health Education	1	0
Physical Education	1/2	1/2
	18 1/2	14 1/2
2ND YEAR		
	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Principles of Marketing	3	0
Business English	0	3
Business Law	3	3
Business Administration Electives	6	3
Science Elective	3-4	0
Humanities Elective	0	3
Social Science Elective	0	3
Physical Education	1/2	1/2
	15 1/2-16 1/2	15 1/2

¹Students who pass a proficiency test may take a business administration elective.

²Students who have had at least 1/2 year of typing in high school are excused from this requirement.

Business Data Processing (A.A.S. Degree)

1ST YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Accounting Principles	3	3
Mathematics (Math 103-104)	3	3
Data Processing	3	3
Introduction to Data Processing	3	0
Business Statistics	0	3
Freshman English	3	3
Health Education	1	0
Physical Education	1/2	1/2
	16 1/2	15 1/2
2ND YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Principles of Economics	3	3
Computer Programming	4	0
Cost Accounting	0	3
Business English	3	0
Principles of Business	3	0
Science Elective	3-4	0
Advanced Computer Programming	0	4
Payroll & Tax Accounting	3	0
Data Processing Systems and Procedures	0	3
Data Processing Project	0	3
Physical Education	1/2	1/2
	19 1/2-20 1/2	16 1/2



Accounting (A.A.S. Degree)

1ST YEAR	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Accounting Principles	3	3
Office Machines	2	0
Elements of Economics	0	3
Business Mathematics ¹	3	0
Principles of Business	0	3
Introduction to Data Processing	0	3
Freshman English	3	3
Mathematics	3	0
Social Science Elective	0	3
Health Education	1	0
Physical Education	½	½
	15½	18½
2ND YEAR		
	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
<i>Subject</i>		
Intermediate Accounting ²	3	3
Cost Accounting	0	3
Business Statistics	0	3
Business Law	3	3
Business English	3	0
Payroll and Tax Accounting	3	0
Principles of Finance	3	0
Science Elective	0	3-4
Humanities Elective	3	0
Physical Education	½	½
	18½	15½-16½

¹Students who pass a proficiency test may take a business administration elective.

²C average in B.A. 111-112 required as prerequisite for enrollment.

Retail Business Management (A.A.S. Degree)

1ST YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Principles of Marketing	3	0
Retail Merchandising	0	3
Accounting Principles	3	3
Business Mathematics ¹	3	0
Principles of Business	0	3
Elements of Economics	3	0
Freshman English	3	3
Social Science Elective	0	3
Health Education	1	0
Physical Education	1/2	1/2
	16 1/2	15 1/2
2ND YEAR		
	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Principles of Advertising	3	0
Salesmanship	0	3
Business Law	3	3
Retail Buying	3	0
Administrative Management	0	3
Small Business Management	3	0
Business English	0	3
Field Experience*	0	0-1
Science Elective	3-4	0
Humanities Elective	3	0
Mathematics	0	3
Physical Education	1/2	1/2
	18 1/2-19 1/2	15 1/2-16 1/2

¹Students who pass a proficiency test may take a business administration elective.

*Permission of Program Coordinator required for enrollment in field experience.

Executive Secretarial Science
(A.A.S. Degree)

1ST YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Typewriting ¹	2	2
Shorthand ^{1,5}	3	3
Accounting Principles	3	3
Principles of Business	3	0
Business Mathematics ³	0	3
Elements of Economics	3	0
Secretarial Orientation	0	1
Freshman English	3	3
Health Education	1	0
Physical Education	1/2	1/2
	18 1/2	15 1/2

2ND YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Secretarial Workshop ⁴	7	10
Office Management	3	0
Social Science Elective	3	0
Mathematics	3	0
Science	0	3
Speech	0	3
Physical Education	1/2	1/2
	16 1/2	16 1/2

¹Students will be placed in typing or shorthand, or exempted, on the basis of a proficiency test. Exempted students must take a B.A. elective.

²Students who are exempted by examination must take a business administration elective during first semester. Students who have completed two years of shorthand, including one year of transcription, must take a business administration elective during the first year, but they must also enroll in SS 154 in second semester.

³Students who pass a proficiency test must take a business administration elective.

⁴Secretarial Workshop includes S.S. 241, 245-246, 248, 251-252, 254.

⁵Students may elect manual or machine shorthand.

Industrial Secretarial Science (A.A.S. Degree)

1ST YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Typewriting ¹	2	2
Shorthand ^{1,4}	3	3
Accounting Principles	3	0
Principles of Business	3	0
Elements of Economics	0	3
Secretarial Orientation	0	1
Technical Mathematics	3	0
Psychology	0	3
Freshman English	3	3
Chemistry	0	4
Health Education	1	0
Physical Education	1/2	1/2
	18 1/2	19 1/2
2ND YEAR	<i>Semester</i>	
<i>Subject</i>	<i>Fall</i>	<i>Spring</i>
Industrial Secretarial Workshop ³	7	10
Business Statistics	0	3
Manufacturing Processes	3	0
Humanities Elective	0	3
Physics	4	0
Engineering Graphics	2	0
Physical Education	1/2	1/2
	16 1/2	16 1/2

¹Students will be placed in typing or shorthand, or exempted, on the basis of a proficiency test. Exempted students must take a B.A. elective.

²Students who are exempted by examination must take a business administration elective during first semester. Students who have completed two years of shorthand, including one year of transcription, must take a business administration elective during the first year, but they must also enroll in SS 154 in second semester.

³Industrial Secretarial Workshop includes S.S. 241, 245-246, 248, 251, 257, 258.

⁴Students may elect manual or machine shorthand.

NURSING

(A.A.S. Degree)

This program prepares men and women for a career in nursing. Students of any age, married or single, are eligible. The program seeks to develop the basic skills necessary for effective nursing care of the sick.

The program is two years in length. Lectures and laboratories are offered at the College; experience in clinical nursing is provided for at the Corning Hospital and other health agencies within the area. The student is guided by faculty members of the College's Department of Nursing who are graduate nurses with specialized experience in their fields.

Completion of the program leads to the award of the degree of Associate in Applied Science. It qualifies the graduate for the State Board Examinations in Nursing. If achievement in these examinations is satisfactory, the candidate will receive legal status as a registered nurse within the State.

1ST YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Freshman English	3	3
Elements of Chemistry	4	0
General Psychology	3	0
Sociology	0	3
Nurse Education	5	11
Anatomy and Physiology	0	4
Physical Education	1/2	1/2
Health Education	1	0
	16 1/2	21 1/2

2ND YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Nurse Education	8	10
Microbiology	4	0
Structure of Mathematics	3	0
Electives, Social Science/Humanities	0	6
First Aid	0	1
Physical Education	1/2	1/2
	15 1/2	17 1/2

CERTIFICATE PROGRAMS

The College offers several non-degree certificate programs for students who wish to spend almost full-time on professional subjects. These courses are also designed for men and women who wish to polish a previously learned skill and for those who work full-time and wish to improve their job qualifications. While most of the courses offered under these programs are non-transferable, some can be applied for credit toward a college degree.

Drafting Technology (One-Year Certificate Program)

This program is designed to prepare students for employment as draftsmen in industry. The courses are normally scheduled both daytime and evenings so that full-time day students and persons working in area industries can benefit from the program.

In general, the courses are non-credit and applicable only to the certificate in drafting granted upon successful completion of the program. Exceptions to this will be handled by advisement. Candidates to this program should hold a high school diploma or its equivalent.

ONE YEAR <i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
English 89	0	3
Drafting I	10*	0
Drafting II	0	10*
M.T. 113 (Manufacturing Processes)	3	0
Math I-II	3	3
	16	16

*Approximately 10 additional hours will be required outside of class time.



Secretarial Science
(One-Year Certificate Program)

This program, offered for the first time in the fall semester of 1966, provides a condensed curriculum of skill building and foundation courses necessary for entry positions in office occupations. It is designed for students who wish to get an additional year of training beyond high school. Students who progress satisfactorily in the certificate program may apply for transfer to the two-year executive secretarial program.

<i>Subject</i>	<i>Semester</i>	
	<i>Fall</i>	<i>Spring</i>
Typewriting ¹	2	2
Shorthand ^{1, 2}	3	3
Business Communications	2	2
Transcription	0	2
Secretarial Procedures	0	3
Secretarial Orientation	0	1
Principles of Business	0	3
Business Mathematics ³	3	0
Accounting Principles	3	0
English 101	3	0
	16	16

¹Students must take a proficiency examination to determine their exemption or placement in typewriting, shorthand, and transcription.

²Students may elect manual or machine shorthand.

³Students who pass a proficiency examination are required to enroll in a business administration or secretarial science elective.

Evening General Studies Program

Corning Community College maintains an Evening General Studies Program made up of courses usually meeting one or two evenings a week for the adult student who wishes to take college courses to improve a particular cultural or technical skill, or who wishes to acquire advanced education in some area of interest. Programs will be offered as an aid to those seeking advanced training in certain professional, business and industrial areas. Extension courses will be introduced as various groups in the community express the need for such work.

This program is staffed either by full or part-time faculty, and announcement of evening programs, together with class schedules and fees will be made prior to each semester of the academic year.

Students may enroll in the Evening General Studies program without being accepted as a degree candidate. However, it is strongly urged that degree candidates submit a formal application as soon as possible after successful completion of 12 semester hours of academic work at Corning Community College.

Extension courses of the Evening Division are available in two areas: (1) credit programs off campus, in Bath, N. Y., where regular college credit courses are being offered at Haverling Central High School; and (2) non-credit special programs, for the enrichment or continuing education of area citizens, offered at Corning Community College.

Information about these programs is available at the Evening Division Office.



Summer Session

The Summer Session at Corning Community College offers an opportunity for college students to accelerate their programs or to take additional courses to broaden their education. It also offers advanced placement for high school students and courses for adults who are interested in the personal and professional enrichment that college study provides.

Admission to the Summer Session is open to any high school senior with the approval of his counselor, and to all high school graduates. Students taking courses for transfer to another college are advised to obtain written permission from that college before registering for courses. Daytime and evening students of Corning Community College should obtain approval by the College for courses in their degree programs. Adults interested in enrolling in courses for their own enjoyment may register without prior approval.

Students interested in enrolling at Corning Community College in a degree program are advised to request the appropriate forms from the Office of Admissions. Admission to the Summer Session is no guarantee that a student will be permitted to continue work for a degree at this College.

Degree students should give careful attention to the offerings of our own Summer Session because grades earned in it may not only be counted for credit but also in computing the grade point average. Credit transferred to the Corning Community College from another college may only be accorded credit and then only if the grade is C or better.

Fees 1966-67

DAYTIME PROGRAM

*(All fees are subject to change)
(All tuition and fee payments are due and payable
on the day of registration*)*

Application Fee (Non-refundable—effective for applicants for
the Spring Semester 1967)\$ 10.00

Tuition—

Full-time per semester

New York State Residents** 150.00

Out-of-State Residents 300.00

Part-time per semester (credit hours fewer than 12 or in
excess of 19)

Corning City School District Residents

(Per semester hour) 9.00

Out-of-District Residents*** (per semester hour) 18.00

Program Expense Fee—Charged to all full-time students and
part-time students 10.00

*Students who are eligible for Scholar Incentive Awards will pay full tuition upon registration, and award checks will be remitted by the Business Office to the student when received from the State of New York.

**FOR NEW YORK STATE RESIDENTS WHO: (a) Live in the School District of the City of Corning, it is necessary to provide the College at the time of registration a notarized certificate as proof of residency. (b) Do not live in the School District of the City of Corning, it is necessary to provide the College, at the time of registration with Certificate of Residence signed by the Treasurer of the County in which the student resides and duly notarized, Education Law, Section 6301, Paragraph 4, defines a New York State Resident as: "A person who has resided in the State for a period of at least one year, in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college, or, for the purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence."

The forms to meet the above requirements are available at the Office of Admissions. The completed Residence forms are required *once* each academic year. Failure to obtain certificates of residence increases tuition from \$150 to \$300.

***The same requirements (stated above) apply to part-time and summer school students and satisfaction of these requirements reduces the rate from \$18.00 to \$9.00 per semester hour.

General College Fee

Full-time per semester	30.00
Part-time per semester	
6 or fewer hours	10.00
7-11 hours	20.00

Physical Education Fee

Men \$6.50 entering year; \$2.00 each succeeding year.
Women \$9.00 entering year; \$2.00 each succeeding year.
No refunds made after last day for dropping a course without penalty.

Athletic Blazers

Members of the athletic teams should plan to purchase athletic blazers at the beginning of the sport season. Approximate cost is \$30.00.

<i>Accident Insurance Fee</i> per semester	4.00
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<i>Health Insurance Fee</i> per semester	7.00
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Health insurance is optional and payment is required separate from the other tuition and fees payable at registration—information on request from the Office of the Dean of Students.

<i>Late Registration Fee</i>	5.00
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<i>Late Pre-registration Fee</i>	5.00
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<i>Dormitory Fee</i> per semester	350.00
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(Details are available upon request from the Office of the Dean of Students.)

<i>Transcript Fee</i> per copy	1.00
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(graduating students, 2 free copies; others, 1 free copy)

<i>Graduation Fee</i>	15.00
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Students buy their own books and supplies. The cost of books, supplies, and fees for the first year is about \$50-\$75.00 for secretarial science, general education, and business students.

For those in technical, nursing, and pre-engineering programs, the cost is higher, running approximately \$70-\$100.00 for the first year. Since several of the books are used during the second year as well as the first, the expenditures during the second year are not as high as the freshman year.

EVENING GENERAL STUDIES AND SUMMER SESSION

Educational courses on the college level are offered in the Evening and Summer Sessions to all persons who have intellectual, cultural, or professional interest which can be advanced by additional training.

Fully accredited by the Middle States Association of Colleges and Secondary Schools and registered with and approved by the State University of New York, all programs are applicable toward the Associate in Arts degree, Associate in Science degree, or Associate in Applied Science degree unless specifically designated as a non-credit course.

Only high school graduates or holders of General Equivalency Diplomas may be accepted as candidates for the A.A., A.S., or A.A.S. degree.

Corning City School District Residents . . .	\$ 9.00 per credit hour
Out-of-District Residents***	18.00 per credit hour
Laboratory Expense Fee	10.00

REGULATIONS COVERING REFUNDS OF TUITION

Withdrawal from college during the first week shall entitle the student to a refund of all current semester tuition and fees which he may have paid, except the \$30 deposit made by new students. No refund will be allowed for individual courses dropped after one week from time of registration.

No withdrawal is effective until approved by the registrar.

Students dismissed from college at any time shall not be entitled to a refund of tuition or fees.

Pro-Rated Tuition Charges for Students Withdrawing During:

First week	No charge	Fourth week	60%
Second week	20%	Fifth week	80%
Third week	40%	After 5th week	100%

Facilities

SPENCER HILL CAMPUS

Corning Community College is located on Spencer Hill two miles south of the city of Corning. Coming from Elmira on Route 17, visitors can turn left at Denison Parkway and Chemung Street and proceed directly up the hill, following Spencer Hill Road for two miles; turn left at Spencer Hill Road and the Marland Road. The main entrance to the campus is a few hundred yards on the right. For visitors coming to Corning from Routes 15 and 17 east, proceed toward Corning from the Painted Post interchange and turn right at Denison Parkway and Chemung Street. From the North, Route 414, visitors can turn left at Pulteney Street, right at Centerway past the Corning Glass Center, left at Tioga Avenue, and right at Chemung Street. There is also access to the campus through South Corning and up the Bailey Creek Road to the Marland Road.

Visitors are welcome to the campus at any time, and by pre-arrangement special tours can be accommodated.



Liberal Arts Classroom Building

Ten general liberal arts classrooms and five special classrooms, typing rooms, an office machines room, art room with kiln, and the speech and language laboratory, are located in the building to one's left on entering the campus. There are also faculty offices for approximately 35 faculty members.

Administration Building

The Administration Building is connected to the Liberal Arts Classroom Building by an overhead bridge. All administrative offices are located here, including the Admissions Office, the General Evening Studies and Summer School Office, the Business Office, Campus Information Center, the offices of the Dean, Counseling, and records, and the President's Office.

Arthur A. Houghton, Jr. Library

The two-story Houghton Library at the center of the campus has a capacity for 100,000 volumes. The main floor of the Library consists of the Lena Gillette Reading Room, a special collections suite containing the rare book room, a conference room, library lounge, and a large reference collection room. The gallery on the main floor houses the bibliographic collection and card catalogue and also serves as an exhibit gallery for the Library's special collections. Individual study carrels compose most of the study area of the Library, and 300 students may be seated within the building at any one time.

The lower level of the Library houses the general collection and the bound periodical collection. Special rooms are set up on this level for the microfilm and audio-visual collections of slides and recordings. A United States Government document depository is also located on this level. The Library is fully equipped with a sound system of 10 channels which permits students to listen to recordings of their choice at 60 different locations within the building. The Library lounge on the lower level also serves as an additional exhibit area where art and other exhibits are changed monthly.

The Library's collection in April, 1966, totaled approximately 25,000 volumes in the general and the reference collection, 2,500 volumes of bound periodicals, 553 of current journals, periodicals, and indices, and 600 reels of microfilm. The resources of the Houghton Library may be used by anyone within the building, but the privilege of withdrawing books is limited to faculty and currently enrolled students.

Science Laboratory and Classroom Building

Eight science laboratories, three recitation classrooms and laboratory preparation rooms are located in this building. Special rooms in the building include individual faculty and student research laboratories, a radio-active fallout materials laboratory, an animal specimen room, a psychology observation room, a darkroom, two balance rooms, and other special science "backup" room. Office space for 22 faculty members is available.

Science Lecture Amphitheatre

A specially designed science lecture amphitheatre with a seating capacity of 178 is completely outfitted with the most modern facilities. A projection room in the rear of the Amphitheatre also makes this facility available for showing of films and slides.

Mechanical Technology Laboratory and Classroom Building

This facility houses two mechanical drawing rooms, a general classroom, a well-equipped mechanical technology shop, a materials testing laboratory, and faculty office space.

Ecological Lands and Arboretum

Established in 1963, a portion of the 305-acre campus has been set aside for field study of the physical and biological sciences. Students and faculty members interested in botany, biology, and geology can study the mutual relationships between organisms and their environment, as well as carry on the study of the formation of the earth through field investigations of the conditions of the lands and surroundings. A pond will be constructed during 1966.





Gymnasium

A regulation-sized intercollegiate basketball court and bleachers seating 1500, a lobby, and observation deck are located on the main floor. This area can be converted for special functions such as institutional testing, or convocations, in which case there is floor seating for approximately 2000. On the lower floor of the Gymnasium are located a small physical education gym, locker and shower facilities for men and women, faculty office space, and the College health and first aid suite.

Athletic Fields

To the south and west of the Gymnasium are areas in the process of development for physical education, athletic, and recreational activities. This area of the campus will eventually include fields for soccer, touch football, track, archery, tennis, softball, field hockey, lacrosse, speedball, riflery. There are two all-weather tennis courts.

Killigrew Lake

The Killigrew Lake, located southwest of the Gymnasium, is available for swimming, fishing, life saving, and boating instruction in the summer and for hockey and skating in the winter months. To the south of the pond is a ski lift, down hill slalom course, and paths for cross country skiing.

A major part of the funds, exclusive of gifts, for the development of the College's playing facilities and recreational and sports areas will be provided as they become available from the Faculty-Student Corporation.

The Commons

The Commons is on the right as the visitor approaches the campus. The main dining hall seats 300. The campus snack bar on the lower level is open all day and during the evening. Also on the lower level is the post office, and activity rooms. At the south end of the building on the upper level are located the main lounge, television room, additional student activity rooms, offices, and the faculty dining room. The Alumni Courtyard is also located in this building.

Parking Fields

Three main parking fields are available for students and members of the staff. Visitors to the campus may use any of these areas or may use a specially provided visitor parking area near the Administration Building. There are on campus parking facilities for approximately 750 automobiles.

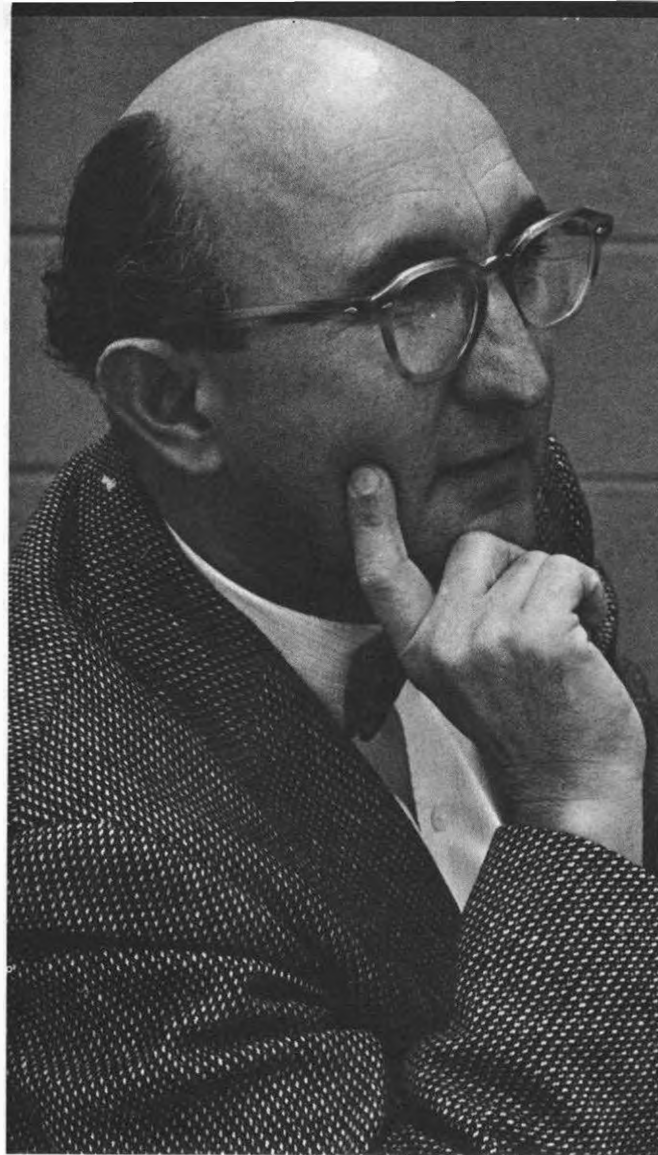
College Houses

The College owns three former private homes near the main campus.

Marland House, within sight of the College, is the home of Robert A. Chapman, Dean of Students, and his family.

Sullivan House, at 222 Pine Street, Corning, was given to the College in 1962 and was used for a year for administrative offices. Since 1964, it has been used as a dormitory with accommodations for 30 women students.

Sinclair House, at 201 Pine Street, Corning, was given to the College in 1966 by Mr. and Mrs. William W. Sinclair and will be used for faculty apartments.



Gifts

Since the beginning of the College in 1958, individuals, business and industrial organizations, a labor union, local and area organizations, and others have donated over \$3 million to further the aims and objectives of the College.

Gifts to the Corning Community College are tax deductible, and, when used to further the aims and objectives of the College, may be matched in full under the community college law, by the State University of New York. Suggestions pertaining to opportunities for supporting higher education through a gift or bequest to the Corning Community College can be arranged through the Office of the President of the College.

Student Personnel Services

Through a program of Student Personnel Services, the College tries to provide for the non-academic aspects of student life. Our responsibility to the student is to help him learn more about himself and the world, to make decisions based on that knowledge, and to accept the responsibility for his decisions.

The services of the Student Personnel Office are summarized below.

Advisement

Each student is assigned a faculty advisor from the academic division in which the student intends to study. At the beginning of each semester, the student plans his course schedule, with the help of his advisor to fulfill the degree requirements of his program. The advisor is also available to the student throughout the academic year for help with personal problems, interpretation of college rules and regulations, and to assist in making transfer or job plans.

In addition, students are encouraged to seek advice from other faculty members concerning their areas of specialization and interest.

Counseling and Testing

Specialized counseling services are available for those students wishing individual counseling. Students desiring help with their educational or vocational planning, personal problems or other matters of concern to the student, should make an appointment with a counselor.

Testing is also done through the Student Personnel Office. When a student first enrolls he is often given a number of standardized tests that are used to aid him in the selection of courses and curriculum. Upon request, a student may arrange to take other tests in order to gain more information about himself to help him plan. In all cases, the results of tests will be interpreted by a counselor for those students making appointments.



Orientation

A program of orientation is planned for all new students at the beginning of the fall and spring semesters. Information regarding general routine, curricular and extra-curricular affairs, and College customs and practices is presented. During this period, the student is given the opportunity to meet with both faculty members and students. Everyone at the College is committed to the idea that orientation must be a year-round process if it is to be of value. Continuing orientation includes individual and group counseling sessions, convocations, and general information sessions.

Student Activities

The College fosters an activities program designed to give students an opportunity to achieve self-expression and self-direction. It is expected that students will take advantage of the activities to gain valuable experience in working with people; programing, planning, and managing budgets; developing leadership; and extending their cultural talents. A variety of academic, social, cultural, professional, service, recreational, and athletic activities are provided for these purposes.

It is expected that all students in the day-time program will share in the responsibility for the management of student affairs. The official organization for providing this management is the Board of Directors of the Student Association, the student governing body.

Living Accommodations

Since September, 1962, the College has offered dormitory space to a limited number of out-of-town women students. The residences are governed by dormitory councils, composed of all the residents in cooperation with College officials and the resident housemother.

The Student Personnel Office also maintains a list of rooms which the student should find helpful in securing a place to live. Information regarding housing will be sent to accepted students who have indicated a need for housing on their application. Every student living away from home is required to have his current local address on file in the Student Personnel Office. Further details and information regarding housing may be obtained by writing directly to the Student Personnel Office. *The College does not permit students to live in apartments unless they are over 21 or married.*

FINANCIAL AIDS

Application for Financial Aid

Those interested in *College Scholarship, College Grant, Federal Grant, NDEA Loans, Nursing Student Loans* or *employment* under the *College Work-Study Program* should obtain the "Corning Community College Application for Financial Aid" from the Student Personnel Office or the Admissions Office. If you have indicated your need for financial aid on the Application for Admission, you will automatically be sent the Application for Financial Aid. Sophomores and 2nd semester freshmen should obtain their aid application from the Student Personnel Office.

These applications must be filed by July 1, for the Fall Semester and by January 1, for the Spring Semester. It is preferred that each one applying for aid discuss his needs with the Financial Aids Officer in the Student Personnel Office within the above stated deadlines.

There are special application procedures for the New York State Higher Education Assistance Corporation Loan, The Kiwanis Short Term Loan, and the non-work-study part-time employment.

Additional information and financial counseling are available through the Student Personnel Office.

Scholarships

Although scholarships are based primarily on academic achievement in the secondary school or college, the actual amount of the assistance is determined by financial need. Students entering Corning who are in the top twenty percent of their high school class, or who have a total College Boards score of 1150 are eligible to apply for scholarship aid.

Students who have earned a 2.7 average after one semester of collegiate study or a 3.0 cumulative average over two or more semesters may also apply for scholarship aid.

The Financial Aids Officer in the Student Personnel Office should be contacted for information concerning special restricted scholarship, supported by various local clubs and organizations.

The following organizations have contributed in the last two years to the Corning Community College Scholarship Fund.

Unrestricted Fund

Corning Building Company
Corning Glass Works Foundation
Corning Natural Gas

Restricted Fund

American Flint Glass Workers Union,
Local 1000
Corning Association of Educational
Secretaries

Corning Savings and Loan Assoc.	Corning Junior Women's Club
Crystal City Social Club	Corning National Secretaries Association
The First National Bank & Trust Co.	Corning Rotary Club
The Foodmart, Inc.	Corning Women's Club
The Lincoln Rochester Trust Co.	Hall's Motor Transit Co.
McCarty's Insurance	National Secretaries Association, Glider Chapter
The New York State Electric & Gas Co.	Order of the Sons of Italy
The Rockwell Company	A. E. Scudder & Son Dairy
Smith, Langhans and McLaughlin	
The Wheat Agency	

Grants in Aid

Individuals who have financial need, but who do not have the scholastic background necessary for a scholarship, may apply for a grant. There are two types of grants available.

College Grant—These grants are offered by the College and are supported by interested individuals, clubs, organizations and businesses.

Educational Opportunity Grant—These grants, also offered by the College, are supported by the Federal government under the Higher Education Act of 1965. They are designed for those individuals who would not be able to attend college without the opportunity presented by such a grant.

Loans

Any student of even moderate financial need may be eligible to receive one or more of the loans offered by the College, the State from which they come or the Federal government. There are several loans available, each with different eligibility requirements.

THE NEW YORK STATE HIGHER EDUCATION ASSISTANCE CORPORATION LOAN

This loan of up to \$750 for freshmen and \$1000 for sophomores is available to any New York State resident of need. No interest is charged during periods of full-time attendance and it accrues at 3% per year thereafter.

Applications may be obtained at most local banks or the Student Personnel Office at the College. At least one month for processing should be allowed to be sure that money will be available by the time of registration.

NOTE—Non-New York State residents should check their local banks for a similar loan program within their own states.

NATIONAL DEFENSE STUDENT LOAN

These loans are made by the College, with funds from the Federal government under the National Defense Education Act (NDEA) of 1958. Any student enrolled in Corning Community College, with the exception of nursing students, may be eligible for up to \$1000 for the school year. Interest is not charged until after graduation and then at 3% per year.

Preference will be given to those students with a superior background or capacity in, and who plan to study teaching, science, mathematics, engineering, or modern foreign language. To those who enter the teaching field, a "forgiveness clause" allows for a reduction of up to 50% of the total loan repayment.

THE NURSING STUDENT LOAN

These loans are made by the College with funds from the federal government under the Nurse Training Act of 1964. Any student enrolled in the nursing program at Corning, may apply for up to \$1000 a year. The amount of the loan awarded will be determined by need. Those students who practice nursing for five years may have up to 50% of their loan repayment cancelled. Interest is not charged until after graduation (or termination of full-time study) and then at 4¼% per year.

THE KIWANIS SHORT TERM LOAN

This is a temporary, short term emergency loan, available throughout the year from funds provided by the Kiwanis Club of Corning. Special application may be obtained upon consultation with the financial aid officer in the Student Personnel Office.

PART-TIME JOB OPPORTUNITIES

Non Work-Study Part-Time Employment

The Student Personnel Office maintains a file of part-time job opportunities available on campus and in the community that are open to anyone applying. Any student interested in part-time employment may complete a "Job Request Card" in the Student Personnel Office. Although employment may be necessary to defray some of the expenses of attending college, the College reserves the right to limit the course load for those accepting part-time employment.

The College Work-Study

The Federal Government supplies funds for student employment under the College Work-Study Program. The jobs offered are available only to students who meet the requirements stipulated by the Federal Government. Individuals from families with an income up to \$5,000 may be eligible.

SPECIAL TYPES OF AIDS

New York State Scholar Incentive Awards

Corning Community College is approved by the State Education Department for inclusion in the Scholar Incentive Program. Under this program full-time students in approved collegiate programs leading to a degree may be eligible to receive a stipend of \$50 per semester.

Information concerning the Scholar Incentive Award may be obtained from your high school guidance officer, from the Student Personnel Office at the College, or by writing directly to the Division of Educational Testing, State Education Department, Albany 1, New York. Application should be filed before July 1, for each academic year, but will be accepted up to December 1. Applications for the Spring Semester only have an April 1 deadline. Annual application is required.

Regents Scholarships and Veteran's Assistance

Corning Community College is an approved college for recipients of the New York State Regents Scholarships.

The College is recognized by the Veteran's Administration and by other state and national organizations offering financial assistance to students.

Tuition Remission Plan

Employees of some industrial concerns are eligible in certain cases for tuition remission of a portion of their academic costs and other college fees. For additional information the employee should consult his supervisor.

TRANSFER TO SENIOR INSTITUTIONS

Transfer college openings generally exist for students who have achieved a cumulative average of "C" or better at Corning and who receive good character recommendation. Although a "C"—or 2.0—average is usually considered minimal for transfer, the specific average required for transfer varies with the selective admissions policy established by each individual college. Therefore, the quality of work performed by the prospective transfer student is of vital importance in securing transfer opportunities. In addition to a required level of achievement represented by the cumulative average, many colleges give more consideration to measured academic aptitudes and college recommendations.

Although students have been accepted for transfer without completing a degree at Corning, many colleges are beginning to require the completion of an associate degree prior to being accepted as a transfer. National research conducted on junior-senior college transfers shows that a higher level of achievement is attained by transfers who had earned their associate degree.

The transfer of specific courses normally depends upon the appropriateness of completed work for the intended transfer program. Generally, courses completed with a grade of "C" or better receive transfer credit. The maximum amount of transfer credit does vary with each college, but normally between 60–64 credit hours of appropriate course work can be transferred. Although parallel transfer programs are being worked out between Corning and several senior colleges, it should be understood that the final decision regarding admission and the acceptability of transfer credit hours rests with the receiving college.

The fact that freshman and sophomore requirements do vary considerably among senior colleges makes it necessary for students to discuss their transfer plans with an Admissions Office counselor, faculty advisor, or Student Personnel counselor at the earliest possible time. A program of study at Corning will be planned which will parallel as nearly as possible the requirements of the intended transfer program or colleges. Unless there is no doubt that a student will transfer to one particular college, it is advisable to plan courses at Corning which are as closely related as possible to those offered by several colleges which might be considered for transfer. As transfer plans become more definite, the selection of courses may relate more directly to those offered at the intended transfer college.

The counselors in the Student Personnel Office are prepared to assist transfer students with their transfer plans. College catalogs

and other transfer information is available in this office. Students planning to transfer are urged to consult *Guidelines for College Transfer* which is available to students through the Student Personnel Office. A *Transfer Information Sheet* in the Student Personnel Office should be completed by prospective transfer students well in advance of their intended transfer.

Senior Institutions Accepting Transfer Students from Corning from the Graduating Classes of 1960-1965

Alfred University (N.Y.)	LeMoyne College (N.Y.)
Albany SUNY	Mansfield State College (Pa.)
American University (D.C.)	Miami State University (Ohio)
Amherst College (Mass.)	Marietta College (Ohio)
Beloit College (Wisconsin)	Marywood College (Pa.)
Bradley University (Ill.)	Memphis State University (Tenn.)
Bridgeport University (Conn.)	Mercer University (Ga.)
Brockport SUC	Nazareth College (N.Y.)
Buffalo University SUNY	New York University (N.Y.)
Buffalo State SUC	Ohio State University
Bucknell University (Pa.)*	Oneonta SUC
Canisius College (N.Y.)	Ohio University
Catawba College (N.C.)	Oklahoma University
Clemson University (Ga.)	Oklahoma City University
Colgate University (N.Y.)	Oswego SUC
Columbia University (N.Y.)	Ohio Northern University
Cornell University (Agri. College)	Rhode Island College
Cortland SUC	Richmond Prof. Inst. (Va.)
Denver University (Colo.)	Ricker College (Maine)
Elmira College (N.Y.)	Richmond University (Va.)
Fairleigh-Dickinson Univ. (N.J.)	Roberts Wesleyan College (N.Y.)
Florida, Univ. of South	Rocky Mt. College (Montana)
Florida State University	University of Rochester (N.Y.)
Franklin College (Ind.)	San Angelo College (Texas)
Fredonia SUC	San Fernando Valley (Calif.)
Fresno State (Calif.)	Scranton University (Pa.)
Geneseo SUC	Shippensburg State College (Pa.)
Gettysburg College (Pa.)	Seton Hill College (Pa.)
Greensboro College (N.C.)	St. Bonaventure University (N.Y.)
Hofstra University (N.Y.)	St. John Fisher College (N.Y.)
Harpur SUNY	Stetson University (Florida)
Hartwick College (N.Y.)	Steubenville, College of Ohio
Hillsdale College (Mich.)	Syracuse University (N.Y.)
Hobart College (N.Y.)	Tri-State College (Ind.)
Houghton College (N.Y.)	Vanderbilt University (Tenn.)
Iowa State College	Upsala College (N.J.)
Ithaca College (N.Y.)	Union College (N.Y.)
Kent State University (Ohio)	Union College (Ky.)
Keuka College (N.Y.)	Utah State University
Kentucky Eastern College	Utica College (N.Y.)
Kentucky University	Winona College (Minn.)
Kirksville College (Mo.)	

*Engineering students ONLY

EMPLOYMENT PLACEMENT

The Student Personnel Office maintains an Employment Placement Service for employers and students. An active file is maintained of current employment opportunities and any student or alumnus of the College may register for placement service. Students so registered are notified of employment opportunities which are listed with the Placement Service. Registration materials may be obtained from the Student Personnel Office.

Although employers are likely to contact the Placement Service regarding students available for employment after the Spring Semester, other openings do exist throughout the year. Graduates are sought for some openings, but students who do not complete degree programs may qualify for employment opportunities if other appropriate qualifications are met. During the Spring Semester group sessions are held with students seeking employment to acquaint them with the sources of employment, to assist them in preparing a personal resume and to ready themselves for the job application and personal interview. Employers conduct interviews on the campus at Corning and students registered with the Placement Service are eligible for these campus interviews.

Students interested in securing full-time employment are urged to discuss their plans with their Faculty Advisor, Divisional Chairman, and Student Personnel counselor. A file of employment and vocational materials is maintained in the Student Personnel Office for student use.

Following is a list of employers who have employed some of our recent graduates:

Acme Markets, Inc.
American LaFrance
A & P, Horseheads
Arnot Ogden Hospital
Bethlehem Steel Corp.
Commercial Controls Corp.
Corning Glass Works
Corning Hospital
Eastman Kodak Co.
First National Bank of Corning
General Electric Co., Schenectady
IBM—Elmira
IBM—Endicott
IBM—Owego
Ingersoll-Rand Co.
J. C. Penney Co.
J. J. Newberry Co.

Lincoln Rochester Trust Co.
Mercury Aircraft Corp.
Metropolitan Life Insurance Co.
Mohawk Airlines
National Cash Register Co.
N. Y. Telephone Co.
Robert Packer Hospital, Sayre, Pa.
Roswell Park, Buffalo
Seven-Up Bottling Co.
Shepard-Niles, Watkins Glen
Sisters Hospital, Buffalo
Steuben Council Girl Scouts
Super Food Services
Thatcher Glass Co.
University of Rochester
Ward LaFrance Truck Co.
Westinghouse Co.

Rules and Regulations

SCHEDULE LIMITATION

Twelve to nineteen credit hours per semester constitute a full program of study for the various programs. A limited load generally consists of 12 semester hours or four courses; a normal load is 15 semester hours plus health and activity courses; a maximum load is 17 hours plus health and activity courses (overload by permission of the Dean).

Many students will complete the degree requirements within the allotted two-year period. There may be instances, however, when it may be advisable or necessary for students to extend the length of their program beyond this time.

CONDUCT

Each student represents the College. Therefore, in order to reflect well upon the dignity and traditions of the College, mature behavior will be expected at all times. Each student must maintain a sound moral character and respect for the opinions and beliefs of others. A student's conduct should be such that these actions are in accordance with the ideals and standards which the College wishes to maintain.

Gambling and the consumption or possession of alcoholic beverages on College property or at College functions is strictly forbidden in all colleges associated with the State University of New York and violation of these regulations may be reason for disciplinary action.

Any act which tends to reflect discredit upon the College or the student and creates unfavorable public opinion will be reason for (a) Suspension, or (b) Dismissal.



ATTENDANCE

Prompt and regular attendance in class and laboratory sessions is expected of all students. The College does not permit free absences or "cuts."

Excused and Authorized Absences

Excused absences are construed as those resulting from illness or personal emergencies.

1. In case of absence from class because of illness, it is the student's obligation to inform the instructors and to present a doctor's verification of such illness to the College nurse.
2. The accumulation of excused absences can result in a student being asked to withdraw from a class. A student may appeal to the Faculty Committee on Academic Standards for reconsideration.
3. The responsibility for making up work missed because of absence rests entirely with the student.
4. Attendance at examinations is required. Illness will not be considered a legitimate reason for missing an exam unless a note signed by a doctor is presented.

Unexcused Absences

Since class attendance is viewed as an important part of the student's responsibility, unexcused absences are not condoned.

1. The instructors have the right to reduce the grades of students who are absent without excuse and refer the matter to the Faculty Committee on Academic Standards.
2. The accumulation of unexcused absences may result in a student being asked to withdraw from the class with an F.
3. Unexcused absences for a student on probation may result in the student being withdrawn from the class with an F or separated from the College.

Students on the Dean's List are extended the privilege of freedom in attending class. It is expected that all other students will attend all classes unless absent for reasons of health or other emergencies.

CHANGE OF PROGRAM

Any student who wishes to change his program should consult with his faculty advisor. Any change must be approved by the Program Coordinator and the Dean.

CHANGE OF COURSE REGISTRATION

Courses selected at the time of registration ordinarily should not be changed. If a change is necessary, the student must apply to his Advisor for a change-of-registration card, and obtain approval from him (the Advisor) and the instructor of the course, and file the card in the Registrar's Office. A new course may not be entered after the second week of classes during the semester.

A course may be dropped without penalty through the week following the reporting of mid-term grades by the Registrar. Subsequent to this, courses dropped by students will be recorded as WF or WP, as directed by the instructor concerned.

WITHDRAWAL OF COURSES

If the registration in any particular course is insufficient, the course may be withdrawn at the discretion of the Dean.

CREDITS

One semester hour of credit represents one lecture, one recitation or one laboratory unit-period a week for a semester of 15 weeks or more. Lengths of periods are 50 minutes for recitations and two or three hours for laboratories.

LATE REGISTRATION

No student will be permitted to register in daytime courses later than two weeks after the opening of classes.

GRADING SYSTEM

Grades will be issued at the end of each semester, rated as follows:

<i>Grade</i>		<i>Quality Points Per Credit Hour</i>
A	High Distinction	4
B	Superior	3
C	Average	2
D	Minimum passing grade	1
F	Failure	0

Inc.	Incomplete (temporary grade)
W-F	Withdrawal from course after mid-semester with grade of D or F
W-P	Withdrawal from course after mid-semester with permission and grade of C or better
W	Withdrawal from course without grade during the first six weeks of semester
R	Official Resignation from college
S or U	Satisfactory or Unsatisfactory for non-academic courses, such as physical education
X	Unofficial Resignation

An academic record, quality points earned, and the quality point average for each student per semester, is kept in the office of the College Registrar. The quality point average is indicative of the student's achievement and is obtained by dividing the total number of quality points earned in any semester by the number of academic credit hours carried during that semester.

Requests for an official transcript of work completed at Corning Community College should be addressed to the College Registrar. (Fees to be charged are outlined in the catalogue on page 47.) Any student who has not satisfied his obligation to the College may have his transcript or record withheld until such obligation is satisfied.

INCOMPLETE GRADES

An incomplete grade will be assigned only when a student has a substantial equity in the course and is achieving a passing grade at the time. Incomplete grades will be used only when some portion of the work required in the course has not been completed—i.e. term paper, final examination, or other requirement.

Any student who has received a grade of "incomplete" must make arrangements with the instructor to complete the work before the middle of the next semester in residence. Otherwise, this grade will be recorded as an "F."

ACADEMIC STANDING

At mid-semester, students who have D and F grades will be so informed by their instructors and a report to this effect will be given to the Dean by the instructors. A letter will then be sent to the parents of students under 21 years of age notifying them of the student's

D or F standing at that time. This grade is *not* entered on the permanent record but is used for guidance purposes only. Students who receive warning grades at mid-semester should see their advisors immediately, to see how such grades may be raised by the end of the semester. Permission may be granted to repeat a course which has been failed or in which a D has been earned. Full quality points will not be granted in such cases, however.

At the end of the semester, all grades are sent to all students and also parents of students under 21.

DEFINITION OF ACADEMIC RESTRICTIONS AND ELIGIBILITY

Academic warning is given to a student who during any semester or cumulatively maintains an average that falls slightly below that required for graduation (2.0—C). Such a condition may prevent a student from participating in extra curricular activities or from carrying a full academic load. Any entering student will be ineligible to participate in intercollegiate athletics, to hold an office in any student organization, or to act as chairman of any extra-curricular activity if such student has two F's or three deficiencies when mid-term grades are reviewed by the Dean of Students.

A student is placed on *academic probation* when his average for any semester or cumulatively falls below that required for graduation (2.0—C) to an extent that it is likely he will be separated from the College unless improvement is shown. While on academic probation, a student generally will not be permitted to participate in student activities and may be required to carry a reduced schedule.

A student is placed on *strict academic probation* when his average falls well below the minimum for graduation (2.0—C) to an extent that it will be necessary for him to maintain better than a C average for the coming semester. As a rule, failure to do this will result in his being separated from the College. A student on strict academic probation in general will not be permitted to carry more than 13 semester hours or 4 courses of academic study, whichever is greater.

This student may not practice or participate in intercollegiate athletics, nor may he hold an appointive or an elective office in any student organization.

Finally, a student on strict academic probation may not engage in any other assignment or function in any extracurricular activity which would require him to spend more than three hours of his time in any one week in the activity during the period of strict academic probation.

Any student separated from College for academic reasons may petition the Faculty Committee on Academic Standards for re-admission. If re-admitted, he will be expected to earn at least a 2.000 index for that semester. All students seeking re-admission should address their inquiries to the Office of the Dean.

DEAN'S LIST

Students carrying 12 or more academic hours who attain a quality point average of 3.000 or better will be recognized as superior students by the Dean. At the end of each semester a list of these people will be published. Those students who maintain a quality point average of 3.000 or better for two consecutive semesters will be invited to membership in the Honor Guild.

CLASSIFICATION

A student will be classified as (1) a degree candidate, (2) a degree candidate with restrictions, or (3) a non-degree candidate. Non-degree candidates may be admitted to the candidacy only by following the procedures as outlined under Admissions.

A student shall be classified as a second-year student if he has removed all entrance deficiencies, passed all freshman requirements, and has earned at least 26 (29 for nurses) semester credit hours, and has also taken Health and Physical Education.

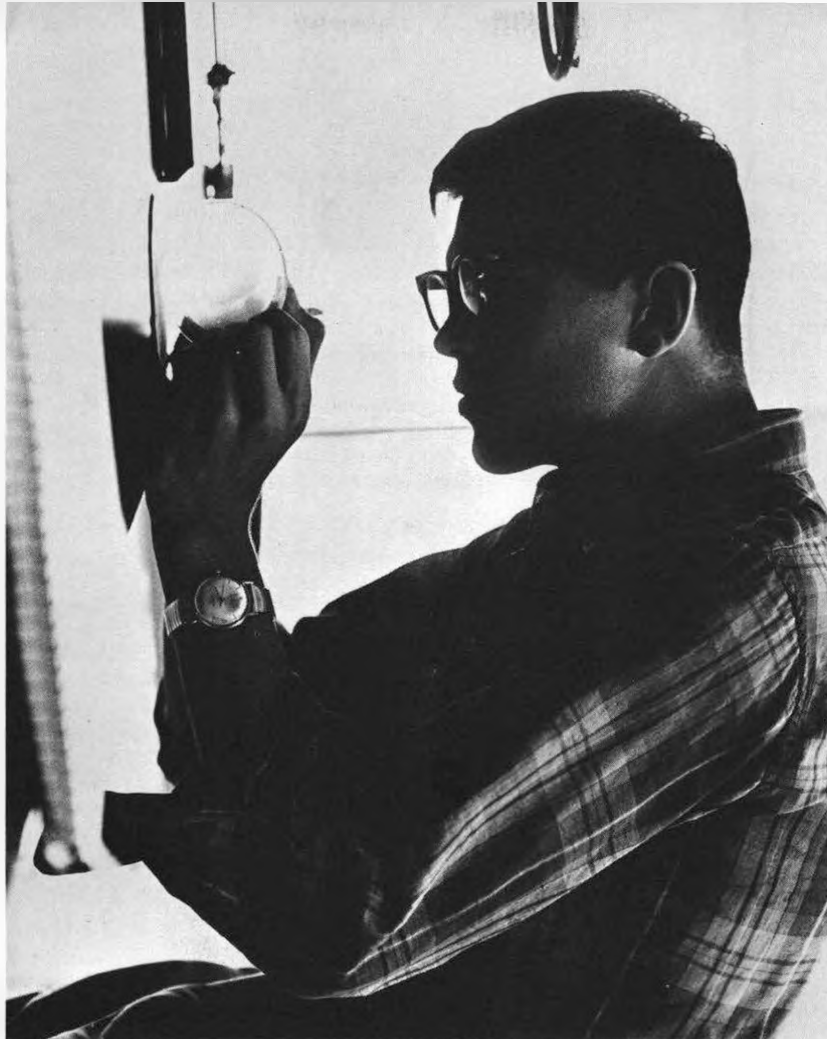
Students are responsible for fulfilling their degree requirements. The student's intention to graduate must be put in writing (by degree application obtainable in the Registrar's Office) at the start of the final semester.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from College should obtain the proper resignation form from the Office of Dean, Office of Dean of Students, or Registrar, and make an appointment with a member of the Dean's staff. A student requested to leave College for academic or disciplinary reasons follows this procedure also.

Unless the procedure is followed, the student's withdrawal will not be official, and transcripts cannot be issued without containing such a statement.

In the case of official resignation from the College, a grade of R for each course will be placed on the student record, unless the reason for resignation is such that a grade of W-F or W is deemed more advisable.



Courses of Study

DESCRIPTION OF COURSES

In general, courses numbered in the 100's are first year offerings. Those numbered in the 200's are taken by students during the second year. Odd numbered courses are offered during the Fall Semester; even numbered courses are offered in the Spring Semester. Courses with numbers joined by a hyphen (101-102) may *not* be entered in the second semester without successful completion of the first semester.

Students should pay particular attention to prerequisites listed for some of the courses offered. Eligibility for these courses depends on the student's having taken earlier, lower-numbered courses. No prerequisites are necessary where none is listed. In all cases, the student should keep his program requirements in mind and should check with his advisor if questions arise.

BUSINESS ADMINISTRATION

Management	B.A. 100-109	B.A. 200-209
Accounting	B.A. 110-129	B.A. 210-299
Marketing	B.A. 130-139	B.A. 230-239
Law, Insurance, Real Estate	B.A. 160-169	B.A. 260-269
Finance	B.A. 170-179	B.A. 270-279

B.A. 100. PRINCIPLES OF BUSINESS *3 semester hours*

This course will focus upon the nature, organization and operation of American business. Included among the topics will be the economic environment of business, types of business organization, production, distribution of goods, finance, automation, government relations with business, and recent business trends.

B.A. 111-112. ACCOUNTING PRINCIPLES. *3 hours each semester*

A study of the basic principles of accounting, including the account, journals, adjusting and closing entries, and the preparation and interpretation of financial statements. Consideration is given to service, trading and manufacturing businesses operating as proprietorships, partnerships and corporations. Practice set required. Three hours of lecture, one hour of laboratory.

B.A. 115. BASIC ACCOUNTING. *3 semester hours*

Basic principles and purposes of accounting as applied primarily to the corporate form of business organization. Topics include the analysis and recording of business transactions; the accounting cycle for manufacturing enterprises; the worksheet, accrued and deferred items; the use of special journals and ledgers; budgetary control and evaluation of assets. Introduction to analysis, interpretation and use of financial statements. Practice Set required. Three hours lecture, one hour laboratory.

B.A. 130. PRINCIPLES OF MARKETING. *3 semester hours*

A study of the principles and policies governing the distribution of goods from producers to consumers and of the functions performed by the various types of distributive agencies involved. The management viewpoint is stressed. Among topics considered are the nature and scope of marketing problems; characteristics of markets; influences of buyers and consumers on marketing programs; governmental regulations; channels of distribution; pricing, costs and branding; and current trends.

B.A. 132. RETAIL MERCHANDISING. *3 semester hours*

Presents the principles of retailing from the retailer's point of view. Course content includes location and layout, organization and control, personnel, financial aspects, buying, selling, advertising, and research. Prerequisite: B.A. 130.

B.A. 134. PRINCIPLES OF ADVERTISING. *3 semester hours*

This course is designed to give the student a broad perspective and penetrating understanding of advertising principles and techniques. Special attention is given to the following aspects of advertising: the social and economic effects; ethics and truthfulness; market analysis; selection and use of medias of communications; the promotional budget; creation of ideas; and layout techniques. Prerequisite: B.A. 130 or permission of instructor.

B.A. 140. OFFICE MACHINES. *2 semester hours*

Development of facility in the operation of typical machines. Includes automatic rotary calculators, ten-key and fullbank adding-listing machines, printing calculators, and bookkeeping machines. Two 2-hour laboratory periods per week.

B.A. 150. BUSINESS ENGLISH. *3 semester hours*
Emphasis is given to developing writing styles for effective business communications. The student is trained to write letters of inquiry, application, credit, and collection, and to create original sales letters. A review of language mechanics is included in this course. (May not be used to satisfy humanities or freshman English requirements. Not open to students in secretarial science program.)

B.A. 161. PRINCIPLES OF INSURANCE. *3 semester hours*
A study of the principles of insurance with particular attention to stock and mutual companies, types of life insurance, selection of risks, financial statements, governmental regulation and taxation, and legal aspects.

B.A. 162. PRINCIPLES OF REAL ESTATE. *3 semester hours*
A basic course in principles of real estate as they apply to economics, business, law, finance, engineering, government, and taxation.

B.A. 170. BUSINESS MATHEMATICS. *3 semester hours*
A course designed to develop a thorough understanding and mastery of the four arithmetic processes and algebra of business. Emphasis is upon application of principles to typical business problems. Includes interest, cash and trade discounts, installment buying, depreciation, percentage, insurance, and elementary statistics.

B.A. 201. SMALL BUSINESS MANAGEMENT. *3 semester hours*
This course is designed to develop an understanding of the basic principles in small business management. A problem approach will be used to emphasize the decision making process. Prerequisite: B.A. 100.

B.A. 203. PERSONNEL MANAGEMENT. *3 semester hours*
A study of personnel services, including employment, training, employee representation, and personnel services. Techniques of supervising the work of others will be emphasized.

B.A. 204. ADMINISTRATIVE MANAGEMENT. *3 semester hours*
This course explores those principles and concepts of administration which are common to all non-production line activity. Stress is placed on the fundamentals and practices of management in the following areas: personnel management; employee motivation; planning techniques; decision making; and the physical facilities of business enterprise. Extensive use of case problems.

B.A. 209. OFFICE MANAGEMENT. *3 semester hours*
A study of the principles and practices in office management, including office management and organization; layout and equipment; office personnel; scientific analysis and control, including filing and filing systems; automation; office services; and preparation of office manuals and reports.

B.A. 211-212. INTERMEDIATE ACCOUNTING. *3 hours each semester*
Intensive consideration is given to accounting theory and practice as it pertains to statement items. The first semester treats primarily the preparation of financial statements and problems in accounting for cash, investments, receivables, inventories, and fixed assets. The second semester deals with intangible assets, liabilities, stockholder's equity, analysis and interpretation of financial statements. Three hours of lecture, 1 hour of laboratory. Prerequisite: Completion of B.A. 103-104 with a C average or permission of the instructor.

- B.A. 214. COST ACCOUNTING.** *3 semester hours*
 A study of the principles of accounting for the cost of materials labor and overhead in job order and process cost systems. Includes an introduction to standard costs and analysis of variances; analysis of cost information and preparation of cost statements for administration and control purposes. Three hours of lecture, one hour of laboratory. Prerequisite: B.A. 112 or permission of instructor.
- B.A. 215. PAYROLL AND TAX ACCOUNTING.** *3 semester hours*
 A study of federal and New York State legislation relevant to payroll accounting and preparation of individual and business income tax returns. Payroll accounting set required. Three hours of lecture, 1 hour of laboratory. Prerequisite: B.A. 111.
- B.A. 216. AUDITING.** *3 semester hours*
 This course covers the basic principles and procedures involved in critically examining the financial aspects of business organizations. Included will be a detailed consideration of financial statements. Three hours lecture, 1 hour laboratory. Prerequisite: B.A. 112 or permission of instructor.
- B.A. 218. FEDERAL INCOME TAX ACCOUNTING.** *3 semester hours*
 A survey of current federal income tax law and its application to the individual taxpayer. Inclusion and exclusions in gross income, deductions, capital gains and losses, and preparation of individual returns are emphasized. Attention is given also to corporation and partnership returns. Practice in solving typical tax problems and in preparing tax returns. Prerequisite: B.A. 111 or permission of instructor.
- B.A. 231. RETAIL BUYING.** *3 semester hours*
 Principles and practices in procurement of goods. Emphasis on selection of sources, control over quantity and quality of purchased goods, price determination, traffic routing, legal considerations, and internal control over purchasing activities. Prerequisite: B.A. 130.
- B.A. 232. SALESMANSHIP.** *3 semester hours*
 A study of the principles upon which successful personal selling is based. The following topics will be covered in detail: analysis of buying motives; location of prospects; developing the approach; demonstration techniques; handling objectives; and closing the sale. A complete sales presentation is required of all students enrolled in this course. Prerequisite: B.A. 130, or permission of instructor.
- B.A. 261. BUSINESS LAW.** *3 semester hours*
 Aims to develop in the student an awareness and appreciation of business law and its effect on business, personal, and social activities. An understanding of the rights and duties of individuals is developed through study of basic legal principles and procedures. Includes nature, origin, and kinds of law; law of contracts; personal property, regulation of business; court and enforcement procedure.
- B.A. 262. BUSINESS LAW.** *3 semester hours*
 A further study is made of the law of business covering negotiable instruments, agency, sales, bankruptcy, employment and real property. Prerequisite: B.A. 261.
- B.A. 270. PRINCIPLES OF FINANCE.** *3 semester hours*
 This course acquaints the student with the basic principles underlying business finance. Among the topics included are types of business organizations, instruments of credit and finance, short, intermediate and long-term financing, credit and collections, analysis of financial statements, forecasting, budgeting, sources of funds, and mergers and reorganizations.

B.A. 271. MONEY, CREDIT AND BANKING. *3 semester hours*

This course includes an analysis of the nature of money, the commercial banking system, the history, organization, policies and problems of the Federal Reserve System, the role of government and other institutions in controlling credit and the relationships between money, prices, production and employment. Prerequisite: Econ. 101 or Econ. 103, or permission of instructor.

B.A. 272. INVESTMENTS. *3 semester hours*

A consideration of basic investment principles with attention given to the various types of investment media available to the individual in relation to his investment policy. Prerequisite: B.A. 111 or B.A. 217, or permission of the instructor.

B.A. 274. BUSINESS STATISTICS. *3 semester hours*

In this basic course, statistics is dealt with as a living, human activity, not as an abstract body of formulas and procedures. Subject matter stresses statistical method as tools of analysis in solving business problems. The course includes the assembling of statistical data, sampling techniques, index numbers, analysis of business change, and various applications of statistics in business.

B.A. 299. FIELD EXPERIENCE. *1 semester hour*

A program of supervised work experience in business and industry. The work assignment will be selected according to the student's vocational goals. One class hour per week and student reports to correlate classroom learning and on-the-job experiences. Approval of Program Coordinator.

BUSINESS DATA PROCESSING

D.P. 180. INTRODUCTION TO DATA PROCESSING. *3 semester hours*

This course orients the student to current business Data Processing systems, both manual, mechanical and electronic. Topics included are: Development of Data Processing Systems, fundamental principles, types of systems, processing of data by punched cards and other media and computer characteristics.

D.P. 181. DATA PROCESSING I. *3 semester hours*

This course is devoted to the principles of punched-card processing equipment. Included will be the printing key-punch, sorter, reproducing punch, collator, interpreter, and accounting machine. Attention will also be given to the design of cards and wiring. Three hours of lecture and one hour of laboratory.

D.P. 182. DATA PROCESSING II. *3 semester hours*

A course designed to apply punched-card processing equipment to various business applications in different kinds of business firms. Included will be such applications as inventory, accounts receivable, payroll and accounts payable. Two hours of lecture, one two-hour laboratory. Prerequisite: D.P. 181.

D.P. 281. COMPUTER PROGRAMMING. *4 semester hours*

This is the first course in computer programming. It assists in establishing a basis for employment in business and industry. Among the topics included will be a coding and programming fundamentals, program "de-bugging", loops and indexing, storage techniques and subroutines. Practical application will be provided through programming drills, exercises and case studies. Prerequisite: D.P. 180 with "C" average or better, or permission of instructor. For Data Processing majors only.

D.P. 282. ADVANCED COMPUTER PROGRAMMING. *4 semester hours*
A study of the concepts and techniques of programming digital computers to perform business procedures. The process of converting basic data into management information while accomplishing clerical tasks is presented. Topics will include input control and editing, file organization, maintenance, updating, and report writing. Flow charting will be emphasized. Three hours lecture, two hours of laboratory. Prerequisite: D.P. 281, with "C" average or better, or permission of instructor.

D.P. 284. DATA PROCESSING SYSTEMS AND PROCEDURES. *3 semester hours*
The effective use of data processing installations. Included will also be the evaluation of systems, system design and equipment specifications, and implementation. Prerequisite: D.P. 180.

D.P. 286. DATA PROCESSING PROJECT. *3 semester hours*
Each student is assigned an individual project requiring the use of the data processing equipment included in his training. The project is designed to integrate basic data processing concepts and principles. Prerequisite: D.P. 284.

SECRETARIAL SCIENCE

S.S. 141. BEGINNING TYPEWRITING. *2 semester hours*
The emphasis of this course is on the development of the basic typewriting skills and knowledge necessary for operation and care of the standard typewriter. These skills and knowledge will be applied to the typing of simple personal and business forms. Four hours per week.

S.S. 142. INTERMEDIATE TYPEWRITING. *2 semester hours*
A continuation of the development of typewriting speed and control with special emphasis on proofreading, multiple carbons, tabulations, letters, and business forms. Prerequisite: S.S. 141 or exemption by proficiency test. Four hours per week.

S.S. 151. ELEMENTARY SHORTHAND. *3 semester hours*
The student learns the theory of Gregg Shorthand Simplified and acquires ability to read and write contextual shorthand materials. Pre-transcription training is a part of this beginning course. The course is limited to those who have had instruction in shorthand comparable to less than one year of high school shorthand. Four hours per week.

S.S. 152. INTERMEDIATE SHORTHAND. *3 semester hours*
This course aims at the further mastery of shorthand theory and continued development of speed in reading and writing shorthand with special emphasis on the building of sustained speed. Students begin to transcribe. Four hours per week. Prerequisite: S.S. 151 or exemption by proficiency test.

S.S. 154. REFRESHER SHORTHAND AND TYPEWRITING. *2 semester hours, non-credit*
Students who in high school have studied two years of shorthand, including

transcription, must enroll for this course in order to retain the skills of shorthand and typewriting. It is offered three times weekly during the second semester of the first year.

S.S. 155. BEGINNING STENOGRAPH. *3 semester hours*
The student learns the basic theory of touch shorthand keyboard. The ability to read and write contextual shorthand material as well as to transcribe plus introduction to speed development with dictation speeds to 60 words per minute is a part of this beginning course.

S.S. 156. INTERMEDIATE STENOGRAPH. *3 semester hours*
The further mastery of touch shorthand theory and continued development of speed in reading and writing shorthand with special emphasis on the building of sustained speed from 80 to 120 words per minute. Prerequisite: S.S. 155, or one year of touch shorthand with permission of instructor.

SECRETARIAL WORKSHOP:

Courses S.S. 241, 254, 251, 252, 245-246 are required for secretarial majors and are included in an integrated program known as Secretarial Workshop. For Industrial Secretarial students S.S. 257 and S.S. 258 are elected in place of S.S. 252 and S.S. 254.

S.S. 241. PRODUCTION TYPEWRITING. *2 semester hours*
Further development of typing speed and accuracy. The student gains facility in the typing of statistical materials, business and legal forms, business letters, and ditto masters, and in the cutting of stencils. Production standards are emphasized. Four hours per week. Prerequisite: S.S. 142 or permission of instructor.

S.S. 245-246. BUSINESS COMMUNICATION. *2 hours each semester*
Teaches the secretarial student to apply her knowledge of language to business so that she may be prepared to write and speak effectively in the business environment. The course includes a thorough review of language mechanics, composition of business letters, and the writing of business reports.

S.S. 248. SECRETARIAL PRACTICE. *3 semester hours*
Practice in the operation of various kinds of office machines, with emphasis on the adding machine, calculator, ditto, mimeograph, and dictation and transcribing machines. Secretarial activities relating to filing, planning of meetings, use of the telephone, handling of business callers, banking and payroll, and office forms. An educational trip during which students visit various businesses to observe secretarial activities provides opportunity for cooperative planning, earning and budgeting of money, and evaluation by means of a composite report.

S.S. 251-252. ADVANCED SHORTHAND. *3 hours each semester*
Further development of shorthand skill to enable the student to take dictation at rates of 120 to 140 words per minute. Six class hours per week. Prerequisite: S.S. 152 or 154.

S.S. 254. TRANSCRIPTION. *2 semester hours*
The development of speed and accuracy in the transcribing of materials of varying lengths. Four hours per week. For secretarial majors.

S.S. 255-256. **ADVANCED STENOGRAPH.** *3 hours each semester*
Further development of touch shorthand skills to enable the student to take dictation at rates of 110 to 160 words per minute. Prerequisite: S.S. 156, or permission of instructor.

S.S. 257. **TECHNICAL TRANSCRIPTION.** *2 semester hours*
The development of speed and accuracy in the transcribing of technical materials of varying lengths. Four hours per week.

S.S. 258. **TECHNICAL SHORTHAND.** *3 semester hours*
This course is a continuation of the first semester of Advanced Shorthand for industrial secretarial students. Materials of a technical nature are dictated. Six class hours per week. Prerequisite: S.S. 251.

HUMANITIES

ART

Art 101-102. **ESSENTIALS OF ART.** *3 hours each semester*
For those who would like an introduction to the practice and nature of art but who have little or no previous experience with it. Emphasis is placed on fundamentals of the art media, techniques, elements of form, principles of design, and the development of an aesthetic awareness. Studio experience complimented by lectures on art appreciation and selected readings. Two three-hour sessions of lectures and studio.

Art 103-104. **DRAWING.** *3 hours each semester*
A basic course designed to sensitize the student's awareness of the potential offered by forms in nature when conceptually transformed into art by line, shape, mass, and composition with various drawing media. Problems in drawing the still-life, landscape, and figure will be explored. Individual instruction. Two three-hour sessions of lecture and studio.

Art 111-112. **PAINTING.** *3 hours each semester*
An elementary course offering basic techniques in oil painting. Emphasis is upon composition, drawing, and color. Individual instruction. Two three-hour sessions of lecture and studio. Prerequisite: Art 101 or 103 or equivalent with consent of instructor.

Art 121. **CERAMICS.** *3 semester hours*
A beginning, but comprehensive, studio course in all hand-forming and simple mold-making methods of producing pottery with potter's wheel practice, decorating, glazing, stocking and firing experience. Emphasis is upon creative design and experimentation. Individual instruction. Two three-hour sessions of lecture and studio.

Art 203-204. **DRAWING.** *3 hours each semester*
A continuation of Art 103-104 at an advanced level, with increasing depth of assignment depending upon the student's experience and ability. Individual instruction. Two three-hour sessions of lecture and studio. Prerequisite: Art 104.

Art 211-212. **PAINTING.** *3 hours each semester*
A continuation of Art 111-112 at an advanced level, with increasing depth of assignment upon the student's experience and ability. Individual instruction. Two three-hour sessions of lecture and studio. Prerequisite: Art 112.

Art 131. HISTORY AND APPRECIATION OF ART. *3 semester hours*
A survey of representative works of art through the ages for both increased aesthetic perception and a deepened awareness of universal human experience. Emphasis is on the analysis of architecture, sculpture, and painting during the highlights of the "golden ages" of western art history from the Paleolithic Period through the Italian Renaissance.

Art 132. HISTORY AND APPRECIATION OF ART *3 semester hours*
A continuation of Art 131, dealing with representative works of Art from the Northern European Renaissance to the present. It is recommended that 131 be taken prior to 132, but either may be taken as a separate unit.

Art 141. CRAFTS DESIGN. *3 semester hours*
Creative studio work with a variety of crafts media and techniques. Emphasis is on creative design derived from forms and elements of nature and their application to utilitarian objects, also of the student's design. Individual instruction. Problems tailored to fit the student's needs.

Art 151. BASIC DESIGN. *3 semester hours*
An introduction to the basic principles and practices of design. Emphasis is upon the development of creative ability for and understanding of effective visual communication. Lectures and studio problems in two and three-dimensional design in various materials. Six hours class per week.

Art 161. SCULPTURE. *3 semester hours*
A beginning course in sculptural concept and communication. Emphasis is upon the development of understanding and creation of aesthetic formal organizations of three dimensional space and matter. Simple studio problems in clay modeling techniques of sculpture construction, carving and casting. Six hours of lecture and studio per week. Prerequisite: Art 101, 103, or equivalent.

ENGLISH AND SPEECH

English 101-102 is a prerequisite course to all higher numbered English courses. (Except Engl. 111, 112, 211, 212, 216.)

Engl. 89. DEVELOPMENTAL WRITING. *3 semester hours, non-credit*
A course to assist students in the improvement of writing skills. Students who through testing are found to have problems in writing acceptable prose shall be assigned to work with an instructor in writing for a period depending upon their need. This course will meet three hours per week.

Engl. 99. READING AND STUDY SKILLS. *1½ semester hours, non-credit*
Organized to meet the needs of both the efficient and inefficient reader, this course is designed to aid the student in the improvement of other study skills that have been shown to lead to success in college. Each student works to improve his own area of deficiency, and he sets his own pace. The course meets once a week, and may generally be taken in addition to a normal course load.

Engl. 101-102. FRESHMAN ENGLISH. *3 hours each semester*
A course in the development and expression of ideas in their written and oral forms. Readings in literature will be assigned for the stimulation of thinking as the basis for writing and discussion. Conferences will, if necessary, be held with each student to assist in his needs in the areas of writing and grammar beyond what is covered in class.

Engl. 111. VOICE AND DICTION. *3 semester hours*
This course offers the student an understanding of the speech mechanism and its use. Individual voice improvement is attained through study of speech patterns and finally in the practice of oral reading.

Engl. 112. INTERPRETIVE SPEECH. *3 semester hours*
Principles in the art of interpretation. Practice in the analysis of various types of literature and dramaturgy through the presentation of selections.

Engl. 201. AMERICAN LITERATURE. *3 semester hours*
The literature of America from the early 1600's through the middle of the 19th century. The course will stress the origins and developments of the various American literary forms, as well as analyzing the growth and refinement of American literature beginning with the founding of the country through the Romantic era.

Engl. 202. AMERICAN LITERATURE. *3 semester hours*
The literature of America from the middle of the 19th century to the present day. Literary tradition and innovations will be traced from Whitman in poetry and the rise of realism in prose.

*Engl. 211-212. PUBLIC SPEAKING. *3 hours each semester*
The art of speaking is studied as an approach to speech preparation and delivery. Variety of speaking experiences and the study of critical listening are both designed to assist the student in oral expression.

Engl. 216. THE SHORT STORY. *3 semester hours*
An introduction to the short story as a literary form through the study of significant American, British, and Continental writers, and with particular emphasis of the Twentieth Century. Prerequisite: Engl. 101, or permission of the instructor.

Engl. 217. MODERN DRAMA. *3 semester hours*
The course will consist of reading and class discussion of major English, American, Continental drama from Ibsen to the present.

Engl. 231. ENGLISH LITERATURE. *3 semester hours*
A survey of the major writers and their works in Great Britain from the Anglo-Saxon era to the end of the Age of Reason. The relationship of literature to life and to contemporary intellectual and artistic movements in Britain and on the Continent will be investigated.

Engl. 232. ENGLISH LITERATURE. *3 semester hours*
A survey of the major writers and their works in Great Britain from the beginning of the Romantic Movement to the present day. The relationship of literature to life and to contemporary intellectual and artistic movements in Britain and on the Continent will be investigated.

Engl. 233. SHAKESPEARE. *3 semester hours*
The major plays of Shakespeare will be read, together with a consideration of the Elizabethan theatre and the acting company of which Shakespeare was a part.

Engl. 241. WORLD LITERATURE. *3 semester hours*
A broad survey of the intellectual and artistic achievement of man in the areas of literature, philosophy, and science from the days of the ancient Hebrews through the centuries of Greek, Roman, Medieval, and Renaissance civilizations.

*Students may enter Engl. 212 without Eng. 211 as a prerequisite.

Engl. 242. WORLD LITERATURE.

3 semester hours

A broad survey of the intellectual and artistic achievement of man in the areas of literature, philosophy, and science from the beginning of the Age of Reason to the present day in Europe and America.

MODERN LANGUAGES AND LITERATURE

FRENCH

Fr. 101-102. ELEMENTARY FRENCH.

4 hours each semester

An introduction to the French language and culture. Practice in reading, writing, and speaking French will accompany the systematic study of grammar. For students with no previous knowledge of French. Students who have had one year in high school or equivalent may enter course second semester. Five hours per week.

Fr. 201-202. INTERMEDIATE FRENCH.

3 hours each semester

Development of greater facility in writing, speaking, and understanding French. Representative selections from French literature as an introduction to the civilization of France. Prerequisite: Fr. 102, or two years of high school French with consent of instructor.

Fr. 231-232. INTRODUCTION TO FRENCH LITERATURE.

3 hours each semester

Reading and discussion of representative works to acquaint students with French life and thought. Course conducted in French. Prerequisite: Fr. 202 or permission of instructor.

GERMAN

Gr. 101-102. ELEMENTARY GERMAN.

4 hours each semester

An introduction to the German language and culture. Practice in reading, writing, and speaking German will accompany the systematic study of grammar. For students with no previous knowledge of German. Students who have had one year in high school or its equivalent may enter course second semester. Five hours per week.

Gr. 201-202. INTERMEDIATE GERMAN.

3 hours each semester

Development of greater facility in writing, speaking, and understanding German. Representative selections from German literature as an introduction to the civilization of Germany. Prerequisite: Gr. 102, or two years of high school German with consent of instructor.

Gr. 231-232. INTRODUCTION TO GERMAN LITERATURE.

3 hours each semester

Reading and discussion of representative works to acquaint students with German life and thought. Course conducted in German. Prerequisite: Gr. 202 or permission of instructor.

RUSSIAN

Ru. 101-102. ELEMENTARY RUSSIAN.

4 hours each semester

An introduction to the Russian language with emphasis on written and oral communication. Drill in simple prose texts and fundamentals of grammar. For students with no previous knowledge of Russian. Five hours per week.

Ru. 201-202. INTERMEDIATE RUSSIAN. *3 hours each semester*
Development of greater facility in writing, speaking and understanding Russian. Representative selections from Russian literature as an introduction to the civilization of Russia; conversation will be emphasized. Prerequisite: Ru. 102 or consent of instructor.

Ru. 231-232. INTRODUCTION TO RUSSIAN LITERATURE. *3 hours each semester*
Reading and discussion of representative works to acquaint students with Russian life and thought. Course conducted in Russian. Prerequisite: Ru. 202 or permission of instructor.

SPANISH

Sp. 101-102. ELEMENTARY SPANISH. *4 hours each semester*
An introduction to the Spanish language and culture. Practice in reading, writing, and speaking Spanish will accompany the systematic study of grammar. For students with no previous knowledge of Spanish. Students who have had one year in high school or equivalent may enter course second semester. Five hours per week.

Sp. 201-202. INTERMEDIATE SPANISH. *3 hours each semester*
Development of greater facility in writing, speaking, and understanding Spanish. Representative selections from Spanish literature as an introduction to Hispanic culture. Prerequisite: Sp. 102, or two years of high school Spanish with consent of instructor.

Sp. 231-232. INTRODUCTION TO SPANISH LITERATURE. *3 hours each semester*
Reading and discussion of representative works to acquaint students with Spanish life and thought. Course conducted in Spanish. Prerequisite: Sp. 202 or permission of instructor.

MUSIC

Mu. 101. FUNDAMENTALS OF MUSIC. *3 semester hours*
A basic course to provide training in sight singing, ear training, and elementary music theory.

Mu. 104. INTRODUCTION TO MUSIC. *3 semester hours*
The study of music will be toward an appreciation through understanding. A survey will be made of the development of musical form and style. The composer as well as the composition will be studied in an effort to better comprehend the variety in types of music. Discussion of various works and listening to segments of selections will help in the student's awareness of musical expression. Some of the representative examples will include the larger musical structures such as symphonies, overtures, suites, and concertos.

COLLEGE CHORUS. *1/2 hour each semester*
The Chorus meets twice a week for instruction in vocal music as well as practice in the various forms of choral music. Regular attendance is mandatory. Two semesters required for credit.

PHILOSOPHY

Phil. 101. INTRODUCTION TO PHILOSOPHY. *3 semester hours*
An introduction to the methods of philosophical enquiry and the problems of philosophy, i.e., the problem of knowledge, the problem of meaning, et cetera. Readings from the major philosophers will be assigned.

Phil. 201. HISTORY OF WESTERN PHILOSOPHY. *3 semester hours*
A study of the major philosophers and their works from Greek times through the Medieval era.

Phil. 202. HISTORY OF WESTERN PHILOSOPHY. *3 semester hours*
A study of the major philosophers and their works from the Renaissance to the present day.

Phil. 231. WORLD RELIGIONS. *3 semester hours*
A study of the major religions of the world both in the East and the West. The beliefs, forms, and historical development of Judaism, Roman Catholicism, Eastern Orthodoxy, Protestantism in its major forms, Hinduism, Mohammedanism, Confucianism, and Buddhism will be covered.

MATH-SCIENCE, TECHNOLOGY

BIOLOGY

Bio. 101. LIFE SCIENCE (BOTANY). *3 semester hours*
The fundamental principles of plant science and a comprehensive survey of the plant kingdom. The first half of the semester is devoted to the study of the origin of life and the structural and metabolic activities of the plant cell. The second half of the semester concerns itself with the study of the morphology and physiology of the higher plant body. The phylogeny and evolution of the Plant Kingdom will be discussed. No prerequisite. Two hours of lecture and three hours of laboratory.

Bio. 102. LIFE SCIENCE (ZOOLOGY). *3 semester hours*
The fundamental principles of zoology and a comprehensive survey of the animal kingdom. The first portion of the course is devoted to biochemical and traditional genetics, to be followed by a study of the anatomy, physiology, and embryology. The concluding part of the course will deal with the phylogeny and evolution of the animal kingdom. No prerequisite. Two hours of lecture and three hours of laboratory.

Bio. 103-104. GENERAL BIOLOGY. *4 semester hours*
This course is designed to introduce the students to the fundamental biological principles as a basis for understanding the nature and unity of living things. Emphasis is placed on modern aspects of biology, and the student is taught some of the fundamental techniques used in biological research. The course includes a study of structure, function, development, evolution, ecology, with emphasis on genetic mechanism and cellular metabolism. Each student will engage in limited scope research project, including literature research, and written report. Three lectures and one three-hour laboratory period per week. Prerequisite: high school biology or consent of the instructor.

Bio. 105. GENERAL ZOOLOGY. *4 semester hours*
This course provides the fundamental principles of Zoology and a comprehensive study of animal physiology, evolution, inheritance, and the various systems of the human body. Three lectures and one three-hour laboratory period per week. Prerequisite: high school biology or consent of instructor.

Bio. 201. MICROBIOLOGY. *4 semester hours*
A study of the protists including bacteria, yeasts, molds, protozo and the viruses. The course is designed to provide a fundamental knowledge of the true bacteria,

their anatomical, physiological, reproductive and cultural characteristics; to correlate the microbes with human diseases; and to acquaint the student with basic bacteriological techniques. Three lectures and one three-hour laboratory period. Prerequisite: one semester of a first year biology course.

Bio. 202. ANATOMY AND PHYSIOLOGY. *4 semester hours*

An introductory course in human anatomy and physiology. Special attention is given to the function of various organs and their interrelation with other components in the unity of life. Laboratory work includes experiments in physiology, histology and the anatomy of the cat. Three lectures and one three-hours laboratory per week. Prerequisite: Bio. 102 or 104 or nursing 101, or consent of instructor.

Bio. 203. COMPARATIVE ANATOMY. *4 semester hours*

A comparative study of morphological characteristics of the Chordates. Emphasis is centered on the phylogenetic development of homologous structures. The laboratory work will include the study of lamprey, neotoma, and the cat. Three lectures and one three-hour laboratory period per week. Prerequisite: Bio. 102 or Bio. 104.

Bio. 204. BIOLOGY LABORATORY TECHNIQUES. *3 semester hours*

The aim of this course is to provide the students the fundamental laboratory techniques used in the study of biological systems. Laboratory work includes histological, biochemical and tissue culture techniques, with individual special projects which emphasize the study of such life processes as growth, mitotic activities, enzyme reaction, and the biosynthesis of protein and nucleic acids. Students will be trained in the use of chromatography, spectrophotometry, electrophoresis, the centrifuge, and microtome in their laboratory work. One lecture and two three-hour laboratory periods per week. Prerequisite: Bio. 103-104.

BIO. 231. GENETICS. *3 semester hours*

An introduction to the principles of variation and heredity. Genetic mechanism is studied from both the classical and modern approach. Genetic problems with plants and animals, by the problem method with student participation. Three lectures per week. Prerequisite: Bio. 104.

Bio. 232. EMBRYOLOGY. *4 semester hours*

A study of tissue and organ formation during the development of an individual from a fertilized egg. Living specimen and microscopic preparations of embryos of the frog, chicken, and pig are studied in the laboratory. Three lectures and one three-hour laboratory period per week. Prerequisite: Bio. 202.

CHEMISTRY

Chem. 101. ELEMENTS OF INTRODUCTORY CHEMISTRY. *4 semester hours*

This course is designed to provide an understanding of basic chemical principles for students who are not going to use chemistry professionally. It includes a study of atomic theory, chemical bonding, the periodic table, and a brief description of the important chemical elements. Organic chemistry, biochemistry, and their applications are included. Two hours of lecture, one hour of recitation and one three-hour laboratory period per week.

Chem. 103-104. GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS. *4 hours each semester*

The first semester's work is devoted to establishing the fundamental principles of chemistry at their present stage of development. Some of the topics included are

theory of atomic structure, nature of the chemical bond, chemical kinetics, and equilibrium. The second semester's work stresses the applications of the principles of chemical equilibrium to the understanding of qualitative analysis. The descriptive chemistry of the elements is integrated with the theory of qualitative analysis. Three lectures and one three-hour laboratory period per week. Prerequisite: high school chemistry or consent of instructor.

Chem. 221-222. ORGANIC CHEMISTRY. *4 hours each semester*

The covalent compounds of carbon are studied with particular emphasis on the electronic mechanisms of their reactions. Three lectures and one three-hour laboratory period per week. Prerequisite: Chem. 104 or equivalent.

Chem. 231. QUANTITATIVE ANALYSIS. *4 semester hours*

A study of the principles and applications volumetric, gravimetric and methods of analysis. Two lectures and two three-hour laboratory periods per week. Prerequisite: Chem. 103-104 or equivalent.

Chem. 232. INSTRUMENTAL ANALYSIS. *4 semester hours*

Modern instrumental methods of chemical analysis including potentiometry conductimetry, polarography, electrodeposition, colorimetry, chromatography, and spectrophotometry. Two lectures and two three-hour laboratory periods per week. Prerequisite: Chemistry 231, or consent of the instructor.

Chem. 241. INORGANIC CHEMISTRY. *3 semester hours*

This course will emphasize the understanding of chemical bonding, chemical periodicity, and coordination chemistry. Special reference will be made to applications of the theories to the chemistry of glass. Prerequisites are Chemistry 103-104 and Chemistry 231. 3 hours of lecture.

Chem. 251. BIOCHEMISTRY. *4 semester hours*

A study of the chemical reactions which occur in living organisms. Prerequisites: Chemistry 101-102 and 231, and Biology 103-104. Three hours of lecture and one three-hour laboratory period. Prerequisites: Chem. 103-104 and 231.

ENGINEERING

Engr. 101. ORIENTATION TO ENGINEERING. *1 semester hour*

An introductory course designed to acquaint the student with the engineering profession and to introduce him to problems of engineering nature. Topics include the major branches and functions of the engineering profession, slide rule calculations, engineering estimation of costs and quantation, derivation of equations, dimensions and units, measurement and accuracy, energy and power, and graphical analysis and presentation of data.

Engr. 209. ENGINEERING MECHANICS (STATISTICS). *3 semester hours*

Topics to be covered include coplanar and non-coplanar force systems, center of gravity, moment of inertia and friction. Prerequisite: Math 109 or concurrent registration in Math 109.

Engr. 210. ENGINEERING MECHANICS (DYNAMICS). *3 semester hours*

Newton's laws of motion, kinematics and kinetics of particles and rigid bodies in plane motion. Work energy and impulse momentum relation. Prerequisite: Eng. 209, Math 110 or concurrent registration in Math 110.

Engr. 215. THEORY AND PROPERTIES OF MATERIAL. *3 semester hours*
An introductory course in materials science designed to acquaint the student with the role of the atomic, molecular, and crystalline structure of a material in determining the chemical, mechanical, electrical, thermal, and magnetic properties of a material. These properties in turn govern the material's application in an engineering design. Both metallic and non-metallic materials such as crystalline ceramics, glasses, polymeric materials, etc. will be considered. Three hours of lecture per week. Prerequisite: Physics 112 and Chemistry 103-104 or consent of the instructor.

Engr. 216. STRENGTH OF MATERIALS. *3 semester hours*
Mechanics of Materials: Fundamentals of strength of materials including stress and strain produced by axial loads and torsion, principal stresses, Mohr's circle, shear and bending moment deflections, combined stresses. Three hours of lecture per week. Prerequisite: Eng. 209.

MATHEMATICS

(NOTE: Mathematics course descriptions and numbers have undergone major changes from previous catalogues. The student should note in particular that Math. 107-108 below was formerly numbered Math. 103-104; he should not duplicate a course that he has already taken.)

Math. I. INTRODUCTION TO BASIC MATHEMATICS (I). *3 semester hours, non-credit*

The first semester of a two-semester, non-credit, sequence designed to provide the student with a background in basic high school mathematics. This course contains a review of the basic arithmetic of whole numbers, rational numbers, irrational numbers, and signed numbers. Special attention will be given to computations involving fractions and decimals. With this basis the course introduces elementary algebra. Other topics will be chosen by the instructor to best fulfill the needs of the students. Three hours per week. No prerequisite. (Required for students in certain certificate programs and open to others on a non-credit basis.)

Math II. INTRODUCTION TO BASIC MATHEMATICS (II). *3 semester hours, non-credit*

This course is a continuation of Math I, and stresses the basic elements of geometry, with emphasis on constructions and mensuration formulas, and extension is made into numerical and graphical trigonometry. If time permits, other topics of interest to the groups will be discussed. Three hours per week. Prerequisite: Math I or consent of instructor. Required course in some certificate programs; open to others on a non-credit basis.

Math 101-102. THE STRUCTURE OF MATHEMATICS. *3 hours each semester*
This course is open to all students regardless of program or mathematics background. It is intended to fulfill the math requirement for those students who wish to terminate their mathematics education after meeting the minimum catalogue requirement. Unless a waiver is obtained, it is expected that each elementary education major will take this sequence. Math 101 attempts to answer the question "What is mathematics?" The topics include the nature of mathematics, the role of math in general education, whole number systems, different number bases, rational irrational, and signed numbers, an introduction to algebra and basic logic. Math 102 continues the concept of logic, and develops the concept of sets and their application. Other major topics include the study of permutations, combinations, probability and statistics. No prerequisite for 101. Prerequisite for 102 is Math 101 or consent of instructor.

Math 103-104. AN INTRODUCTION TO THE APPLICATION OF
MODERN MATH. *3 hours each semester*

This course should be taken by students enrolled in the Business Data Processing Program or those interested in a more computational course covering topics similar to those in Math 101-102. During the first semester the structure of place value will be discussed, with emphasis on different number bases. The binary number system will be stressed. Fixed and floating point numbers, precision and significance and linear equations will also be discussed. The second semester covers the concept of sets and how logic, Boolean Algebra, probability and statistics are applied to sets. The knowledge of linear equations will be extended to simultaneous linear equations and the concept of an iterative process. Prerequisite: 1 year of high school algebra for 103; Math 103 is a prerequisite for 104. Not open to students majoring in mathematics or science.

(Students can *not* take both Math 101-102 and Math 103-104 for credit.)

Math 105-106. ELEMENTS OF APPLIED MATHEMATICS
3 hours each semester

A full year course of applying the basic principles of algebra, trigonometry and geometry (including logarithms, use of slide rule, and graphs) to problems in science and engineering. The second semester stresses trigonometry and coordinate geometry with applications. Although particularly designed for students enrolled in the technology programs, it also should be elected by students who need a basic computational course stressing applications of mathematics. Four class hours per week. Prerequisite: 2 years of high school math. Not open to students majoring in mathematics.

Math 107-108. AN INTRODUCTION TO MATHEMATICAL ANALYSIS.
4 hours each semester

A one year, pre-calculus course designed to prepare the math and science major for first year calculus, but may be taken by those who meet requirements and desire a rigorous course involving both theory and computation. Topics include a review of elementary and intermediate algebra with algorithms logically derived from definitions and axioms; solution of equations by determinants; trigonometric functions, identities and equations; circular functions; trigonometric functions of composite angles; complex numbers; elementary graphical and vector analysis; exponential and logarithmic functions and equations; brief study of polynomial equations; elements of analytic geometry; polar coordinates; and concept of limit. Prerequisite: 3 years of high school math, including elementary and intermediate algebra, plane geometry and some trigonometry.

(Students can *not* take both Math 105-106 and Math 107-108 for credit.)

Math 109. CALCULUS I. *4 semester hours*

This is the first course in Calculus. It includes the analytic geometry of the straight line, a study of limits, and an introduction to differentiation and integration theory. Applications to chemistry and physics are included. Prerequisite: 4 years of high school math including trigonometry, Math 107-108, or the consent of the instructor.

Math 110. CALCULUS II (SECOND SEMESTER). *4 semester hours*

Topics to be studied include the definite integral and its application to volume, arc length and surface area; calculus operations with conic sections, with logarithmic, exponential and hyperbolic functions, techniques of integration, and work with polar coordinates when time permits. Prerequisite: Math 109, or permission of instructor.

Math 203-204. FOUNDATIONS OF PROBABILITY AND STATISTICAL THEORY.

3 hours each semester

A one-year sequence designed for the student who has already taken a one year course including fundamentals of algebra and who desires a second year of math at the non-calculus level. The course will acquaint the student with the human endeavor involved in constructing the theory of probability, emphasizing strengths and weaknesses in the theory. The course is applicable to the behavioral and biological sciences. Fundamental techniques of computation in probability and statistics will be discussed, including combinations, permutations and sampling. The second semester will include an introduction to the methods of handling data and statistics; in quality control; descriptive and inductive statistics; measures of central tendency; dispersion; frequency distribution; tests of hypothesis and correlation. Prerequisites: Math 102, 104, 106, or consent of instructor.

Math 205. AN INTRODUCTION TO THE FUNDAMENTALS OF CALCULUS.

4 semester hours

This is a one semester course designed to teach the student the significance of being able to compute areas under curves and to find the slope of curves at various points on the curve. Certain concepts of plane geometry, analytic geometry, algebra, and the theory of functions will be introduced in a self-contained way as the need for them develops. The course shall be "intuitive" in the sense that the basic premises will be made as self-evident as possible; and "rigorous" in the sense that once assumptions are accepted, other results will be proved logically. Emphasis shall be on the concepts and their application and particular attention shall be paid to finding methods of approximation in those cases where exact answers are either very difficult or else even impossible to determine. Prerequisite: Math 106 or consent of instructor. (Not open for credit to students who have received credit for Math 109-110).

Math 209. CALCULUS III.

4 semester hours

A continuation of Math 110. Topics covered include: vectors and their application to problems of motion and solid analytic geometry; partial differentiation; multiple integration; sequence and series; and if time permits an introduction to complex variables. Prerequisite: Math 110.

Math 210. ELEMENTARY DIFFERENTIAL EQUATIONS.

4 semester hours

A treatment of ordinary differential equations; including a general discussion of first and second order equations; their applications in science, engineering, and geometry; the use of infinite series and complex numbers in solving equations; and a discussion of n^{th} order linear differential equations. Prerequisite: Math 209.

Math 211-212. INTRODUCTION TO MODERN ALGEBRA.

3 hours each semester

This is a one year sequence required of all mathematics majors unless a waiver is obtained, and open to other students who possess the mathematical maturity necessary to successfully complete the course. Topics will include the meaning of logic and its application to abstract mathematical systems. Using the real numbers and its various subsets to motivate the concepts, particular attention is paid to the concepts of groups, rings, and fields. The second semester begins with a review of vectors and this study is abstracted to include vector spaces. In this concept, the course turns to a study of linear algebra with special emphasis placed on matrices and simultaneous equations. Prerequisite: Math 109-110. Registration requires the special permission of the instructor.

PHYSICS

Phys. 103-104. PRINCIPLES OF PHYSICS. *4 hours each semester*

A two semester sequence designed to give the student a basic knowledge of the principles of college physics. Topics included in Physics 103 are kinematics and dynamics, periodic motion, sound, heat, and the structure of matter. Physics 104 continues with topics in electricity, magnetism, light and modern physics. Three lecture hours and one three-hour laboratory period per week. Prerequisites: Three years of high school mathematics (including Trigonometry, or concurrent enrollment in Math 107-108) and high school physics.

Phys. 112. MECHANICS. *4 semester hours*

The three-semester sequence, physics, 112, 211 and 212 is intended primarily for students majoring in engineering or the physical sciences. The first semester covers the field of mechanics. Topics include vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational motion, statics of rigid bodies, oscillations, gravitation and fluid mechanics. Three hours lecture and one three-hour laboratory period per week. Prerequisite: Math 109 and concurrent registration in Math 110, or consent of the instructor.

Phys. 211. SOUND, HEAT, AND ELECTRICITY. *5 semester hours*

Topics include wave motion and sound; heat, work and thermodynamics; kinetics, theory of gases; electrical charge, field and potential, capacitors and dielectrics, current and resistance, direct-current circuits and electro magnetic force. Four hours lecture and one three-hour laboratory period per week. Prerequisite: Physics 112, Math 110, and concurrent registration in Math 209, or consent of the instructor.

Phys. 212. ELECTRICITY AND MAGNETISM, OPTICS, AND MODERN PHYSICS. *5 semester hours*

Topics include magnetic forces and fields, electromagnetic induction, magnetic properties of matter, alternating currents, electromagnetic waves, nature and propagation of light, reflection and refraction, interference and diffraction, polarization, quantum theory of radiation, natural radio-activity and nuclear reactions. Prerequisite: Physics 211 and Math 209, or consent of the instructor.

Phys. 222. PHYSICS OF GLASS. *3 semester hours—Evening*

Review of pertinent principles and presentation of the utilization of these principles in the processing, the measurement of properties, and the engineering applications of glass. Three hours of lecture. Prerequisite: a one-year course in College Physics.

SCIENCE (GENERAL)

Sci. 102. INTRODUCTION TO PHYSICAL SCIENCE. *3 semester hours*

A survey of the elementary areas of physical science, including astronomy, physics, chemistry and geology. This course is particularly suited for students who must meet a minimum requirement of 3 semester hours of science, and whose high school background did not include chemistry or physics. Two lecture hours and one three-hour laboratory period per week. No prerequisite. Not recommended for the science major.

Sci. 104. TECHNICAL REPORT WRITING. *1 semester hour*

Practice in organizing data and information to be included in technical reports. Emphasis upon clear and precise writing. Methods of checking the scientific literature will be included. One hour lecture per week.

MECHANICAL TECHNOLOGY

M.T. 101. ENGINEERING GRAPHICS. *2 semester hours*
Fundamentals of engineering drawing to acquaint students with drawing materials and equipment; lettering; geometric construction; multiview drawing, auxiliary views, sectional views, dimensioning, screw threads and fasteners, intersections and developments. Two 2-hour drawing periods per week.

M.T. 102. ENGINEERING GRAPHICS. *2 semester hours*
Advanced engineering drawing. Application of fundamentals in working drawings and assembly drawings. Two 2-hour drawing periods per week. Required of all M.T. students. Prerequisite: M.T. 101, or two years of high school drawing and consent of instructor.

M.T. 104. ENGINEERING GRAPHICS III. *2 semester hours*
Fundamentals of Descriptive Geometry; point, edge and normal view of lines, edge and normal views of planes, relationship between lines and planes, intersections and developments. Two 2-hour drawing periods per week. Prerequisite: M.T. 101 and or 102, or equivalent and consent of instructor.

M.T. 111 FUNDAMENTALS OF MECHANICS (STATICS). *4 semester hours*
Topics to be covered include basic principles of statics; analytical and graphical analysis of aparallel, concurrent, and non-concurrent force systems with applications to simple structures; and friction. Four lecture hours per week. Prerequisite: high school math through intermediate algebra.

M.T. 112. FUNDAMENTALS OF MECHANICS (DYNAMICS). *4 semester hours*
Topics to be covered include basic principles of dynamics; kinematics and kinetics of rectilinear and curvilinear motions (displacement, velocity, acceleration); work, energy, power. Four lecture hours per week. Prerequisite: M.T. 111.

M/T. 113. MANUFACTURING PROCESSES. *3 semester hours*
Lecturing with the aid of films and plant visits to acquaint the student with the production of engineering materials, hot and cold forming processes, foundry practice and castings, powder metallurgy. Laboratory investigation of properties of engineering materials, heat treatment and microstructures. Two hours lecture and one two-hour laboratory.

M.T. 116. STRENGTH OF MATERIALS. *3 semester hours*
Topics to be covered include properties of materials and material testing; stress-strain relations; tensile, compressive, shear and bending stresses in structures and machine parts. Various material testing equipment will be studied in connection with plant visits. Three lecture hours per week. Prerequisite: M.T. 111.

M.T. 118. FUNDAMENTALS OF METALLURGY. *3 semester hours—Evening*
Content of the course includes production of ferrous and non-ferrous materials effect of alloying elements in steel and cast iron; heat treatment of steel; physical properties of ferrous and non-ferrous materials; the study of grain structures. The course may be considered a substitute for course in M.T. 113 for those students with sufficient background and experience in steel manufacturing processes.

M.T. 201-202. MACHINE DESIGN. *3 hours each semester*

The theories of technical fundamentals are applied to the practical design and calculations of machine elements (fasteners, power screw, couplings, springs, chain drives, gears, bearings, and brakes). A complete design project is worked out for actual production by the student in the machine laboratory. Four hours combined lecture and design per week. Prerequisites: M.T. 102, 112, 113, 116 and/or consent of instructor.

M.T. 207-208. MACHINE LABORATORY. *2 hours each semester*

This course provides practical machine shop experience by observation and actual work with machine tools; study of their constructions and functions; computation of speeds and feeds; layout work; use of precision measuring instruments and inspection methods. A production project of the student's own design from his assembly and detail drawings is carried out. One laboratory period and one hour lecture per week. Prerequisite: completion of two semesters of program in Mechanical Technology or equivalent.

M.T. 211-212. KINEMATICS I AND II. *3 hours each semester*

Basic linkages and mechanisms such as crank and cam mechanisms, gear trains are analyzed with respect to displacement, velocity, and acceleration, mainly by graphical methods. Four hours combined lecture and design per week. Prerequisite: M.T. 112, 102, or equivalent.

M.T. 213. PHYSICS (ELECTRICITY). *3 semester hours*

This course is open to students in the M.T. program. Topics to be covered include direct-current and alternating current circuits; electric power; electric equivalent of heat; magnetism and induction; electric motors; components and devices to drive and control mechanical equipment; and electrical instruments. Two lecture hours and one laboratory period per week. Prerequisite: Math 106 or equivalent.

M.T. 214. PHYSICS (HEAT). *3 semester hours*

This course is open to students in the M.T. program. Topics to be covered include thermometry; thermal properties of materials; expansion of solids, liquids, and gases; mechanical equivalent of heat; transmission of heat by conduction, convection, and radiation; first and second laws of thermodynamics. Two lecture hours and one laboratory period per week. Prerequisite: Math 106 or equivalent.

M.T. 218. INDUSTRIAL ORGANIZATION. *3 semester hours*

This course offers discussion on the following general topics; administrative organization; labor management relations; union development and organization, labor legislation; budget, cost control, inventory; marketing, statistics, sampling, estimating costs; and safety.

INDUSTRIAL TECHNOLOGY

I.T. 101. PLANT LAYOUT AND MATERIAL HANDLING. *3 semester hours*

Study of analysis and design of production facilities based on output requirements of the system. Attention will be directed towards the interaction processing methods and requirements with handling methods and storage facilities. The effects of various levels of mechanization on operating costs and initial investment are studied. Three hours lecture per week. Prerequisite: High school math through intermediate algebra.

I.T. 102. MOTION AND TIME STUDY. *3 semester hours*

Concentration on general problems of work measurements. Specific topics include man-machine and small group activity analysis; human factors and design of manual operations; rating, allowance and associate problems; stop watch studies; standard time data; measurement of work sampling; job evaluation techniques and related methods for measurement and evaluation. Two hours lecture, two hours lab per week. Prerequisite: M.T. 105.

I.T. 104. MACHINE TOOLS. *3 semester hours*

Industrial Safety; type and machinability of ferrous and non-ferrous materials; use of bench and layout tools; the construction, purpose, and operation of machine tools; speeds and feeds of machine tools; techniques of gaging and precision measurements. Two hours lecture, two hour lab per week. Prerequisite: M. T. 105.

I.T. 201. PRODUCTION CONTROL. *3 semester hours*

Emphasis on scheduling of manufacturing operations forecasting, leveling, explosion, loading, and sequencing. Planning and control of inventories. Emphasis is on practical methods of performing these functions, including development of decision rubs. Three hours lecture per week. Prerequisite: I.T. 101, 102, 104.

I.T. 202. QUALITY CONTROL. *3 semester hours*

A basic practical course, presented from the industrial engineering standpoint. Control concepts, control chart methods for attributes and variables, process capability analysis, attributes acceptance sampling planes and procedures, basic reliability concepts. Design of experiments will be discussed. Three hours lecture per week. Prerequisite: M.T. 105-106, I.T. 201.

I.T. 203. VALUE ENGINEERING. *3 semester hours*

The basic items of work simplification, cost visibility, evaluation by comparison, function comparison, and evaluation by principle of operation. Three hours lecture per week. Prerequisite: I.T. 101, 102, 104.

Psych. 204. PSYCHOLOGY IN INDUSTRY. *3 semester hours*

A survey of the applications of psychology in an industrial setting. The major part of the course involves studying human relations in a job situation. Other areas of applied psychology such as man-machine relationships are considered. No pre-requisite (can be used as social science elective, but not to satisfy social science graduation requirement. Required for Industrial Technology Program).

I.T. 206. ADVANCED INDUSTRIAL TECHNOLOGY. *3 semester hours*

Discussions of some of the advanced industrial techniques such as queing theory, line balancing, linear programming (transportation method, simplex method), manufacturing progress functions, network analysis, computer applications, operation research. Three hours lecture per week. Prerequisite: I.T. 201, 202.

I.T. 208. JIGS AND FIXTURE DESIGN PRINCIPLES. *3 semester hours*

Instruction in the design of drill jigs, milling fixtures, welding and assembly fixtures, and press tools. Basic principles covering the proper locating, supporting, and clamping of parts in jigs and fixtures are emphasized. Three hours lecture per week. Prerequisite: I.T. 101, 102, 104.

DRAFTING

DRAWING I.

10 semester hours, non-credit

A basic course in engineering drawing which includes lettering, line and instrument exercises, orthographic projection, dimensioning, auxiliary views, sections, threads and fasteners, assemblies, sketching, and working drawings. Ten hours per week for 14 weeks.

DRAWING II.

10 semester hours, non-credit

A second course in engineering drawing covering intersections and developments, cams, gears, dies, jigs and fixtures. Ten hours per week. Prerequisite: Drawing I or equivalent.

NURSING

Nu. 101. INTRODUCTION TO NURSING.

5 semester hours

The major health needs of individuals, including the deviations which occur as a result of illness and form the basis for the principles of nursing care, are studied. Laboratory practice provides the opportunity to develop beginning skills in both the technical and interpersonal aspects of nursing. Three hours of lecture, six hours of clinical and laboratory practice.

Nu. 102. MATERNAL AND CHILD HEALTH NURSING.

8 semester hours

The normal health needs of the mother, the infant, and children of all age groups are considered. The essentials of planning and administering effective nursing care in the normal maternity cycle are emphasized. Four hours of lecture, twelve hours of clinical practice. Prerequisite: Nursing 101.

Nu. 103. PSYCHIATRIC NURSING.

3 semester hours

This course synthesizes the principles of psychosocial development as they are related to physiological maturity. It includes the meaning of mental illness to the patient, the family, and to the community. Selected learning experiences provide the opportunity to develop beginning skills in the recognition and nursing intervention of emotional problems that interfere with an individual's daily adjustment. Five hours of lecture, fifteen hours of clinical practice. This course will be taught at an approved psychiatric hospital.

Nu. 201-202. PRACTITIONER SKILLS IN CLINICAL NURSING (MEDICINE-SURGERY).

8 hours each semester

The psychological, sociological, and physiological aspects of Nursing care of people with major health problems is stressed. Pharmacology, diet therapy, and pathology are studied in relation to the nursing problems of individuals of all age groups. Experience is provided in the clinical nursing laboratory for the progressive development of practitioner skills in nursing. Student-centered conferences are held preceding and following each laboratory period. Four hours lecture. Twelve hours clinical practice. Prerequisites: Nursing 101, 102, and 103.

Nu. 203. DYNAMICS OF CLINICAL NURSING.

2 semester hours

The body of theory relevant to the practice of nursing is expanded to include the leadership and followership skills of the staff nurse's role. The cultural, socio-economic forces which influence this role, and the evaluation of patient care are included. Two hours of lecture and discussion.

SOCIAL SCIENCES

ECONOMICS

- Ec. 101. PRINCIPLES OF ECONOMICS. *3 semester hours*
The fundamental principles and problems of present-day economics, with emphasis placed on basic economic concepts and the determination of national income.
- Ec. 102. PRINCIPLES OF ECONOMICS. *3 semester hours*
A continuation of Economics 101, with special emphasis placed on price theory, distribution of income, current economic problems, and international economics. Prerequisites: Ec. 101 or consent of instructor.
- Ec. 103. ELEMENTS OF ECONOMICS. *3 semester hours*
A study of the fundamental principles underlying the American economy with special attention given to current American economic problems.

GEOGRAPHY

- Geo. 101. WORLD GEOGRAPHY. *3 semester hours*
A study of the influence of geographical factors upon the major political and economic regions of the world.

GOVERNMENT

- Gov. 101. AMERICAN FEDERAL GOVERNMENT. *3 semester hours*
Introduction to American government. Theories and practices of American government are examined with emphasis placed on the national level. Changing relationships between the various branches of the national government will be discussed; and policy formulation, political parties, pressure groups, and congressional investigating committees are among the contemporary problems that will be analyzed.
- Gov. 102. STATE AND LOCAL GOVERNMENT. *3 semester hours*
An examination of the structure and functions of State legislative, administrative, and judicial organizations; the nature and extent of the police powers of the state; State and Local revenues and expenditures; problems of municipal government; and political parties on the State and Local level. Prerequisite: Gov. 101.
- Gov. 103. INTERNATIONAL RELATIONS. *3 semester hours*
A study of the political relationships among the major powers of the world, the emerging nations, and the place of the United Nations and its agencies in international relations.
- Gov. 201. COMPARATIVE GOVERNMENT. *3 semester hours*
The governmental institutions of Great Britain, France, and the Soviet Union are explained and compared with a view to illustrating differing theories and practices of government.

HISTORY

- Hist. 101-102. HISTORY OF WESTERN CIVILIZATION. *3 hours each semester*
A study of some of the highlights in the intellectual and cultural development of Western civilization. The first semester is devoted to the period before 1500. The second semester deals with the period from about 1500 to the present.

Hist. 105. CONTEMPORARY WORLD AFFAIRS. *3 semester hours*
A study of major current issues and their historical backgrounds.

Hist. 111-112. AMERICAN HISTORY. *3 hours each semester*
A survey of political, economic, intellectual, and social history of the United States from colonial times to the present. The first semester ends with the Civil War. The second semester begins with the Reconstruction Period.

Hist. 203. EUROPEAN HISTORY. *3 semester hours*
Political, social and economic history of Europe from 1500-1815, beginning with the Renaissance and the Reformation and covering the development of the nation-state in Europe.

Hist. 204. EUROPEAN HISTORY. *3 semester hours*
The history of Europe since 1815, beginning with reactionism after the "excesses" of the French Revolution and Napoleon and covering the European alliances and the wars of the 20th century.

Hist. 207. HISTORY OF THE SOVIET UNION. *3 semester hours*
The political, economic, and intellectual history of Russia, with special emphasis on the period from 1917 to the present. Prerequisite: History 102, or permission of the instructor.

Hist. 211. TWENTIETH CENTURY AMERICA. *3 semester hours*
A study of the significant social, economic, and political changes in contemporary American life in the period since 1898 when the United States emerged, after two Worlds, as a major world power in the Atomic Age. Prerequisite: Hist. 111, 112.

PSYCHOLOGY

Psych. 101. GENERAL PSYCHOLOGY I. *3 semester hours*
An introductory one-semester course surveying the fundamentals of psychology. The survey includes the following topics: scientific method, measurement in psychology, motivation, learning, sensation and perception, behavior disorders and treatment, biological basis of behavior, social determinants of behavior, and child development. Lecture material is supplemented by class demonstrations and use of discussion groups.

Psych. 102. GENERAL PSYCHOLOGY II. *3 semester hours*
A systematic study of the scientific principles of psychology. The purpose is to acquaint the student with the methods of psychology through laboratory study of behavior and its variation. Group and individual experiments will be performed to illustrate experiment design, data gathering and treatment procedures in areas covered by psychology 101, such as learning, motivation, sensation and perception, social psychology, and child development. There will be one lecture and two 2-hour laboratory periods per week. Prerequisite: 101 or 103.

Psych. 104. EDUCATIONAL PSYCHOLOGY. *3 semester hours*
Introduction to facts and principles of modern psychology as they apply to educational theory and practice. Emphasis is upon recent developments in theories of learning, maturation, and motivation. Methods of pupil assessment and evaluation will be discussed. Prerequisite: Psych. 101 or 103.

Psych. 201. SOCIAL PSYCHOLOGY. *3 semester hours*
A survey of the area of psychology concerned with the relationships between the individual and his social environment. Emphasis will be placed upon the formation of attitudes, group process and structure, prejudice, and the relationship of the developing individual to socio-cultural systems. Prerequisite: Psych. 101 or 103.

Psych. 204. PSYCHOLOGY IN INDUSTRY. *3 semester hours*
(See description under Industrial Technology)

Psych. 207. CHILD PSYCHOLOGY. *3 semester hours*
A systematic survey of the psychological and social development of the child. Emphasis is placed on basic psychological processes such as motivation, perception, intelligence, learning, and social relationships of the child. The course work includes a report based on direct child observations. Special attention will be given to recent developments in research and theory. The course involves experience with observational techniques in the child behavior laboratory. Prerequisite: Psych. 101 or 103.

Psych. 208. ADOLESCENT PSYCHOLOGY. *3 semester hours*
A systematic survey of the psychological and social development of the adolescent. Emphasis is placed on basic psychological processes such as motivation, intelligence, learning, and social relationships of the adolescent. Special attention will be given to recent developments in research and theory. Prerequisite: Psych. 101 or 103.

Psych. 231. PERSONALITY. *3 semester hours*
An introduction to the psychological approach in studying personality. The course covers the historical development of personality study; basic principles of personality development including the influence of biological conditions and early environment on personality; frustration and conflict and their effects on behavior; and the basic principles involved in prediction and control of behavior. Both theoretical views and research evidence are presented and discussed to illustrate methods toward understanding personality. Prerequisite: Psych. 101 or 103, with grade of C or better, or consent of instructor.

SOCIOLOGY

Soc. 101-102. PRINCIPLES OF SOCIOLOGY. *3 hours each semester*
A study of man in society and how his behavior is affected by such things as his heredity, status, class, family, religion, and occupation.

Soc. 103. INTRODUCTION TO SOCIOLOGY. *3 semester hours*
Introduction to the basic concepts of sociology, including such concepts as personality, culture, society, institutions, and ecology. The emphasis will be on American society.

Soc. 106. COMMUNITY. *3 semester hours*
An introductory social science course which will explore in a systematic way the common characteristics of the changing pattern of American community life. The local community is used as a laboratory for research.

Soc. 203. THE FAMILY. *3 semester hours*
A study of the family in Western culture, including its history, structure, function, and relationships to other social groups. Prerequisite: a course in sociology.

Soc. 211. PRINCIPLES OF ANTHROPOLOGY I.

3 semester hours

This course will present the origin, development and differentiation of man as a biological organism. It includes an introduction to the major areas of paleontology, evolution, genetics, physical anthropology and archaeology. Ethnology, with special emphasis on theory of family structure and kinship of contemporary primitive societies, is the final topic. No prerequisite.

Soc. 212. PRINCIPLES OF ANTHROPOLOGY II.

3 semester hours

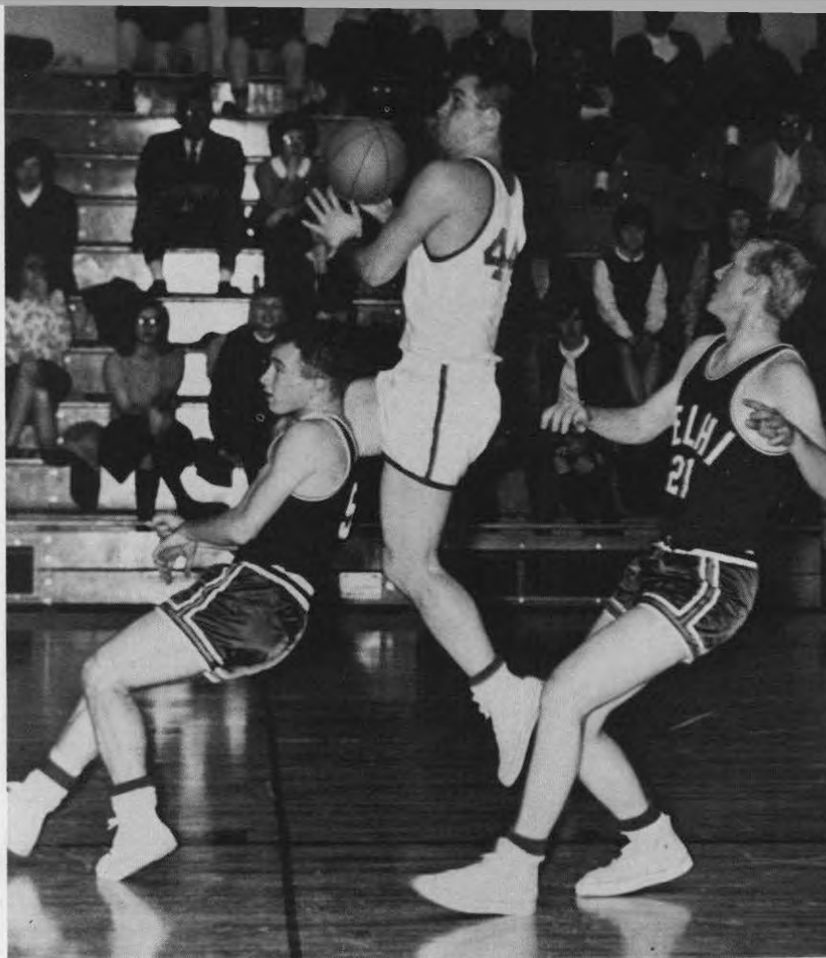
Introduction to cultural anthropology is the theme of this semester. The course will emphasize the structural and functional approaches of cultural studies with special attention given to the two diverse cultural groups. Each student selects a pre-literate group to study intensively. The course is concluded with an introductory survey of linguistics and culture-personality concepts. No prerequisite.

Soc. 221. MINORITIES IN AMERICAN SOCIETY.

3 semester hours

A view of the over-all situation of dominant-minority relations in the United States in the light of the development of sociological theory and of the trend and policies affecting minorities.





HEALTH, PHYSICAL EDUCATION, AND RECREATION

All full-time students and candidates for a degree from Corning Community College are required to enroll in and successfully complete one semester hour of Health and two semester hours of Physical Education. Health and Recreation Education electives, as listed under course offerings, are open to all students who desire further experience in this field.

Partial or complete waiver of the Health Education and Physical Education graduation requirements will be extended to entering or transfer students who on first admission are 21 years of age or veterans. Any other person in extenuating circumstances may petition for waiver.

THE PROGRAM FOR MEN

During any one of the four semesters, all entering men will register and successfully complete, for one semester hour, the following Health course. (Except candidates for a degree in Health Education emphasis, A.S. Degree.)

H.E. 101M. PERSONAL AND COMMUNITY HEALTH. *1 semester hour*

Instruction pertinent to the understanding and development of desirable health practices of college students for Personal and Community Health. The course is supplemented by special lectures and films in various aspects of health education emphasizing the development, improvement, and maintenance of desirable health attitudes and practices. Required of all men except candidates for a degree in Health Education emphasis (A.S. Degree). Offered first and second semesters, one hour a week.

During one semester of the first year, all entering men will register and successfully complete the course, Introduction to *Physical Education for Modern Living*, P.E. 151. During the other three semesters each student has the opportunity of taking a combination of seasonal activities selected from the areas of team sports, individual and developmental sports, and aquatics.

Students participating in the athletic program are eligible to receive $\frac{1}{2}$ hour credit toward the total physical education requirement. However, the student must enroll in a physical education activity course at the beginning of each semester in order to be eligible for credit through the athletic program.

P.E. 151. INTRODUCTION TO PHYSICAL EDUCATION FOR MODERN LIVING. *$\frac{1}{2}$ semester hour*

The purpose of this course is to give the student a broader concept and appreciation of the importance of P.E. and sports in our modern way of life. This is accomplished through reading assignments in the P.E. Textbook, lectures, discussions and by participation in a variety of activities. In addition, each student is acquainted with the overall fitness, health, social and leisure time values inherent in continued participation in recreational activities, sports and other P.E. activities. Offered first and second semesters, one hour each week.

Instruction in activities is offered in the following areas:

P.E. 152	Life Saving
P.E. 153	Swimming
P.E. 154	Conditioning—Wrestling
P.E. 155	Gymnastics (Apparatus)
P.E. 156	Archery—Basketball
P.E. 157	Tennis
P.E. 158	Physical Fitness
P.E. 159	Soccer—Volleyball—Speedball
P.E. 160	Golf-Skiing
P.E. 161	Bowling
P.E. 162	Gymnastics (Stunts & Tumbling)
P.E. 163	Badminton

UNIFORM, LOCK, TOWEL

The required uniform will be a red and gray reversible T-shirt, red trunks, supporter, socks and gym shoes. The T-shirt, lock, and trunks may be obtained at the Physical Education office upon presentation of your college fee receipt. Towels are supplied for each class.

THE PROGRAM FOR WOMEN

The Health Education requirement will be fulfilled by the satisfactory completion of the following course.

H.E. 101W. PERSONAL AND COMMUNITY HEALTH. *1 semester hour*
Instruction pertinent to the understanding of health problems of college students. To promote the appreciation, knowledge and practice of good health habits and attitudes. Classroom discussion, lectures, and educational films. Required of all women except candidates for a degree in Health Education emphasis (A.S. Degree). Offered first and second semesters, one hour a week.

The Physical Education requirement for first year students will be fulfilled by the satisfactory completion of P. E. 111, *Fundamentals of Physical Education* for one semester, and one activity elective for the alternate semester.

Second year women will complete the Physical Education requirement by one semester of P. E. 119, *Modern Dance* or P. E. 120, *Folk and Square Dance* and one activity elective for the alternate semester.

P.E. 111. FUNDAMENTALS OF PHYSICAL EDUCATION. *1/2 semester hour*
Fundamentals of movement of basic skills as applied in sports, recreational games, dance, or as used in every day activities such as correct stance, walking, lifting, carrying, etc. The teaching of coordination to obtain maximum efficiency and ease. Required of all first year women, for one semester, one hour a week. Students will be scheduled at registration for first or second semester.

P.E. 119. MODERN DANCE. *1/2 semester hour*
An introductory course to provide the student with certain basic skills in dance movement through elementary technique, and provide some general knowledge of the background and contemporary scene of modern dance. Modern Dance or Folk and Square Dance is required of all second year women, for one semester, one hour a week.

P.E. 120 M. W. FOLK AND SQUARE DANCE. *1/2 semester hour*
An introductory course to provide the student with basic skills in this type of dance movement and to relate knowledge gained from other courses to the field of dance. Modern Dance or Folk and Square Dance is required of all second year women for one semester, one hour a week. P.E. 120 is open to both men and women.

Instruction in activities is offered in the following areas:

P.E. 112 Archery	P.E. 120 Folk and Square Dance
P.E. 113 Bowling	P.E. 121 Rhythmic Exercise
P.E. 114 Tennis	P.E. 122 Softball
P.E. 115 Swimming	P.E. 123 Speed-A-Way
P.E. 116 Badminton	P.E. 152 Life Saving
P.E. 117 Basketball	P.E. 160 Golf-Skiing
P.E. 118 Volleyball	

All women students are required to wear the regulation uniform, white socks, and gym shoes for all activity classes, unless their activity elective indicates other appropriate dress.

HEALTH AND RECREATION ELECTIVES

H.E. 201. FIRST AID. *1 semester hour*
The American Red Cross standard course, including the latest techniques used in the temporary treatment of everyday emergencies. Particular emphasis placed on safety and accident prevention. Offered first and second semesters, one hour a week. Open to men and women.

H.E. 202. ADVANCED FIRST AID.

1 semester hour

A continuation of the Standard First Aid course. Satisfactory completion entitles a student to be registered in the Instructors course. Open to men and women. Prerequisite H.E. 201. Offered first and second semesters, one hour a week.

R.E. 203. MODERN TRENDS IN RECREATION LEADERSHIP.

1 semester hour

This course is designed for students who wish to develop some understanding of the place, importance and potentialities of recreation in modern life. Included will be limited study of the areas of philosophy, leadership techniques, program planning, organization and administration, and interrelationships with other fields. Open to men and women. First and second semesters, one hour a week.

R.E. 204. CAMP COUNSELOR TRAINING.

1 semester hour

Information relative to the opportunities and responsibilities of a camp counselor. Leadership and experience qualifications, program planning for the summer camp. Opportunities offered for summer camp positions. Elective activity open to men and women. Offered second semester, one hour a week.

HEALTH EDUCATION TRANSFER PROGRAM

The following courses are required in the two year liberal arts and sciences A.S. Degree program, to aid the students in their preparation for a Health Education career. The course of study is appropriate for a possible combined major in Health and Physical Education at certain upper division colleges. Transfer of all courses in the liberal arts and sciences program is not automatic, so students should consider carefully the recommendations by advisors of all courses to be selected.

H.E. 211. PERSONAL HEALTH.

3 semester hours

A one semester course dealing with an understanding and application of knowledge, attitude and behavior practices which contribute to healthful living. Personal health habits relating to daily schedule of exercise and rest, proper nutrition, mental and emotional health, social disease, substances harmful to health, and attention to such specifics as cancer and recent research.

H.E. 212. COMMUNITY HEALTH.

3 semester hours

A one semester course in the study of local, state, national, and international health agencies. Major health problems and their control, practical bacteriology, environmental sanitation, and voluntary health agencies and their contributions to the health of the community.

H.E. 213. ORGANIZATION AND ADMINISTRATION OF HEALTH EDUCATION.

3 semester hours

A one semester course of thorough study of the School Health Program: health education instruction, healthful school living, physical appraisal, nutrition, and safety. Relationship of school health personnel to parents and school administration, and to non-school health agencies. Prerequisite: H.E. 211 and 212.

H.E. 214. SAFETY EDUCATION AND FIRST AID.

3 semester hours

A one semester course to include all areas of safety as they relate to the home, school, industry, and highway. Red Cross Standard First Aid Certification following satisfactory completion of emergency unit. Two hours of lecture and two hours of practical work.

State University of New York

Corning Community College is an associated college of the State University of New York. The State University of New York was established by the State Legislature in 1948. It comprises 58 units: three university centers, two medical centers, a Graduate School of Public Affairs, twenty-four State colleges (18 four-year and 6 two-year), and 28 locally-sponsored community colleges. Although separated geographically, all are united in the purpose to improve and extend opportunities for youth to continue their education beyond high school.

State University offers programs in the liberal arts and sciences; engineering; home economics; industrial and labor relations; veterinary medicine; ceramics; agriculture; forestry; maritime service; teacher education; law; pharmacy; medicine; dentistry; social work; and business administration. The University's two-year programs also include liberal arts study and a wide variety of technical courses in such areas as agriculture, business, and the industrial and medical technologies.

Advanced graduate study at the doctorate level is offered by the University at 12 of its units, including the university centers and the Graduate School of Public Affairs. While graduate work can be pursued at 24 of the colleges, the programs at the majority of these units are now limited to the master's level. The University, however, is continuing to broaden and expand overall opportunities for advanced degree study.

Governed by a Board of Trustees appointed by the Governor, State University of New York plans for the total development of State-supported higher education. Each college and center of State University is locally administered. Students should write directly to the institution in which they are interested for admissions forms.

The State University motto is: "*Let Each Become All He Is Capable of Being.*"

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