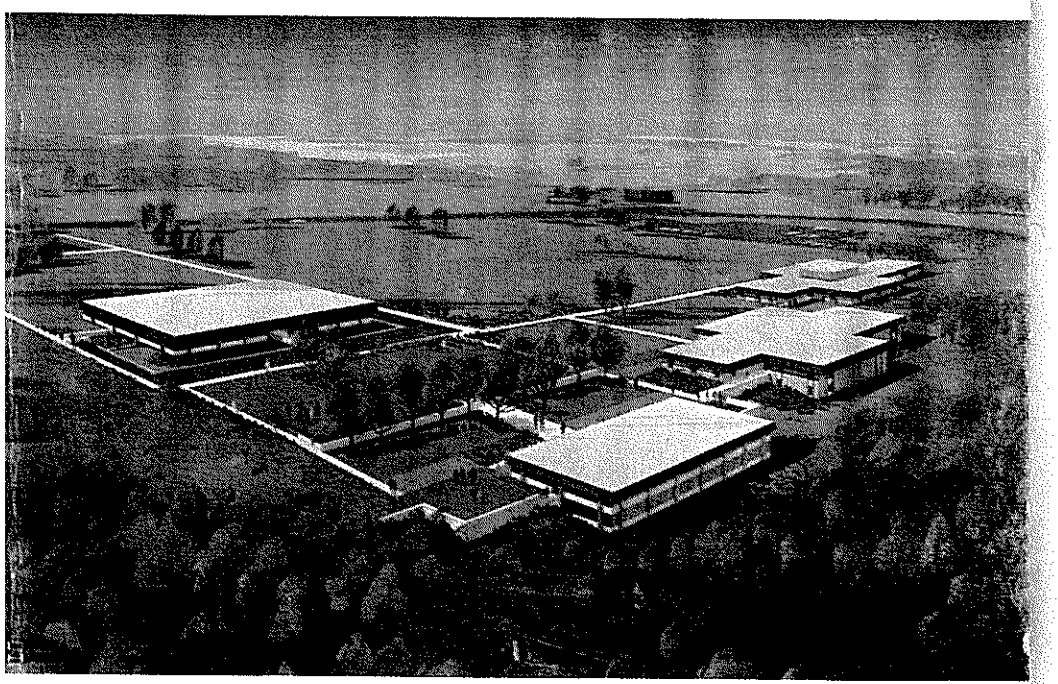
68 69 CATALOG

MONTCALM COMMUNITY COLLEGE



VE 113 Technical Math II (3, 3, 0)

An informal approach to topics in elementary geometry that have trade related applications. Topics include construction, properties of triangles, circles. Elementary operations on the slide rule will be covered including problems in multiplication, division, combined multiplication and division, square root, cubing the cube root. Prerequisite: Technical Math I or equivalent.

VE 114 Technical Math III (3, 3, 0)

This course consists of the functions of trigonometry, logarithms, solution of triangles and special trigonometric algebraic problems directly related to industrial use. Prerequisite: Technical Math II or equivalent.

VE 115 Technical Math IV (3, 3, 0)

Algebra and slide rule as required in modern industrial technology, logarithms, triangle trigonometry, and compound angles are covered.

VE 120 Technical Physics (3, 3, 0)

This course gives an introduction to applied science, its history and use, and an insight into understanding the properties and control of matter and energy; technical aspects, analysis and use of mechanics; technical aspects of heat effects and energy.

VE 125 General Chemistry (3, 3, 0)

This course includes laws of chemical combinations, states of matter, atomic and molecular structure, bonding, physical and chemical properties of matter.

VE 130 General Psychology (3, 3, 0)

The student is introduced to the field of psychology with special emphasis on such major concepts as motivation, learning, personality structure, intelligence and others.

VE 135 Vocational Psychology (3, 3, 0)

The basic theme will be understanding of people, including ourselves, other individuals and groups. Motivations, instincts, habits, attitudes, propaganda, and prejudices will be studied.

ed due to the aging process. The principles and practices of rehabilitation nursing aspects are emphasized including recreational activities in relation to the patient's recovery and peace of mind.

PN 220 Medical-Surgical Nursing (7, 3, 2)

Medical-surgical nursing presents the more common medical and surgical conditions and how they are treated. The course is intended to present the concept of meeting the total needs of the patient to return him to a normal functioning life.

PN 230 Introduction to Pharmacology (4, 3, 1)

This course offers beginning instructions on pharmacology and safety factors essential to dosages and drug administration. The practical nurse must take further post graduate study to be a medications nurse.

PN 240 Nursing of Adults and Children (4, 0, 0)

Each student will be working fulltime in the clinical area. She will seek to gain experiences of a certain nature to which she as yet has not been exposed.

WELDING

WE 100 Welding Fundamentals & Practice (6, 2, 8)

This course incorporates theory and practical demonstration on types and processes, joint design, welding symbols, inspection and testing in a manner to provide the technical student with an understanding of welding as related to his field of study.

WE 101 Welding II (6, 2, 8)

This phase of the welding program is designed specifically to provide basic skills and fundamental knowledge in oxy-acetylene welding. A major share of the class time is devoted to actual welding practice, including a detailed study of the techniques of making welds in all positions. Some instruction is given in brazing, cast iron welding, pipe welding, silver soldering and flame cutting. Lectures and discussion provide additional background information essential to a qualified welder.

WE 105 Metal Science (2, 2, 0)

This class studies the scope of metallurgy as it is applied to modern technology. With reference to metals, the studies include: sources; production; treatment by heat and work; uses; alloys; structure and properties; mechanical and metalographical testing; and reading reports.

WE 110 Blue Print Reading (2, 3, 0)

A fundamental course in sketching and blueprint reading designed to help the trades express themselves and interpret plans on the job. It includes sketching objects, using straight and curved lines. Isometric, oblique, and orthographic views and

methods of dimensioning are covered. The student is trained to visualize and interpret elevations and sections from blueprints and to translate them into practical situations. It shows the purpose of and the relationship between specifications and blueprints as applied to the various building trades .

WE 120 Machine Fundamentals (1, 1, 0)

Instruction is offered in the principles and theory of machine tool operations, hand tool operations, care of tools and equipment, and shop safety.

VOCATIONAL EDUCATION

VE 100 Vocational Communication Skills (3, 3, 0)

A course to develop reading, writing and speaking skills. Emphasis is placed on precision, clarity, and organization of written and oral communication.

VE 101 Vocational Communication Skills (3, 3, 0)

A continuation of VE 100.

VE 102 Technical Writing and Speaking (2, 2, 0)

A study of the nature of concise writing of technical papers, reports and correspondence demanded of the technician is made providing ample practice assignments in the student's area of technology. Topics covered include: effective organization, style, mechanics, tables and figures, contents and techniques of report writing, formal reports, figures, contents and techniques of report writing, formal reports, informal reports, principles of business correspondence, special letters, memos, the letter of application, the bibliography, abbreviations, spelling and others. This course also emphasizes the value and necessity for effective verbal communication. Persuasive oral presentations is a part of the course.

VE 110 Shop Math I (3, 3, 0)

This course is applied shop mathematics which includes a review of decimals, fractions, simple computations, measurements, and applied shop problems.

VE 111 Shop Math II (3, 3, 0)

This course covers practical algebra, geometrical constructions, work and power, speed ratio of gears and pulleys, and practical problems.

VE 112 Technical Math I (3, 3, 0)

This course is presented in terms of application normally encountered in industry and the laboratory by the technician and consists of simple arithmetic and algebraic notations, the language of algebra, positive and negative numbers, factoring, fractions, exponents, powers, root, radicals, equations, formulas, and their application to industry.

IT 111 Machine Operations II (6, 2, 10)

This course is advanced operation on grinders, shapers, mills, presses and lathes. The student will be trained to perform all operations required from the beginning to completion of the job.

IT 140 Safety and First Aid (1, 1, 0)

This course will include lecture and demonstration of first aid techniques. Information an anatomy and physiology of the body, dressings, and bandages, wounds and shock, artificial respiration, injuries to bones, joints, and muscles, injuries due to heat and cold, poisons, unconsciousness and common emergencies will be studied.

IT 230 Mechanics and Strength of Materials (3, 3, 0)

This course explores fundamental principles and applications of strength of materials and includes such topics as: axial and central loads, design data from experiments, stress from load, columns, fatigue strength, and stress concentration. Prerequisite: Technical Math I and II or equivalent.

IT 150 Metallurgy I (3, 3, 0)

This course is a study of metals and tests to determine their use, production of iron and steel, classification of steels, and physical metallurgy.

IT 250 Electricity and Electronics (3, 2, 4)

This course has been designed for students majoring in mechanical and industrial technology and for students needing electrical theory for its direct relation to their work. This course includes both theory and laboratory experiments.

IT 260 Production Problems (3, 3, 0)

A detailed study is made of various production activities and the problems associated with them. Problems and cases are solved through the use of available data in texts and engineering handbooks. Constant use of blueprints throughout the course strengthens the ability of the student to visualize and interpret them.

IT 253 Hydraulics and Fluid Mechanics (3, 2, 4)

This course includes applied physics, hydraulic principles and formulas, fluid characteristics and basic circuits theory. In practice the units of the hydraulic systems are disassembled, inspected and tested. The piping tubing, hose and common trouble sources in a hydraulic system are also covered.

PRACTICAL NURSING

PN 100 Nursing Fundamentals (4, 4, 9)

This course provides the beginning nursing student with the information and skills necessary to build a foundation for efficient and capable bedside nursing. Students not only gain skill in the procedures they are to perform, but also increase their ability to deal with people with confidence and poise.

PN 110 Nutrition and Diet Therapy (2, 2, 0)

This course teaches a dependable and sound knowledge of basic nutrition facts and reviews the relationship of health habits to nutrition thereby making the student familiar with food nutrients and the resulting signs of good nutrition and malnutrition due to faulty health habits.

PN 120 Community Health (1, 1, 0)

This course deals with preventive medicine, laws of sanitation, community resources, and the community responsibility of citizens in matters of health. To develop an awareness of the nurses role in national or local disasters the student will study civil defense and essentials of first aid procedures.

PN 130 Body Structure and Function (4, 6, 2)

This course introduces the student to the study of the human body structure, dynamics and functions, and disease. The concept of the dependence of one system on another and the contributions of each system to the well-being of the body is stressed.

PN 140 Pediatrics (2, 2, 0)

This course enables the student to gain an understanding of the growth and development for each age group; to gain knowledge of the common disease conditions which afflict the different age groups; to apply principles of growth and development to the individual child's situation in the hospital; and to be aware of the dietary, emotional, and diversionary needs of the child.

PN 150 Personal Vocational Relationships in Nursing (1, 2, 0)

This course's objective is to develop: a knowledge of the health team and each member's role in meeting the total needs of the patient; an appreciation of the need to plan for personal growth; and an awareness of the Practical Nurse's relationship to other areas of nursing.

PN 200 Obstetrics (4, 2, 2)

This course teaches the student facts about pregnancy, prenatal care, and the care of the new-born baby and gives the student an understanding of the common complications and the related care and treatment, and the emotional effects on the "new parents."

PN 210 Geriatrics and Rehabilitation Nursing (4, 2, 2)

Geriatric nursing is planned to introduce the student to the changes which occur during the process of aging, both physiological and mental, and to teach the special nursing care need-

DD 140 Residential Drafting (4, 2, 10)

This course is an introduction to residential construction and requirements. The development of preliminary plans and working drawings for typical builders of custom homes.

DD 200 Working Drawings I (4, 2, 10)

This is a laboratory/lecture course where the student prepares complete working drawings for a moderate-sized building. Typical problems consist of a school, church, and community center.

DD 201 Working Drawings II (4, 2, 10)

This is a laboratory/lecture course where the student prepares complete working drawings for a large-sized building. Typical buildings consist of an apartment house, office building, department store, or multi-story building.

DD 204 Structural Design (3, 3, 0)

This is a lecture course designed to introduce the student to the design of structural members in steel, reinforced concrete, and wood.

DD 205 Heating, Air Conditioning and Electrical (3, 3, 0)

This is a lecture course on the fundamentals of heating, air conditioning and electricity as it applies to the architectural designer.

Mechanical

DD 100 Technical Drafting I (3, 2, 2)

The principles of dimensioning receive further study, and topics such as finish marks, surface symbols, fits and tolerances are covered. Both detail and assembly drawings are made involving the basic machine elements.

DD 101 Technical Drafting II (3, 2, 2)

This course is the continuation of Technical Drafting I. The advance principles of orthographic projection are studied as well as the areas of auxiliary views, rotation, sectioning and development.

DD 110 Mechanical Drafting (4, 2, 10)

This is a laboratory/lecture course and includes 10 hours of drafting practice and 2 hours of drafting theory directly related to the laboratory work. The course includes the development and manipulative skills needed for the use of drafting instruments, linework, lettering, geometric construction, orthographic projection, sectioning, dimensioning, notes on drawings, title blocks and drawing of different types of fasteners. Models are used to help the student better visualize objects being drawn.

DD 111 Advanced Mechanical Drafting (4, 2, 10)

This is a laboratory/lecture course and includes 10 hours of drafting practice and 2 hours of drafting theory directly related to the laboratory work. This course is primarily designed to further strengthen and enlarge upon the basic concepts thus far developed in basic drafting with emphasis on advanced projection, true views of surfaces, true length of lines, revolution of an object, intersection of planes and solids, and the detailing of a previously designed die or fixture. Prerequisite: Basic Mechanical Drafting.

DD 120 Machine Shop Practices (3, 2, 4)

Practical instruction is given in the operation of lathes, shapers, milling and grinding machines as well as bench tools and special machine shop equipment. The course is designed to familiarize the student with a practical knowledge of machine processes rather than developing machine shop skills.

DD 210 Jig and Fixture Layout and Design (4, 2, 10)

This is a laboratory/lecture course and includes 10 hours of drafting practice and 2 hours of drafting theory directly related to the laboratory work. This course is designed to bring out the fundamentals of tools, jigs, and fixtures and the layout of drill jigs and milling fixtures are accomplished. Standard parts such as clamps, washers, keys, locating pins, etc. are given their proper perspective in relation to tools, jigs, fixtures and their detailing. Practice is given in incorporating engineering changes in existing tool drawings. Prerequisite: Basic and Advanced Mechanical Drafting.

DD 240 Die Design and Layout (4, 2, 10)

This is a laboratory/lecture course and includes 10 hours of drafting practice and 2 hours of drafting theory directly related to the laboratory work. This course covers the layout and design of simple blanking, forming, and piercing dies with a progressive die and cam action die. Prerequisite: Basic and Advanced Mechanical Drafting.

DD 250 Production Problems (3, 3, 0)

This is a course in fundamental production operations employing multiple tooling, jigs, and fixtures, in conjunction with basic production machines.

INDUSTRIAL TECHNOLOGY

IT 110 Machine Operations I (6, 2, 10)

This course is machine shop orientation to familiarize the student with hand tool operations and basic machine tool processes, care of tools and equipment, and shop safety.

BE 203 Advanced Shorthand (4, 2, 6)

Development of ability to take new-matter dictation, improvement of transcription techniques with emphasis on speed and accuracy in transcription are covered. Prerequisite: BE 104 or two years of high school shorthand.

BE 204 Dictation and Transcription (4, 2, 6)

This course stresses development of skills in typing, shorthand, and English that are necessary for efficient transcription as well as the development of shorthand vocabulary in medical, accounting, and technical terms. Prerequisite: BE 203.

BE 210 Accounting I (3, 3, 0)

An introduction to accounting and fundamentals; the meaning and purpose of accounting; accounting statements, balance sheets, and profit and loss statements. The theory of debits and credits; accounts payable and receivable/the trial balance; adjusting and closing entries; accounts for sales, purchases, and cash; accounting for notes, interest, unearned and accrued items are examined.

BE 211 Accounting II (3, 3, 0)

The valuation of receivables and merchandise inventory, valuation of fixed assets and depreciation, accounting for taxes—payroll, property, and sales tax are covered. An introduction to corporation accounting is included. Prerequisite: BE 210 or equivalent.

BE 220 Voice Transcription (4, 2, 6)

Development of voice transcription skill is stressed with the operation of belt-type transcribers. Emphasis is placed on typing skills and technical English skills for efficient transcription. Prerequisite: BE 130.

BE 230 Typing and Office Practice (3, 2, 4)

This course is designed to give office workers the elements of a successful business personality. Secretarial use of written and oral communication, techniques of handling mail, duties of a receptionist, the handling of itineraries, and use of electric typewriters and duplicators is explored. Prerequisite: BE 202.

BE 235 Management (3, 3, 0)

A study of the operation of a small business, involving records, business forms, items of income and expense, simplified bookkeeping, and forms of taxation is made. Personnel relations involving selection, training, discipline problems, morale, wages, fringe benefits, promotions and other related problems are examined.

BE 240 Business Machines (4, 2, 6)

This course trains the student in the fundamental processes of key-driven calculators, adding-listing machines, rotary calculators, listing calculators, and ten-key machines.

BE 245 Salesmanship (3, 3, 0)

This course is designed to introduce the student to the role of selling and of salesmanship in the American economy. The selling preparation and the sales process are covered, with emphasis upon case studies. Prerequisite: BE 235 or equivalent.

BE 250 Personnel Relations (3, 3, 0)

This course covers the methods of selecting and training personnel, discipline problems, morale, wages, fringe benefits, promotions, separations, and other related areas. Prerequisite: BE 235 or equivalent.

BE 260 Office Management (3, 3, 0)

The organization of office furniture, equipment, office machines, working conditions, and office layout are covered. Management records, personnel training and office manuals are included.

BE 290 Work Experience or Elective (3, 3, 0 or 200 hrs. wk. exp. per semester)

This is to be arranged by mutual agreement with the instructor, the student, and a cooperating office or business.

BE 291 Work Experience or Elective (3, 3, 0 or 200 hrs. wk. exp. per semester)

This is to be arranged by mutual agreement with the instructor, the student, and a cooperating office or business.

DRAFTING AND DESIGN TECHNOLOGY

Architectural

DD 130 Basic Architectural Drafting (4, 2, 10)

This is a laboratory/lecture course that includes ten hours of drafting theory directly related to the laboratory work. The course includes the development and manipulative skills needed for the use of drafting instruments, linework, lettering, orthographic projections, isometric and oblique drawings, and an introduction to the drafting techniques and practices of architectural work.

DD 134 Materials of Construction I (3, 3, 0)

This course includes the study of basic materials and construction methods used in the construction industry.

DD 135 Materials of Construction II (3, 3, 0)

This course is a continuation of materials of Construction with emphasis on the study of interior finish material.

electrical and heart attack; artificial respiration, type 1 and 2; injuries to bones, joints, and muscles of the human body and skeletal injuries; burns and ill effects of heat and cold; common emergencies, transportation, causes and industrial types of accident prevention; and first aid kits and supplies.

AUTOMOTIVE MECHANICS

AM 110 Drawing and Blueprint Reading (3, 3, 0)

This course reviews the basic fundamentals of all projections, lettering, sketching and dimensioning. A thorough study of blueprint reading as it relates to assembly, service parts replacement and service adjustments is covered.

AM 120 Automotive Math and Shop Reports (2, 2, 0)

The instruction in Automotive Math is arranged to meet the ordinary mathematical needs of the automobile mechanic. A study is made of fundamental processes involved in practical calculations. Class time is devoted to the study of the practical problems associated with the students in their automotive lab.

AM 130 Automotive Mechanics 1 and Automotive Laboratory 1 (9, 3, 15)

This course covers instruction in theory and laboratory procedures and operations necessary for automotive engine rebuilding. Shop work consists of the overhaul or rebuilding of representative models of all popular automotive engines.

AM 131 Automotive Mechanics 2 and Automotive Laboratory 2 (9, 3, 15)

This course is designed to develop the student's abilities so he can serve as a diagnostician or tune-up man. Diagnosis is stressed on actual problems and analysis sheets are filled out for cost estimation and amount of work required for good engine performance. Students receive training on up-to-date test and analyzing equipment.

AM 230 Automotive Mechanics 3 and Automotive Laboratory 3 (9, 3, 15)

Students cover terminology, nomenclature, evolution and theory of front end alignment, wheel balancing and brakes. The laboratory experience involves diagnosis and repair on live late model units using latest methods on modern equipment.

AM 231 Automotive Mechanics 4 and Automotive Laboratory 4 (11, 3, 19)

This section of training is designed to give experience on across-the-board dealership operating including types of service, departmental operations, and automotive record keeping. Some of the laboratory procedures may be conducted on a cooperative basis with the industry.

BUSINESS EDUCATION

BE 100 Beginning Typing (3, 2, 4)

This is an introduction to and mastery of the typewriting keyboard. Short personal and business letters, elementary tabulation, simple outlines and manuscript writing are included.

BE 101 Intermediate Typing (3, 2, 4)

This course reviews techniques of elementary typewriting with continuation of speed building, introduction to production typewriting, skill in typewriting business letters, skill in typewriting tabulations, letters of application and employment tests. Prerequisite: BE 100 or high school typewriting.

BE 103 Beginning Shorthand (4, 2, 6)

This course is designed to develop skill in the theory of Gregg Shorthand.

BE 104 Intermediate Shorthand (4, 2, 6)

This course emphasizes reading and writing Gregg Shorthand, developing skill in formulating new outlines, and using transcription techniques. Prerequisite: BE 103 or one year of high school shorthand.

BE 110 Professional Filing (3, 2, 4)

This course is designed to give beginning office workers a knowledge of the various filing procedures commonly used in business and industry. Emphasis is placed on filing rules with practice in alphabetic, numerical, subject, and geographic filing.

BE 120 Business Mathematics (2, 2, 0)

This course reviews fundamental arithmetical processes and their business applications and includes cash and trade discounts, mark-ups, depreciation and interest, and payroll deductions.

BE 130 Business Correspondence (3, 3, 0)

A study of effective communication in business. Prerequisite: LA 100.

BE 200 Business Law (3, 3, 0)

Law and society, the Uniform Commercial Code are considered with emphasis placed on the law of contracts, sales, and real property. Case studies are used extensively.

BE 202 Advanced Typing (3, 2, 4)

Continued speed building techniques, advanced production typewriting techniques, skill in accounting typewriting, skill in governmental typewriting, skill in medical and technical typewriting are covered. Prerequisite: BE 101.

selection of nursery stock suitable to local conditions with emphasis on the relationship of the two enterprises.

AT 285 Landscape Engineering (3, 3, 0)

This course is designed to bring about a thorough understanding and appreciation of the major tools, equipment, supplies and machinery used in the landscape engineering field.

APPRENTICESHIP TRAINING

AP 100 Machine Tool Operation Theory (42 Hours)

A lecture course consisting of the definition, history, operation and application of the various tool room machines. Topics covered include lathe, shaper, horizontal and vertical mills and surface and pedestal grinding. Emphasis is also placed on specific and special operations of these machines.

AP 105 Blueprint Reading (72 Hours)

This course covers the following: three view projections, line alphabet, location of dimensions, sketching, shop terminology, drafting terminology, tolerance, decimal and angular tolerances, machine operations, sectional drawings, thread representation, finished surfaces representation, auxiliary views, violations of theory of true projection, arrangements of views, scale drawings, phantom outlines, structural steel shapes, mechanical accessories, A.S.A. symbols, systems of drill sizes and gear formulas.

AP 110 Shop Mathematics (138 Hours)

This course covers the study of properties of common fractions, analyzing decimals, square root, using formulas, understanding percentages, equations, measuring instruments, applied geometry, geometric construction and applications and logarithms. Also covered in this course are shop trigonometry, taper and taper turning, screw threads, pulley and gear, applied mechanics and strength of materials, speed and feeds, gears, slide rule, and milling machine indexing.

AP 115 Strength of Material and Hydraulics (42 Hours)

Areas covered by this course are simple stresses, shear, riveted joints, stresses in thin walled cylinders-weld, torsion, seam-shear and moment diagrams, stresses in beams, beam deflection, combined axial bending stresses, columns, and materials.

AP 120 Shop Drawing (36 Hours)

A condensed course covering the basic principles and techniques of shop drafting stressing the essentials as: lettering, instrument usage, technical terms, applied geometry, free hand-sketching, orthographic, auxiliaries and section drawings, dimensioning practices, detail and assembly drawing, conventions and standard drafting practices. Pictorial drawing and presentation of engineering data through the media of charts and graphs is also included.

AP 125 Welding Theory and Practice (48 Hours)

This course is a study of techniques and processes used to fabricate metal products by welding. Laboratory experiences include oxyacetylene welding and cutting, soldering and brazing, shielded metal—arc welding, inert-gas-shielded (mig-tig), and other special welding processes.

AP 130 Metallurgy and Heat Treatment (36 Hours)

Studied in this course are properties of metals and tests to determine their use, chemical metallurgy, producing iron and steel, physical metallurgy, shaping and forming of metals, properties of nonferrous alloys, study of properties of steel, surface treatments, power metallurgy, and classification of steels.

AP 135 Tool and Die Design (168 Hours)

This course covers instruction on die design standards, solid and spring stripper drop through blanking die, inverted type blanking die, compound blank and pierce die, composite section blanking die, solid forming dies, single and multiple pressure pad forming dies, and progessive type dies such as pierce, blank, notch, countersink, cutoff, and form.

AP 140 Tool and Die Design—Plastic Mold Design (168 Hours)

This course covers the fundamental of plastic molding, plastic product design, types of molds, toolmaking processes, equipment and methods, materials for model making and designing and drafting practices. Also studied are compression and transfer molds, injection molds for thermoplastics, cold mold design, extrusion dies for thermoplastics, blow mold construction and design, mold design for expanded polystyrene, and special fixtures.

AP 145 Use of Machinists Handbook (42 Hours)

This course includes tables of squares, cubes, circles, and logarithms, solution of triangles and trig tables, geometry, mechanics, wire and sheet metal gages, uses of iron and steel-heat treat and hardness, helical springs, and keys of keyways.

AP 150 Social Economics (30 Hours)

This course studies labor in our economy including labor's obligations to the employer, the employer's obligation to labor, services for employees, logic behind collective bargaining, the union contract and how labor unions operate. Covered under our economic system are competitive prices in action, capital equipment, wages, profit, and money and banking. Also included in this course are business cycles, circular flow of money, problem of instability, inflation and deflation, the role of the government in the economy, and the study of international trade.

AP 155 Safety and First Aid (18 Hours)

This course studies the "why and how of first aid." Subjects covered are wounds, common and special; shock—physical,

AT 218 Agricultural Chemistry (3, 3, 0)

This is an integrated course stressing principles of organic chemistry, such as nomenclature, chemical bonding, correlation of physical properties with structures, mechanisms or organic relations of both aliphatic and the aromatic series. Laboratory deals largely with synthesis of organic compounds and study of their properties as related to agriculture.

AT 220 Entomology (3, 3, 0)

This course is a basic study of the biology, morphology, and ecology of insects and related anthropods. A collection is required.

AT 223 Agricultural Sprays and Application (3, 3, 0)

This is a study of the preparation, properties, and uses of agricultural chemicals in the control of disease, insects, and weeds. Use of chemicals for fruit thinning, growth regulations, and plant nutrition is covered. Recommended methods of application are studied.

AT 226 Weed Control and Identification (3, 3, 0)

A study of the identification and control of annual and perennial weeds of economic importance in Michigan is made.

Agricultural Technology—Equipment

AT 239 Lawn and Garden Equipment (3, 2, 2)

The principles of operation, servicing, adjustment and maintenance of equipment for lawn, garden and landscaping are taught. Consideration is given to chain saws and small engines.

AT 240 Agricultural Equipment I (3, 2, 2)

Orientation to the many types of equipment employed in the handling of materials on the modern farm is given with emphasis on care, operation, and installation procedures for crop dryers, barn cleaners, silo unloaders, milking machines, milking parlors, or similar installations having like learning experiences.

AT 243 Farm Power (3, 2, 2,)

This is a study of the principles of internal combustion engines with emphasis on the power units, farm tractors, power train and chassis and including cleaning, disassembling and rebuilding, and painting of tractors. Instruction and practice is given on Dynamometer and other test equipment. Commercial shop management procedures are followed. Cooperative work experience in participating farm equipment dealerships can be arranged.

AT 246 Agricultural Machinery (4, 3, 2)

Instruction in set-up, adjustment, servicing, and maintenance of tillage, seeding, and harvesting machinery is given including some field operation.

AT 241 Agricultural Equipment II (3, 2, 2)

This is advanced study of equipment used in modern farming including the planning and installation techniques for bulk tank milk cooling systems, water supply equipment, farm heating, cooling, and ventilation — designing, planning, installation and servicing.

AT 256 Agricultural Diesels (9, 3, 12)

Principles of diesel engines with reference to design and construction are examined. Tear down, inspection and service of diesel equipment, and the use of special testing equipment are a part of this course.

Agricultural Technology—Conservation

AT 260 Soil Mechanics (3, 3, 0)

This is a basic course dealing with the formation, physical, chemical, and biological properties of soils, with attention to structural quality of earth materials.

AT 263 Landscape Planning (3, 3, 0)

This is a practical course in planning residential, public park, or roadway landscaping with proper emphasis on selection, soil conservation and beautification.

AT 266 Introduction to Forestry (3, 3, 0)

Areas of study are fire protection, cruising and scaling, selective harvesting, tree planting, and nursery practices, forest engineering and planning for forest recreational use.

AT 270 Water Conservation and Erosion Control (3, 3, 0)

This course includes a study of planning and established phases for approved conservation programs: farm ponds, waterways, terrace systems, diversion waterway systems, and grade-stabilization structure.

AT 273 Surveying (3, 2, 2)

This course covers the selection, care and checking of tapes and levels; field observations, note taking and office computations, use of surveying instruments and equipment for land measurement, mapping and contour leveling, building foundation layout, study of legal descriptions and county records.

AT 276 Conservation of Natural Resources (3, 3, 0)

This is a study of natural resources, including minerals, soils, forests, water and wildlife.

AT 280 Park and Nursery Management (3, 3, 0)

This course is designed to cover skills and knowledge of various areas of park design, development and layout and includes the

NS 200 Botany (4, 3, 2) First Semester

A survey of the plant kingdom from the simplest to the more complex. Studies of structure, classification, physiology, and ecological relationships as well as economic values of the plant kingdom, shall be considered. Students will have an opportunity to submit a collection from the local flora and special attention will be given to taxonomic principles and collection procedures along with the use of keys. — Lectures, Field Trips and Laboratory —. Prerequisite: Natural Science 100-101 or permission of instructor.

NS 230 Entomology (3, 2, 2) Second Semester

A general study of the insects, their structure, classification, life histories, ecological relationships and economic importance. A collection of properly identified and preserved local specimens, for study purposes, is required. — Lectures, Field Trips and Laboratory —. Prerequisite: Natural Science 100-101 or permission of instructor.

NS 220 General Chemistry (4, 3, 2) First Semester

Fundamental principles, theories, and problems of chemistry will be emphasized. Prerequisite: 1 year of high school algebra; NS 100 or permission of the instructor.

NS 205 Zoology (4, 3, 2) Second Semester

A general survey of the animal kingdom including comparative studies of the structure, function, and behavior of animal groups. Prerequisite: NS 100 or permission of the instructor.

Humanities

HU 200 Art Materials and Techniques (3, 1, 3)

Introduces the student to the art of observation. Emphasis is on acquiring some direct experience with objects familiar to the environment. Elements of design including use of a number of media in both two and three dimensions.

HU 201 Art Materials and Techniques (3, 1, 3)

Continuation of HU 200. Additional opportunity for understanding of form, line, and color as well as for creative experiences and drawing of all types; emphasis on values and texture. Practice in various media designed to develop techniques in composition and color.

HU 250 Music Theory (4, 4, 0)

Introduction to music theory; study of science of acoustics and other music materials; principles of harmony; drill in melodic, harmonic and rhythmic dictation, sight-singing and keyboard harmony.

HU 251 Music Theory (4, 4, 0)

Continuation of HU 250. Advancing to non-harmonic tones, secondary seventh chords, modulations and introductory counterpoint.

TECHNICAL/VOCATIONAL

AGRICULTURAL TECHNOLOGY

AT 100 Introduction to Agricultural Business (3, 3, 0)

This course is a study of the typical business enterprise, the location, the buildings, the divisions of operation and management. Sales promotion, merchandising, effective advertising, proper public relations and community responsibility and image receive due consideration.

AT 110 Agricultural Math (3, 3, 0)

This course reviews basic arithmetical concepts as well as covering methods of handling money, sales instruments, financing statements, mark-up, discounts, commissions and others.

AT 120 Agricultural Economics (3, 3, 0)

Emphasis is put on supply, demand and price relationships. The role of government in agriculture and agriculture in the national economy is stressed.

Agricultural Technology—Chemicals

AT 203 Soil Fertility (3, 3, 0)

Soil fertility and plant nutrition in crop production, soil-plant relations, diagnostic techniques, and methods of evaluating soil fertility are surveyed.

AT 209 Plant Pathology (3, 3, 0)

This course studies plant diseases and their origin.

AT 212 Fertilizer Technology (3, 3, 0)

This course emphasizes composition, methods of manufacture and use of fertilizer materials, including a study of their reactions with soils and plants. Recommended methods of application are covered.

AT 215 General Bacteriology (3, 3, 0)

This is a general bacteriology course dealing with the structures, development and function of bacteria and other micro-organisms with emphasis on those organisms associated with water and soil and the role of micro-organisms in nature.

LA 194 Beginning Collegiate Spanish (4, 4, 0)

An introductory course in the Spanish language with emphasis upon grammar, vocabulary, diction and conversation. There will be considerable use of tape and disc recordings in the Listening Center.

LA 195 Beginning Collegiate Spanish (4, 4, 0)

A continuation of LA 194. Prerequisite: at least one year of high school Spanish or LA 194.

LA 196 Advanced Collegiate Spanish (4, 4, 0)

The second year of collegiate Spanish with greater emphasis upon conversation and reading of Spanish literature. Diction and vocabulary study will also continue. Prerequisite: at least two years of high school Spanish or LA 195.

LA 197 Advanced Collegiate Spanish (4, 4, 0)

A continuation of LA 196. Prerequisite: LA 196.

Social Science

SS 210 Anthropology (3, 3, 0)

This course is designed to introduce the student to the elements of cultural development through a comprehensive study of selected primitive societies. Emphasis will be placed upon the adaptation of the societies, or cultures, to the natural environment.

SS 220 General Psychology (3, 3, 0)

An introduction to the field of psychology with special emphasis on such major concepts as motivation, learning, personality, intelligence, and others.

SS 221 Child Psychology (3, 3, 0)

A study of children's psychological and physical development from conception to adolescence. Units of study include: prenatal development, infancy, the pre-school child, the child from 6-12, exceptional children and the importance of individual differences. Topics covered include: fears, peer groups, siblings, discipline, language development, learning, sex education and the role of heredity and environment in the child's development. A case study and child observations are included.

SS 230 Sociology (3, 3, 0)

This course is designed to introduce the student to the major sociological issues of modern society. Emphasis will be placed upon the problems of demography, race, poverty, crime, health, and the family.

SS 240 Political Science (3, 3, 0)

An introduction to the institution and functions of the national government. Special emphasis will be placed upon the evolution of the present national governmental system, and also upon the need to probe and define the problems of American government and politics in terms of changing times and conditions. This course is designed to satisfy the political science requirement of all curricula.

SS 290 History of Russia (3, 3, 0)

A survey of the political, social, economic and diplomatic history of Russia from Riurik year to the present. Special emphasis will be placed upon the growth of Tsarist absolutism, the great reforms of the 1860's, the decline of Imperial Russia, the Bolshevik Revolution, and the era of Lenin, Stalin and Khrushchev. Prerequisite: SS 100 or permission of the instructor.

SS 292 History of the Far East (3, 3, 0)

A study of the history of China, Japan, and Korea from ancient times to the present. Special emphasis will be placed upon the political, social, and cultural changes which followed the East's contact with the West. The following topics will be considered: culture and religion, the influence of European and American business and missionaries, the establishment of spheres of interest, Russian expansion in the Far East, and the development of nationalism, socialism, and communism. Prerequisite is SS 100 and/or permission of the instructor.

Mathematics

Various courses — algebra, elementary analysis, calculus, for example— will be offered to meet the needs of qualified students on an independent study basis.

MA 100 Basic Mathematics (3, 3, 0)

This course is designed to give a thorough review of the basic structure of arithmetic, with drill in the fundamental operations. The second half of the semester will be spent studying the Algebra of the Real Number System, with application to every day life.

MA 190 Elementary Statistics (3, 3, 0)

This course is designed to introduce students to basic statistical techniques. Topics studied include mean, standard deviation, frequency, probability, binomial distribution, the normal curve, sample means, confidence limits, hypotheses testing, chi-square, linear correlation and regression. Each topic is introduced with examples and problems. Practice in the use of appropriate tables will be sufficient to insure confidence in their use.

Natural Science

Various independent study courses will be offered in the fields of biological science, chemistry, and physics in response to student demand.

and approved by the instructor. Project methodology will be developed and carried out under guidance and direction from the instructor, and a written report of findings will be required. To be taken during the Sophomore year.

SS 100 Man's Social World (4, 4, 0)

The purpose of this course is to develop the student's understanding of the social-cultural process upon which our civilization is based. A cross-discipline approach will be extensively utilized. Material for this semester will primarily be drawn from anthropology, psychology, and sociology.

SS 101 Man's Social World (4, 4, 0)

A continuation of SS 100. Materials for this semester will primarily be drawn from history, economics and political science.

SS 199 Social Science Laboratory (1, 0, 2)

The purpose of this Laboratory is to provide an opportunity for each student to conduct original research in the social sciences. The research project will be proposed by the student and approved by the instructor. Project methodology will be developed and carried out under guidance and direction from the instructor, and a written report of findings will be required. This course will be taken concurrently with the second semester of SS 100-101.

MA 200 Man's Mathematical Methods (4, 4, 0)

The purpose of this course is to develop the student's understanding of the basic concepts of modern mathematics. The course will cover sets, functions, relations, and mathematical systems—including groups, real number systems, and quadratic equations. Prerequisite: Mathematical maturity equivalent to traditional high school geometry.

HU 100 Man's Creative World (3, 3, 0)

The purpose of this course is to develop the student's understanding of the artistic, literary, and philosophical nature of man. Selected topics will integrate material from the fields of art, literature, music, philosophy, and religion.

HU 101 Man's Creative World (3, 3, 0)

Continuation of HU 100 Prerequisite: HU 100.

HU 199 Humanities Laboratory (1, 0, 2)

The purpose of this Laboratory is to give each student a creative experience in Art, Music or Literature. Under the guidance of an instructor, the student may do an original work of art, compose a musical composition, or write an original story or poem. To be taken concurrently with the second semester of HU 100-101.

SS 200 Seminar on Today's Critical Issues (2, 2, 0)

The purpose of this Seminar is to provide for critical examination, in depth, of modern critical social, economic and scientific issues. The course will be taught cooperatively by the entire staff and will generally follow the format of one hour of formal presentation followed by a second hour of seminar discussion. Students will be assigned appropriate readings.

SS 201 Seminar on Today's Critical Issues (2, 2, 0)

A continuation of SS 200.

ELECTIVES AND OPTIONAL COURSES

Language Arts

LA 150 Reading Laboratory (1, 2, 0)

This course is designed to increase reading speed and comprehension in addition to rectifying various deficiencies of the students. The laboratory exercises will be adapted to the needs of the individual. The course may be repeated as many times as is deemed necessary.

LA 160 Journalism (3, 3, 0)

This course is designed to present a comprehensive survey of the news media. Emphasis will be placed upon the social, economic, and cultural forces which have influenced the development of newspapers, magazines, radio, and television in the United States.

LA 200 Introduction to Literature (3, 3, 0)

This course provides an introduction to the study and appreciation of the short story, poetry, and the formal and informal essay. Attention will be given to each genre and the relation of the form to content. Both accepted classics and newer experimental forms will be studied.

LA 201 Introduction to Literature (3, 3, 0)

An introduction to the study and appreciation of the novel and drama. Attention will be given to the historical background of each genre and to the relation of the form to content. The writing studied will include both accepted classics and newer experimental forms.

LA 210 Speech (3, 3, 0)

A course designed to develop proficiency in speaking through directed practice. The functions of speech in a variety of situations will be stressed. While speech structure and the development of a style will be emphasized, attention will also be given to pronunciation, enuciation, the use of effective language, and adjustment to the audience.

than for either of the other Associate Degrees. It is less rigorous in its Academic General Education requirements than the degree in Arts and Sciences; likewise, this program does not provide for the level of intensity in training for occupational skill as does the Applied Arts and Sciences Degree. The Basic Studies curriculum, however, does provide an opportunity to elect from both of the other degree programs.

REQUIRED COURSES

ACADEMIC

	Course No.	Semesters	Credits
Orientation Seminar	OS 101	1	1
Communication—			
Man's, or	LA 100 & 101		
Vocational	VE 100 & 101	2	6
At least one of the following:			
Man's Mathematical Methods	MA 200	1	4
Man's Social World	SS 100 & 101	2	8
Social Science Lab (optional)	SS 199	1	1
Man's Physical World	NS 100 & 101	2	8
Natural Science Lab (optional)	NS 199	1	1
Man's Creative World	HU 100 & 101	2	6
Humanities Lab (optional)	HU 199	1	1
Electives			2-8

Total required academic credits 18 or 19

TECHNICAL/VOCATIONAL

Electives—on a selective basis—from among courses offered in all Technical/Vocational Programs 26-27 credits.

OPTIONAL COURSES

ACADEMIC

An additional 15 credits including a third General Education course (listed above), plus other electives . . . OR

TECHNICAL/VOCATIONAL

An additional 15 credits elected from among courses offered in all Technical/Vocational Programs.

COURSE DESCRIPTIONS

In this section course descriptions will appear under the two headings: ACADEMIC and TECHNICAL/VOCATIONAL. Each course mentioned in the previous section under PROGRAMS OF STUDY will be described only once. It is not necessary to include BASIC STUDIES in this section since all courses in that program are included in the other two divisions.

Numbers in the parentheses ( ) represent the total credits, hours of lecture/demonstration, and hours of laboratory in that order.

ACADEMIC

GENERAL EDUCATION

OS 101 Orientation Seminar (1, 2, 0)

The purpose of this course is to orient the student to Montcalm Community College and to college life in general. The student is given instruction and help in the establishment of proper study techniques. Special emphasis is given to educational and vocational planning as well as personal adjustment.

LA 100 Man's Communication (3, 3, 0)

The purpose of this course is to introduce the student to the nature and function of the English language. The student will attain a basic competency in oral and written communication.

LA 101 Man's Communication (3, 3, 0)

The purpose of this course is to develop the student's ability to analyze the various processes of formal and informal communication and to improve his ability to recognize and utilize effective argumentative and expository prose. Second Semester. Prerequisite: LA 100 or by examination.

NS 100 Man's Physical World (4,3,2) Freshman Year

The purpose of this course is to provide a basic general education in the major science areas (physics, chemistry, and biology) so that the student will be better able to understand and evaluate the results of scientific and technological achievement and their impact upon society. No prerequisite.

NS 101 Man's Physical World (4, 3, 2) Freshman Year

Continuation of NS 100. Prerequisite: NS 100.

NS 199 Natural Science Laboratory (1, 0, 2)

The purpose of this Laboratory is to provide an opportunity for each student to conduct original research in the natural sciences. The research project will be proposed by the student

Metallurgy I IT 150	3
Mechanics and Strength of Materials IT 230	3
Man's Social World or Elective SS 100	4

Fourth Semester

Technical Math IV VE 115	3
Electricity and Electronics IT 250	3
Production Problems IT 260	3
Hydraulics and Fluid Mechanics IT 253	3
Man's Social World or Elective SS 101	4

A certificate is awarded upon successful completion of the above program.

PRACTICAL NURSING

After completion of this forty-eight week program students are qualified to take the Michigan Board of Nursing Examinations to become licensed to practice. This program is conducted with the approval of the Michigan Board of Nursing.

Montcalm Community College is affiliated with three area hospitals. They are United Memorial Hospital in Greenville, Carson City Hospital in Carson City, and Kelsey Memorial Hospital in Lakeview. Each student will spend time at each hospital for specific clinical experience.

The student will also be exposed to public health nursing in cooperation with the Mid-Michigan District Health Department.

Requirements for Admission

1. Men and women applicants must be 17½ years old. The usual maximum age is 55. All applicants will be considered individually.
2. All applicants must be high school graduates or 21 years of age. Applicants 21 to 25 years of age must have completed 10th grade and must pass G.E.D. tests. Applicants over 25 must have 8th grade formal education and G.E.D. tests equivalent to 10th grade level.
3. All applicants are required to be in good physical and mental health, within normal weight for height and age. Physical, dental, and x-ray examinations are to be done by own physician and dentist.
4. All applicants must have satisfactory scores on pre-admission tests.
5. All applicants must schedule personal interviews after testing with the Director of Nursing or a member of the nursing staff.

First Semester—Pre-Clinical	**Semester Credits**
Nursing Fundamentals PN 100	4
Nutrition and Diet Therapy PN 110	2
Community Health PN 120	1
Body Structure and Function PN 130	4
Pediatrics PN 140	2
Personal and Vocational Relationships in Nursing PN 150	1
Orientation Seminar OS 101	1

Clinical practice is begun the 5th week. However, the main emphasis is on classroom studies the first semester.

Second Semester

Obstetrics PN 200	4
Geriatrics and Rehabilitation Nursing PN 210	4
Medical-Surgical Nursing PN 220	7

The student will have full time clinical experience and fewer formal classes.

Summer

Introduction to Pharmacology PN 230	4
Nursing of Adults and Children PN 240	4

The student will have full time clinical experience with a review of the total program during the last week.

WELDING PRACTICES

First Semester	**Semester Credits**
Welding Fundamentals and Practice WE 100	6
Shop Math I VE 110	3
Vocational Communication Skills I VE 100	3
Vocational Psychology VE 135	3
Technical Drafting I DD 100	3

Second Semester

Welding II WE 101	6
Metal Science WE 105	2
Shop Math II VE 111	3
Blue Print Reading WE 110	2
Vocational Communication Skills II VE 101	3
Machine Fundamentals WE 120	1

A Certificate or an Associate Degree will be awarded upon successful completion of the above program.

BASIC STUDIES

The Basic Studies Program provides an opportunity for a student to earn an Associate Degree at Montcalm Community College while also affording an opportunity for greater flexibility in course election

The graduate is prepared to be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given the responsibility for meeting office callers, screening telephone calls, and being an assistant to an executive.

First Semester	Semester Credits
Man's Communication LA 100	3
Intermediate Typing BE 101	3
Intermediate Shorthand BE 104	4
Business Math BE 120	2
Man's Social World SS 100	4
Orientation Seminar OS 101	1
Second Semester	
Man's Communication LA 101	3
Advanced Typing BE 202	3
Advanced Shorthand BE 203	4
General Psychology VE 130	3
Man's Social World SS 101	4
Third Semester	
Typing and Office Practice BE 230	3
Accounting I BE 210	3
Dictation and Transcription BE 204	4
Business Law BE 200	3
Work Experience or Elective BE 290	3
Fourth Semester	
Business Machines BE 240	4
Accounting II BE 211	3
Personnel Relations BE 250	3
Office Management BE 260	2
Work Experience or Elective BE 291	3

INDUSTRIAL TECHNOLOGY

This curriculum provides the basic background of laboratory and related theory courses to acquaint the student with the technical needs of industry. Students are given training in machine tool operations and physical and metallurgical testing equipment. Mechanical courses are accompanied by courses in technical mathematics, drafting, physics, electronics, hydraulics, production problems and materials of industry.

Manufacture, sale and operation of mechanical equipment, machines and machine tools is a large and diversified industry with excellent opportunities for those with the proper aptitude and ability. A thorough technical training course accompanied by a good background of industrial experience is a real stepping stone to advancement.

First Semester	Semester Credits
Machine Operations I IT 110	6
Technical Drafting I DD 100	3
Shop Math I VE 110	3
Vocational Psychology VE 135	3
Communication Skills I VE 100 or Man's Communication LA 100	3
Safety and First Aid IT 140	1
Orientation Seminar (Associate Degree Only) OS 101	1
Second Semester	
Machine Operations II IT 111	6
Technical Drafting II DD 101	3
Shop Math II VE 111	3
Vocational Communication Skills II VE 101 or Man's Communication LA 101	3
Welding Fundamentals and Practice WE 100	3

MACHINE TOOL PRACTICES

This curriculum was prepared to meet a definite need for training of machine operators and machinists. Many industries lack time and facilities for training enough operators or machinists for present or forseeable future needs. Expanding industries and new industries under development express the need for skilled craftsmen who have the background of knowledge and skills necessary for entry and advancement with their company.

First Semester	Semester Credits
Machine Operations I IT 110	6
Technical Drafting I DD 100	3
Shop Math I VE 110	3
Vocational Psychology VE 135	3
Vocational Communication Skills I VE 100	3
Safety and First Aid IT 140	1
Second Semester	
Machine Operations II IT 111	6
Shop Math II VE 111	3
Technical Drafting II DD 101	3
Welding Fundamentals and Practice WE 100	3
Vocational Communication Skills II VE 101	3
Third Semester	
Technical Math III VE 114	3
Physics VE 120	3

Personnel Relations BE 250	3
Office Management BE 260	3
Work Experience or Elective BE 291	3

An Associate Degree will be awarded upon successful completion of the above program.

DRAFTING AND DESIGN TECHNOLOGY

Students enrolling may elect to study either Architectural or Mechanical Drafting.

ARCHITECTURAL DRAFTING

Architectural drafting technicians are trained to think, read and speak about the problems and ideas of the client, architect, designer, engineer, fabricator and contractor, and translate these ideas into working drawings which will give the builder a clear and concise concept of the project.

First Semester	Semester Credits
Basic Architectural Drafting DD 130	4
Materials of Construction I DD 134	3
Technical Math I VE 112	3
Man's Communication LA 100	3
Man's Social World SS 100	4
Orientation Seminar OS 101	1
Second Semester	
Residential Drafting DD 140	4
Technical Math II VE 113	3
Man's Communication LA 101	3
Man's Social World SS 101	4
Materials of Construction II DD 135	3
Third Semester	
Working Drawings I DD 200	4
Physics VE 120	3
Business Law BE 200	3
Mechanics and Strength of Materials IT 230	3
Structural Design DD 204	3
Fourth Semester	
Working Drawings II DD 201	4
Personnel Relations BE 250	3
Heating, Air Conditioning, and Electrical DD 205	3
Office Management BE 260	3
Business Machines BE 240	4

MECHANICAL DRAFTING

Mechanical drafting technicians perform many aspects of the design field such as the developing of the design of a section subassembly or major component. They are also concerned with the preparation of drawings for design proposals, for experimental models, and items for production use.

First Semester	Semester Credits
Man's Communication LA 100	3
Technical Math I VE 112	3
Mechanical Drafting DD 110	4
Man's Social World SS 100	4
Machine Shop Practices DD 120	3
Orientation Seminar OS 101	1
Second Semester	
Man's Communication LA 101	3
Technical Math II VE 113	3
Advanced Mechanical Drafting DD 111	4
Man's Social World SS 101	4
Welding Fundamentals and Practice WE 100	3
Third Semester	
Jig and Fixture Layout and Design DD 210	4
Technical Math III VE 114	3
Physics VE 120	3
Business Law BE 200	3
Mechanics and Strength of Materials IT 230	3
Fourth Semester	
Die Design and Layout DD 240	4
Production Problems DD 250	3
Technical Math IV VE 115	3
Hydraulics and Fluid Mechanics IT 253	3
Personnel Relations BE 250	3

An Associate Degree is awarded upon successful completion of the above program.

EXECUTIVE SECRETARY

The graduate of the Executive Secretarial Science curriculum will have

—a knowledge of business terminology

—a skill in dictation and accurate transcription of business letters and reports

First Semester: September—February

Second Semester: February—June

The apprenticeship agreement is usually instituted by the employer in cooperation with the U. S. Bureau of Apprenticeship and Training. The work schedules and the required related instruction courses are worked out by the employer and a representative of the Bureau to meet the requirements of the trade. The College acts only as the coordinator and provides the related instruction.

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Through understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, demonstration, field trips, and shop practice.

First Semester	**Semester Credits**
Vocational Communication Skills I VE 100	3
Drawing and Blueprint Reading AM 110	3
Automotive Math and Shop Reports AM 120	2
Automotive Mechanics I (Theory) AM 130	3
Automotive Laboratory I AM 130	6
Automotive Engines	
Automotive Maintenance	

Second Semester	**Semester Credits**
Vocational Communication Skills II VE 101	3
Welding Fundamentals & Practice WE 100	3
Automotive Mechanics II AM 131	3
Automotive Laboratory II AM 131	6
Ignition	
Carburetion	
Transmission	

Summer Schedule—Job Placement

Third Semester	**Semester Credits**
Business Law BE 200	3
Salesmanship I BE 245	3
Automotive Mechanics III AM 230	3
Automotive Laboratory III AM 230	6
Suspension	
Steering	
Alignment and Balance	
Brake Systems	

Fourth Semester	**Semester Credits**
Management BE 235	3
Technical Writing and Speaking VE 102	2
Automotive Mechanics IV AM 231	3
Automotive Laboratory IV AM 231	8
Automotive Tune-Up	
Diagnosing Equipment	
Emergency Servicing	
Trouble Shooting	
Air Conditioning	

A certificate is awarded upon successful completion of the above program.

CLERICAL OFFICE PRACTICE

The demand for skilled and better qualified office personnel is rapidly expanding. The purpose of the Clerical Office Practice curriculum is to prepare people of all ages for the world of work in the office occupations. It does not include training in shorthand, but does give extensive practice in voice transcription and in the use of office machines.

First Semester	**Semester Credits**
Man's Communication LA 100	3
Beginning Typing BE 100	3
Professional Filing BE 110	3
Business Math BE 120	2
Man's Social World SS 100	4
Orientation Seminar OS 101	1
Second Semester	
Man's Communication LA 101	3
Intermediate Typing BE 101	3
Business Correspondence BE 130	3
General Psychology VE 130	3
Man's Social World SS 101	4
Third Semester	
Typing and Office Practice BE 230	3
Accounting I BE 210	3
Voice Transcription BE 220	4
Business Law BE 200	3
Work Experience or Elective BE 290	3
Fourth Semester	
Business Machines BE 240	4
Accounting II BE 211	3

General Psychology VE 130	3
Introduction to Agricultural Business AT 100	3
Agricultural Economics AT 120	3

Second Year Course Offerings:
The student can specialize in the second year by pursuing course work in one of the following options:

AGRICULTURAL—CHEMICALS

Third Semester
- General Chemistry VE 125
- Soil Fertility AT 203
- Plant Pathology AT 209
- Fertilizer Technology AT 212
- General Bacteriology AT 215

Fourth Semester
- Agricultural Chemistry AT 218
- Entomology AT 220
- Agricultural Sprays and Application AT 223
- Accounting I BE 210
- Weed Control and Identification AT 226

AGRICULTURAL—EQUIPMENT

Third Semester
- Technical Drafting I DD 100
- Welding Fundamentals and Practice WE 100
- Lawn and Garden Equipment AT 239
- Agricultural Equipment I AT 240
- Farm Power AT 243

Fourth Semester
- Agricultural Machinery AT 246
- Agricultural Equipment II AT 241
- Electricity and Electronics IT 250
- Hydraulics and Fluid Mechanics IT 253
- Agricultural Diesels AT 256

AGRICULTURAL—SOIL CONSERVATION

Third Semester
- Technical Drafting I DD 100
- Soil Mechanics AT 260
- Landscape Planning AT 263
- Introduction to Forestry AT 266
- Water Conservation and Erosion Control AT 270

Fourth Semester
- Accounting I BE 210
- Surveying AT 273
- Conservation of Natural Resources AT 276
- Park and Nursery Management AT 280
- Landscape Engineering AT 285

An Associate Degree is awarded on completion of any of the above programs.

APPRENTICESHIP TRAINING

The purpose of an Apprenticeship Program is to train young men in certain branches of the skilled trades, such as:

- Tool and Die Making
- Machine Repair
- Jig and Fixture Building
- Electrical Maintenance
- Others

The usual entry age is 18 to 20 years inclusive. Normally the training runs for a 4-year period.

The minimum requirements are a "C" average in:

- Two semesters of Algebra
- Two semesters of Geometry
- Two semesters of Mechanical Drawing
- Two semesters of Shop Courses

Typical Related Instruction Schedule for
Tool and Die Apprentice
Machine Repair Apprentice

Courses	Required Hours
Machine Tool Operation Theory AP 100	42
Blueprint Reading AP 105	72
Shop Mathematics AP 110	138
Strength of Material and Hydraulics AP 115	42
Shop Drawing AP 120	36
Welding Theory and Practice AP 125	48
Metallurgy and Heat Treatment AP 130	36
Tool and Die Design AP 135 or	168
Tool and Die Design—Plastic Mold Design AP 140	168
Use of Machinists Handbook AP 145	42
Social Economics AP 150	30
Safety and First Aid AP 155	18
TOTAL:	672

These courses are conducted by the Community College, usually on Saturday morning. The trainee usually takes two courses—two hours each—running for 21 weeks per semester.

All technical/vocational students desiring to complete the requirements for an Applied Arts and Sciences Degree must complete a year of study in Man's Communication and Man's Social World in addition to the Orientation Seminar.

TECHNICAL/VOCATIONAL

Montcalm Community College has come into being during a dynamic era marked by exploration, research, and the rapid discovery of new knowledge. The information itself as well as the techniques for finding it have both been applied to increase the power of our society to produce and do work. These methods have become so refined and complicated that they have developed into a vast system of learnings, much of which must be completed in a classroom rather than on the job.

This College has a major responsibility in occupational education, both in preparing future workers and re-educating those already employed who must meet the challenge of new techniques or completely new jobs. Fully recognizing the need of young men and women to develop these skills, Montcalm Community College began its first full time teaching during 1966-67 in several vocational/technical fields. Each program of study organized was backed by an advisory committee made up of those actually performing the work or serving in a direct supervisory capacity over those workers. Each committee made suggestions as to what should be learned and assisted in discovering the best methods for teaching it, and each will assume a continuing role in evaluating the success of the program. Every program is designed to meet the skilled employment needs of both Montcalm County and the larger industrial and business society.

Definitions. Occupational education programs at Montcalm Community College are organized under two general headings: Technical and Vocational. These terms are defined as follows:

> **Technical.** Courses which equip the student to work closely with professional workers—architects, engineers, physicians, etc. These programs of study emphasize the theory of the work as well as the job skill, stress ideas along with performance. Technical programs are usually of at least two years' duration and include a General Education requirement if they lead to an Associate Degree. There is also other academic study which is directly related to job performance.
>
> **Vocational.** Courses which place their major emphasis upon skilled job performance with only sufficient theory to improve that

Students should bear in mind that the programs of study listed below are designed to prepare them for employment, and courses have been selected to accomplish that task. No attention has been given to whether any program or course might be transferable to a four-year institution (with the exception of the General Education). Senior colleges and universities will be furnished with complete details, but the matter of transfer will be between the individual student and the receiving institution.

Brochures are available from the Office of the Dean of Technical/Vocational Studies which describe these programs of study in greater detail.

AGRICULTURAL TECHNOLOGY

Rapid technological changes in farming and related agricultural business have given rise to the need for more technically trained people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, distributing of farm products and in providing services to the farmer. Many responsible positions in agriculture and the related industries require technical training above that available in hgh school.

First-year courses will be of a general nature and of interest and value to students in many phases of Agriculture. The second year curriculum will give the student an opportunity to specialize in one of the following areas:

AGRICULTURAL—CHEMICALS
AGRICULTURAL—EQUIPMENT
AGRICULTURAL—SOIL CONSERVATION

Other areas of specialization will be considered upon demand.
First Year General Course Offerings:

First Semester	**Semester Credits**
Man's Communication LA 100	3
Agricultural Math AT 110	3
Man's Social World SS 100	4
Orientation Seminar OS 101	1
Salesmanship I BE 245	3
Business Law BE 200	3
Second Semester	
Man's Communication LA 101	3
Man's Social World SS 101	4

It is the goal of Montcalm Community College to equip the academic student to conduct himself as in intelligent citizen in a complex world. Equally important, it is expected that the General Education curriculum will create a desire for graduates to continue learning even though their formal education ceases with graduation from Montcalm Community College. Also, it is anticipated that the General Education program will provide an equally useful preparation for advanced study at transfer institutions.

GENERAL EDUCATION PROGRAM

The following courses are required for all students pursuing the Degree of Associate in Arts and Sciences:

Course Title	Course No.	Semesters	Credits
Orientation Seminar (Freshman year)	OS 101	1	1
Man's Communication	LA 100-101	2	6
Man's Physical World (Freshman year)	NS 100-101	2	8
Natural Science Laboratory (Sophomore year)	NS 199	1	1
Man's Social World	SS 100-101	2	8
Social Science Laboratory	SS 199	1	1
Man's Creative World	HU 100-101	2	6
Humanities Laboratory	HU 199	1	1
Man's Mathematical Methods	MA 200	1	4
Seminars—Today's Critical Issues	SS 200-201	2	4
Total General Education Credits			40

ELECTIVE AND OPTIONAL COURSES:

A student who successfully completes the above series of General Education courses, must meet requirements for the Associate of Arts and Sciences Degree by electing and completing an additional 20 credit hours (22 when Physical Education is offered). Under a recent change in degree regulations, any course regularly taught at the collegiate level at Montcalm Community College may be included as elective credit, whether it is taught under the Academic, Technical/Vocational or Continuing Education Division. Technical/Vocational optional courses may be found under course listings for that Division in this section. Academic electives are as follows:

Course Title	Course No.	Semesters	Credits
LANGUAGE ARTS:			
Speech	LA 210	1	3
Introduction to Literature	LA 200-201	2	6
Journalism	LA 160	1	3

Foreign Language (Spanish)	LA 194-195	2	8
Reading Laboratory	LA 150	1	1
SOCIAL SCIENCE:			
Anthropology	SS 210	1	3
General Psychology	SS 220	1	3
Child Psychology	SS 221	1	3
Sociology	SS 230	1	3
Political Science	SS 240	1	3
History of Russia	SS 290	1	3
History of the Far East	SS 292	1	3
MATHEMATICS:			
Basic Mathematics	MA 100	1	3
(May be elected prior to MA 200, but not as a substitute. Degree credit granted for both.)			
Statistics	MA 190	1	3
NATURAL SCIENCE:			
Botany (1st semester)	NS 200	1	4
Entomology (2nd semester)	NS 230	1	3
General Chemistry (1st semester)	NS 220	1	4
Zoology (2nd semester)	NS 205	1	4
HUMANITIES:			
Art Materials and Techniques	HU 200	2	6
Music Theory	HU 250-251	2	8

PRE-PROFESSIONAL COURSES

Students presenting evidence of high proficiency in one or more of the academic areas covered under the General Education program may substitute more traditional courses designed to prepare them for professional competence in those fields. Major sequences are available in

- Mathematics
- Biology
- Chemistry
- Physics
- History
- Political Science
- College Writing/Literature

Study in the pre-professional courses listed above will be on an independent basis under the supervision of appropriate faculty members. Determination of the eligibility of a student for participation in the pre-professional courses will be based upon such evidence as centile rankings on the American College Test and high school grades. It is anticipated that the permission for such study will be granted during the admissions counseling interview held before the student's initial semester at Montcalm Community College, but out-

trict for at least six months immediately prior to the first day of classes.

Non-Resident Students

1. Single students 21 years of age or over and married students who have not resided within the boundaries of Montcalm Community College District for at least six months prior to the first day of classes.
2. Students under 21 years of age whose parents or legal guardians do not reside within the boundaries of Montcalm Community College District.
3. Foreign-born students who are in the United States on a visa, visitor's visa, or any visa that entitles them to attend college full or part-time, regardless of their length of residence within the boundaries of Montcalm Community College District.

FEES

Application Fee $10.00
Submitted with application for admission. Non-refundable, but will be credited against Matriculation Fee and/or tuition when the applicant actually enrolls at Montcalm Community College.

Matriculation Fee $10.00
Payable once only at the time of initial registration at Montcalm Community College. Students taking less than eight credit hours of work during their initial semester need not pay the Matriculation Fee. However, this must be paid by the time twelve credits of study have been completed.

Matriculation Fee for those whose ACT scores have already been received by the Admissions Office $5.50

Student Activity Fee, per semester $10.00

Laboratory Fees .....
(Student will be subject to purchase of normal laboratory materials. Fees will vary according to course.)

SCHEDULE FOR TUITION REFUNDS

If withdrawal takes place:

During first week—full refund
During second week—75% refund
During third week—50% refund
During fourth week—or thereafter—none

Fees are non-refundable.

PROGRAMS OF STUDY

The programs of study offered at Montcalm Community College are described below under the general headings: Academic, Technical/Vocational and Basic Studies. These three headings are used here because it is possible for a student to earn an Associate Degree within each grouping. The prospective student will note that this section of the catalog contains only groups of courses leading to certificates or degrees. A detailed description of each course follows in the next section of the Catalog.

Please Note: All courses listed in the three Programs of Study are identified by a departmental code (examples: LA, DD, etc.) and a course number. Course descriptions appear in the next section of this catalogue with departmental codes as follows:

Academic

Humanities	HU
Language Arts	LA
Mathematics	MA
Natural Science	NS
Orientation Seminar	OS
Social Science	SS

Technical/Vocational

Agricultural Technology	AT
Apprenticeship Training	AP
Automotive Mechanics	AM
Business Education	BE
Drafting and Design Technology	DD
Industrial Technology	IT
Practical Nursing	PN
Welding Practices	WE
Vocational Education	VE

ACADEMIC

The academic program at Montcalm Community College is centered around a core of General Education which will be required of all students electing to study in the Academic Division. Deviations from the General Education core will depend upon the long range educational plans of students and also upon their demonstration of unusually high proficiency in certain areas of study.

Courses in the General Education program are inter-disciplinary in nature and are designed to provide for the student a broad base of understanding in the areas of Communication, Natural Science, Social Science, Humanities, and Mathematics. It is the policy of Montcalm Community College that all graduates from the academic program shall have achieved proficiency in these five areas.

The President's Honor List will include those whose semester GPA is 4.00.

Distinguished Dean's Scholars will include those who have completed at least two semesters of study with a cumulative GPA exceeding 3.50. The President's Scholars will be those who have completed two or more semesters with a cumulative GPA of 4.00.

ACADEMIC PROBATION AND DISMISSAL

For Students Pursuing an Associate Degree, College Transfer or Certificate. All students who hope to earn an Associate Degree or Certificate in either the academic or technical/vocational studies, or who hope to transfer to a four-year institution, will be subject to the following grade point regulations:

1. Students who achieve less than a 1.00 GPA (D average) during their first semester at Montcalm Community College will be dismissed for academic reasons. Students dismissed may refer to item 5 below.
2. Failure to achieve at least a 1.70 Grade Point Average at the end of the first semester will result in the student's being placed on academic probation.
3. A student will continue on probation until his cumulative Grade Point Average has been raised to 2.0 or above.
4. While on probation, a student must achieve a 2.0 Grade Point Average each semester. Failure to do so will result in academic dismissal.
5. A student subject to academic dismissal may follow one of three courses of action:
   a. He may accept the dismissal.
   b. He may request assistance in the Counseling Center, primarily to explore the advisability of a change of curriculum. If such a change is decided upon, the counselor will make his recommendation in writing concerning the student's status. Written approval for continuing in a program will be sought from the student's faculty advisor and the Dean of the Division into which the student wishes to enter.
   c. A student dismissed from Montcalm Community College for academic reasons may appeal before the Dean of Students for special consideration.
6. Students dismissed for academic reasons, either from Montcalm Community College or any other college, may be required to wait for a full semester before re-entering the College.

FINANCIAL INFORMATION

TUITION

Resident of Montcalm Community College District: **$8.50 per credit hour.**

Out of District Students: **$13.50 per credit hour.**

The tuition differential for non-residents is based upon the fact that residents of the Montcalm Community College District contribute to the support of the College through taxes as well as the payment of tuition. Therefore, in order to be eligible for resident tuition charges, the student's normal residence should be subject to Montcalm Community College taxes. In general, students whose parents reside in an area not included in the Montcalm Community College District will be subject to the payment of non-resident tuition.

PLEASE NOTE: The Trustees of Montcalm Community College sincerely desire to keep the cost of attending this institution as low as possible for the student. However, tuition charges are a direct reflection of the present economy, and the costs of operating a college are—like the economy itself—changing rather rapidly.

At the time of publication of this Catalog, no tuition change has been necessary, nor is one contemplated for the balance of the 1967-68 academic year. However, if a tuition change becomes necessary for the following academic year, all present students and new 1968-69 applicants will be notified immediately by letter.

Resident and non-resident students are defined as follows:

Resident Students

1. Students now living with their parents or legal guardian, providing the parents or legal guardian reside within the boundaires of Montcalm Community College District.
2. Students under 21 years of age whose parents are not living or for whom there is no legal guardian, providing they reside within the boundaries of Montcalm Community College District.
3. Single students under 21 years of age who have resided within the boundaries of Montcalm Community College District for at least six months immediately prior to the first day of classes.
4. Married students under 21 years of age who have resided within the boundaries of Montcalm Community College Dis-

GRADING SYSTEM

Academic achievement will be appraised and recorded by means of the following system of letter grades:

Grade	Definition	Honor Point Value
A	Excellent performance	4
B	Good, often above average performance	3
C	Average performance	2
D	Passing performance, but often poor or below average	1
E	Failure	0
W	Withdrew while passing	0
F	Withdrew while failing	0
I	Incomplete, with permission to complete requirements	-
V	Audit status only	-
VS	Vocational Studies Credit	-

All students should take note that the letter grade is a part of the total academic climate of any course and is therefore no more subject to outside influence than the content of day-to-day assigned work. Assigning of grades is the complete and irrevocable responsibility of each instructor.

INCOMPLETE GRADES

The I grade will be employed sparingly. It will be awarded in the case where a student has found it impossible to complete required course work by the close of a semester for reasons beyond his control. It is an indication by the instructor of his belief that the student will receive a passing grade when the requirements have been fulfilled.

The I should be made up as follows:

1. If the course is part of a sequence in which successful completion of the present semester is requisite to pursuing the next, the I grade must be removed prior to the beginning of the ensuing semester.
2. If completion of the course in which an I has been awarded is not requisite for continuation of a sequence, the I must be removed by the middle of the ensuing semester.

THE GRADE POINT AVERAGE

The grade point average is valuable both to the student and the College. It allows the student to assess his total academic performance as of any particular point in his study at Montcalm Community

College. On the other hand, the College is able to evaluate an individual's performance against institutional grade requirements, admission standards of transfer colleges, eligibility requirements for interscholastic activities, and for other similar essential purposes.
Computation of the Grade Point Average is as follows:

Course	Grade	H.P.V.	S.C.H.	Grade Point
X	A	4	3	12
XX	B	3	4	12
Y	B	3	4	12
YY	C	2	1	2
Z	C	2	4	8
		Totals	16	46

To find the Grade Point Average:
$46 \div 16 = 2.875$ (GPA)

The cumulative grade point average for all work completed is the total number of grade points earned divided by the total of all semester credit hours for which a grade has been assigned (except an I or W). This calculation must include semester credit hours for which the grade earned was E, even though no honor points are awarded for that grade.

When a student repeats a course for which an E or F grade was earned on the first attempt, the semester credit hours for both times will be included in the calculation of the Grade Point Average. When a student repeats a course for which he first received an E or F grade, both the original grade and the repeated course grade are entered upon the student's permanent record.

Only those semester credit hours for which passing grades were received will be counted toward fulfillment of graduation requirements.

COURSE REPETITION

A student must repeat any course for which he has received a final grade of E or F if it is a part of the required sequence for graduation or completion of a certificate.

A student may repeat a course for which a final grade of D has been awarded if he desires to improve his Grade Point Average. However, semester credits for this course will be accepted only once towards graduation or completion, though the credits and honor points for both enrollments in the course will be used in the calculation of the cumulative Grade Point Average.

HONORS

Each semester a Dean's Honor List will be issued including the names of all students whose semester Grade Point Average exceeds 3.50.

ACADEMIC INFORMATION

Certain academic policies, regulations, and practices prevail at Montcalm Community College. These provide the basic framework within which a student's achievement and academic status are expressed. Their appearance here is to be interpreted as official policy of the college enabling the community of learning to function.

SEMESTER SYSTEM

Montcalm Community College operates on the basis of two semesters per year. The first semester begins in the late Summer in order to close by the Christmas holidays. The second semester opens in early January and ends about mid-May. A summer session will be organized as soon as there is sufficient demand.

CLASSIFICATION OF STUDENTS

Freshman—A student who has completed less than twenty-five semester hours of study.

Sophomore—A student who has successfully completed at least twenty-five semester hours of study but who has not yet qualified for an associate degree or a certificate.

Full-time—By legal definition, one who carries twelve or more semester hours of study. However, the student must bear in mind the 60-credit requirement for an associate degree and his probable desire to graduate after four semesters of study.

Part-time—A student carrying less than twelve semester hours.

GRADUATION REQUIREMENTS

Students working towards a certificate or diploma in a technical/vocational field must complete all established requirements for the award.

Those pursuing an associate degree must complete not only the required 60 semester credits but also the proper sequence of courses as herein presented. When physical education is offered, 62 credits will be required for graduation.

Transfer students who have earned credits at other institutions of higher education may request that these credits be applied towards an Associate Degree at Montcalm Community College. However, 24 credits of the 60 presented for graduation must be earned at Montcalm Community College, and the student must be enrolled at this institution during the final semester before receiving his degree.

SELECTION OF COURSE OF STUDY

Selection of a student's program of study takes place at the admission counseling interview prior to registration and/or the start of classes. During the counseling interview the student will be advised of specific course requirements necessary for completion of his program.

Exceptions to specific program requirements will be made only by the Dean of the appropriate division of the College or the Dean of Students and/or his designated representative. Exceptions must be authorized in writing.

ATTENDANCE AT CLASSES

It is the policy of Montcalm Community College that all students shall attend all classes in the courses for which they are registered. Absence from classes shall, in no way, relieve the student from completion of assigned work. The necessity for regular attendance at all class meetings should be obvious to instructors and students alike. Excessive absenteeism may become a disciplinary matter and can result in dismissal from a class or from the College.

The matter of regular class attendance shall be resolved between each instructor and his students. Some absences—for reasons of illness, field trips, and other like occurrences—is unavoidable, and advance arrangements should be made for completion of work whenever possible.

FINAL EXAMINATIONS

Final examinations are an integral part of the academic requirements at Montcalm Community College. The examinations will be of greater time length than most individual class periods and will be administered on a college-wide schedule during the final week of any semester.

There will be no college-sponsored interference with final examinations. Absence from an examination will be considered unexcused except in cases of personal confining illness. Make-ups of missed final examinations in such extreme cases shall be arranged between the student and instructor.

VETERANS

Men and women who have served in the armed forces of the United States and any part of whose service came after January 31, 1955 are eligible for study under Chapter 34, Title 38, known as the "New G.I. Bill."

Montcalm Community College has been approved for study under this program by the Veterans Administration.

Applications for entitlement to G. I. Bill benefits and information regarding study for ex-servicemen and women at Montcalm Community College are available at the Admissions Office.

A number of local scholarships were offered for the 1967-68 college year as follows:

Greenville Junior Chamber of Commerce

Greenville Lions Club

Marsh Ford Sales of Greenville

Stan and Marion Kemp Scholarships

Greenville Southside Child Study Club

United Memorial Hospital Guild

Sheridan Lions Club

Montcalm Community College Board of Trustees

The Board of Trustees scholarships will provide 2 full tuition scholarships to graduating high school students who have demonstrated outstanding academic and citizenship ability during their high school years and who have enrolled at Montcalm Community College. The students must be residents of the Montcalm Area Intermediate School District.

Several additional scholarships will be announced for the 1968-69 College year.

STUDENT ACTIVITIES

The Dean of Students works with student groups to provide for the organization of appropriate activities as the need for them arises. During the 1967-68 college year the following major activities were initiated:

Student Government. Montcalm Community College firmly believes that members of the student body can take a constructive, creative part in the establishment and enforcement of regulations affecting students at the College. Student government provides an organized means of open communication between the student body and the faculty and administration of the College.

Student Publication. An official student publication provides not only practice in journalism for the students, but an excellent means of communication within the student body as well as with other colleges and the public. Also, a quality publication helps to interpret student thinking to the community through distribution to citizens who demonstrate sustained interest in the College. The first issue of the bi-weekly college paper, The Spectrum, was published on September 8, 1967.

Athletics. The lack of facilities on campus somewhat hampers initial efforts to organize the College athletic competition program.

However, varsity basketball, baseball and golf teams were organized during the 1967-68 school year. The varsity basketball team had a schedule of 15 games during its first season of intercollegiate competition.

Additional intercollegiate sports will be initiated as the need and interest of students is indicated. The College plans to expand its intramural program during the 1968-69 school year.

Montcalm Community College will be eligible for competition within the Michigan Junior and Community College Athletic Conference. Participation in selected activities of the Conference will begin as soon as feasible.

Spanish Club. This club was organized by the students enrolled in Spanish classes. Its objectives are to provide experiences that will enhance the learning of Spanish by the students. The club plans to visit Mexico City in May of 1968 as one of its projects.

Freedom Forum. The Freedom Forum is a student organization established to promote exchange of ideas and viewpoints on matters of public concern. It is established on the proposition that in a free society the opportunity to exchange ideas and beliefs is one of our most cherished possessions. It is the purpose of the organization to present from time to time to the student body individuals whose ideas and beliefs merit exposure. We believe that individuals should have the opportunity to listen to and question varying interpretations of political, social, economic and religious problems affecting their culture.

Choir. Organized during the first semester of the 1967-68 academic year, the choir gave its first public performance at the Practical Nursing Capping Ceremony in December. This organization is open to all students who enjoy singing a variety of choral arrangements from pops to the classics. Several staff members have also participated during the past year.

The College Health Service will appraise the entrance physical examination reports of new students and will note irregularities or problems requiring special attention.

BOOKSTORE

The College Bookstore is located on the lower level of the Learning Resources Center. Its primary purpose is to provide for the purchase —at the lowest price possible—of textbooks, special equipment, and other materials required for the successful pursuit of course work. Other supplementary reading materials and sundry articles will be made available as the demand develops. Bookstore hours will be arranged for the greatest convenience of the students and faculty and will be posted in a prominent place.

STUDENT LOUNGE

As mentioned elsewhere in this catalog, a Student Lounge area is provided on the lower level of the Learning Resources Center. It will generally be available for use as an informal study area and for light food services between the hours of 11:00 A.M. and 2:00 P.M. Until the opening of the second academic building, this lounge area may be subject to use as a large lecture room from 8:00 to 11:00 A.M. and 2:00 to 5:00 P.M.

STUDY AREA

In addition to informal study in the Student Lounge, a considerable amount of formal study opportunity is available in the College Library. Individual carrels, tables and chairs, and informal seating are all available in this facility.

Study in the Library is expected to be conducted in a manner which will provide little interference with the work of other students using the facility.

PLACEMENT

The Dean of Students will receive and post offers for summer and part-time employment. Students desiring such employment should also register their names with the Dean of Students for quick reference when job offers are discussed with prospective employers.

Placement for technical/vocational graduates will be carried on chiefly between instructors and employers. The Dean of Students will maintain a record of local industrial and business employment personnel to contact for job placement in the Montcalm area.

Educational placement, within the Montcalm Community College programs of instruction as well as other collegiate institutions, is the responsibility of the Counseling Office. A library of college catalogs will be maintained in this office for assistance in educational placement. Assistance will be offered in applying for admission, securing financial aid, etc.

FINANCIAL AID AT MONTCALM COMMUNITY COLLEGE

By its very nature, the community college is one of the least expensive institutions of higher education in existence. A basic reason for this is that most of these institutions are for commuting students thereby eliminating the necessity of board and room charges. Other advantages also contribute to the low cost for individuals.

However, it is recognized that personal and family financial circumstances may cause even the minimal costs of community college attendance to be a barrier to higher education. It is for this reason that Montcalm Community College is developing a system of financial aids to assist the student in eliminating that barrier.

Loans and Work-Study Opportunities. Montcalm Community College has been approved by the Michigan Higher Education Assistance Authority for participation in the financial aids program sponsored by the Michigan State Legislature. Through this program, loans to individuals for higher education purposes are guaranteed by the Legislature which pays the interest charges during the time of college attendance. Several local Montcalm area banks are participants in the Authority, and application for MHEAA should be made directly with them. High school counselors and the Montcalm Community College Admissions Office have information regarding member banks.

In addition, the College is under the loan provisions of the National Defense Education Act (NDEA). A special feature of these loans is the forgiveness of a portion of the debt for those preparing to enter certain professions. Information regarding this program is available at Montcalm Community College.

Under the College Work-Study program of the federal Economic Opportunity Act, a number of on-campus part-time jobs will be available to students carrying a full study program. Information on these jobs is available from the Dean of Student's office.

In addition, full-time students will be eligible for up to fifteen hours per week of on-campus employment sponsored by Montcalm Community College. Students employed in this program will serve in the science laboratories, library, food service area, as clerical assistants and in other similar functions. In providing these positions, need will be a primary factor, but past employment experiences and basic ability to perform the work will also be considered.

Scholarships. The Michigan Higher Education Assistance Authority also provides for a program of scholarships for which Montcalm Community College has been declared a participating institution. Students taking the qualifying examination may designate this College as the institution at which their scholarships will be used.

The awarding of an MHEAA grant depends upon performance on a competitive examination and the amount granted is determined by need.

f. Male students: Montcalm Community College will need to know your Selective Service Board name and number and your own number. Your admission, registration, and continuing enrollment status will be reported to the proper Board by the College.

2. **Transfer Students.** For those applicants who have, at some time, attended other post-high school institutions the following steps must be completed:

   a. Submit the regular application blank, commenting on the institutions attended (application blank available at the Admissions Office). Include a check for the $10 Application Fee.

   b. Request that the college(s) as well as your high school forward a copy(s) of your transcript of grades to the Director of Admissions, Montcalm Community College. The transcript should include a statement of your academic standing at your former institution.

   c. Secure a Montcalm Community College Physical Examination form and have it completed by your family physician and forwarded to the Director of Admissions. Note: The physical examination must include a TB skin test or chest x-ray.

   d. Report for your entrance counseling interview as scheduled by the counseling office.

   e. Transfer students who have been dismissed for academic or social reasons from their last institution of attendance will be required to wait a full semester before entering the academic program at Montcalm Community College.

   f. Male students: Montcalm Community College will need to know your Selective Service Board name and number and your own number. Your admission, registration, and continuing enrollment status will be reported to the proper Board by the College.

3. **Continuing Students.** Part and full-time students who were enrolled for the previous semester or summer session need not reapply for admission. However, certain students—particularly those in part-time programs during 1967-68—will be required to follow these procedures:

   If the student has completed 12 semester hours of study or more and has not already done so, he must complete the formal application procedures. This includes, primarily, all steps described in section 1 for New College Students. This applies to all students completing 12 or more semester hours whether or not they plan to earn a degree or certificate from Montcalm Community College.

COUNSELING

The counseling service is an integral part of the Student Services program at Montcalm Community College. A full time counselor will be available in the counseling center on the lower level of the Learning Resources Center. After the initial admissions interview, appointments in the counseling center will be upon the initiative of the students themselves. Counseling appointments may be made in advance, but certain hours will be designated for "drop-in" conferences. Typical problems which may be discussed with the counseling staff are difficulties with academic classwork, personal and social problems, vocational goals, interpretation of test results, and others.

ACADEMIC ADVISING

The Dean of Students will assign each new enrollee to a faculty advisor appropriate to his area of study. Interviews with faculty advisors will be scheduled prior to the beginning of each semester for programming purposes.

However, each student should assume the responsibility for knowing the office hours of his faculty advisor in order that he may discuss special academic problems as they arise. As is the case in the use of the counseling center, it is assumed that the student will take the initiative in seeking conferences with his academic advisor.

HOUSING

Montcalm Community College has been established primarily as a commuting institution. Therefore, there are no plans for the development of college-operated residence facilities, either on or off campus. Should a non-resident student desire to take up residence nearer the campus, necessary arrangements should be made by the individual with local residents. The College assumes no responsibility for supervision or administration of living quarters furnished in this manner.

FOOD SERVICES

The informal Study area located on the lower level of the Learning Resources Center will serve initially as the only food service facility for the campus. A number of vending machines will be available.

HEALTH SERVICE

The Health Service Center is located on the lower level of the Learning Resources Center. This facility is equipped with typical first aid materials and two cots for use in case of sickness or accident. This facility is under the supervision of the Dean of Students, who will also make arrangements for care of more serious health emergencies in a nearby medical center.

4. To the vital importance of stimulating, exciting, and challenging teaching.
5. To community college instruction as providing the basis for continuous lifelong learning.
6. To high standards of moral and spiritual character as an essential attribute for personal success and well-being.

INSTRUCTIONAL FACILITIES

The 1967-68 academic year became the time for transition from teaching classes in rented or borrowed facilities to full-scale, on campus operation in buildings designed especially for Montcalm Community College. During the year, students and their instructors began using the Two-Story Academic building, the Vocational Shop building, and then the Learning Resources Center. Also completed was the Heating Plant/Service Building.

The Learning Resources Center is the central study area of the college and is an integral part of the educational program. The physical facilities provide individual study carrels, group seating, conference rooms, an electronic listening laboratory for both individual and group audio study, and a separate reading laboratory. The materials collection includes a carefully chosen and growing book collection of about 10,000 volumes, approximately 250 periodicals and newspapers, a number of microfilm titles for back issues of research journals, and several hundred disc and tape recordings.

In addition to regular classrooms, the Two-Story Academic facility features three demonstration/lecture rooms for the sciences, each accompanied by a well-equipped laboratory; the business secretarial wing with laboratories for business machines and shorthand transcription; the Practical Nursing facilities; and the Drafting and Design room.

A One-Story Academic Building is scheduled for construction beginning in the summer of 1968. In addition to several regular classrooms its special features include two lecture/demonstration halls, seating 92 and 130 persons respectively, with two small-group seminar rooms immediately adjacent.

Early planning for instructional facilities at Montcalm Community College provided for a building which would accommodate both technical degree and vocational programs of study. However, facilities for a number of the classroom-oriented occupational studies—Practical Nursing, Business Education, Drafting—were integrated into the Two-Story unit. During the 1966-67 year it became obvious that there was a rapidly growing need for instructional space related to the industrial/mechnical skills. Consequently, planning began in January, 1967 for the Vocational Shop Building, construction contracts were awarded on April 18, and Automotive Mechanics students began using the building on Nov. 15, 1967. This facility was also prepared for the teaching of Welding, Industrial Technology and Apprenticeship beginning January 15, 1968.

STUDENT SERVICES

It is the intent of Montcalm Community College that the Student Services and Activities Program shall exist for one purpose: to enhance and make more effective the instructional program of the College. Such services as counseling and financial aid, for example, are designed to eliminate specific personal problems which, if unresolved, might interfere with a student's ability to function as a learner. Provision of all other services is in a like spirit.

The program of services and activities for students will grow and evolve with developing needs and demands. By and large, the services reviewed below will operate under the direction of the Dean of Students.

ADMISSION

The student body at Montcalm Community College will include persons of varied admissions status: new, transfer, continuing, and part-time. The college adheres to an "Open Door" admission policy as provided in the Policy Manual of Montcalm Community College. Students shall be admitted to the College without regard to race, color, national origin or creed. The admission procedure for each group is described below.

1. **New College Students.** For those applicants who have never before attended a post-high school educational institution, the following steps must be completed:
   a. Submit an application blank (available at your high school office or the Admissions Office). Include a check for the $10 Application Fee.
   b. Request that your high school office forward two copies of your transcript of grades and standardized test results to the Director of Admissions, Montcalm Community College.
   c. Take the American College Tests (ACT) on one of the national testing dates (full information available from high school counselors). Have a copy of the results forwarded to Montcalm Community College (Code #2029).
   d. Secure a Montcalm Community College Physical Examination form and have it completed by your family physician and forwarded to the Director of Admissions. Note: the physical examination must include a TB skin test or chest x-ray.
   e. Report for your entrance counseling interview as scheduled for interpretation of your ACT scores and placement within the various programs.

THE EDUCATIONAL PROGRAM

The educational program at Montcalm Community College is based upon an uncomplicated philosophy having as its chief goals the following outcomes:

1. For the academic student—a 2-year college education of high quality providing a firm grasp of the basic areas of knowledge: Communication Skills, Social Science, Natural Science, the Humanities, and Mathematics. In addition to this basic core of learnings, a series of electives will permit students to explore areas of special interest.

   It is believed that a sophomore graduate cannot be considered fully educated until prescribed work has been completed in the entire General Education program described above. Also, it is expected that the student who completes two years of academic study will have an understanding of how knowledge is gained in each academic discipline and will possess the skill and desire to become a lifetime learner.

2. For the technical/vocational student—a high degree of occupational competence at the skilled or semi-professional level. It is expected that the graduate will be able to demonstrate a high degree of job performance as well as the ability to accept new, related responsibility.

   For the technical student who will seek the associate degree as well as occupational competence, successful completion of portions of the General Education core will also be required. Because the associate degree technician will frequently assist professional workers—physicians, engineers, dentists, etc.—he is expected to have competence in the realm of ideas and theories as a necessary complement to his skill training.

   For the vocational student, any academic training will be related specifically to the job skills which he is learning; for example, mathematics will be of a technical nature and directly connected with the skill being taught.

In all cases, the student at Montcalm Community College will be expected to pursue his chosen course of study with enthusiasm and the best effort of which he is capable at all times. Neither students nor their instructors should approach the learning task with an attitude of mediocrity. A high quality of performance is a consistent demand of all in this community of learning.

DEGREES

Three degrees will be granted at Montcalm Communiy College:

1. Associate in Arts and Sciences
2. Associate in Applied Arts and Sciences
3. Associate in Basic Studies

Every person desiring to complete any one of the three degrees will be required to earn at least 60 semester credits in the prescribed programs of study listed later in this catalogue.

Some programs, particularly in the technical studies, may require a greater number of credits to complete skill and general education requirements.

At such time as facilities make instruction possible in physical education, requirements for graduation will be raised to include two semesters in that area, or a total of 62 credits.

CERTIFICATE PROGRAMS

A number of educational programs at Montcalm Community College will be of a different emphasis or length than those leading to an Associate Degree. Students successfully completing these courses will receive a certificate of achievement in lieu of the degree. Two examples of this are in the field of Practical Nursing and Automotive Mechanics. The former is of a length and content specified by the Michigan Board of Nursing. The latter, though a two-year course, is so structured with specific job knowledge that no time is available for completion of the General Education requirements for the degree.

It is anticipated that a number of programs, most of them of a vocational nature, will be organized under a similar structure in the future. Students will be awarded appropriate recognition of their achievement in these and may, if desire, complete the Associate Degree by fulfilling the required General Education core and earning a grand total of 60 credit hours.

GENERAL EDUCATION PHILOSOPHY

Montcalm Community College has a basic educational philosophy of which the student should be aware. The College is committed to the following premises:

1. To the specific needs which the student is attempting to fulfill. However, the College will also expect the student to demonstrate complete self-responsibility in achieving his personal goals.
2. To the equal dignity of all educational pursuits. As Governor Romney remarked at the Montcalm Community College Ground-breaking Ceremonies on September 26, 1966, "All work is good, whether it is done with the head or the hands." Consequently, the College foresees that its student body will be divided about equally between the academic and occupational divisions and anticipates the same high level of accomplishment in both.
3. To General Education (presented later in this catalog) as the most effective means of providing the basic groundwork for upper division collegiate study and also for knowledgeable citizenship through the understanding of our physical, social, and cultural world.

3. To provide assistance for all students through social, vocational, and educational counseling and guidance.
4. To provide general education for those who study primarily to become more knowledgeable about their cultural, social, and scientific environment.
5. To provide adult and continuing education, both through the regular curriculum and through study designed to meet specific objectives.
6. To provide a center for community service through exhibits, lectures, concerts, and similar activities in the Humanities; also, to provide facilities in which community groups may carry on similar projects.

Being aware that the above objectives describe a comprehensive community college, the staff and trustees of Montcalm are utilizing them as guidelines in the orderly development of this College.

However, to describe the objectives of Montcalm Community College solely in such general terms is stating only one aspect of the goals. The important purposes are better defined in terms of the people who will participate in the educational program, the instructors and students— the community of learners mentioned above. Only to the extent that the educational needs of students are met will the objectives of Montcalm Community College be realized.

In establishing the programs, certain assumptions have been made regarding these needs:

1. At least 50% of the student body will request programs in the technical/vocational fields.
2. At least 10% of the enrolled students will successfully transfer to senior institutions to complete work on a baccalaureate degree, and some of these will be in technical programs at Montcalm Community College.
3. All students—youth and adult, academic and technical/vocational, transfer and non-transfer—will expect to understand a great deal about today's complex society after completing study at this institution.
4. All students will anticipate a quality collegiate program of studies—including skillful teaching, opportunities for creative thinking, and the challenge to become self-directive in their academic life.
5. Each student at Montcalm Community College expects that the chief outcome of his educational experience at this institution will be the skill, mental awareness, and persistent desire to become a lifetime learner.

Both the institutional and personal objectives stated above become a mandate to those in whom the responsibility for the development

of this College has been vested. These will consistently form the master guidelines against which decisions regarding the program of studies, building design, and provisions for student life are measured.

ACCREDITATION

Almost from the moment the President began his work with Montcalm Community College, the institution has aggressively followed the prescribed steps which will lead to accreditation under the North Central Association of Colleges and Secondary Schools. By late 1965 the Association had appointed Dr. Daryl Pendergraft, Assistant to the President and Executive Dean of the State University of Northern Iowa, as the Consultant/Examiner for Montcalm. Dr. Pendergraft has met regularly with the staff and Trustees since his first visit on December 2 and 3, 1965.

To expedite the transfer of Montcalm students to four-year institutions during the normal period of five or more years before accreditation, Michigan public and private colleges and universities have assured—in writing—the acceptance of academic credits at full value for which a grade of C or better has been earned at Montcalm Community College.

While technical and vocational courses are designed primarily to promote occupational competency for students enrolled in the programs, certain State universities have agreed to appraise these Montcalm credits for possible transfer where they are appropriate to a student's degree program.

Montcalm Community College presently holds Correspondent status with the North Central Association and will make application to become a Recognized Candidate for accreditation on May 1, 1968. A staff committee is preparing the required Status Study for this purpose, and it is anticipated that the College will undergo a diagnostic examination by an accreditation team in the fall of 1968 if the candidacy is approved. A Recognized Candidate has only three years in which to complete all requirements for full membership in the Association, and it is possible for Montcalm to achieve accreditation by March, 1970. Since accreditation is based largely upon the curriculum of a college, the education and experience of the professional staff, the policies and procedures by which the institution is operated, and the educational philosophy; it is North Central policy to delay approval of a new college until there has been sufficient opportunity to observe it under full operation.

Montcalm Community College holds full membership in the American Association of Junior Colleges, the North Central Council of Community and Junior Colleges, the Michigan Council of Community College Administrators, the Michigan Association of Community College Boards, and the Michigan Association of Junior and Community Colleges.

minds of a group of public-spirited citizens. It had become obvious to the people of Montcalm that such factors as distance to existing colleges, rising educational costs, increasing demands upon institutions of higher education, and the growing specialization of the work force were combining to form a mandate for local post-high school education.

Under the sponsorship of the Montcalm Area Intermediate School District Board of Education, a Citizens' Study Committee was formed and began pre-establishment research under the chairmanship of Attorney Charles W. Simon, Jr. of Edmore. William J. Seiter, Intermediate District Superintendent, served as professional consultant to the Committee, and Dr. Max Smith, Director of Community College Cooperation at Michigan State University, was appointed as the Study Director.

That the Citizens' Study Committee had performed its task well and had properly informed area residents of its conclusions was borne out on March 2, 1965 when the College was established by an overwhelmingly favorable vote. Also, the first Board of Trustees was elected, and a one-mill annual tax levy was established at this election.

The President and Business Manager began their work with the College on August 1, 1965. In September the completion of a joint site survey conducted by Dr. Smith and Dr. Raymond Young, University of Michigan, resulted in the purchase of 158 acres on Sidney Road for the campus site. This was expanded in August, 1966 by the purchase of 80 additional acres contiguous to the original land. As was earlier recommended by the Citizens' Study Committee, the campus is near both the geographical and population centers of the district, available from all directions by surfaced county and state highways.

Architect for the campus Master Plan and Phase I of construction is the firm of Daverman Associates, Inc., of Grand Rapids.

Construction bids for the Learning Resources Center, a Two-Story Academic Center and the Service Building/Heating Plant were opened on September 9, 1966 with actual building activity beginning on October 3. Official ground-breaking ceremonies were held on the Campus on September 26 with Governor George Romney as the speaker. On April 18, 1967, contracts were awarded for the construction of a Vocational Shop Building designed to house such programs of instruction as Automotive Mechanics, Machine Tooling and welding. At the same time the buildings themselves were under construction, work also proceeded on all utility services, initial landscaping and parking areas.

Center had already been occupied on September 5, 1967, and the first classes were held in the new Vocational Shop on November 15. At the time of preparation of this Catalogue, the Learning Resources Center is nearing completion and should be occupied by early 1968.

Moving to verify the commitment of Montcalm Community College to a strong technical/vocational program, the Dean of Technical/Vocational Studies was employed on February 1, 1966 and the first full-time programs of study in this division opened on August 29. Teaching in the academic fields also began on this date with study being offered in five courses.

On August 1, 1966 the Learning Resources Director began the work of developing a comprehensive study center for the Montcalm Community College campus.

The appointment of the College's first Dean of Students on July 1, 1967 signaled the initiation of formal counseling, admissions, and registration programs. Under the Dean, such activities as the student newspaper, choir, student government and interscholastic athletics (basketball and baseball) were begun in the 1st semester of the 1967-68 academic year.

As this Catalogue is being prepared for distribution, Montcalm Community College is taking a dynamic part in the vitality of the community and people which it serves. It is in the midst of its first year of comprehensive full time education with classes meeting in four new buildings on a beautiful 238-acre campus. Thus the idea shared by those forward-looking citizens in 1963 is rapidly developing into a college campus, a faculty, and a student body—a community of learning dedicated to the service and well-being of Montcalm people.

EDUCATIONAL OBJECTIVES OF THE COLLEGE

Montcalm Community College subscribes fully to the following institutional objectives:

1. To provide technical and vocational study leading to occupational competence at the semi-professional and skilled levels; also to assist in upgrading the skills of employed persons.

2. To provide academic study at the freshman and sophomore levels transferable to senior institutions and acceptable toward a baccalaureate degree.

Technical/Vocational

Basic Studies

COURSE DESCRIPTIONS
Academic

Technical/Vocational

BOARD OF TRUSTEES

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ABOUT THE COLLEGE

THE 1967-68 PROFESSIONAL STAFF

Donald D. Fink, Ed.D., President
Maurice D. Swift, M.A., Dean of Technical/Vocational Studies
Robert F. Tupper, Ed.S., Dean of Students
Clifford J. Bedore, Jr., M.A., Business Manager
John B. Carlson, A.M.L.S., Director of Learning Resources Center
Leslie K. Morford, M.A., Chairman of the Academic Faculty and Instructor in Social Science
Vernon A. Blake, M.A., Instructor in Language Arts
Helen Brehm (Mrs. Ernest), M.A., Instructor in Business Studies
Verla T. Cummings (Mrs. E. C.), B.A., Assistant Librarian
John Dargitz, B.S., Instructor in Drafting and Design
Frank Fishell, M.A., Instructor in Mathematics
Ipha Fishell (Mrs. Frank), R.N., Instructor in Practical Nursing
Gerald H. Freid, M.A., Instructor in Social Science
Barbara Goretzka (Mrs. Thomas), M.A., Instructor in Language Arts
Herbert D. Hood, M.B.A., Instructor in Business Studies
Arthur Leinberger, B.S., Instructor in Automotive Mechanics
D. Gary Moore, M.A., Instructor in Automotive Mechanics
John V. Pastoor, A.B., Instructor in Language Arts
Heinz Radtke, Coordinator of Apprenticeship Training and Instructor in Welding
Jo Ann Regis (Mrs. Arlen), B.S., R.N., Director of Practical Nursing
Ruth Rose (Mrs. Kelley), R.N., Instructor in Practical Nursing
Kenneth J. Smith, M.A., Instructor in Natural Science
Maron E. Stewart, (Mrs. Robert), M.S., Instructor in Natural Science

Part-Time Vocational/Technical Instructors:

Gordon Burns, Instructor in Strength of Materials
Richard Diehl, Instructor in Mathematics
Eric Guenther, Instructor in Welding
William Mallindine, Instructor in Die Design
Ray Povolo, Instructor in Blue Print Reading
Sydney Swanton, Head of Apprentice Related Instruction and Instructor in Mathematics
Melvin Weaver, Instructor in Industrial Physics
Larry Petersen, Basketball and Baseball coach

MONTCALM COMMUNITY COLLEGE

Academic Calendar — 1968-69

First Semester: August 26—December 20, 1968

June 3—August 23	Counseling for new students
July 5 (Friday)	All buildings closed
August 20—August 23	Registration
August 19—23	Faculty Conference
August 26	Classes Begin
August 26—31	Late Registration
September 2	Labor Day Holiday (Classes resume September 3)
November 28 and 29	Thanksgiving Holidays (Classes resume December 2)
December 16—20	Final Examinations
December 20	Semester ends

Between Semester Information:

December 23, 1968— January 3, 1969	Holiday Period
January 6 and 7	Student Conferences with faculty advisors
January 8—10	Registration for second semester

Second Semester: January 13—May 16, 1969

January 13	Classes Begin
March 10—14	Spring Vacation (Classes resume March 17)
April 4	Good Friday Holiday All buildings closed (Classes resume April 7)
May 12—16	Final Examinations
May 16	Semester ends

Summer Session—1969—to be announced

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CATALOG

MONTCALM COMMUNITY COLLEGE

Sidney, Michigan 48885

Telephone
Area 517 - 831-5211 or 5212

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MONTCALM

COMMUNITY COLLEGE