

1st year

Do Not Take  
From Office

ODESSA JUNIOR COLLEGE

ANNOUNCEMENTS

1946-47

The First Session

Registration: September 12-30, 1946  
Classes Begin: September 30, 1946

Odessa, Texas

ODESSA JUNIOR COLLEGE

CATALOGUE

CONTENTS

CALENDAR

FACULTY

GENERAL INFORMATION, ADMISSION  
AND EXPENSES

ENTRANCE REQUIREMENTS

REGISTRATION

TUITION AND FEES

AMOUNT OF WORK

ATTENDANCE

ADDING AND DROPPING COURSES

WITHDRAWING

CLASSIFICATION OF STUDENTS

NUMBERING OF COURSES

GRADES AND VALUES

REPORTS.

EXAMINATIONS

GUIDANCE

DISCIPLINE

REQUIREMENTS FOR GRADUATION

STUDENT COUNCIL AND ORGANIZATIONS

Contents - Continued

CURRICULA OF THE COLLEGE

PREPARATORY COURSES OFFERED

Arts and Sciences

Teachers Certificates

Pre-Law

Pre-Engineering

BUSINESS CERTIFICATES

COURSES OF INSTRUCTION

DEPARTMENT OF BUSINESS ADMINISTRATION

Typewriting

Advanced Typewriting and Business Machines

Stenography

Advanced Stenography

Principles of Accounting

DEPARTMENT OF ENGLISH

English: Rhetoric and Composition

English: Survey of English Literature

Business English

DEPARTMENT OF FOREIGN LANGUAGE

Beginners French

Beginners German

Beginners Spanish

Advanced Spanish

Contents - Continued

DEPARTMENT OF MATHEMATICS

Plane Trigonometry

College Algebra

Commercial Algebra

Mathematics of Finance

Analytic Geometry

Differential Calculus

Integral Calculus

DEPARTMENT OF NATURAL SCIENCES

General Biology

General Inorganic Chemistry

General Physics

DEPARTMENT OF SOCIAL SCIENCES

History of Western Civilizations

History of England

History of United States

American Government

Sociology

ODESSA JUNIOR COLLEGE

CALENDAR

1946-47

September 12-30, 1946	Registration in Odessa Senior High School Building
September 30	First Semester Classes Begin
December 20	Classes Dismissed for Christmas Holidays
January 6, 1947	Classes Resumed
February 10-14	Mid-semester Examinations and Registration for Second Semester
February 17	Second Semester Classes Begin
April 7	Easter Holiday
June 16-20	Final Examinations

ODESSA JUNIOR COLLEGE

FACULTY

MURRY H. FLY  
President

M. A., University of Texas, University of Chicago.  
Major: Education; minor: Economics.

Superintendent of Odessa Public Schools since 1924.

W. A. MILLER  
Dean

M. A., University of Texas. Major: Administrative  
Education; minor: Social Sciences. Attended N. T. S. T. C.  
and Columbia University.

Principal of Texas High Schools since 1931. Principal  
of Odessa Senior High School since 1943.

H. L. ROY BASKIN  
Registrar - Social Sciences

B. A., Abilene Christian College; M. A., University  
of Texas; graduate study, Simmons University and University  
of Texas. Major: Administrative Education; minor: Social  
Science.

Instructor and principal of Texas High Schools. Dean  
of Ranger Junior College.

MARY ROACH  
Business Administration

B. A., Southern Methodist University; M. A.,  
Colorado State College of Education. Major: Business  
Administration; minor: Spanish and Education,

Instructor of Texas High Schools.

BETTIE TRAVIS  
English

B. A., Abilene Christian College; M. A., Colorado State College of Education; graduate work, University of Colorado. Major: English; minor: Foreign Languages.

Instructor in Texas High Schools.

ALTA LEE JAMES  
Business Administration

B. S., Central State College, Oklahoma; graduate work, Oklahoma Agricultural and Mechanical College. Major: Commerce; minor: Music.

Head of Commercial Departments in Oklahoma High Schools.

MARGARET ASCHER  
Foreign Languages

A. M., Chicago; PhD, University of Michigan. Major: Germanics; minor: German Literature. Studied in Grenoble, France; Madrid, Spain; Mexico.

Instructor Montana Wesleyan College, Helena; Indiana Central College, Indianapolis; Oklahoma College for Women, Chickasha; Texas Christian University, Fort Worth.

VIRGINIA ISABELLE FELDER  
Mathematics

B. A., Mississippi State College for Women; M. S., Tulane University. Graduate work: Louisiana State University; Duke University; Junior College Workshop, University of Chicago; Yale University School of Alcohol Studies. Major: Mathematics; minor: Physics.

Instructor Mississippi High Schools; Copiah-Lincoln Junior College, Wesson, Mississippi; Radio

Mechanics, Army Air Forces, Chicago; Army Air Forces  
Cadets, Mississippi State College; Sunflower Junior  
College, Moorhead, Mississippi.

WILLIAM ALONZA MCINTOSH  
Natural Sciences

B. S., Alabama Polytechnic Institute, Auburn;  
M. A., Texas Technological College, Lubbock; special  
student, University of Chicago.

Instructor, principal, and superintendent of Texas  
High Schools.

MARGARET NASH  
Associate Registrar - Clerk

B. S., East Texas Baptist College, Marshall.  
Major: Business Administration; minor: Education.

Clerk, Odessa Senior High School.

GENERAL INFORMATION,  
ADMISSION AND EXPENSES

ENTRANCE REQUIREMENTS

For admission to the Odessa Junior College fifteen high school units plus high school graduation are required, as specified below:

<u>Units</u>	<u>Required Subjects</u>
3	English
2	From the Mathematics Group
4	Two units from each of any two of the following three groups: Foreign Language Social Science Natural Science
6	Electives

A student may enter Odessa Junior College by taking entrance examinations, by individual approval, and by transferring from another college. At the discretion of the Dean of the College an applicant 21 years of age or over, or a veteran of World War II 18 years of age or over, who has not graduated from an accredited high school may be admitted conditionally to the freshman class without examination. In this case, entrance conditions may be removed upon completion of 30 semester hours of work, including 6 semester hours of English and courses in at least four other subject matter fields with an average grade of 75. Students seeking admission from another college must present evidence of honorable dismissal and an official transcript of his entire college record, including his admission units.

REGISTRATION

All students must matriculate in person at the college where complete directions will be given for registration. It is required that an official transcript of credits earned in high school be in the hands of the registrar at the time of registration.

In order not to delay registration, students who need advice or counsel regarding their courses or any other phase of college life should come to the campus before time for registration for this assistance.

All veterans who plan to go to college under the Bill of Rights should secure a Certificate of Eligibility before date of registration. Application for same should be made at their local Veterans Administration Office.

### TUITION AND FEES

Registration fee per semester.....	\$ 1.00
Tuition - regular industrial students per semester.....	30.00
Tuition - regular out-of-district students per semester.....	35.00
Tuition - special students:	
3 semester hours.....	10.00
6 semester hours.....	15.00
9 semester hours.....	20.00
Laboratory fees and deposits:	
Biology.....	2.50
Chemistry.....	3.00
Physics.....	2.50
Typewriting.....	2.50
Library (returnable, less fines).....	3.00

### AMOUNT OF WORK

The normal student load in the college is 15 semester hours. Permission to take more than this amount will be given only when a student makes an 85 average the preceding semester.

All students taking less than 12 hours work each week must pass in all the work taken. Students taking 12 or more hours per week must pass a minimum of 9 hours work to remain in school. If, at the end of any grade period, a student has failed to pass this amount of work, he will be placed on probation and will be given until the end of the next grade period to raise his grades to the passing level in the required number of hours of work. Failure to do this will result in the students name being dropped from the college rolls,

All freshmen students are required to take Freshmen English.

#### ATTENDANCE

Students are expected to attend classes regularly. The first three absences in each class are excused and for each unexcused absence thereafter a deduction of three points will be made from the semester grade of the course(s) in which the absence(s) occurs. Excusable absences will be those resulting from illness or emergencies arising in the family. Applications for excused absences must be made within two days after returning to class.

More than three unexcused absences from a class in a semester will result in the dropping of the student from the class with a grade of F. To be readmitted to the class, the student must have special approval from the dean.

Three unexcused tardies will be counted as one unexcused absence.

#### ADDING AND DROPPING COURSES

After official registration a student may add a course only with the approval of the registrar's office. No course may be added after the sixth working day of the semester.

A student may, for good cause, drop a course with the consent of the registrar's office. A student who drops a course after the twelfth week of any semester for reasons other than withdrawal from the Odessa Junior College will be given an F in the course. If a course is dropped at any time without the consent of the registrar or dean, an F is given in that course.

#### WITHDRAWING

If a student withdraws from school during the first week after enrollment, a full refund of tuition is made. If the withdrawal occurs during the second or third week,

one half of the tuition paid is refunded. If withdrawal is made after the third week, no refund is made. No refund will be made for registration or laboratory fees paid.

If, for any reason, a student drops a course or withdraws from college without properly notifying the registrar's office and securing clearance cards from all instructors and librarian, an F will be given in each course. No refunds will be made if courses are dropped without giving notice to the registrar's office and securing clearance cards from all instructors and the librarian.

#### CLASSIFICATION OF STUDENTS

A student who has completed less than 24 semester hours work is classed as a freshman. A student who has completed less than 60 semester hours work but more than 24 is classed as a sophomore. A student who is enrolled in one or more college classes, but who is not eligible to receive credit toward graduation, is classed as a non-credit or special student.

#### NUMBERING OF COURSES

Courses are numbered with three digits; the first, indicating the rank of the course or the year in which it is to be taken (that is, freshman or sophomore); the second digit, the value in semester hours; and the third digit, the sequence in which the courses should be taken. In courses where no special sequence has to be followed, the third digit is 0, 5, 6, 7, 8, or 9.

#### GRADES AND VALUES

<u>Grade</u>	<u>Value</u>
A	90-100
B	80-89
C	70-79
D	60-69
E	50-59
F	Below 50

To receive credit for a course it is necessary to earn a grade of not less than D.

A grade of E may be raised to D and credit secured for the course in one of two ways: (1) by special work, approved by the instructor and the dean, followed by an examination; (2) by good work the following semester. In courses continuing beyond one semester when an E grade is made, the instructor at the end of the following semester may, if in his opinion the circumstances warrant, with the approval of the dean, raise an E to a D, because of at least a C grade being earned in the following semester. An E grade earned during the second semester of work can be removed only by repetition of the course. A grade of F can be raised to a passing grade only by repeating the course.

#### REPORTS

Reports of the class standing of each student will be made for the dean at the end of the first 9 weeks of each semester. These grades are temporary and indicate the scholastic standing of the student at that time. The permanent grades will be given after the final examinations at the end of each semester.

#### EXAMINATIONS

Examination may be given throughout the semester at the discretion of the individual instructors. Each course will be closed at the end of the semester by an examination, but final credit toward graduation will not be given in a full year course until the entire course has been successfully completed. Exemptions may not be given. Students may not take mid-semester or final examinations until they have met all financial obligations to the college and they have secured clearance cards from the office.

#### GUIDANCE

A program of individual guidance will be carried on through a system of counselors. Each member of the faculty will be assigned several students for whom he acts as counselor. Students will look to their counselor in cases of administrative or scholastic difficulties and for friendly

guidance in vocational and avocational interests, extra-curricular participation, social life, and personal matters. The counselor will be provided in order that the student may have a friendly adult to give him understanding guidance as it is needed.

#### DISCIPLINE

Students eligible to enter college are familiar with the rules of conduct governing ladies and gentlemen and they will voluntarily observe these rules as a matter of training and habit. Students who enter college without any serious purpose and whose work is unsatisfactory will not be permitted to remain. A student may be dropped in one or all classes for misconduct or for consistently poor work.

#### REQUIREMENTS FOR GRADUATION

All entrance requirements must have been met and 60 semester hours of work passed with an average grade of 75 before a student will be approved for graduation from the Odessa Junior College. Of the 60 hours work required, 24 must be in residence and at least 18 hours must be second year courses.

Number of subject matter hours required:

12 hours	English
6 hours	Science or Mathematics
6 hours	Social Science - 3 hours of which must be Government.

#### STUDENT COUNCIL AND ORGANIZATIONS

In order that the college may meet the needs of the students outside of the college curriculum, various organizations will be formed. All clubs and organizations must be approved by the dean and properly supervised by faculty sponsors. No fraternities or sororities will be approved. Although participation in the student activities will be encouraged, students will be continually reminded that their scholastic record is of primary importance.

So as to promote the ideal of intelligent self-direction and to further the spirit of unity and cooperation in the extra-curricular activities, the student body will elect officers for the Student Council each year. The officers will include a president, vice-president, presidents from both freshman and sophomore classes, representatives elected from each class, and a faculty sponsor. The primary duties of the Student Council include promoting extra-curricular activities and building a pleasant atmosphere and college spirit.

The officers of the Student Council must meet the approval of the college faculty and must maintain an average of not less than C.

## CURRICULA OF THE COLLEGE

The courses below are those suggested for preparatory work for those who plan to transfer to a senior college.

### ARTS AND SCIENCES - LEADING TO B. A. OR B. S.

#### Freshmen

English 131-132	6 hours
Natural Science (Biology, Physics, or Chemistry)	6 "
Mathematics	6 "
Social Science	6 "
Foreign Language	6 "

#### Sophomore

English 231-232	6 hours
Government 233-234	6 "
Foreign Language	6 "
Natural Science	6 "
Psychology	3 "
Elective: Speech, Sociology or Economics	3 "

### TEACHERS CERTIFICATES

#### Freshmen

English 131-132	6 hours
Education	6 "
Physical Education	6 "
Public School Music	6 "
Elective: Public Speaking or History 231-232	6 "

#### Sophomore

English 231-232	6 hours
Government 233-234	6 hours

Natural Science (Biology or Chemistry)	6 hours
Writing-Art	6 "
Electives	6 "

PRE-LAW

Freshmen

English 131-132	6 hours
History 131-132	6 "
Algebra 131	3 "
Trigonometry 132	
Foreign Language 131-132 (Spanish, French or German)	6 "
Natural Science (Biology or Chemistry)	6 "
Physical Education Required	

Sophomore

English 231-232	6 hours
Chemistry 141-142	8 "
History 231-232	6 "
Economics	6 "
Foreign Language 231-232 (Continue First Year Language)	6 "
Government 233-234	6 "
Physical Education Required	

PRE-ENGINEERING

Freshmen

English 131-132	6 hours
Chemistry 141-142	8 "
College Algebra 131	3 "
Analytical Geometry 231	3 "
Physical Education Required	
Elective: History 231-232, Physics 141-142, or Public Speaking	6 "

Sophomore

English 231-232	6	hours
Government 233-234	6	"
Physics 241-242	8	"
Differential Calculus 232	3	"
Integral Calculus	3	"
Physical Education Required		
Electives	6	"

BUSINESS CERTIFICATE

The Odessa Junior College offers to those students who successfully complete the prescribed work a Business Certificate. The students must maintain an average of at least 75 in all business courses, must pass a final examination, and must be recommended by the instructors of the business courses.

One Year Business Certificate

English 131-132	6	hours
Business English 130	3	"
Stenography 131-132	6	"
Accounting 141-142	8	"
Typewriting 101-102 or Typewriting 211-212	0	"
Business Mathematics 135	3	"
Mathematics of Finance 136	3	"
Electives	3	"

Two Year Business Certificate

Freshmen

English 131-132	6	hours
Business English 130	3	"
Stenography 131-132	6	"
Accounting 241-242	8	"
Typewriting 101-102 (Or its Equivalent)	0	"
Business Mathematics 135	3	"
Mathematics of Finance 136	3	"
Electives	3	"

Sophomore

English 231-232	6	hours
Stenography 231-232	6	"
History 231-232 or Government 233-234	6	"
Typewriting 211-212	2	"
Economics	3	"
Natural Science or Foreign Language	6	"
Electives	3	"

## COURSES OF INSTRUCTION

### DEPARTMENT OF BUSINESS ADMINISTRATION

#### 101 TYPEWRITING

This is a non-credit course in typing offered to beginners.

Instructions include the use of the typewriter by the touch system; initiating control of the keyboard; speed, accuracy, and rhythm drills; introduction to business letters.

#### 102 TYPEWRITING

Continuation of Typewriting 101.

#### 211 ADVANCED TYPEWRITING AND BUSINESS MACHINES

Prerequisite: Typewriting 101 and 102 or two years high school credit.

This course is offered for those students who desire to join speed and a knowledge of business forms. The practice work of the course includes: letter forms, manuscript work, legal documents, payrolls, telegrams, carbon copies, addressing envelopes and other problems which arise in the business world. Students are expected to advance to a high degree and be able to type 60 words per minute at the close of the second semester.

In addition to the typewriting work, students are given problems in cutting stencils on the typewriter; mimeoscope problems, including lettering, picture work, long hand work, line work and forms; the operation of the mimeograph machine, the gelatin duplication process; the adding machine; the calculator; and the voice writing machine.

#### 212 ADVANCED TYPEWRITING AND BUSINESS MACHINES

Continuation of Advanced Typewriting 211.

131 STENOGRAPHY

This course is designed for those students who wish to learn Gregg Shorthand. An intensive study of the principles of writing shorthand, in addition to intensive vocabulary building, elementary dictation and transcription, with a view to building speed is emphasized. A knowledge of typewriting is required, or typewriting may be taken with the course.

132 STENOGRAPHY

Continuation of Stenography 131.

231 ADVANCED STENOGRAPHY

Prerequisite: Stenography 131-132 or two years of high school credit.

This course is offered to enable the student to acquire speed in dictation and transcription and to acquaint the student with the various problems of the business world. In the second semester a study is made of the phases of secretarial work in addition to shorthand work. A student should be able to acquire a speed of approximately 120 words per minute at the close of the second semester.

232 ADVANCED STENOGRAPHY

Continuation of Advanced Stenography 231.

241 PRINCIPLES OF ACCOUNTING

Prerequisite: Sophomore standing or individual approval.

This course deals with the principles of accounting, interpretation of financial statements, the accounting cycle, sales, ownership, partnerships, and simple corporation accounting. This course requires 6 hours per week and a practice set is worked each semester.

242 PRINCIPLES OF ACCOUNTING

Continuation of Principles of Accounting 241.

DEPARTMENT OF ENGLISH

131 ENGLISH : RHETORIC AND COMPOSITION

This course is a study of the principles of good writing, and analysis and discussion of typical prose. Masterpieces, weekly essays, and collateral readings are required.

132 ENGLISH

Continuation of English 131.

231 ENGLISH : SURVEY OF ENGLISH LITERATURE

Prerequisite: Sophomore standing and English 131 and 132.

This course is a survey of English Literature in prose and poetry. Themes will be required.

232 ENGLISH

Continuation of English 231.

130 BUSINESS ENGLISH

This is a practical course designed to give business administration students special training in business and professional terminology, spelling, punctuation, vocabulary building, grammar, and sentence structure as applied to the writing of effective business letters.

DEPARTMENT OF FOREIGN LANGUAGE

131 BEGINNERS FRENCH

This course is designed for those students who have not earned any credit for French. Emphasis is placed on pronunciation, phonetics, grammar, and reading the French language.

132 BEGINNERS FRENCH

Continuation of French 131.

131 BEGINNERS GERMAN

This is a course in beginners' German, which emphasizes the study of pronunciation, reading, grammar, and conversation of the German language.

132 BEGINNERS GERMAN

Continuation of German 131.

131 BEGINNERS SPANISH

This course is designed for those who have not studied Spanish previously. Special emphasis is placed on grammar, pronunciation, and conversation on materials in the reading selections and on things in the room. Pictures are used for object lessons.

132 BEGINNERS SPANISH

Continuation of Spanish 131.

231 ADVANCED SPANISH

Prerequisite: Spanish 131 and 132 or two years of high school credit,

Emphasis is placed on pronunciation, advanced conversation, and reading the Spanish language. Much of the course is conducted in Spanish.

DEPARTMENT OF MATHEMATICS

132 PLANE TRIGONOMETRY

This is a course dealing with trigonometric functions, the right triangle, radian measures, variations of the trigonometric functions of the angles, the oblique triangle, polar coordinates and equations, and inverse trigonometric functions.

131 COLLEGE ALGEBRA

This course consists of rapid review of the fundamentals of algebra, progressions, mathematical induction, binomial theorem, complex numbers, inequalities,

derivatives, theory of equations, permutations and combinations, theory of determinants, and partial fractions.

135 BUSINESS MATHEMATICS

This course is designed primarily for those students who do not take College Algebra 131 and for those who are planning to major or minor in commerce or business. It deals with simple equations, exponents, radicals, quadratics, progressions, graphs, use of tables of interest, logarithms, simple and compound interest, and business calculations.

136 MATHEMATICS OF FINANCE

Prerequisite: Business Mathematics 135 or College Algebra 131.

This course deals with annuities, amortization of debts, sinking funds, depreciation, perpetuities, capitalization, reinvestment rates, life annuities, life insurance, and policy reserves.

231 ANALYTIC GEOMETRY

Prerequisite: Plane Trigonometry 132 and College Algebra 131.

This course emphasizes the study of the straight line and conic sections; polar coordinates and equations; the circle; transformation of coordinates; transcendental curves, planes, and straight lines in space; and an introduction to coordinates of space.

232 DIFFERENTIAL CALCULUS

Prerequisite: Analytic Geometry 231.

This course has to do with functions, the meaning of the derivative, maxima or minima, infinitesimals and differentials, mean values, and slopes and curves.

233 INTEGRAL CALCULUS

Continuation of Differential Calculus 232.

This course deals with integration, length of the arc of a curve, areas under plane curves, definite integrals, areas of surfaces, volumes and double and triple integrations.

DEPARTMENT OF NATURAL SCIENCE

131 GENERAL BIOLOGY

Plant and animal life will be considered concurrently. Metabolism of both plants and animals will be stressed. The structure and life history of both Protozoa and Metazoa will be studied. Two lecture hours and four laboratory hours per week.

132 GENERAL BIOLOGY

Continuation of General Biology 131.

In this course there will be an emphasis on such topics as the adjustment of organisms to their environment, reproduction of plants and animals, heredity, and the relations of biology to human welfare. Other subjects to be discussed include microorganisms, disease, parasitic worms, insects injurious to plant and animal life, and insects beneficial to mankind.

141 GENERAL INORGANIC CHEMISTRY

A study of the more common elements together with some of their compounds will be emphasized in this course. Fundamental laws and theories will be stressed. An effort will be made to correlate the works with every day experiences of the students. Three lectures and four laboratory hours per week.

142 GENERAL INORGANIC CHEMISTRY

Continuation of General Inorganic Chemistry 141.

The latter part of the term will be given to organic compounds and to qualitative analysis.

141 GENERAL PHYSICS

For students who intend to continue the study of science, mathematics, or medicine.

Mechanics and heat are considered from the point of both household and engineering physics. Three lectures and three laboratory periods per week.

142 GENERAL PHYSICS

Continuation of General Physics 141.

DEPARTMENT OF SOCIAL SCIENCES

131 HISTORY OF WESTERN CIVILIZATIONS

Survey of social, economic and political developments in medieval and modern Europe.

132 HISTORY OF WESTERN CIVILIZATIONS

Continuation of History of Western Civilizations 131.

133 HISTORY OF ENGLAND

Origins, development, and spread of English civilizations from Roman and Anglo-Saxon times to the present.

134 HISTORY OF ENGLAND

Continuation of History of England 133.

231 HISTORY OF THE UNITED STATES

Prerequisite: Sophomore standing.

The establishment and growth of the English colonies; their relations with Britain; the Revolution; the Confederation; the Constitution; the growth of Nationality; westward expansion; slavery; the Civil War; reconstruction; economic, political and social development; and international relations.

232 HISTORY OF THE UNITED STATES

Continuation of History of the United States 231.

233 AMERICAN GOVERNMENT

Prerequisite: Sophomore standing.

Required for graduation from the Odessa Junior College. This course fulfills the legislative requirements for six hours in American Government for a certificate or a degree.

234 AMERICAN GOVERNMENT

Continuation of American Government 233.

131 SOCIOLOGY

A study is made of the community and its structure, human relationships, elements and processes of social integration, social changes, society, and the individual person.

132 SOCIOLOGY

Continuation of Sociology 131.