1-1-1951

General Academic Catalog (1951-1952, 1952-1953)

University of Omaha

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General Catalog

For The Academic Years

1951-52
1952-53

VOLUME XVI, NUMBER 1

Bulletin of the
UNIVERSITY of OMAHA

Omaha, Nebraska
ACCREDITED STANDING

The University of Omaha is fully accredited by the North Central Association of Colleges and Secondary Schools, the National Commission on Accrediting and is a member of the American Association of Urban Universities, the Association of American Colleges, the National University Extension Association, and the American Council on Education. It is on the approved list of the American Association of University Women and was included on the last accredited list issued by the Association of American Universities. Its courses are accepted, for purposes of certification, by the Nebraska State Department of Public Instruction.

Course credits from the University of Omaha are accepted by other colleges and universities which are members of the North Central Association or of corresponding agencies in other sections of the country.

UNIVERSITY REGULATIONS

The University and its various divisions and departments reserve the right to change the rules regulating the admission to, instruction in, and graduation from the University or its various divisions, and any other regulations affecting the student body.

Such regulations go into force whenever the proper authorities may determine and apply not only to prospective students but also to those who may, at such time, be matriculated in the University.

The University also reserves the right to withdraw courses, to change instructors, or to change fees at any time.
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FIRST SEMESTER

Physical examinations for former students who plan to take physical education. Examination hours are: 8:00 A.M. to 10:00 A.M.; note: students not present for examination at the scheduled time will be charged late reporting fee.

Freshman Days. Guidance examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.

Physical examinations for new students. Examination hours are: 12:30 P.M. to 4:00 P.M.; note: students not present for examination at scheduled time will be charged late reporting fee.

Counseling and registration for former students
Counseling and registration for new students.
General Assembly at 10:00 A.M.; required of all new and transfer students.
Classes begin, day school
Late registration, day school
Counseling and registration for School of Adult Education.
Classes begin, School of Adult Education
Late registration for School of Adult Education
Day School classes may not be added after this date
School of Adult Education classes may not be added after this date.
Founders' Day Convocation
Midsemester scholastic reports due in Dean's Office by 5:00 P.M.
Thanksgiving recess begins at 9:40 P.M.
Classes resume at 8:00 A.M.
Christmas Convocation at 10:00 A.M.
Christmas Vacation begins at 9:40 P.M.
Classes resume at 8:00 A.M.
Final Examinations
Vacation for students who attended the first semester
SECOND SEMESTER

January 21, 22
Guidance examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.

January 23 (Men)
January 24 (Women)
Physical examinations for new students. Examination hours are 8:00 A.M. and 9:00 A.M.; note: students not present for examinations at scheduled time will be charged late reporting fee.

January 28
Counseling and registration for new students

January 28
General Assembly at 10:00 A.M.; required of all new and transfer students.

January 29
Classes begin for day school

January 29
Late registration, day school

January 29
Counseling and registration for School of Adult Education.

January 29
Classes begin, School of Adult Education

February 5
Late registration for School of Adult Education

February 11
Day School classes may not be added after this date.

February 18
School of Adult Education classes may not be added after this date.

February 27
Vocations Day

March 21
Midsemester scholastic reports due in Dean’s Office by 5:00 P.M.

April 4
Easter Convocation at 10:00 A.M.

April 4
Spring vacation begins at 5:00 P.M.

April 14
Classes resume at 8:00 A.M.

May 9
Ma-ie Day—student holiday

May 24—31
Final Examination

June 1
Baccalaureate

June 2
Forty-third Commencement

For important extra-curricular dates, students are asked to refer to the extra-curricular activity calendar in the current issue of the University Student Handbook.

SUMMER, 1952

May 19—June 6
Inter session

June 7
Registration for five week term and eight week term University Auditorium, 9:00 A.M. to 12 noon.

June 9—July 12
Five week term

June 9—August 1
Eight week term

June 9—August 1
Evening courses

July 14—August 1
Three week term

July 14—August 15
Five week term

August 1
Commencement
FIRST SEMESTER

September 9 (Men)  September 10 (Women)
Physical examinations for former students who plan to take physical education. Examination hours are: 8:00 A.M. to 10:00 A.M.; note: students not present for examination at the scheduled time will be charged late reporting fee.

September 9, 10
Freshman Days. Guidance examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.

September 10 (Women)  September 11 (Men)
Physical examinations for new students. Examination hours are: 12:30 P.M. to 4:00 P.M.; note: students not present for examination at scheduled time will be charged late reporting fee.

September 11, 12
Counseling and registration for former students

September 15, 16
Counseling and registration for new students

September 16
General Assembly at 10:00 A.M.; required of all new and transfer students.

September 17
Classes begin, day school

September 17
Late registration, day school

September 17
Counseling and registration for School of Adult Education

September 17
Classes begin, School of Adult Education

September 24
Late registration for School of Adult Education

September 30
Day School classes may not be added after this date

October 6
Founders' Day Convocation

October 7
School of Adult Education classes may not be added after this date.

November 14
Midsemester scholastic reports due in Dean's Office by 5:00 P.M.

November 26
Thanksgiving recess begins at 9:40 P.M.

December 1
Classes resume at 8:00 A.M.

December 19
Christmas Convocation at 10:00 A.M.

December 19
Christmas vacation begins at 5:00 P.M.

January 5
Classes resume at 8:00 A.M.

January 22—28
Final Examinations

January 29—30
Vacation for students who attended the first semester
SECOND SEMESTER

January 26, 27  Guidance examinations for all first semester freshmen and all transfer students; note: students not present for tests at scheduled time will be charged late reporting fee.

January 28 (Men)  Physical examinations for new students. Examinations hours are 8:00 A.M. and 9:00 A.M.; note: students not present for examinations at scheduled time will be charged late reporting fee.

January 29 (Women)  Counseling and registration for new students

January 29, 30  General Assembly at 10:00 A.M.; required of all new and transfer students.

January 30  Classes begin for day school

February 2  Late registration, day school

February 2  Counseling and registration for School of Adult Education.

February 2  Classes begin, School of Adult Education

February 9  Late registration for School of Adult Education

February 13  Day School classes may not be added after this date

February 20  School of Adult Education classes may not be added after this date.

February 25  Vocations Day

March 27  Easter Convocation at 10:00 A.M.

March 27  Spring vacation begins at 5:00 P.M.

March 30  Midsemester scholastic reports due in Dean's Office by 5:00 P.M.

April 6  Classes resume at 8:00 A.M.

May 8  Ma-ie Day—student holiday

May 29—June 5  Final Examinations

June 7  Baccalaureate

June 8  Forty-fourth Commencement

May 18—June 5  Summer, 1953

June 6  Intersession

June 9—July 11  Registration for five week term, and eight week term, University Auditorium, 9:00 A.M. to 12 noon.

June 9—July 31  Five week term

June 9—July 31  Eight week term

July 13—July 31  Evening courses

July 13—August 14  Three week term

July 31  Five week term

Commencement
UNIVERSITY OF OMAHA

ADMINISTRATION

THE BOARD OF REGENTS

OFFICERS

HERBERT D. MARSHALL .................................................. President
W. DEAN VOGEL ............................................................ Vice-President
GEORGE C. PARDEE .......................................................... Secretary

Term Expiring July 1, 1951
George C. Pardee, Metropolitan Utilities District
W. Dean Vogel, United States National Bank

Term Expiring July 1, 1952
Robert H. Storz, Storz Brewing Company
Farrar Newberry, Woodmen of the World Life Insurance Society

Term Expiring July 1, 1953
Mrs. A. C. R. Swenson
Roman L. Hruska, Attorney

Term Expiring July 1, 1954
William H. Campen, Omaha Testing Laboratories
Herbert D. Marshall, Eaton Metal Products Corporation
Thomas C. Quinlan, Attorney

ADMINISTRATIVE COUNCIL

PHILIP MILO BAIL, Ph.D., LL.D. ........................................ President
ROWLAND HAYNES, M.A., LL.D. ........................................ President Emeritus
CHARLES HOFF, B.Sc. ..................................................... Vice-President for business management
and Finance Secretary
RODERIC B. CRANE, M.B.A. ............................................ Assistant to the President
WILLIAM H. THOMPSON, Ph.D. ........................................ Dean of the College of Arts and Sciences
CARL W. HELMSTADTER, Ph.D. ........................................ Dean of the College of Applied Arts and Sciences
and Director of the Division of Technical Institutes
FRANK H. GORMAN, Ph.D. ............................................... Dean of the College of Education
JOHN W. LUCAS, M.B.A. .................................................. Dean of Students
MARY PADOU YOUNG, M.A. ............................................ Associate Dean of Students
ORMSBY HARRY, M.A. .................................................... Associate Dean of Students
EVERETT M. HOSMAN, M.A. ............................................ Director of the School of Adult Education
and the Summer Sessions
ALICE C. SMITH, B.A. .................................................... Registrar
CLAUDE E. THOMPSON, Ph.D. ............................................ Director of Adult Testing, Guidance, and Personnel Services
JOHN E. WOODS, B.A. .................................................... Head of Veterans and Military Information Service
and Director of Vocational Counseling and Placement
VIRGIL YELKIN, B.Sc. .................................................... Director of Athletics
and Physical Education for Men
ROBERT S. McGRANAHAN, M.A. .................................. Director of General Printing and Information
JAMES D. TYSON, M.A. ................................................... Faculty representative, College of Arts and Sciences
PAUL CROSSMAN, B.Sc. .................................................. Faculty representative, College of Applied Arts and Sciences
LESLIE O. TAYLOR, Ph.D. ................................................ Faculty representative, College of Education
FULL-TIME FACULTY

THE UNIVERSITY

FREDERICK ADRIAN ........................................ History
Ph.D., Ohio State University, 1942; Associate Professor of History

M. P. BARDOLPH ........................................ Chemistry
Ph.D., State University of Iowa, 1947; Associate Professor of Chemistry

PAUL BECK ............................................. History and Government
M.A., University of Chicago, 1949; Assistant Professor of History and Government

ERNESTINE BOTTLEMY ................................ Home Economics
B.Sc., Southern Illinois University, 1946; Instructor in Home Economics

JAMES E. BROCK ....................................... Athletics
M.A., University of Iowa, 1948; Football line coach; Assistant Professor of Physical Education for Men

*WILBUR L. BROTHERS ............................... Education
Ph.D., Indiana University, 1950; Assistant Professor of Education

JAMES H. BROWN ....................................... Engineering
BME, 1944, B.Sc., 1949, University of Minnesota; Assistant Professor of Engineering

CHARLES M. BULL ..................................... Business Administration
M.B.A., University of Oklahoma, 1950; Instructor of Business Administration

LOYD CARDWELL ....................................... Athletics
Football and Track Coach; Instructor in Physical Education for Men

W. WILSON CLIFF ..................................... Journalism
B.A., University of Minnesota, 1949; Instructor in Journalism

RODERIC BAIRD CRANE ................................ Economics
M.B.A., University of Chicago, 1941; Head of Department of Economics; Professor of Economics; Chairman, Social Sciences

PAUL CROSSMAN ....................................... Business Administration
M.Sc., in Accounting, University of Illinois, 1950; C.P.A.; Associate Professor of Business Administration

HURFORD H. DAVISON ................................ Business Administration
M.B.A., Harvard Graduate School of Business Administration, 1924; Director, Department of Retailing

RUSSEL C. DERBYSHIRE ................................ General Sciences
Ph.D., Iowa State College, 1938; Assistant Professor of Zoology and Anatomy

GLENN D. DESMOND .................................... English
B.A., University of Omaha, 1949; Assistant Instructor in English

*On military leave
HODGE W. DOSS. ......................... Mathematics and Physics
M.A., University of Missouri, 1949; Instructor in Mathematics and Physics

VERA L. DUERSCHNER ....................... Physical Education
B.Sc., University of Nebraska, 1950; Instructor of Physical Education for Women

WILLIAM H. DURAND ....................... Engineering
B.Sc., University of Omaha, 1938; Assistant Professor of Engineering

JAMES M. EARL .............................. Mathematics
Ph.D., University of Minnesota, 1928; Head of Department of Mathematics; Professor of Mathematics

CHRISTOPHER S. ESPINOSA ................ Foreign Languages
Ph.D., University of Rome, Italy, 1924; Associate Professor of Foreign Languages and Literatures

ROBERT W. FIESTER ......................... Music
Ph.D., University of Iowa, 1950; Assistant Professor of Music and Director of Band

LAURENCE A. FRYE ......................... Chemistry
M.Sc., State University of Iowa, 1940; Assistant Professor of Chemistry

LESLIE N. GARLOUGH ....................... General Sciences
Ph.D., University of Minnesota, 1931; Head of Department of General Sciences; Professor of Biology; Chairman, Natural Sciences

MILDRED M. GEARHART .................... English
M.A., State University of Iowa, 1928; Assistant Professor of English

ALVIN GOESER ....................... Business Administration
M.A., Creighton University, 1928; Assistant Professor of Business Administration

FRANK H. GORMAN ......................... Education
Ph.D., University of Missouri, 1931; Professor of Education

ERNEST GORR .............................. Physical Education
B.Sc., University of Nebraska, 1933; Instructor in Physical Education for Men; Assistant Coach

ROBERT D. HARPER ......................... English
Ph.D., University of Chicago, 1949; Associate Professor of English

CARL W. HELMSTADTER ................... Business Administration
Ph.D., State University of Iowa, 1936; Professor of Business Administration

WILLIAM CLYDE HOCKETT ................ Business Administration
M.A., University of Denver, 1949; Instructor in Business Administration

LETA F. HOLLEY ....................... Business Administration
M.Sc., University of Denver, 1941; Assistant Professor of Commercial Arts

FRANCES HOLLIDAY ....................... Education
Ph.D., George Washington University, 1949; Associate Professor of Education
UNIVERSITY OF OMAHA 11

EVERETT M. HOSMAN ........................................ Education
M.A., University of Chicago, 1915; Professor of Education

FRANCIS M. HURST ........................................... Psychology
B.Sc., Clemson College, 1947; Instructor in Psychology

MARGARET KILLIAN ......................................... Home Economics
M.A., Columbia University, 1929; Head of Department of Home Economics; Associate Professor of Home Economics

GERTRUDE KINCAIDE ..................................... Foreign Languages
M.A., University of Nebraska, 1929; Head of Department of Foreign Languages and Literatures; Associate Professor of Foreign Languages and Literatures

BERTHE C. KOCH ............................................. Art
Ph.D., Ohio State University, 1929; Head of Department of Art; Professor of Art

M. ROBERT KOCH ............................................. Art
Ceramics Fine Arts, Ohio State University; Assistant Professor of Art

C. GLENN LEWIS ........................................... Business Administration
B.A., University of Iowa, 1926; Instructor of Business Administration

BRUCE A. LINTON .......................................... Speech
M.A., Northwestern University, 1948; Acting Head, Department of Speech, Debate and Dramatics, and Director of Radio; Assistant Professor of Speech

ELLEN LORD .................................................. Librarian
B.A.L.S., University of Michigan, 1938; Instructor in Library Science

JOHN W. LUCAS ............................................. Business Administration
M.B.A., Ohio State University, 1935; Head of Division of Business Administration; Professor of Business Administration

ROBERT S. MCGRANAHAN ................................ Journalism
M.A., University of Iowa, 1949; Acting Chairman of Department of Journalism; Assistant Professor of Journalism.

JOHN G. McMILLAN ........................................ General Sciences
M.A., University of Nebraska, 1942; Assistant Professor of Physics

RAYMOND J. MAXWELL .................................. Foreign Languages
M.A., University of Illinois, 1928; Assistant Professor of Foreign Languages and Literatures

DON O. NELSON ........................................... Business Administration
M.A., Colorado State College of Education, 1941; Assistant Professor of Business Administration

HELDIG C. M. NYHOLM ................................ English
M.A., Middlebury College, 1942; Assistant Professor of English

WILFRED PAYNE ........................................... Philosophy
Ph.D., University of Wisconsin, 1930; Professor of Philosophy; Chairman, Humanities

DONALD J. PFLESTERER ................................... Physical Education
B.A., University of Omaha, 1941; Head Basketball Coach; Instructor in Physical Education for Men
CHERYL H. PREWETT .................................................. Engineering
M.Sc., Oklahoma A.&M., 1938; Assistant Professor of Engineering

GEORGE S. PRITCHARD ........................................ Education
M.A., State University of Iowa, 1936; Assistant Professor of Education

HARRY L. RICE .................................................. Mathematics
M.Sc., University of Iowa, 1928; Associate Professor of Mathematics

J. G. SOMNY ................................................. Economics
M.A., State University of Iowa, 1940; Professional Diploma in Educa-
tion, University of Wyoming, 1947; Assistant Professor of Economics
and Sociology

PAUL J. STAGEMAN .................................................. Chemistry
M.A., University of Iowa, 1950; Assistant Professor of Chemistry

AVERY L. STEPHENS ........................................ Education and Psychology
Ph.D., Ohio State University, 1950; Assistant Professor of Education
and Psychology, and Director of Reading Clinic

T. E. SULLINGER ........................................ Sociology
Ph.D., University of Missouri, 1930; Head of Department of Soci-
ology; Professor of Sociology

LESLIE O. TAYLOR .................................................. Education
Ph.D., University of Minnesota, 1932; Associate Professor of Edu-
cation

CATHERINE A. THOMAS ........................................ Sociology
M.Sc., Indiana State Teachers College, 1947; Instructor in Sociology

CLAUDE E. THOMPSON ........................................ Psychology and Business Administration
Ph.D., Ohio State University, 1939; Professor of Business and In-
dustrial Psychology

W. H. THOMPSON ........................................ Psychology
Ph.D., Ohio State University, 1930; Head of Department of Philos-
ophy and Psychology; Professor of Psychology; Director of Child
Study Service, in cooperation with Omaha Public Schools

SARAH TIRRELL .................................................. History
Ph.D., Columbia University, 1946; Assistant Professor of History

JAMES D. TYSON .................................................. Speech
M.A., State University of Iowa, 1949; Assistant Professor of Speech

WILLIAM UTLEY .................................................. Government
M.A., University of Arkansas, 1936; Head, Department of History
and Government; Professor of Government

NELL WARD .................................................. Chemistry
Ph.D., State University of Iowa, 1939; Head, Department of Chemistry;
Professor of Chemistry

RALPH M. WARDLE ........................................ English
Ph.D., Harvard University, 1940; Head, Department of English; Pro-
fessor of English

LEONARD WEINER ........................................ English
B.A., University of Omaha, 1949; Assistant Instructor in English

ALICE WEISSKOPF ........................................ Foreign Languages
M.A., University of Wisconsin, 1949; Instructor in Foreign Languages
and Literatures
RAYMOND J. WENDELL..............................................Art
M.F.A., Yale University, 1950; Instructor of Art

J. LEE WESTRAT...........................................Political Science
M.A., University of Chicago, 1949; Assistant Professor of Political Science

GEORGE L. WILBER............................................Sociology
M.A., University of Michigan, 1947; Assistant Professor of Sociology

R. WAYNE WILSON....................................Business Administration
LL.B., University of Illinois, 1947; Assistant Professor of Business Administration

FRANCES E. WOOD..............................Education
M.A., Columbia University, 1930; Assistant Professor of Education

VIRGIL YELKIN...........................................Physical Education
B.Sc., University of Nebraska, 1937; Assistant Professor of Physical Education for Men

MARY PADOU YOUNG......................................English
M.A., Columbia University, 1927; Assistant Professor of English

PART-TIME FACULTY

PHILIP A. ALLEN..................................................Speech
B.A., University of Iowa, 1938; Instructor in Speech

EDITH E. BACK...........................................English
A.B., University of Nebraska, 1928; Instructor of English

FRANK C. BLACK.................................Ethics and Religion
B.Th., Pittsburgh Seminary, 1927; Instructor in Ethics and Religion

MARTIN W. BUSH................................................Music
F.A.G.O., Head of Department of Music; Professor of Music

RAY CLARK...........................................Speech and Radio
A.B., Yankton College, 1937; Instructor of Speech and Radio

GEORGE E. DEWITT......................................English
B.A., University of Omaha, 1948; Instructor of English

VIOLET DUBOIS................................................Education
M.P.H., University of Michigan, 1946; Instructor in Health Education

RICHARD EDWARD DUNCAN................................Music
M.A., Ohio State University, 1937; Director of Orchestra and Choir; Assistant Professor of Music

MARGARET DUNNIGAN........................................Speech
B.A., Carleton College, 1936; Instructor in Dramatics and Play Director

BETTE GAYER................................................Visual Education
B.Sc., University of Nebraska, 1947; Instructor in Visual Education

ORMSBY HARRY......................................Business Administration
M.A., Ohio University, 1947; Instructor in Business Administration

*On military leave
YVONNE HARSH .................................................. Business Administration
B.A., Duchesne College, 1942; Instructor in Commercial Arts

NELLIE JONES .................................................. Home Economics
B.Sc., Iowa State College, 1915; Instructor in Home Economics

JOE R. KENNEDY ................................................ Ethics and Religion
B.D., College of the Bible, 1941; Instructor in Ethics and Religion

FRANCES MCCHESENY KEY .................................... Speech
B.Sc., University of Nebraska, 1926; Instructor in Speech

EUGENE KINGMAN ................................................ Humanities
B.F.A., Yale University, 1935; Joslyn Professor of Fine Art

JOHN W. KURTZ ................................................ Engineering
M.Sc. in M.E.; M.E., 1939, State University of Iowa; Assistant Professor of Engineering

JOYCE MINTEE .................................................... Business Administration
M.B.A., University of Indiana, 1941; Instructor in Commercial Arts

IRMA LOU WILCOX ................................................ Physical Education
B.Sc., University of Nebraska, 1947; Instructor of Physical Education for Women

* * * * *

MAINE C. ANDERSEN ............................................ University Physician
M.D., Harvard Medical College, 1924

A. DALE AGEE .................................................. Executive Secretary, Alumni Association
M.B.A., Northwestern University, 1949; Athletics Business Manager

J. D. ADWERS .................................................. Superintendent, Buildings and Grounds

CAROLYN AUTEN ................................................ Director, Foods Service
B.S., University of Minnesota, 1948

BEN KOENIG .................................................... Manager, University Bookstore

BELDORA TACKE ................................................ Student Health Nurse
R.N., St. Anthony's Hospital, Carroll, Iowa

GENEVIEVE WOODS ............................................. Chairman, Correspondence Department
B.Sc., University of Nebraska, 1926
LECTURERS IN SCHOOL OF ADULT EDUCATION
COLLEGE OF ARTS AND SCIENCES

ART
TONY F. GRECO, B.F.A., University of Omaha, 1949

ECONOMICS
JOHN TATE, LL.B., Wake Forest University, 1942

EDUCATION
ELEANOR ANDERSON, M.Sc., University of Omaha, 1949
DONALD WESLEY CEDERBERG, B.Sc., University of Minnesota, 1939
MARY CONNER, B.Sc., University of Omaha, 1942
FREEMAN B. DECKER, M.A., University of Nebraska, 1948
EDNA FAGAN, B.Sc., University of Omaha, 1944
JAMES FRASIER, M.A., University of Michigan, 1947
EDNA A. GREGORSON, M.A., Northwestern University, 1943
LOUISE HOLMQVIST, B.F.A., Wayne State Teachers College, 1935
ELLEN LORD, B.A.L.S., University of Michigan, 1938

ENGLISH
DOROTHY BERND, A.B., University of Nebraska, 1942
MARION MARSH BROWN, M.A., University of Nebraska, 1930
HELEN PAYNE, M.A., University of Wisconsin, 1922

FRENCH
DOROTHY PAYNE HAWLEY, B.A., University of Nebraska, 1925

GERMAN
A. F. WENDLAND, B.A., Doane College, 1911

GENERAL SCIENCES
PAUL NELSON, B.Sc., Iowa State College, 1932

PSYCHOLOGY
FRANCES EDWARDS, M.A., University of Omaha, 1936
PETER V. KNOLLA, M.A., University of Omaha, 1949
GERALDINE WHITTED, B.A., University of Omaha, 1948
CARL WILD, M.Sc., University of Minnesota, 1916

RELIGION
EMORY W. LUCOCK, D.D., Northwestern University, 1939
ROBERT E. MATTHEWS, Th.D., Iliff School of Theology, 1949
THEODORE YARDLEY, S.T.B., General Theological Seminary, 1945

RUSSIAN
THEODOSIA SCALA, Th.D., University of Bucharest, 1925

SOCIOLOGY
EDYTHE K. HALL, Ed.D., Northwestern University, 1948

SPEECH AND RADIO
KENNETH BURKHOLDER, M.A., University of Michigan, 1937
UNIVERSITY OF OMAHA

COLLEGE OF APPLIED ARTS

BUSINESS ADMINISTRATION
TRUMAN CLARE, M.B.A., Northwestern University, 1947
WILLIAM COMSTOCK, LL.B., University of Nebraska College of Law, 1935
ROWLAND HAYNES, LL.D., University of Omaha, 1948
JAMES HERGERT, M.B.A., Northwestern University, 1950
FREDERICK JENSEN, B.Sc., Creighton University, 1949
WILLIAM J. JONES, M.Sc., University of Illinois, 1932
DANIEL B. KELLY, B.S., Creighton University, 1941
STANLEY F. KUNCL, LL.B., University of Omaha Law School, 1936
CECIL MEANS, M.S., University of Minnesota, 1932
CECIL F. MCGEE, B.A., Morningside College, 1938
GENEVIEVE PRICE, B.A., University of Omaha, 1943
ROBERT SAXTON, LL.B., University of Omaha, 1938

ENGINEERING
WILFRED G. HILL, B.Sc. in A.E., Iowa State College, 1926

HOME ECONOMICS
RUTH VOS, B.S., Iowa State College, 1950

GENERAL COURSES

A. L. BLIVEN, Photography
E. DORCAS NELESEN, B.A., University of Nebraska, 1916; Parliamentary Law and P.T.A. Organization and Management
ELOISE ROSS, B.Sc., University of Iowa, 1932; Home Decoration
VERNE WOLFE, Reading Improvement
HISTORICAL SKETCH

The University of Omaha became a municipal university in 1930, but its history as an educational institution began more than twenty years earlier.

In 1908 through the efforts of a group of far-sighted citizens, the University of Omaha was incorporated as a coeducational, non-sectarian college. The first college term opened in September, 1909, under the leadership of Dr. Daniel E. Jenkins, first president. The original campus was located at 24th and Pratt Streets.

The University grew rapidly in these early years. Its physical plant was developed through the acquisition of additional properties. The John Jacobs Memorial Gymnasium, a gift of Mrs. M. O. Maul, and Joslyn Hall, a gift of Mr. George A. Joslyn, were the major buildings.

The movement to make the University a municipal institution began in 1928. In that year the Legislature of Nebraska passed an act authorizing cities of the metropolitan class to establish and maintain municipal universities.

The citizens of Omaha voted on May 6, 1930, to establish the Municipal University of Omaha. In the summer of 1930, the Omaha Board of Education selected the first University Board of Regents, which was inducted into office on July 1, 1930. In January, 1931, the new Board of Regents took over the old University of Omaha and its properties.

In November, 1936, the University received a grant from the Public Works Administration. This grant, together with accrued building funds, financed in 1937-38 the erection of a modern educational structure of Georgian style on the permanent, fifty-one acre site south of Dodge Street at 60th, adjacent to Elmwood Park. In 1949 the $750,000 Field House, Stadium and playing fields were completed, providing indoor and outdoor facilities in all sports.

Since the University of Omaha became a municipal institution, important advances have been achieved in faculty personnel, curricular reforms, administrative organization, laboratories, and in library facilities, under the presidencies of W. E. Sealock and Rowland Haynes.

In February, 1948, the Board of Regents announced the appointment of Dr. Philip Milo Bail as president of the University of Omaha. Dr. Bail came to the University from Butler University where he was Dean of the College of Education and Director of the University College.
ADMISSION

The admission of all students entering the day school division of the University of Omaha is under the supervision of the University Committee on Admissions. The applicant for admission must have on file in the Office of the Registrar the official transcript, or transcripts, of the credits he has earned at his high school or college and his application for admission. The proper application for admission form may be secured at the Office of the Registrar, Room 240, or will be mailed upon request. The Committee on Admissions will then notify the student regarding his admission.

If the official transcript and the application for admission are not received at least two weeks before the opening of the semester, it will be impossible for the Committee on Admissions to notify the applicant of his status prior to his arrival at the University.

Credentials which are accepted toward admission to the University become the property of the University and are kept permanently on file in the Office of the Registrar.

Students properly qualified are admitted at the beginning of either the first or second semester or summer session.

PHYSICAL EXAMINATIONS

All students, except those entering only for the summer session or evening classes, who have not previously taken a physical examination at the University, must take such an examination. The University Calendar lists the dates and hours that the examination is to be given. Annual physical examinations are required of all students participating in physical education or athletics.

MATRICULATION

A student may be admitted to the University in one of three ways: (1) graduation from high school, (2) admission as an adult special student if twenty-one years of age or over, (3) admission with advanced standing.

I. ADMISSION TO FRESHMAN STANDING

Any graduate of any accredited high school may gain admission to full freshman standing if he meets the entrance requirements.

SPECIFIC ENTRANCE REQUIREMENTS

College of Arts and Sciences

Upon application to the Registrar, any graduate of an accredited high school may be admitted to the College of Arts and Sciences. Accredited high school shall be interpreted as any high school accredited
by its regional accrediting association or by the state university of the state in which the high school is located.

Graduates of non-accredited high schools may be admitted provisionally. Such students must acquire regular standing, through successful course work, within their first semester of residence.

COLLEGE OF APPLIED ARTS AND SCIENCES

Specific requirements depend on the curriculum chosen by the student.

In general, a student may enter the College upon graduation from an accredited high school. If he graduates from a non-accredited high school, he must successfully complete one semester before being fully admitted.

Admission to the engineering curricula requires English, 3 units; algebra, $1 \frac{1}{2}$ units; plane geometry, 1 unit; solid geometry, $\frac{1}{2}$ unit; social science, 1 unit; laboratory science above the freshman year, 1 unit; and electives, 7 units.

Students lacking $\frac{1}{2}$ unit or more in algebra or geometry may not register in the Engineering Department, but may register temporarily in the General Division of the Applied Arts and Sciences College for courses for which they are qualified, pending the removal of this deficiency. So far as possible, the College will provide instruction in mathematics subjects through the Study Center.

Admission to the business administration curricula requires one year of algebra.

COLLEGE OF EDUCATION

There are no specific requirements for entrance into the College of Education except graduation from an accredited high school.

II. ADMISSION WITH ADVANCED STANDING

ADMISSION FROM OTHER COLLEGES AND UNIVERSITIES

Advanced standing may be gained by a formal application to the Registrar. Such application, made in advance of the session which the student expects to attend, must include (1) a letter of honorable dismissal, (2) an officially certified statement of college work completed, and (3) an officially certified statement of high school work.

Full credit is given for work completed at institutions which maintain standards of admission and graduation equal to those of this University. Credits submitted from other schools will be properly evaluated and adjusted.

COLLEGE CREDIT FOR HIGH SCHOOL WORK

College credit is given for work done in a secondary school, in addition to full entrance requirements, upon examination, and then for a maximum of nine hours credit in the following subjects only: applied
music, Greek, mechanical drawing, solid geometry, trigonometry, third
and fourth year German, French, Latin, and fourth year English. These
must count as elective credit, except that applied music is allowed to
count on a music major or minor requirement.

To receive college credit for such work, application must be made
at time of first registration. Examinations must be taken by the end of
the semester in which the student was first enrolled.

III. ADMISSION TO ADULT SPECIAL STANDING

Persons at least twenty-one years of age who do not fulfill the ad-
mission requirements for freshman standing, but who present an equivalent
academic training, or who have otherwise acquired adequate preparation
for collegiate courses, may be admitted, upon approval, to adult special
classification. An applicant under twenty-one years of age will not be
considered.

Adult special students are governed by the same rules as regular
students, but are not candidates for graduation until they have fulfilled
all requirements, including those for admission.

ADMISSION OF RETURNED VETERANS

Veterans returned from the armed forces who are not high school
graduates may be admitted to the University on the basis of psychological
tests and subject matter tests and permitted to carry a program of studies
adapted to their needs with the approval of the Dean and Department
Head concerned.

Veterans fulfilling the above conditions may pursue two-year Asso-
ciate title or a four-year degree program and secure such title or degree
upon satisfactory completion of the course.

Veterans returned from the armed forces who are not high school
graduates will be encouraged to build up their records to high school
equivalency. This may be done through completion of high school work
in the University Resident Supervised Study Center, which is described
elsewhere in this catalog, through regular correspondence courses, or by
returning to high school. Records of work done in the Supervised Study
Center or by correspondence will be submitted to the high schools for
the issuance of a high school diploma.

Many high schools will grant a diploma to a veteran on the basis of
satisfactory scores on five examinations known as the General Educational
Development Tests. In cases where the high schools are not prepared to
grant diplomas on this basis, application to take these tests may be made
to the State Department of Public Instruction at Lincoln, Nebraska. It
will grant a "Certificate of Equivalency" upon satisfactory completion of
the tests. Further information concerning these tests may be obtained
from the Veterans Information Service, Room 274.
The University cannot grant a secondary school diploma. It can certify to the high school that the student has met the University's entrance requirements. Subject matter credits may be obtained by passing prescribed examinations.

Nothing in these policies shall be construed as a precedent to admit students who are, or should be, following the normal high school programs.

REGISTRATION

In the few days immediately preceding the first class meetings of a semester, formal registration takes place. Complete instructions about registration procedure are given each student. A conference with an adviser is also arranged at this time.

Students in attendance may be expected to register in advance for the succeeding semester.

In order that the adviser may have as much information as possible to draw upon in counseling a new student, applicants are asked to complete entrance tests sometime in advance of registration. Appointments for the tests are scheduled by the Registrar, Room 240. The tests will require the students' time all the first day and the morning of the second day.
STUDENT SERVICES
COUNSELING PROGRAM

The University believes that academic programs can be most efficiently planned in terms of the interests, aptitudes, and objectives of the individual student. As an aid in determining these interests, aptitudes, and objectives, the University has developed an extensive vocational and academic counseling system.

All students who have not previously attended the University are required to take a series of guidance tests. Each student is assigned to an academic adviser who will, through interpretation of the test results and by personal interview, advise the student on the courses for which he should register. The guidance examination results provide the counselor and student with information about the student's aptitudes, abilities, and interests. This information will enable them to make wise curriculum and course selections. It will also help to set up appropriate educational objectives for the student. It is desirable to take these tests as early as possible in advance of the opening of the school year. One full day and one-half day are required to complete the tests. The date for taking the guidance examinations will be stated in the letter of acceptance for admission to the University, which the student receives from the Registrar's Office. A student may not complete his registration or attend classes until these guidance tests have been completed.

The Bureau of Adult Testing, Guidance, and Personnel Services is responsible for all testing of entering students. It provides physical facilities and trained personnel for personal counseling, vocational guidance, and academic guidance. The Bureau's staff of psychologists, psychometrists, and personnel counselors is continuously available to all day students of the University on a basis of referral from faculty members and administrative staff members of the University.

The Bureau also provides personnel consultant and testing service on a special fee basis to business and industrial organizations. A complete counseling, testing, and guidance service on vocational and personal problems is available on a fee basis to citizens of metropolitan Omaha who are not students at the University.

The University is under contract with the United States Veterans Administration to furnish the testing and counseling necessary in the selection of suitable vocational objectives for all veterans in the Omaha area who are eligible for training under the federal vocational training laws. Veterans eligible for these benefits may obtain this service by making proper application to the Veterans Administration.
COUNSELING PROGRAM FOR GENERAL STUDIES

A special counseling program, under a Counseling Director, is provided for students engaged in general studies not leading to a degree in each of the colleges. Assignment to this counseling program is made by the Registrar on the basis of high school record, aptitudes as indicated by the guidance examinations, interests, and educational goals.

STUDENT HEALTH SERVICE

All students must complete physical examinations in the Student Health Office before admittance to the University. The Student Health Office does not prescribe hearing aids, glasses, or dental care, nor does it offer complete diagnosis or treatment of diseases. In all such matters, the student is advised and urged to consult his own family physician.

First aid is given in case of accidents or sudden acute illness. This service is extended to all persons in the building, but the other services of the Office are for students only. Students with symptoms of illness are expected to report to the Student Health Office instead of to their classes. Thus communicable illnesses can be identified at the earliest possible moment, the student advised to consult his physician, and the general student body protected against the spread of infection.

While the treatment of disease and the correction of defects is left to the family physician, this Office carries on a program of education in correct health habits, takes a sympathetic interest in the student's problems and anxieties over his physical condition, and aims to encourage him and support him in his efforts to establish and maintain a high level of health and well-being.

No registration is complete in any semester until the Student Health Nurse, Room 250, has stamped the student's identification card with his health rating, based upon the doctor's recommendation.
BUREAU OF TEACHING AIDS

This service is designed to assist faculty and students in procurement, distribution, utilization, and evaluation of audio-visual materials and equipment. It is particularly valuable to students who are planning to go into the teaching profession.

There is increasing need for each of the services of the Bureau: (1) To provide information, materials, and equipment to University faculty and classes; (2) To provide photographic services, including darkroom facilities for photographic classes and student publications; (3) To schedule and arrange appropriate displays in the exhibit cases; (4) To provide a graphic arts service; (5) To provide pre-service and in-service training in audio-visual education for teachers and education students; (6) To provide audio-visual materials to schools and community groups.

TUTORING SERVICE

The Tutoring Service provides a group tutor for those who need assistance in addition to regular classroom instruction in certain academic areas. The student wishing to take advantage of the service registers for a minimum of ten hours per week scheduled at such time as his class program permits. During those hours he works under the supervision of a tutor who can provide him with help on difficult points of lesson preparation at the time he needs that help.

SUPERVISED STUDY CENTER

The program of the Supervised Study Center has been devised to help individuals in the following groups:

1. Students unable to register for college classes at the regular registration time.
2. Students needing refresher work in high school courses as preparation for college work.
3. Students wishing to make up high school credit deficiencies.

The Study Center is in operation the year around with class hours from 8 a.m. to 4 p.m., Monday through Friday. The average interval required for earning three college credits or one high school credit is three weeks. Work in the Center may be started at any time, but registration is accepted on a full-time basis only.
PLACEMENT SERVICE

Students desiring employment should register in Room 274. In addition to assigning all student assistantships and other student work on the campus, the Placement office is maintained to assist students in selecting suitable vocations, in developing successful interview techniques, and in obtaining career jobs.

Vocational guidance and training in the principles of job seeking should precede graduation by at least two years.

Part-time jobs that fit into class schedules may require considerable time to arrange. Applications should be made well in advance. The Placement Office makes an active effort to obtain employment for all students desiring jobs. It cannot, however, guarantee to secure employment for every student.

Students interested in teaching positions should register with the Placement Office at least one semester before they plan to go to work, as extensive confidential credentials must be prepared for the information of prospective employers. An active list of available positions is maintained, and interviews with school executives are often arranged.

Registration in the Placement Office should precede graduation by at least one full semester.

BOOK STORE

Textbooks and supplies necessary for classes taught in the University of Omaha are sold in the Book Store to University of Omaha students and faculty only. Clerks may require students to show identification cards at any time, and the Book Store Manager may refuse to sell merchandise which he has reason to believe is going to non-students or non-faculty members of the University of Omaha.

Used books may be left at the Book Store "on consignment." Sale of such books will be made as soon as possible at the price asked by the owner. A commission of 10 per cent will be retained by the Book Store and the balance remitted to the student.

All sales in the Book Store are on a strictly cash basis. No books or supplies may be charged.

CAFETERIA

The Cafeteria and the Student Center are not public restaurants. Because of the distance of the University from the main business district, the Cafeteria and the Center are maintained for the convenience of the students and the faculty. Student activities cards may be demanded by the cashier at any time. Students may bring guests occasionally, but the practice is not encouraged.

All food is dispensed on a strictly cash basis. No one may defer payment for meals. Food and beverages must be kept in the Cafeteria. Coffee, pop, sandwiches, etc., may not be taken to other parts of the building for consumption.
STUDENT ORGANIZATIONS AND ACTIVITIES

STUDENT LIFE

The University recognizes the value of a well-rounded program for student development and encourages students to participate in extracurricular activities. Students who have the time will be interested in the programs of the fraternities, sororities, special interest clubs, student publications, intramural, and intercollegiate activities.

A more complete description of these opportunities may be found in the Student Handbook.

In general, eligibility requirements for participation in extracurricular student activities provide that a person must be a regularly enrolled full time student in good standing; that is, not on academic or disciplinary probation. However, since some groups maintain higher requirements, it is advisable to inquire at the Office of the Dean of Students about the eligibility requirements for any particular group or activity.

STUDENT GOVERNMENT ASSOCIATIONS

Student Council

Interfraternity Council
- Phi Epsilon Pi, Alpha Chi Chapter (1950)
- Theta Chi, Delta Zeta Chapter (1950)
- Theta Phi Delta (1915)
- Sigma Lambda Beta (1949)
- Sigma Phi Epsilon, Nebraska Beta Chapter, 1951

Panhellenic Council
- Alpha Xi Delta, Gamma Delta Chapter (1950)
- Gamma Sigma Omicron (1925)
- Chi Omega, Zeta Delta Chapter (1949)
- Sigma Kappa, Beta Omega (1950)
- Zeta Tau Alpha, Gamma Mu Chapter (1950)

PROFESSIONAL FRATERNITY
- Delta Sigma Pi, Gamma Eta Chapter, (Business Administration) 1949

INDEPENDENT GROUP
- University of Omaha Independent Students Association (1935)

LEADERSHIP HONOR SOCIETIES
- Omicron Delta Kappa, University of Omaha Circle (Senior men)
- Waokiyi (Senior women), founded at University of Omaha, 1950

PUBLICATIONS
- Gateway (newspaper)
- Tomahawk (yearbook)
- Student Directory
RELIGIOUS ORGANIZATION
Omaha University Christian Fellowship

SCHOLASTIC HONOR SOCIETIES
Alpha Lambda Delta (freshmen women), founded at University of Illinois, 1924
Phi Eta Sigma (freshmen men), founded at University of Illinois, 1923
Corinthian Society, founded at University of Omaha, 1948
(junior and senior men and women)

HONORARY SOCIETIES
Alpha Psi Omega (dramatics)
Alpha Kappa Delta (sociology)
Gamma Pi Sigma (chemistry)
Kappa Lambda Mu (music—women)
Kappa Mu Lambda (music—men)
Pi Kappa Delta (Forensic)
Sigma Tau Delta (English)

SERVICE GROUPS
Alpha Phi Omega (scouting men)
Feathers, Phi Sigma Chi (women)
Warriors, Omicron Pi Omicron (men)
Pinfeathers (freshman women’s pep club)

SPECIAL INTEREST GROUPS
Association for the Study of Group Dynamics
Band
Chorus
Debate
Home Economics Club
Orchestra
Pre Med Club
Retailing Club
Social Science Club
Sociology Club
Student Affiliate Chapter of American Chemical Society
University Players

ATHLETIC CLUBS
“O” Club (honorary—men)
Omaha University Women’s Intramural Association
(Open to all women students)

IDENTIFICATION AND ACTIVITIES CARD
Each student who carries six or more credit hours is required to pay a $9.00 activities fee per semester. Of this amount, $3.00 is apportioned to athletics, $3.00 to student publications, and $3.00 to other student activities. The payment of this fee entitles him to an activities card. This card, which must be carried at all times, admits the student, without
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further charge, to all University activities, all athletic events, and social affairs which receive support from the activities budget. The card also entitles the student to receive free all student publications which are issued during the year.

The activities card serves as identification for service in the Cafeteria, Student Center, Book Store, and Library, and is not valid until signed by the University Business Officer, indicating that fees are paid.

The identification card is given to the student at the time he reports to Student Health Department for examination before he completes his registration. It remains the property of the University, and no refund will be granted on it. Cards are non-transferable, and if lost may be replaced only by permission of the Dean of Students and upon payment of the duplicate card fee. A charge of $5.00 will be made for a duplicate copy of the activity card lost during the first nine weeks of classes. A charge of $2.50 will be made for duplicate copies issued after the ninth week. Loaning or selling an activities identification card subjects the owner to forfeiture of all activities privileges. If the student is suspended or withdraws, he must return his activities card to the Dean of Students Office.

ALUMNI ASSOCIATION

The University of Omaha Alumni Association is a growing, progressive organization. The Executive office is in Room 151 and is staffed with a full time executive secretary and his assistant.

The Association is governed by a board of directors, whose policies and decisions are carried out by the Executive-Secretary.

Four times during the school year the newly designed magazine, INJUN, is sent to paid members.

Under its direction, the Best Years Club, Homecoming, Class Reunions, Achievement Day and other activities of benefit to the University and its alumni are planned and carried out.
THE LIBRARY

The library is located in the northeast wing of the University building. Two reading rooms on the second floor provide seating space for more than 200 students.

The general book collection of over 85,000 volumes is housed in two stack levels directly below the reading rooms. The book stacks are open to all graduate students and to undergraduates by special permission. The Library's holdings have been carefully chosen to answer both the curricular and general reading interests of the students. A well-balanced reference collection, located in the west reading room, is supplemented by timely pamphlet files and other special aids.

In addition to the general book collection, the Library contains approximately 15,000 government documents. The University of Omaha has been a United States government document depository since 1939 and has acquired a substantial file of older documents through purchase.

The Library receives 400 current periodicals. Bound files of these journals are housed in the east reading room and in the book stacks. The Library has a file of the Omaha World-Herald and the New York Times on microfilms and possesses a Recordak reader for the reading of these and other microfilms.

An open shelf collection of over twelve hundred books for recreational reading is maintained in the Fore Memorial Browsing Room on the third floor. Comfortable furniture, attractive surroundings, and a wide selection of books serve as a stimulus for broadening reading interests. A readers' advisor in charge of the room is ready at all times to counsel with students regarding their reading problems and interests.
SCHOLARSHIPS AND AWARDS

REGENTS' SCHOLARSHIPS

The Regents of the University of Omaha have provided a number of Regents' Scholarships which are awarded on the basis of competitive examinations to high school graduates. These Scholarships provide for the remission of tuition for one school year.

UNIVERSITY HONOR SCHOLARSHIPS

There are available to sophomores, juniors, and seniors of the University of Omaha a number of University Honor Scholarships which are awarded strictly on the basis of scholastic achievement. No application is necessary.

HIGH SCHOOL TUITION GRANTS

The University makes available a varying number of High School Tuition Grants to graduates of Omaha high schools who may be in need of some financial assistance in order to carry on an academic program at the University. Application can be made through the high school principal or to the Committee on Scholarships and Grants of the University.

UNIVERSITY TUITION GRANTS

University Tuition Grants are available to regularly enrolled students at the University. The purpose of this grant is to give financial assistance to students who have indicated by previous academic performance that they can profit by a college education but need some financial assistance in order to continue their program of study. Application can be made to the Committee on Scholarships and Grants.

OTHER SCHOLARSHIPS, GRANTS, AND AWARDS

There are a number of other scholarships and awards which have been made available by the University, organizations, and individuals. Since conditions governing each scholarship or award vary, students interested should inquire at the Office of the Dean of Students, Room 272, for information.

Delphian Assembly Scholarship
Colonial Dames Scholarship (Sociology)
George B. Lake Memorial Prize (American History)
Gilbert M. Hitchcock Scholarship (Government)
Emma S. Metz Music Scholarship
Pan-Hellenic Scholarship (Elementary Education)
Omaha Real Estate Board Award (Real Estate)
Nebraska State Real Estate Association Scholarship (Real Estate)
Chi Omega (Sophomore Girl)
W. H. Schmoller Music Scholarship
Omaha World-Herald Scholarships in Retailing
Women's Division of the Omaha Chamber of Commerce Work Fellowship in Business Administration
Foreign Student Scholarship.

More complete information on these scholarships is on file and available in the Office of the Dean of Students.

STUDENT TUITION LOANS

Limited loans are available from the John R. and John Potter Webster Fund, the Omaha North Side Woman's Club Fund, Isaac Sadler Chapter D.A.R., the Rotary Club Student Loan Fund, and the Woodward Work-Fellowship Fund for colored students. Information regarding loans may be obtained from the Vice-President.

DEGREES WITH DISTINCTION

Candidates for degrees with departmental distinction must (a) have attained an average grade of 2.62 (85%) in their previous work and an average grade of 3.25 (90%) in courses in their major field; and (b) be recommended by the head of the department of their major field.

Application should be made to the Committee on Honors and Degrees with Distinction during the junior year or before the end of the first quarter of the senior year.

DEGREES WITH HONORS

The Bachelor's degrees with honors are awarded as follows:

(a) to all graduates whose scholastic average for their entire university career is 3.62 or above, but below 3.75: the degree cum laude;

(b) to all graduates whose scholastic average for their entire university career is 3.75 or above, but below 3.87: the degree magna cum laude;

(c) to all graduates whose scholastic average for their entire university career is 3.87 or above: the degree summa cum laude.

In order to qualify for degrees with honors, transfer students must achieve the required averages not only in all university courses but also in the courses taken at other institutions.
SCHOLASTIC STANDING

At mid-semester, the Office of the Dean of Students will prepare for the parents a report of academic progress for those students whose absences are excessive and whose academic standing is below average. Students failing to accomplish the objective of satisfactory scholastic standing may be placed on probation or suspended by the Faculty Committee on Probation and Suspension. The rules and regulations governing probation and suspension will be found on pages 34 and 35.

EXAMINATIONS AND GRADES

All examinations must be taken at the scheduled time. Students are held responsible for any deviation from this rule.

All grades are reported by the faculty to the Registrar at the end of each semester. Grades are determined in part by the daily record of the student and in part by semester and mid-semester examinations, the weight attached to each being determined by the instructor giving the course.

The scholastic quality of a student’s work is recorded by the following system of course marks:

- A—Superior work, 4 quality points
- B—Above average, 3 points
- C—Average, 2 points
- D—Below average, 1 point
- F—Failure, 0 points
- CON.—Condition
- INC.—Work incomplete

For graduate students the lowest passing grade is “B.”

To be eligible for a degree or an Associate Title, a student must present a scholastic average of “C” or 2.

CON.—A condition indicates that the student has not done sufficient satisfactory work to entitle him to credit. The instructor shall determine how the condition may be removed and report to the Registrar when the condition is removed. If the condition is not removed within one year, the course mark is recorded as a failure.

INC.—A student may be reported incomplete if some minor portion of the work remains unfinished, provided the student’s standing in the course is not below “D.” An incomplete must be made up during the first nine weeks of the following semester.

Students who are on scholarships or who wish to be eligible for activities must make up incomplete grades within two weeks of the last final. Unless these are made up, the student cannot be certified as being eligible.

The date of examinations for the removal of all incompletes will be announced by the deans of the colleges. After this time an incomplete becomes a failure, unless the deans of the colleges have approved an extension of the time limit.
DROP—When a student finds it necessary to drop a course, he should notify the Registrar immediately. If a student is passing at the time he withdraws, his record will be marked “W,” indicating that he withdrew in good standing. If the student is failing at the time he withdraws, his record will be marked “X,” indicating that he was delinquent at the time of withdrawal.

A student may not drop a course with any other grade than “F” after the eleventh week of the semester unless he has the special approval of the instructor and the Dean of his College.

The credit hour load for which the student is registered at the end of the fourth week shall be considered as his total credit hour load or total credit hours attempted for the semester.

COURSE CREDIT

With some exceptions, such as laboratory, physical education, band, and choir, course credit is determined by the number of hours per week a class is in session. A course scheduled to meet three times per week for a semester merits, therefore, three semester hours credit.

STUDENT STUDY LOAD

1. All persons registering in the University of Omaha are required to carry a minimum load of 12 credit hours to be classified as regular students.

2. A normal load is considered to be 15 credit hours, and permission to carry less than 15 credit hours must be secured from the student’s academic counselor. Permission to carry less than 12 credit hours or more than 17 credit hours must be secured from the student’s academic dean.

3. Any student granted permission to carry less than 12 credit hours shall be considered as a special student. In no case shall a student carry more than 21 hours in any one semester.

4. A student shall not carry 18 semester hours of work unless he has maintained an average of “B” in the preceding semester, having carried a regular 15 hour load that semester.

5. This regulation applies to total or equivalent credits for courses taken by correspondence or in some other institution, in night school, audit courses, non-credit courses, or certificate courses, in addition to credits obtained in residence. Application for permission to register for 18 hours or more should be made first to the faculty adviser and then to the academic Dean.

6. Entering freshmen shall be limited to 16 hours except as otherwise required by specific programs, such as engineering and pre-medicine.

7. The credit hour load for which the student is registered at the end of the fourth week shall be considered as his total credit hour load or total credit hours attempted for the semester.
ACADEMIC PROBATION

The probationary period is in the nature of a warning to the student that his academic progress does not meet the minimum requirements of good standing of the University. Probation is an opportunity given to the student to determine for himself whether or not he should continue his college program. The rules and regulations governing probation and suspension apply to the Regular Session, Summer Session, and under the following conditions, to the School of Adult Education.

1. Students registered in day school and taking part of their work in the School of Adult Education.

2. Suspended students may not take any work for academic credit in any area of the University.

A student on academic probation may not participate in any form of organized extracurricular activity, including any form of intercollegiate competition or public appearance, except in those activities in which public appearance or representation is essential to the earning of credit. This exclusion from extracurricular activities for academic reasons is enforced not as a punishment; it is to give the student time to restore himself to good standing.

Any student registered in the University shall be on academic probation:

as a FRESHMAN, when any semester average falls below 1.2 or the cumulative average falls below 1.5 at the end of the freshman year.

as a SOPHOMORE, when any semester average falls below 1.6 or the cumulative average falls below 1.8 at the end of the sophomore year.

as a JUNIOR, when any semester average falls below 1.8 or the cumulative average falls below 2.0 at the end of the junior year.

as a SENIOR, when any semester average falls below 2.0 or the cumulative average falls below 2.0 at the end of the senior year.

as a SPECIAL, when any semester average or the cumulative average falls below that required of a regular student with equivalent credit hours.

RESTORATION TO GOOD STANDING FROM PROBATION

To be restored to good standing, a student must:

1. Earn the required minimum semester average for his class.

2. Raise his cumulative average to the required minimum for his class.

A student who has been placed on academic probation because of incompletes may be restored to good standing immediately upon completion of his incompletes providing his resulting semester and cumulative average meet the requirements for his particular class.
SUSPENSION

For students failing to meet the requirements for restoration to good standing after one semester on probation, extension of probation or suspension shall be by action of the Committee on Probation and Suspension.

APPLICATION FOR ADMISSION AFTER SUSPENSION

Applications for readmission to the University following suspension may be submitted for consideration after one regular semester of satisfactory performance in a program of remedial instruction approved in advance by the student's academic Dean.

The Committee on Probation and Suspension will entertain applications for reinstatement which carry the appropriate academic Dean's recommendations when they have been presented not later than August 15 for the first semester and December 15 for the second semester.

The committee may or may not grant permission for reregistration; however, should conditions warrant, the committee may grant permission for the student to reregister on a probationary basis.

GENERAL ACADEMIC REGULATIONS

Student Classification—For the purpose of voting and holding office, the minimum credit requirements for class standings are: sophomore, 27, junior 58, senior, 91.

Late Registration—Registration in any course for credit toward any degree, or any change of registration involving the addition of a course, is not permitted after the end of the second week of any semester or after the end of the third day of the summer session.

The Academic Year—Two semesters of approximately eighteen weeks each constitute the academic year. The unit of instruction is the semester hour, which signifies one recitation a week throughout the semester, or an equivalent.

Credit—Not more credit than the amount stated in the Catalog is permitted in any course. To receive credit all work must be done under the supervision of a member of the faculty.

Candidacy for a Second Baccalaureate Degree—Candidates for a Bachelor's degree who already hold another Bachelor's degree, or its equivalent, must complete a minimum of 30 additional semester hours at the University of Omaha for the second degree; they must also meet all of the specific requirements for that degree.

Applications for Degrees—Applications for all degrees and Associate Titles must be filed in the Office of the Registrar at the beginning of the semester and not later than the sixth week of the semester in which the degree is to be granted.

Attendance at Commencement—Candidates for degrees or Associate Titles are required to attend the commencement exercises in academic
costume. Anyone finding it necessary to have his degree conferred in absentia must petition his academic Dean three weeks prior to the commencement exercises.

Examinations—During the semester quarterly examinations and quizzes are arranged by the faculty. Grades for those students who are not doing satisfactory work are reported by instructors to the Office of the Dean of Students at the middle of the semester. The last week of the semester is devoted to final examinations. Each examination is scheduled for two hours.

Audit Courses—Audit courses must be registered for at the beginning of the semester; credit courses may not be changed to audit after the second week of the semester unless special permission is given by the Dean of the respective college.
TUITION AND FEES

TUITION

Student fees are payable in full at the time of registration, and registration is not complete until fees are paid. The University reserves the right to change the amount of fees or to add new ones at any time if such action is deemed necessary. Fees vary with the number of hours of classroom and laboratory work taken. The average fees per semester are approximately $125 for students who are residents of Omaha and $175 for those who do not live in Omaha (see section on residence of students, Page 40).

FEES

Activity fee—athletics, publications, and general student activities—payable each semester by every student registered for day classes carrying six or more hours. Any day student carrying less than six hours may purchase an activity ticket by paying the fee............................. $ 9.00

Activity fee, payable each semester by every student registered in the School of Adult Education ................................................................. .50

Activity fee, payable by every student registered in the Summer Sessions... 1.00

Art studio fee, per course (except Art 231, 232, 241, 242, 341, 342)........ 5.00

*Audit fee, per course................................................................. 2.00

Biology laboratory, per course (except 225, 415, 417).......................... 5.00

Business laboratory fee on courses numbered 7, 8, 9......................... 4.00

Business laboratory fee on courses numbered 2, 5, 6......................... 1.00

Certificates, teachers ....................................................................... 2.00

Change of schedule card ..................................................................... 1.00

Chemistry laboratory, per course (except 302)..................................... 8.00

Deferred payment, per course ............................................................. .50

Education 202 ........................................................................... 5.00

Education 336 ........................................................................... 2.50

Education 333, 334, 343, 344, 357, 358 (practice teaching) ................. 10.00

Graduation fee, Graduate Division......................................................... 15.00

Graduation fee, four-year courses....................................................... 10.00

Graduation fee, Associate Title............................................................. 5.00

Health service, Summer Sessions......................................................... 1.00

Health service, day school, each semester........................................... 2.00

Home economics laboratory fee on courses numbered 101, 102, 201..... 7.50

* Any student registered for 12 semester hours or more in the day school may audit a class in day school with the consent of the instructor and upon payment of a fee of $2.00. Otherwise the regular fee is charged.
Home economics laboratory fee on courses numbered 103, 104, 106, 203 303, 304 ................................. 3.00
Journalism 311, Newspaper Photography ........................................ 3.00
Kiln fee for Art 131, 132, 261, 262, 351, 352, 451, 452 ............................. 5.00
Late registration for day school, first week ........................................ 3.00
   Additional charge, each succeeding week ...................................... 1.00
Late reporting fee for pre-registration guidance and placement tests and physical examination ........................................... 5.00
Late registration for Adult Education students and Summer Sessions students. 1.00
Locker fee .................................................................................. 1.00
Matriculation fee, payable only once in each College, and in the Graduate Division .............................................................. 5.00
Music, applied, per credit in course ................................................. 1.50
Natural Science laboratory, per course .............................................. 5.00
Non-resident tuition, per credit; to be charged on all credit courses .......... 4.00
Physics laboratory, per course (except 312, 349, 350) ......................... 8.00
Physical education fee on courses numbered 111, 112, 113, 114, 211, 212, 221, 222, 223, 224, per course ....................................................... 1.00
Physical education locker fee, per semester ........................................ 1.00
Pre-registration guidance and placement tests .................................. 3.00
Registration fee, payable each time student registers in the day school ...... 3.00
Registration fee, payable each time student registers in the School of Adult Education, or the Summer School ................................ 1.00
Special examination, final, proficiency, or credit by examination ............ 2.00
Special examination, other than final ................................................ 1.00
Shop laboratory, on courses numbered Engineering 110, 111, 214, 215, 310, 311, 315, 316, per course .......................... 7.00
   Engineering 200 (laboratory fee only) ........................................... 3.00
Study Center registration (per course) ............................................. 3.00
Study Center tuition (including supervision) per clock hour ................ .30
Thesis binding fee ......................................................................... 10.00
Transcript (one copy furnished free), each additional copy .................... 1.00
   Duplicate copies of transcript requested at the same time as original.. .25
Tuition, per credit in course:
   Day school, regular session ......................................................... 6.00
   Adult education, evening classes .................................................. 6.00
   Summer school ........................................................................... 6.00
   Correspondence courses (does not require non-resident fee) ............. 6.00
   Graduate courses ....................................................................... 8.00

*Tutoring Service fee per clock hour (minimum of 10 hours per week) ... .15
Vocational aptitude and academic guidance tests, with individual analysis and counseling—fee determined in each case. For child study service tests and reading diagnosis, see administrative officer for charges.

* Refunds are not granted to students withdrawing from the Tutoring Service.
UNIVERSITY OF OMAHA

REFUND SCHEDULE

Refunds are figured from the date application is received, not from date of withdrawal from classes.

No refunds will be made on matriculation, registration, late registration, health fee, physical education locker fee, or student activity fee, unless such charges have been made through an error of the University Administration.

A student must file notice of withdrawal from any class, accompanied by written approval of the adviser and the Dean, with the Registrar immediately upon dropping any course.

No part of the laboratory fees will be refunded except upon written recommendation of the head of the department.

Students paying tuition on an installment basis who withdraw before the account is paid in full are not relieved from payment of the amount due; credits to their unpaid accounts will be made only on the basis of the schedule listed below.

A student dropping courses with the approval of the adviser and Deans or the Director of the School of Adult Education will receive refunds on tuition, non-resident tuition, and other fees in accordance with the following schedules:

**DAY SCHOOL**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before attending classes</td>
<td>100%</td>
</tr>
<tr>
<td>During first or second week</td>
<td>90%</td>
</tr>
<tr>
<td>During third or fourth week</td>
<td>75%</td>
</tr>
<tr>
<td>During fifth or sixth week</td>
<td>50%</td>
</tr>
<tr>
<td>During seventh or eighth week</td>
<td>25%</td>
</tr>
<tr>
<td>After the eighth week</td>
<td>0%</td>
</tr>
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</table>

**SUMMER SESSIONS**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage of Refund</th>
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</thead>
<tbody>
<tr>
<td>During first three days</td>
<td>100%</td>
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<tr>
<td>During remainder of first week</td>
<td>80%</td>
</tr>
<tr>
<td>During second week</td>
<td>60%</td>
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<tr>
<td>During third week</td>
<td>40%</td>
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<tr>
<td>After third week</td>
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</table>

**SCHOOL OF ADULT EDUCATION**

**Credit Courses and Non-credit Courses of 10 Weeks or More**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage of Refund</th>
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</thead>
<tbody>
<tr>
<td>Within first week</td>
<td>100%</td>
</tr>
<tr>
<td>Within second week</td>
<td>90%</td>
</tr>
<tr>
<td>Within third week</td>
<td>80%</td>
</tr>
<tr>
<td>After third week</td>
<td>0%</td>
</tr>
</tbody>
</table>

**SCHOOL OF ADULT EDUCATION**

**Non-credit Courses of Less Than 10 Weeks**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Percentage of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>After first class meeting</td>
<td>0%</td>
</tr>
</tbody>
</table>
DEFINITION OF NON-RESIDENT STATUS

The Board of Regents' rules provide that the non-resident fee shall be assessed and collected each semester from:

1. All students who actually reside outside the city of Omaha.

2. Students who are under twenty-one years of age, unmarried, and whose parents or legal guardians live and maintain their place of domicile outside the city limits of Omaha.

3. Students living in Omaha whose parents or legal guardians live outside the City of Omaha, but who have reached their twenty-first birthday and have not qualified to vote in Omaha, or who have not furnished other satisfactory evidence of bona fide residence.

Note:

a. Residence of a wife follows that of the husband.

b. Residence status shall be determined at the time of each registration. A change of circumstances during the semester does not justify an adjustment of fees during the semester.

c. In case a legal resident of the City of Omaha is appointed guardian of a minor, the residence of such minor for the purpose of this rule shall be considered established in the City of Omaha unless such legal guardian is appointed solely for the purpose of avoiding the payment of non-resident tuition to the University of Omaha.

d. Proof of residence status rests with the student whenever he challenges assessment of the non-resident fees. Payment of such fees may not be postponed pending decision of any case, but fees shall be refunded to the student if it is later found that they have been collected through error. Willful misstatement or concealment of any facts to influence the decision of a non-resident case is cause for immediate dishonorable dismissal from the University.
THE COLLEGE OF ARTS AND SCIENCES

The liberal education, which has for centuries been given by the College of Arts and Sciences or its equivalent, is responsible for much in the cultures of modern civilization. This education has also provided the background for the instruction of professional and technical schools.

One of the more recent trends in liberal education has been the grouping of courses into the three divisions of the humanities, the social sciences, and the natural sciences. Realizing that education is only achieved by the individual learner, this College encourages an individualized program whereby each student may learn something in each of these three divisions.

The task of the College of Arts and Sciences is to broaden the intellectual horizon by preserving the learning of the past, by presenting this past learning in a form which each new generation can understand, and by making further additions to knowledge.

THE LOWER DIVISION—GENERAL EDUCATION

The completion of two years of general college education as a preparation for specialization is highly recommended. For this reason the College of Arts and Sciences provides a well organized two-year program in general education. By meeting the requirements of this course of study, students are eligible for the title of Associate in Arts and Sciences.

THE UPPER DIVISION

The last two years of the liberal arts program are intended to continue general education and to provide for specialization in the student's field of special interest. The College of Arts and Sciences offers concentrations of courses in the following fields: business administration, economics, education, English, the fine arts (music, art, and speech), foreign languages and literatures, history and government, mathematics, psychology, science, sociology, and speech. By proper arrangement of courses, it is possible to take work leading to the Bachelor of Arts degree and to qualify for the Nebraska Secondary School Certificate. The College also offers the degree Bachelor of Fine Arts.

A student shall be qualified for the upper division upon the acquisition of sixty-four semester hours of credit with an average grade of at least "C" and the completion of General Requirements 3 and 4 for graduation.

The pre-professional programs of study are largely determined by the requirements of the graduate or professional college which the students intend to enter. If carefully arranged, they provide a sufficient variety of courses so that, taken in combination with appropriate courses in the social sciences and in the humanities, their objectives are virtually the same as those of the four-year course leading to the Bachelor of Arts degree. Increasingly the professional colleges are stressing the objectives of the four-year Arts and Sciences program.
GENERAL REQUIREMENTS

1. Quality of work — Candidates for all degrees must attain an average grade of at least "C" in as many credit hours of work as the total number required for graduation. In his major field, each candidate for a degree must attain at least grade "C" in as many credit hours of work as the minimum number required for the major for that degree by the faculty of the College.

2. Residence — Of the total number of semester hours of credit presented, five-sixths of the most recently earned 36 or more hours must be registered for and carried in residence at this University.

3. Physical education — The equivalent of at least 4 semester hours of college work in physical education are required of each candidate who is under the age of twenty-one at the time of his entrance into the University and not yet over the age of twenty-four on graduation.

4. English — The requirement of English is 6 semester hours of credit in courses to be determined by the Department of English.

5. The three divisions — In each of the divisions, humanities and social sciences, the requirement is at least 12 credit hours, of which not more than 8 may be from a single department of that division. Each 5 semester hours of credit in a general course in either of those divisions may be presented in lieu of any 6 credit hours in the same division. In the division, natural science, the candidate must present at least 10 credit hours. For the purpose of meeting this and later requirements, the three divisions are defined to include the departments listed below.

   Humanities — Art, English, foreign languages, music, philosophy, religion, and speech.

   Natural sciences — Biology, chemistry, mathematics, and physics.

   Social sciences — Economics, government, history, psychology, and sociology.

   It is to be specifically noted that English 109, 111, 112, 114, 240, and those courses in foreign languages bearing numbers less than 213 may not be used to meet any part of this requirement.

6. Major field — Each candidate must complete a major consisting of courses specifically required in a field and a choice of others designated as appropriate by the faculty in that field. Designation of courses outside of a field must be given prior notice by publication in the Catalog. All changes in the stated lists of major fields require the approval of the faculty of the College.
REQUIREMENTS FOR THE DEGREE
BACHELOR OF ARTS

1. Total hours—Each candidate must present a total of 125 semester hours of credit.

2. General requirements—Each candidate must meet the general requirements of the College.

3. Foreign Language—The candidate must present two years of college work in a foreign language or an equivalent thereof as determined by the Department of Foreign Languages and Literatures. Acceptable equivalent may consist of:

   (a) Two semesters of work in a foreign language in high school, plus three semesters of college work in the same language.

   (b) Three or four semesters of work in a foreign language in high school, plus two semesters of college work in the same language.

   (c) Six semesters of work in a foreign language in high school, provided the candidate passes a proficiency test with a grade acceptable to the faculty in foreign languages.

4. Major field—Each candidate must present a major consisting of at least eighteen credit hours of work designated as appropriate by the faculty in one of the fields, art, biology, business administration, chemistry, economics, English, French, German, government, history, mathematics, music, physics, psychology, science, sociology, Spanish, and speech.

5. Maximum hour limits—No candidate may count toward the B.A. degree a total of more than forty credit hours in his major field. He may count not more than forty credit hours either in any one department included within the three divisions, humanities, natural sciences, and social sciences, or in all courses not included therein. But, in only one special case, chemistry, he may present as many as but not more than forty-four credit hours.

6. Professional Students—Students of approved professional schools who have completed at least ninety-six credit hours of academic work, five-sixths of the last seventy-two or more hours of which have been registered for and carried in residence at this University, may be able to meet all requirements for the Bachelor of Arts degree by transfer of credits acceptable for that degree as determined by the Committee on Advanced Standing. Such students shall be eligible for recommendation for the degree by the faculty.
REQUIREMENTS FOR THE DEGREE
BACHELOR OF FINE ARTS

1. Total hours—Each candidate must present at least 130 semester hours of credit.

2. General requirements—Each candidate must meet the general requirements of the College.

3. Foreign Language—The candidate must present one year of college work in a foreign language or demonstrate proficiency in reading or in speaking a foreign language as determined by the Department of Foreign Languages and Literatures.

4. Major field—Each candidate must present a major consisting of at least forty credit hours of work designated as appropriate by the faculty in one of the fields—art or music.

5. Maximum hour limits—No candidate may count toward the B.F.A. degree a total of more than sixty-eight credit hours in his major field. He may count not more than forty credit hours either in any other department included within the three divisions, humanities, natural sciences, and social sciences, or in all courses not included therein.

BACHELOR OF ARTS AND THE NEBRASKA SECONDARY SCHOOL CERTIFICATE

MR. GORMAN, Adviser

Since the College of Arts and Sciences is a continuation of general education with some emphasis on specialization in the junior and senior years, it offers an excellent combination of courses for the prospective teacher in the secondary and elementary schools.

Students who plan to teach can meet the requirements for the degree Bachelor of Arts as well as the requirements for a teacher's certificate. The Dean of the College of Education must be consulted about the subjects required for a teaching certificate.

REQUIREMENT FOR THE TITLE ASSOCIATE IN ARTS AND SCIENCES

The first two years of the Arts and Sciences program constitute a collegiate program in general education. The tendency in college curriculum-building throughout the United States is to require all students to complete two years of general education before electing professional curricula. The University of Omaha recognizes this tendency as a sound
educational practice. While not all students are required to complete the first two years of the Arts and Sciences course of study, they are urged to do so if they can afford the time.

Upon application, students may be awarded the title of Associate in Arts and Sciences:

1. When they have met the entrance requirements of the College of Arts and Sciences.

2. When they have satisfactorily completed 64 semester hours of work with an average grade of "C," and those requirements described in Paragraphs 3, 4, 5, and 6 of the requirements for graduation.

3. When they have satisfactorily completed 30 semester hours in residence at the University of Omaha.

Former students who have met the requirements may secure the title upon earning 6 or more additional credit hours at this University.

**COMBINATION LIBERAL ARTS AND PROFESSIONAL COURSES**

Students who have completed 96 semester hours of work at the University of Omaha shall be eligible for the degree Bachelor of Arts upon the completion of a year's work in an approved professional college, provided the minimum requirements for graduation, except for the total number of hours, have been met, and provided also that the courses taken in the professional college shall be of such nature that they will enable the student to meet the present University requirements of concentration of courses in the upper division.

**PRE-LEGAL STUDY**

*Mr. Utley, Adviser*

Students who are preparing through their study at the University of Omaha to attend a law school should anticipate at least three years of college work. Although some schools accept two years of college preparatory work, three years is the minimum required by the larger law schools and a few require the Bachelor of Arts degree.

During the first two years, pre-law students should take the courses required in the Arts and Sciences program and include an adequate distribution of courses in English literature, rhetoric, logic, psychology, sociology, public speaking, and debate.
PRE-MEDICAL COLLEGE COURSE

Miss Ward, Adviser

Pre-medical students must secure at least 90 semester hours of credit before making application to enter most medical colleges. The pre-medical program must include at least 6 hours in English, 15 hours in chemistry, which must include inorganic and organic chemistry, and quantitative analysis, 8 hours in biology, of which at least 4 must be in zoology, 8 credit hours in physics, and a reading knowledge of a modern foreign language. The remainder of the 90 credit hours should be selected to meet the special interests of the student and the basic requirements for the Bachelor of Arts degree. Courses taught in medical colleges should not be included.

Pre-medical students who elect to obtain the Baccalaureate degree before entering medical school must have fulfilled the requirements in each of the three divisions, humanities, natural sciences, and social sciences. In addition, they will be required to complete a major consisting of courses specifically required in a field, and of a choice of other courses designated as appropriate by the faculty in that field.

In the case of medical and dental students who return for Baccalaureate degrees, after a full year's work in medical or dental schools, five-sixths of the last 72 hours or more of the required 96 credit hours of pre-medical work must be registered for and carried in residence at this University. Such students may offer 6 credit hours in the social sciences instead of 12 credit hours, and 6 credit hours in philosophy or English literature instead of 12 hours in the humanities.

For the convenience of the student, a general pre-medical program is listed below. The basic science requirements are included, but the large number of electives allow such flexibility that the student may choose any one of several fields as a major.

GENERAL PRE-MEDICAL PROGRAM

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<th></th>
<th>FIRST SEMESTER</th>
<th>FIRST YEAR</th>
<th></th>
<th>SECOND SEMESTER</th>
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<tr>
<td></td>
<td>*Mathematics (Col. Alg. or Col. Algebra and Trigonometry)</td>
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<td>*Mathematics (Trigonometry or College Algebra and Analytical Geometry)</td>
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<td>Chemistry 211 or *213</td>
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<td>Chemistry 312 or *214</td>
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<td>Biology 113</td>
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<td>Chemistry 312 or *214</td>
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<td>*Physics 111 or 211</td>
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<td>*Physics 112 or 212</td>
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<td>16-18</td>
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*Five hour courses if majoring in chemistry.
COURSES OF INSTRUCTION

NOTE: On the following pages are listed the courses of the regular DAY and SUMMER school. Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer. Evening courses (E) are not indicated unless the course is offered only in the School of Adult Education. Courses without any designations will not be offered this year. Courses may be offered in semesters other than designated.

All credit courses offered by the University may be applied toward any degree or certificate granted, except as stated under each department.

All courses offered for credit, whether scheduled for the regular academic year, the School of Adult Education, or the summer program, are listed under the departments in which they are located and are in alphabetical order except the general introductory courses, which are listed first.

The system of course numbers is arranged to indicate the level of instruction.

The first figure in each number designates the group to which a course belongs:

100-99—Courses open primarily to freshmen
200-99—Courses open primarily to sophomores
300-99—Courses open primarily to juniors
400-99—Courses open primarily to seniors

Registration in courses more than one group removed from a student’s class standing is permitted only in music, speech, mathematics, physical education, and beginning foreign languages, except in special cases by permission of the Deans of the Colleges.

THE GENERAL INTRODUCTORY COURSES

THE HUMANITIES

101 Introduction to the Humanities: A functional survey of literature, philosophy, and the arts. During the first semester this survey reveals the ideals which gave meaning to life in the past; during the second semester it emphasizes the variety of ideals which motivate life today.
Credit 5 hours per semester (I-II) ................. Mr. Payne

THE NATURAL SCIENCES

101 Introduction to the Physical Sciences: A selected sampling from the fields of geology, physics, chemistry and astronomy, correlated with every day problems in the application of physical science to the home, to the industrial city,
and to a democracy, leading to an understanding of some of the basic principles and methods of physical science. Lecture, discussion, laboratory. Credit 5 hours (I) ........................................ Mr. McMillan and Staff

102 General Biology: A selection of phenomena from plant, animal, and human biology, with discussions of basic principles involved in their interpretation. Lecture, discussion, laboratory (laboratory work about equally divided between audio-visual presentation and identification of common forms of plants and animals.) Credit 5 hours (II, S) ........................................ Mr. Garlough

THE SOCIAL SCIENCES

101 Introduction to the Social Sciences: The student is introduced to a study of the social aspects of Western culture. The development of social institutions and relationships from the Greek and Roman periods to the present day is presented. Present-day economic, political, and sociological activities of Western civilization are analyzed. Credit 5 hours per semester (I—II) . . . . . . Mr. Adrian, Mr. Crane, Mr. Sullenger, Miss Tirrell, Mr. Utley

ART

PROFESSOR B. C. KOCHe HEAD); ASSISTANT PROFESSOR M. R. KOCHE; INSTRUCTOR WENDELL

A major will lead to either the Bachelor of Arts or the Bachelor of Fine Arts degree.

All majors are required to take concurrently in the first year the three basic courses—Art 111-112, Art 121-122, and Art 131-132 or Art 261-262. These three basic courses are prerequisite to all advanced courses in art and may not be counted in the eighteen or more credit hours required as the major in art for the B.A. degree, except with the approval of the art faculty. The specific courses required in fulfillment of the major will be determined in terms of the educational and vocational objectives of the student in consultation with the art faculty and will be chosen from numbers in advance of the three basic prerequisite courses.

THE DEGREE BACHELOR OF ARTS

Majors will follow the general and academic requirements of that degree and the major requirements in art as recommended by the Head of the Department.

All freshmen and sophomores wishing to major in art toward the B.A. degree should consult with the art faculty for a recommended schedule based upon their interests in art before consulting the academic adviser.

THE DEGREE BACHELOR OF FINE ARTS

A student may become a candidate for this degree on approval of the Head of the Department. This degree requires a total of 130 credit hours for graduation, with a minimum of 54 credit hours in art and a maximum of 68 credit hours in art as advised by the art faculty.

All freshmen and sophomores wishing to major in art toward the B.F.A. degree will consult directly with the faculty in art for an approved schedule.

111 Elementary Freehand Drawing: Two two-hour laboratory periods and one lecture period weekly. Prerequisite to all advanced courses. A technical course in drawing, emphasizing the fundamental principles of line and mass relationship. 111 prerequisite to 112. Credit 3 hours each (I, II, S—I, II, S) ....................... Mr. Koch, Mr. Wendell
Elementary Design: Two two-hour laboratory periods and one lecture period weekly; an elementary course in the fundamental principles of color and color organization; concurrent with Art 111; 121 prerequisite to 122. Credit 3 hours each (I, II—S). Mr. Wendell

Sculpturing: Two two-hour laboratory periods and one lecture period weekly; a creative course in the application of color form and line relationships in the sculptor’s media, stone, plaster, plastic wood, clay, ceramics, etc., as expressed in terms extending from the bas-relief to the full round; 131 prerequisite to 132. Credit 3 hours each (I, II—II). Mr. Koch

Intermediate Freehand Drawing: Two two-hour laboratory periods and one lecture period weekly; emphasis on the more complex problems in composition and organization. Prerequisite: Art 112 or permission of the Head of the Department; 211 prerequisite to 212. Credit 5 hours each (I, II—II). Mrs. Koch

Intermediate Design: Two two-hour laboratory periods and one lecture period weekly; application of design principles to problems in the field of art specialization of the specific student. Prerequisite: Art 122; 221 prerequisite to 222. Credit 3 hours each (I, II). Mrs. Koch

Appreciation of the Fine Arts: An appreciative study of painting, architecture, sculpturing, and the graphic arts, with sufficient emphasis upon technical methods and studio procedures to aid understanding. Credit 3 hours each. Mrs. Koch

Creative Crafts Workshop: Two two-hour laboratory periods and one lecture period weekly. A studio course designed for students in education and teachers wishing to round themselves out in a specific technique, and for non-art majors wishing to learn to express themselves through such craft expressions as metal, textile, modeling in clay, or papier mache, block printing, etc. Credit 3 hours (I—II). Mrs. Koch

Commercial Art and Illustrative Advertising: Two two-hour laboratory periods and one lecture period weekly; application of commercial media and materials to line, mass, and color handling in creative layouts to attract attention, hold attention, direct eye movement, make appeals, produce solidity, volume, movement, etc. Prerequisite: Art 112 and 122 and either 132 or 262; 251 prerequisite to 252. Credit 3 hours (I—II). Mrs. Koch

Elementary Ceramics: Two two-hour laboratory periods and one lecture period weekly; an elementary course in pottery consisting of the designing, building, decorating, and glazing of creative forms in ceramic materials. 261 prerequisite to 262; advanced work in ceramics may be taken under Art 351-352 and Art 451-452. Credit 3 hours each (I, II—II). Mrs. Koch

Modeling and Casting: Two two-hour laboratory periods and one lecture period weekly. A course in creative modeling and the casting of the same. Emphasis is placed upon the various methods and media of casting. Prerequisites: Art 132 or Art 262, Art 112 and Art 122; 263 prerequisite to 264. Credit 3 hours each (I—II). Mr. Koch

Advanced Freehand Drawing: Two two-hour laboratory periods and one lecture period weekly; advanced problems in group human figure compositions, landscape, and human figure and landscape compositions in any medium. Prerequisite: Art 212; 311 prerequisite to 312. Credit 3 hours each (I, II—II). Mrs. Koch
331 **Introductory Oil Painting:** Two two-hour laboratory periods and one lecture period weekly; an introductory course in oil painting. Prerequisite: Art 112 and 122, and either 132 or 262, or permission of the Head of the Department. Credit 3 hours (I, II) ........................................... Mrs. Koch

332 **Intermediate Oil Painting:** Two two-hour laboratory periods and one lecture period weekly; advanced problems in composition in oil. Prerequisite: Art 331. Credit 3 hours (I, II) ........................................... Mrs. Koch

341 **History of Modern Art:** History and development of modern painting, sculpture, and architecture. Not open to freshmen. Credit 3 hours .......................................................... Mrs. Koch, Mr. Wendell

342 **History of Medieval and Renaissance Art:** History of painting, architecture, and sculpture from about 1000 A.D. to the end of the seventeenth century. Not open to freshmen. Credit 3 hours ......................................................... Mrs. Koch, Mr. Wendell

351 **Minor Technical Problems:** A studio course in which the technical problems depend upon the individual needs of the student. Prerequisite: Art 112 and 122 and permission of the Head of the Department. Credit to be arranged (I, II—I, II) ........................................ Mrs. Koch, Mr. Koch

421 **Thesis:** Advanced development of a creative project in a technical field or research in some phase of the history of the fine arts or a combination of the two. Prerequisite: permission of the Head of the Department. Credit to be arranged (I, II—I, II) ........................................ Mrs. Koch, Mr. Koch

422 **Advanced Oil Painting:** Prerequisite: Art 331 and 332; 431 prerequisite to 432. Credit 3 hours each (I, II—I, II) ........................................ Mrs. Koch

441 **History of Classical and Ancient Art:** The study of art expressions of primitive peoples, ancient Egypt, Mesopotamia, Crete, Greece, and Rome to the Byzantine and early Christian periods. Credit 3 hours (II) .......................................................... Mrs. Koch, Mr. Wendell

442 **History of Oriental Art:** A study of the painting, sculpture, and architecture of Persia, India, China, and Japan from the prehistoric to the present time. Credit 3 hours .......................................................... Mrs. Koch

451 **Advanced Technical Problems:** Advanced work in any of the techniques. Credit to be arranged (I, II—I, II) ........................................ Mrs. Koch, Mr. Koch

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**CHEMISTRY**

**Professor Ward (Head); Associate Professor Bardolph; Assistant Professor Frye; Instructor Stageman**

A major in chemistry consists of 42-44 hours of courses 111-112 (or 181-182), 211, 213, 214, 312, 349-350, and 6 hours selected from 413 or 414, 451 or 452, or 495-496. Mathematics through Integral Calculus must be included in the supporting subjects, as well as one year of college physics and a reading knowledge of scientific German.

101 **College Chemistry:** A course in inorganic and organic chemistry, with special reference to the problems of home economics and nursing; Lecture 3 hours, discussion 1 hour, laboratory 4 hours. 101 prerequisite to 102. Credit 5 hours each (I—II) ........................................ Mr. Stageman

111 **General Inorganic Chemistry:** Lectures 3 hours, discussion 1 hour, laboratory 4 hours; not open to those with high school chemistry. Prerequisite: 1 year each, high school algebra and geometry. 111 prerequisite to 112. Credit 5 hours each (I, S—II) ........................................ Mr. Frye
121 *Chemistry for Nurses: A selection of topics from several fields of chemistry, based upon the needs of nurses; lecture 2 hours, discussion 1 hour; laboratory 2 hours.
Credit 4 hours (I) .................................................. Mr. Stageman

181 General Inorganic Chemistry: Lectures 3 hours, laboratory 4 hours. Pre-requisite: One year each high school algebra and geometry, one year high school chemistry, and a satisfactory score in the chemistry training test. 181 prerequisite to 182.
Credit 4 hours each (I—II) ........................................ Miss Ward

202 Physiological Chemistry: An introduction to the chemical components and reactions of living matter; lectures 3 hours, laboratory 4 hours. Prerequisite: Chemistry 102 or 214, and Biology 245.
Credit 4 hours (II) .................................................. Mr. Stageman

211 Chemical Principles and Semi-Micro Qualitative Analysis: Analysis of simple mixtures; the application of chemical laws and theories to analytical methods; lecture 3 hours, laboratory 9 hours. Prerequisite: Chemistry 111-112 or 181-182.
Credit 5 hours (I) .................................................. Miss Ward

213 Organic Chemistry: Constitution, properties, preparation, and experimental determination of the properties of different classes of the organic compounds; lecture, 3 hours; laboratory 4-8 hours. Prerequisite: Chemistry 111 and 112, or 181 and 182. 213 prerequisite to 214.
Credit 4 or 5 hours each (I, S—II) ................................. Mr. Bardolph

302 Bibliography and Reference Problems in Chemistry: Prerequisite: Two years of college chemistry and registration as a chemistry major; class 1 hour.
Credit 1 hour (II) .................................................. Mr. Bardolph

312 Quantitative Chemical Analysis: Lectures and laboratory work on theory, principles, and practices of analysis; lecture 3 hours, laboratory 9 hours. Prerequisite: Chemistry 211.
Credit 5 hours (II) .................................................. Miss Ward

349 Physical Chemistry: Kinetic molecular theory, molecular and electrical properties of solutions; thermodynamics, equilibrium, chemical kinetics, electrochemistry. Lecture, 3 hours, laboratory, 4 hours. Prerequisite: Chemistry 211, 214, and 312; Physics 211 and 212; one year calculus. 349 prerequisite to 350.
Credit 4 hours each (I—II) ......................................... Mr. Bardolph

413 Organic Preparations: Class 2 hours, laboratory 8 hours. Prerequisite: Three years of college chemistry, including Chemistry 214.
Credit 3 hours (I) .................................................. Mr. Bardolph

414 Identification of Organic Compounds: Class 2 hours, laboratory 8 hours. Prerequisite: Three years of college chemistry, including Chemistry 214. Alternates with Chemistry 413.
Credit 3 hours (II) .................................................. Mr. Bardolph

451 Advanced Analytical Chemistry: Class 2 hours, laboratory 4 hours. Prerequisite: Three years of college chemistry, including Chemistry 312.
Credit 3 hours each (452 offered I—II) ............................ Miss Ward

495 Problems in Chemistry: Independent work upon special problems, with scheduled conferences and written report, including survey of literature involved. Prerequisite: Three years of chemistry and consent of instructor.
Credit arranged (I—II) ............................................. Mr. Bardolph, Miss Ward

*Does not apply toward the degree Bachelor of Arts.
A major in economics may be secured by passing satisfactorily upper-division courses in this Department to the extent of 18 hours. Under the direction of an adviser from this Department, approximately another 18 hours should be taken among the following fields:

- History, government, sociology, psychology, business administration, and mathematics.

Economics majors are required to take one semester of statistics which may be applied on the major, and are advised to take one year of accounting. With the consent of the adviser any one of the following courses may be counted toward the major:


**211 Principles of Economics:** Modern economic society is analyzed, with special emphasis upon national income problems, labor, public finance, banking, business cycles, agriculture, and comparative economic systems. 211 prerequisite to 212.

Credit 3 hours each (I, II, S—I, II, S) ................. \(\text{Mr. Crane}\)

**307 American Economic History:** A survey of American economic development. No prerequisite, but Economics 211, History 211 and 212 are desirable.

Credit 3 hours (E) .................................. \(\text{Staff}\)

**311 Money and Banking:** Price levels, monetary and banking theories, effect of banking structure on the business cycle. Prerequisite: Economics 211.

Credit 3 hours (I, II, S) ............................... \(\text{Mr. Somny}\)

**312 Public Finance:** The student is introduced to the principles of government financing. Emphasis is placed upon the various kinds of taxes and the theories underlying them. Prerequisite: Economics 211.

Credit 3 hours (S) ................................. \(\text{Mr. Crane}\)

**315 Labor Problems:** This course presents an historical and analytical survey of developments in the field of labor. The present condition of wage-earners and the problems which confront them are analyzed. Prerequisite: Economics 211.

Credit 3 hours (I) .................................. \(\text{Mr. Somny}\)

**318 Collective Bargaining:** A study of the economics, fundamentals, and practices of labor-management negotiations. Prerequisite: Economics 315 or consent of instructor.

Credit 3 hours (II) .................................. \(\text{Mr. Somny}\)

**319 Economic Geography:** A study of how man has adapted his productive activities to the physical environment.

Credit 3 hours (II) ................................. \(\text{Mr. Somny}\)

**326 The Economics of Agriculture:** This course is a study of the development of agriculture, particularly in the United States. Present-day problems are studied. Prerequisite: Economics 211.

Credit 3 hours ..................................... \(\text{Mr. Crane}\)

**412 Principles of World Commerce:** Problems of international trade, emphasizing the effects of price fluctuations, economic advantages of location, and the connection between foreign policies and tariffs. Prerequisite: Economics 211 and 212 or consent of instructor.

Credit 3 hours (I) ................................. \(\text{Mr. Somny}\)

**413 Economics of Transportation:** The internal economic characteristics of transportation as an industry are discussed together with the broader relationship that exists between this industry and the economic life of present-day society. Prerequisite: Economics 211.

Credit 3 hours ................................. \(\text{Mr. Somny}\)
416 **History of Economic Thought:** A study of the development of economic doctrines, from classical thought to the present time. Prerequisite: Economics 211 and 212.
Credit 3 hours. .................................................. *Mr. Crane*

450 **Special Topics:** Individual investigations of special problems in economics and economic history. Conferences; open only upon consent of the instructor.
Credit 1 to 3 hours; maximum, 6 hours (I, II—I, II) . *Mr. Crane, Mr. Somny*

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**ENGLISH**

Professor Wardle (Head); Assistant Professors Gearhart, Harper, Nyholm, Young; Assistant Instructors Desmond, Weiner.

Students who wish to concentrate in English must choose one of the following plans:

**Plan A**—Those interested primarily in the study of English literature must pass, as prerequisites to their work in the major field, English 231 and 232 and History 311 and 312 or the equivalents. To complete the requirements for the major they must pass, with a grade of "C" or above, one course (or the equivalent) from each of the following groups:

(A) English 434 or 468  
(B) English 433, 448, or 450  
(C) English 437 or 439  
(D) English 440 or 465  
(E) English 381, 382, or 445  
(F) English 283, 285, 360, or 364  
(G) English 245 or 246

**Plan B**—Those interested primarily in the study of writing must pass, as prerequisites to their work in the major field, English 231 and 232 and either English 240 or Journalism 116. To complete the requirements for the major they must pass, with a grade of "C" or above, 18 hours of upper-division English courses, including English 331, 371, 372, 400, and either 246 or 364. In addition they will be expected to pass satisfactorily three of the following courses: English 225, 283, 285; Journalism 211, 227, B.A. 336.

Students who wish to teach English in secondary schools elect either (1) Plan A, above, and satisfy the requirements for the Nebraska Secondary School Certificate, or (2) a major in the College of Education and fulfill the following requirements for a teaching field in English: Prerequisites: English 231, 232, 240; History 311, 312. Major requirements: English 434 or 468; English 437 or 439; English 381 or 382; English 225 or 285; English 245 and 246.

109 **Fundamentals of Correct English:** A study of usage and of the minimum essentials of correct writing.
Credit 4 hours (I, II) . .................................................. *Miss Nyholm*

111 †**Elementary English Composition:** A study of the minimum essentials of correct writing. Prerequisite: Proficiency.
Credit 3 hours (I, II, S) . .................................................. *Mr. Harper and Staff*

112 †**Intermediate English Composition:** The theory and practice of correct, clear, and effective writing and of intelligent reading. Prerequisite: English 109 or 111 or proficiency.
Credit 3 hours (I, II, S) . .................................................. *Mr. Harper and Staff*

†Not more than 7 hours of credit may be obtained from English 109, 111, 112, and 114.
**Business English**: A study of the correct forms and usage of the English language, particularly as applied to modern business needs.

Credit 3 hours (E) ............................................ **Staff**

**The Short Story**: Readings in the modern short story, with particular attention to literature as a reflection of life and to form as an outgrowth of content. Prerequisite: English 112 or proficiency.

Credit 3 hours (II) ......................................... **Mrs. Gearhart, Mr. Wardle**

**Introduction to English Literature**: Major contributions to English literature from Beowulf to Swift, designed primarily for students wishing to concentrate in English or to take upperclass courses in literature. Prerequisite: English 112 or proficiency.

Credit 3 hours (I, S) ...................................... **Mr. Wardle**

**Introduction to English Literature**: Continuation of English 231, from Samuel Johnson to the present. Prerequisite: English 112 or proficiency.

Credit 3 hours (II) ......................................... **Mr. Wardle**

**Practical English Composition**: An intensive study and review of the principles of effective writing with specific application to types of writing frequently employed in various practical situations.

Credit 3 hours (I) ........................................... **Staff**

**Expository Writing**: Discussion of and practice in various types of expository writing. Prerequisite: English 112 or proficiency.

Credit 3 hours (I, II) ..................................... **Mr. Harper, Miss Nyholm**

**American Literature**: A survey of American literature to the Civil War. Prerequisite: English 112.

Credit 3 hours (E) ......................................... **Mr. Harper**

**American Literature**: A survey of American literature since the Civil War. Prerequisite: English 112.

Credit 3 hours (E) ......................................... **Mr. Harper**

**The Contemporary Novel**: A study of some of the most important ideas, techniques, and authors of the novels of the twentieth century. Prerequisite: English 112.

Credit 3 hours (I) ........................................... **Mr. Harper**

**Contemporary British and American Drama**: Readings in British and American plays written since 1900, with emphasis on problems of form and content rather than historical development. Prerequisite: English 112.

Credit 3 hours ............................................. **Mrs. Gearhart, Mr. Wardle**

**Narrative Writing**: Discussion of and practice in various types of narrative writing. Prerequisite: English 240.

Credit 3 hours (II) ......................................... **Mr. Harper**

**Contemporary Poetry**: British and American poetry since 1900. Prerequisite: English 232.

Credit 3 hours (S) .......................................... **Mrs. Gearhart**

*Does not apply toward the degree Bachelor of Arts.*

†Not more than 7 hours of credit may be obtained from English 109, 111, 112, and 114.
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<td>Contemporary American Literature</td>
<td>Representative selections from the poetry, prose, and drama of the United States since 1920.</td>
<td>English 232</td>
<td>Mrs. Gearhart</td>
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<td>367</td>
<td>The American Novel</td>
<td>A study of the major American novelists from Hawthorne to the present.</td>
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<td>371</td>
<td>Advanced Composition</td>
<td>Critical and creative writing; with permission only.</td>
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<td>Romantic Poetry</td>
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<td>382</td>
<td>Victorian Poetry</td>
<td>Poetry of the Victorian period, with emphasis on that of Browning and Tennyson.</td>
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<td>400</td>
<td>Advanced Studies</td>
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<td>437</td>
<td>Shakespeare's Tragedies</td>
<td>A critical study of six tragedies.</td>
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<td>439</td>
<td>Shakespeare's Comedies and Histories</td>
<td>A rapid reading of approximately twenty of the plays.</td>
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<td>440</td>
<td>Eighteenth-Century Literature</td>
<td>Readings in the major authors of the Age of Pope and the Age of Johnson.</td>
<td>English 231 or English 232</td>
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<td>445</td>
<td>Nineteenth-Century Prose</td>
<td>A study of the fiction and essays of the nineteenth century.</td>
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<td>448</td>
<td>Seventeenth-Century Literature</td>
<td>A study of the poetry and prose of the seventeenth century and of the drama during the Restoration. Milton especially will be studied.</td>
<td>English 231</td>
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<td>450</td>
<td>English Drama before 1642</td>
<td>A study of the development of the English drama, exclusive of Shakespeare, from the beginnings to 1642.</td>
<td>English 231</td>
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<td>465</td>
<td>The English Novel</td>
<td>A study of the development of the novel in England, especially during the eighteenth and nineteenth centuries.</td>
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<td>468</td>
<td>History of the English Language</td>
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FOREIGN LANGUAGES AND LITERATURES

ASSOCIATE PROFESSOR KINCAIDE (HEAD), ASSOCIATE PROFESSOR ESPINOSA; ASSISTANT PROFESSOR MAXWELL; INSTRUCTOR WEISSKOPF

A major in French, German, or Spanish may be secured by passing satisfactorily senior-division courses in one of these languages to the extent of eighteen hours. French 313, 335 or German 313, 335 or Spanish 335, 336 are required courses for the respective majors.

FRENCH

111 French: Elementary conversation, reading and writing; essentials of grammar.
112 Prerequisite: (112) French 111 or one year of high school French.
Credit 5 hours each (I, S—II, S) Miss Kincaide

211 French Reading: Development of the ability to read and comprehend French.
212 Prerequisite: (211) French 112 or two years of high school French; (212) French 211.
Credit 3 hours each (I, S—II, S) Miss Kincaide

313 Conversation and Composition, Grammar: Special emphasis on practical vocabulary. Prerequisite: Three years of high school French or French 212.
Credit 3 hours (I) Miss Kincaide

320 Modern French Drama: Study of leading French dramatists since 1850. Prerequisite: French 212.
Credit 3 hours (I) Miss Kincaide

324 Classical Authors: Seventeenth century writers. Prerequisite: French 212.
Credit 3 hours (II) Miss Kincaide

325 Modern French Novel: Late nineteenth century and contemporary novelists. Prerequisite: French 212.
Credit 3 hours (I) Miss Kincaide

326 Eighteenth Century Writers: Such writers as Voltaire, Montesquieu, Marmontel, Diderot, Rousseau, St. Pierre, and others. Prerequisite: French 212.
Credit 3 hours (II) Miss Kincaide

335 Advanced Conversation and Composition: Development of idiomatic expression in speaking and writing. Open to university students with French 212 or 313 and to sophomores with three years.
Credit 3 hours (II) Miss Kincaide

443 Correlated Readings: Individual problems; each student reads material in French relating to his particular fields of interest. Prerequisite: French 212.
Credit 3 hours (I, II) Miss Kincaide

GERMAN

111 German: Elementary conversation, reading and writing; essentials of grammar. Prerequisite: (112) German 111 or one year of high school German.
Credit 5 hours each (I, S—II, S) Miss Weisskopf

211 German Reading: Development of the ability to read and comprehend German. Prerequisite: (211) German 112 or two years of high school German; (212) German 211.
Credit 3 hours each (I, S—II, S) Miss Weisskopf

213 Scientific German: Required of chemistry majors. Prerequisite: German 211.
Credit 2 hours (E) Staff

313 Conversation and Composition, Grammar: Special emphasis on practical vocabulary. Prerequisite: Three years of high school German or German 212.
Credit 3 hours (I) Miss Weisskopf
335 **Advanced Conversation and Composition:** Development of idiomatic expression in speaking and writing. Open to university students with German 212 or 313 and to sophomores with three years of high school German.
Credit 3 hours (II) ...................................... *Miss Weisskopf*

340 **Nineteenth Century German Novelle:** Development of a special type of narrative prose which attained its climax in the Nineteenth Century. Prerequisite: German 212.
Credit 3 hours (I) ....................................... *Miss Weisskopf*

422 **Goethe:** A study of *Faust* and other major works. Prerequisite: Permission of instructor.
Credit 3 hours (II) ...................................... *Miss Weisskopf*

443 **Correlated Readings:** Individual problems; each student reads material in German relating to his particular fields of interest. Prerequisite: German 212.
Credit 3 hours (I, II) ................................. *Staff*

**SPANISH**

111 **Spanish:** Elementary conversation, reading and writing; essentials of grammar. Prerequisite: (112) Spanish 111 or one year of high school Spanish.
Credit 5 hours each (I, S—II, S) ..................... *Mr. Espinosa, Mr. Maxwell*

211 **Spanish Reading:** Development of the ability to read and comprehend Spanish. Prerequisite: (211) Spanish 112 or two years of high school Spanish; (212) Spanish 211.
Credit 3 hours each (I, S—II, S) ..................... *Mr. Espinosa, Mr. Maxwell*

335 **Conversation and Composition, Grammar:** Development of idiomatic expression in speaking and writing. Open to university students with Spanish 212 and to sophomores with three years.
Credit 3 hours (I) ...................................... *Mr. Espinosa*

336 **Commercial Correspondence:** Composition and translation of Spanish commercial letters and documents. Prerequisite: Spanish 212.
Credit 3 hours (II) ..................................... *Mr. Maxwell*

337 **Spanish and Latin American Poetry:** Spanish and Latin American poetry from the eighteenth century to the present; stress upon the modernist movement in Latin America and Spain. Prerequisite: Spanish 212.
Credit 3 hours (II) ..................................... *Mr. Espinosa*

338 **Spanish for Government Service:** Practice in conversation and drill, accurate translation of official documents, technical reports and personal correspondence; special emphasis on Latin America; course intended to train students for government work in practical field of Spanish, especially in regard to Latin America. Prerequisite: Basic Spanish.
Credit 3 hours (II) ..................................... *Mr. Espinosa*

351 **Latin American Civilization:** Development from the earliest times, through the wars for independence to the present. Prerequisite: Spanish 212.
Credit 3 hours each (I, II) ............................ *Mr. Espinosa*

417 **Spanish Literature and Its Cultural Background:** Survey of significant Spanish literature; the historical, political, and artistic background that underlies Spanish literary development. Prerequisite: Spanish 212.
Credit 3 hours (I) ...................................... *Mr. Espinosa*

418 **Survey of Spanish American Literature:** A study of the significant works of the most important authors of Latin America, their influence, and different trends, from colonial times to the present. Prerequisite: Spanish 212.
Credit 3 hours (II) ..................................... *Mr. Espinosa*

423 **The Modern Drama:** Spanish drama from the post-romantic period to the present. Prerequisite: Spanish 212.
Credit 3 hours (I) ...................................... *Mr. Maxwell*
427 **The Modern Novel**: Representative works of Galdos, Pereda, Pardo-Bazan, Valdes, Baroja, Valle Inclan, Blasco Ibanez, Trigo, Miro. Prerequisite: Spanish 212.
Credit 3 hours (I) .................................................Mr. Maxwell

430 **Cervantes**: "Don Quixote" and other works. Permission of Instructor.
Credit 3 hours (I) ..................................................Mr. Espinosa

443 **Correlated Readings**: Individual problems. Each student reads material in Spanish relating to his particular fields of interest. Prerequisite: Spanish 212.
Credit variable (I, II) .............................................Mr. Espinosa, Mr. Maxwell

**HEBREW**

111 **Hebrew**: Elementary conversation, reading, and writing; essentials of grammar. Prerequisite: (112) 111.
Credit 3 hours each (E) .............................................Staff

112 **Russian**: Elementary conversation, reading, and writing; essentials of grammar. Prerequisite: (112) 111.
Credit 3 hours each (E) .............................................Staff

**SWEDISH**

111 **Swedish**: Elementary conversation, reading, and writing; essentials of grammar. Prerequisite: (112) 111.
Credit 3 hours each (E) .............................................Staff

**GENERAL SCIENCES**

**Professor Garlough (Head); Assistant Professor McMillan; Instructor Derbyshire**

A major in science consists of any three of the following: Natural Science 101-102, Chemistry 111-112 (or 181-182 or 101-102), Physics 111-112 (or 211-212), Biology 113-114, plus fifteen credit hours of work in courses acceptable on majors in biology, chemistry, or physics, at least five credit hours of which must be in courses numbered 300 or above. A year of college mathematics should be included in the supporting subjects.

**BIOLOGY**

Prerequisites to a major in biology are Biology 113-114 and Chemistry 111-112 (or 181-182). A major in biology consists of at least twenty hours, at least six of which must be in courses numbered 300 or above. A year of college mathematics should be included in the supporting subjects.

**Introduction to the Natural Sciences 102. Credit 5 Hours.**

113 **General Zoology**: The more important animal groups, and biological principles involved in their structure, growth, activities, and relationships; lecture, discussion, laboratory. 113 prerequisite to 114.
Credit 4 hours each (I—II) .........................................Mr. Derbyshire

215 **Comparative Anatomy of Vertebrates**: The skeletal, muscular, digestive, and respiratory system (215); circulatory, urogenital and nervous systems, (216); lecture, discussion, laboratory, Prerequisite: Biology 114.
Credit 3 hours (I—II) .................................................Mr. Derbyshire
225 **Bacteriology:** The nature of micro-organisms and their life processes as they are related to human welfare, and their control; lecture, discussion, demonstration. Prerequisite for Arts and Science students: College biology or Natural Science 102.
Credit 3 hours (I) .................................. **Staff**

245 **Physiology and Anatomy of Man:** The structure and functioning of the human body; lecture, discussion, laboratory. Prerequisite: College biology or Natural Science 102.
Credit 4 hours (I) .................................. **Mr. Garlough**

253 **Structure and Functioning of Seed Plants:** Lecture, discussions, laboratory. Prerequisite: College biology or Natural Science 102.
Credit 4 hours (I) .................................. **Mr. Garlough**

254 **The Plant Groups:** Structure and function as related to classification; lecture, discussion, laboratory. Prerequisite: College biology or Natural Science 102.
Credit 4 hours (II) .................................. **Mr. Garlough**

320 **Parasitology:** Morphology, taxonomy, life history of the parasitic protozoa, helminths and arthropods; lecture, discussion, laboratory. Prerequisite: Biology 113-114.
Credit 4 hours (II) .................................. **Mr. Derbyshire**

325 **Genetics:** Principles of heredity; lecture, discussion, problems. Prerequisite: One year of college biology or Natural Science 102.
Credit 4 hours (S) .................................. **Mr. Garlough**

351 **Histology:** The microscopic anatomy of tissues and organs, their adaptations, and functional significance; lecture, discussion, laboratory. Prerequisite: Biology 113-114, or 245.
Credit 4 hours ...................................... **Mr. Garlough**

361 **Embryology:** The development of the vertebrates; lecture, discussion, laboratory. Prerequisite: Biology 113-114.
Credit 3 hours (I) .................................. **Mr. Derbyshire**

395 **Individual Projects in Biology:** More or less individual field and laboratory work, not involving original research, with readings, scheduled conferences, and reports. Prerequisite: Two years of college biology and consent of instructor.
Credit arranged (I, II, S) ......................... **Mr. Derbyshire, Mr. Garlough**

415 **Evolution:** Biotic phenomena viewed from the standpoint of evolutionary theory, interpretational principles, geologic history and taxonomic relations; lecture, discussion. Prerequisite: At least two years of college biology.
Credit 3 hours (II) .................................. **Mr. Garlough**

417 **Biometry:** Statistical analysis of type, variation, association, and significance. Prerequisite: Algebra.
Credit 3 hours (I) .................................. **Mr. Garlough**

495 **Problems in Biology:** Independent original work upon special problems, with scheduled conferences and written report, including survey of literature involved. Prerequisite: At least two years of college biology and consent of instructor.
Credit arranged ((I, II, S)) ......................... **Mr. Derbyshire, Mr. Garlough**

**GEOGRAPHY**

201 **Principles of Geography:** Geographical concepts as they relate to and promote human progress; economic, physical, and place geography.
Credit 3 hours (I, S) .................................. **Miss Holliday**
UNIVERSITY OF OMAHA

PHYSICS

For a major in physics, consult the instructor.

INTRODUCTION TO THE NATURAL SCIENCES 101. CREDIT 5 HOURS.

111 *General Physics: Mechanics, sound, and heat (111), magnetism, electricity,
light (112); lecture, 2 hours; discussion and quiz, 1 hour; laboratory, 4 hours.
Prerequisite: Three semesters of high school algebra and two semesters of
high school geometry.
Credit 4 hours (I-II, S) ... Mr. Doss, Mr. McMillan

211 *General Physics, Technical: Mechanics, sound, and heat (211), magnetism,
electricity, light (212); lecture, 2 hours; discussion and quiz, 1 hour, computa­
tion period, 1 hour; laboratory, 4 hours. Prerequisite: Two semesters en­
trance credit in physics and trigonometry.
Credit 5 hours (I—I-II, S) ... Mr. McMillan

276 Elements of Electronics: Alternating currents and vacuum tubes, with special
reference to problems of communication; lecture, discussion, quiz, laboratory.
Prerequisites: Trigonometry and Physics 111-112 or 211-212.
Credit 4 hours ... Mr. McMillan

312 Modern Physics: Recent developments in physical theories. Prerequisites:
Physics 111-112, or 211-212, and calculus.
Credit 3 hours (II) ... Mr. McMillan

375 Electricity and Magnetism I and II: Advanced electricity and magnetism.
Prerequisites: Physics 112 or 212, and calculus. 375 prerequisite to 376.
Credit 3 hours each (I—II) ... Mr. Doss

395 Individual Projects in Physics: More or less individual laboratory work,
not involving original research, with readings, scheduled conferences, and
reports. Prerequisite: Two years of college physics and consent of instructor.
Credit arranged (I, II, S) ... Mr. McMillan

*Engineering students take General Physics, Technical, 211, 212.

HISTORY AND GOVERNMENT

PROFESSOR UTLEY (HEAD); ASSOCIATE PROFESSOR ADRIAN; ASSISTANT PRO­
FESSORS TIRRELL, WESTRATE; INSTRUCTOR BECK.

HISTORY

Candidates for the degree Bachelor of Arts who desire to major in history
must complete satisfactorily either History 211 and 212 or History 213 and 214.
It is recommended that both series of courses be completed. In addition a major
must satisfactorily complete 18 hours from courses in the 300 and 400 groups. Upon
the approval of the major adviser 6 of the 18 hours may be selected from a related
field.

Candidates for the degree Bachelor of Science in Education, with a major in
history, must complete satisfactorily History 211, 212, 213, and 214 and 12 hours
selected from courses in the 300 and 400 groups.

211 American History: (211), 1763-1865; (212), 1865 to present; an introducto­
ry study of the basic forces shaping American life from the change in British
colonial policy to the present.
Credit 3 hours each (I, S—II) ... Mr. Adrian

213 Europe: (213), 1500-1815; (214), 1815 to present; a general survey of the
development of Europe since the Reformation, with the division of the courses
at the Congress of Vienna.
Credit 3 hours each (I—II) ... Miss Tirrell, Mr. Beck
311 **England:** (311), England to 1688; (312), England since 1688; A study of the evolution of British society and the development of responsible government. 
Credit 3 hours each. **Miss Tirrell**

315 **A History of Russia:** A survey of Russian history from the beginnings of the Russian nation to the present day. Prerequisite: Sophomore standing. 
Credit 3 hours. **Mr. Beck**

319 **Ancient Civilization:** A survey of the social, economic, religious, and political history of the ancient Mediterranean world. Prerequisite: Sophomore standing. 
Credit 3 hours. **Mr. Beck**

321 **Medieval Europe:** European history from the decline of the Roman Empire to the Renaissance and the opening of the modern era (circa 450 A.D. to 1500). The present tendency is to emphasize economic and social developments and the growth of culture. 
Credit 3 hours. **Miss Tirrell**

322 **Renaissance and Reformation:** Emphasis is placed upon the cultural, economic, and social aspects. An effort is made to acquaint the student with the leading artists, writers, thinkers, and religious reformers. 
Credit 3 hours. **Miss Tirrell**

323 **American Colonial History:** A study of the background, settlement, and development of the English Colonies, including an analysis of colonial administration and a comparative examination of colonial institutions. 
Credit 3 hours (I). **Mr. Adrian**

324 **Middle Period in American History:** (324), 1787 to 1860; (325), 1861 to 1898; A study of the major problems confronting the nation prior to and following the Civil War. Prerequisites: History 211 and 212 respectively. 
Credit 3 hours each. **Mr. Adrian**

326 **Twentieth Century America (1898-present):** An intensive study of the United States in the role of a world power and an analysis of the political, social, and economic problems which confronted the country, with special emphasis on the period after World War I. Prerequisite: History 212. 
Credit 3 hours (II). **Mr. Adrian**

330 **The American Frontier:** (330), 1763 to 1840; (331), since 1840: Study of the political, economic, and social forces that created the West; the frontier as a region, a process, and an influence in the shaping of America. 
Credit 3 hours each (I—II). **Mr. Adrian**

340 **History of the South:** A study of the development of the social, economic, and political traits of the South. Prerequisite: History 211 and 212, or permission of the instructor. 
Credit 3 hours. **Mr. Adrian**

351 **History of Nebraska:** A presentation of the history of Nebraska from the date of earliest known records to the present. Prerequisite: History 211 and 212. 
Credit 3 hours. **Staff**

361 **Europe (1648-1789):** Europe from the Peace of Westphalia to the eve of the French Revolution. 
Credit 3 hours. **Miss Tirrell**

362 **The French Revolution and the Napoleonic Era:** A study of the causes, events, and results of this revolutionary period of French history, with an emphasis upon its vital influence on the history of all other nations. 
Credit 3 hours (I). **Miss Tirrell**

365 **History of Modern Germany:** A study of the factors involved in the creation of a Mitteleuropa, with special emphasis upon the problem of German nationalism. Prerequisite: 3 hours in European history. 
Credit 3 hours. **Miss Tirrell**
380 **Latin America:** A brief survey of the European and colonial backgrounds, followed by a more detailed study of the political, social, economic, and cultural developments of the nations of Latin America.
Credit 3 hours (II) ........................................... Mr. Beck

385 **Far East:** A brief study of the development of China, Japan, Korea, the Philippines, and the colonial areas of Southeastern Asia, together with the growth of American interests in the Pacific.
Credit 3 hours (I) ........................................... Mr. Beck

411 **Europe:** (411), 1815 to 1870; (412), 1870 to 1919: Advanced Study of forces at work, the trends and problems of the periods covered. Prerequisite: History 214.
Credit 3 hours each (I—II) ..................................... Miss Tirrell

422 **Europe Since 1919:** A study of the problems arising from the Treaty of Versailles and the economic, political, and social readjustments in the new Europe.
Credit 3 hours ................................................. Miss Tirrell

441 **England in the Eighteenth and Nineteenth Centuries:** Seminar course offered to special students upon the approval of the instructor.
Credit 3 hours .................................................. Miss Tirrell

490 **Independent Study of Problems of History:** This course is designed to permit the student to pursue independent study of problems in history in which his special interest lies. Approval of the instructor is required.
Credit 1 to 5 hours (I, II, S) ..................... Mr. Adrian

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**GOVERNMENT**

A major may be secured in government by satisfactorily completing Government 201 and 204 and eighteen hours of work in courses in the 300 and 400 groups. Upon the approval of the adviser, six of the eighteen hours may be selected from advanced courses in a related subject in the Social Sciences. In addition it is recommended that all majors complete satisfactorily Economics 211 and 212.

201 **American National Government:** A survey of the operation of the national government, with emphasis upon the functions and the democratic processes of government.
Credit 3 hours (I, II, S) ................................. Mr. Utley, Mr. Westrate

204 **American State and Local Government:** Continuation of Government 201. A survey of the operation of the American state and local governments, with emphasis on the positive functions of government.
Credit 3 hours (I, II, S) ................................... Mr. Utley, Mr. Westrate

301 **Government in American Cities:** An analysis of the various forms of municipal government, with reference to their organization, powers, and development. Principal attention will be given to the government of American municipalities.
Credit 3 hours (I) .............................................. Mr. Utley

302 **Municipal Administration:** A study of administrative organization, personnel, finance, planning, zoning, recreation, water supply, streets, public health, fire, traffic.
Credit 3 hours (II) ............................................. Mr. Utley

312 **The Federal Constitution:** A study of the origins, formulation, growth and evolution of the principles and concepts of the American Constitution.
Credit 3 hours .................................................. Mr. Westrate
Comparative Government: The study in course 313 is a study of existing democracies, emphasizing their functioning with reference to the democratic concepts of government, followed by course 314 which is a study of existing dictatorships, with reference to their organization, operation, and ideology. The clash of democratic and authoritarian concepts will be considered.
Credit 3 hours each (I—II)  
Mr. Utley, Mr. Westrate

Public Opinion and Political Processes: A study of the forces which mold the public mind and the channels through which public opinion is expressed.
Credit 3 hours (II)  
Mr. Utley

Political Parties: A description and analysis of the functions and composition of political parties and the forces and groups which seek to influence or control them. Primary but not exclusive attention is given to the American scene.
Credit 3 hours (I)  
Mr. Utley, Mr. Westrate

Principles of Public Administration: A study of government in action, considering problems of personnel, organization, finance, administrative discretion, public relations, and democratic control.
Credit 3 hours  
Mr. Utley, Mr. Westrate

Constitutional Law: A study of the American Constitution as interpreted through the medium of a small and select number of cases.
Credit 3 hours (I)  
Mr. Utley

International Government: A study of the various types of international bodies together with the practical problems confronted in setting up such instruments.
Credit 3 hours  
Mr. Utley

International Relations: A study of the geographic, political, economic, and other factors and objectives conditioning the relations between national states. Constant effort will be made to interpret the contemporary international scene.
Credit 3 hours  
Mr. Utley, Mr. Westrate

American Diplomacy: The conduct and control of American foreign policies in terms of objectives, achievements, and historical background.
Credit 3 hours  
Staff

Contemporary Problems in American Diplomacy: A course in current major problems of United States foreign policy. Open to all students above the freshman level.
Credit 3 hours  
Mr. Westrate

Political Theory: Study of the leading political ideals from Greece to the present, with the division with Rousseau.
Credit 3 hours each  
Mr. Utley, Mr. Westrate

American Political Thought: A brief survey of the dominant ideologies which have colored American thinking from the colonial period to the present day.
Credit 3 hours (I)  
Mr. Utley, Mr. Westrate

Credit 3 hours (I)  
Mr. Utley

Problems in Government: A seminar for advanced students in government. Organization to be arranged in consultation with members of the government staff.
Maximum credit 3 hours (I, II, S)  
Mr. Utley, Mr. Westrate
MATHEMATICS

Professor Earl (Head); Associate Professor Rice; Instructor Doss

Major students who are candidates for the degrees Bachelor of Arts and Bachelor of Science in Education must present the equivalent of at least 15 and 12 semester hours respectively, of work in courses numbered 254 or above. Mathematics 304 and 311 are specifically required.

111A Algebra: Topics from third semester algebra and from introductory college algebra. Prerequisite: One year each of high school algebra and geometry. Credit 3 hours (I, II, S) Mr. Earl and Staff

111B College Algebra: The usual course in college algebra. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 3 hours Mr. Earl and Staff

112 Trigonometry: The elements of plane trigonometry; applications to geometry and physics. Prerequisite: Mathematics 111A or equivalent. Credit 3 hours (I, II, S) Mr. Earl and Staff

112B Spherical Trigonometry: The solution of right and oblique spherical triangles; some application to astronomy and navigation. Prerequisite: Mathematics 112 or 113. Credit 2 hours Mr. Earl and Staff

113 College Algebra and Trigonometry: For students of mathematics, science, and engineering; the less advanced topics of college algebra and trigonometry. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 5 hours (I) Mr. Earl and Staff

114 College Algebra and Analytic Geometry: A sequel to Mathematics 113; the more advanced topics of college algebra and the elements of plane and of solid analytic geometry. Prerequisite: Mathematics 113, or 111A and 112, or equivalent. Credit 5 hours (I, II) Mr. Earl and Staff

116 The Slide Rule: The theory of the slide rule and the application of this theory to numerical calculation. Credit 1 hour Mr. Earl

125 Analytic Geometry: The elements of plane and of solid analytic geometry. Prerequisite: Mathematics 112 or equivalent. Credit 4 hours (S) Mr. Rice and Staff

223 Differential Calculus: An intensive course in differential calculus together with an introduction to formal integration. Prerequisite: Analytic Geometry. Credit 4 hours (I, II) Mr. Earl and Staff

224 Integral Calculus: A sequel to Mathematics 223. Prerequisite: Mathematics 223. Credit 4 hours (II, S) Mr. Earl and Staff

233 Commerce Algebra: For students of business administration; algebraic manipulation, ratio and proportion, exponents and radicals, progressions, graphical representation, and logarithms. Prerequisite: One year of high school algebra. Credit 3 hours (I) Mr. Earl and Staff

254 Mathematics of Finance: Simple and compound interest, annuities, amortization of debts, sinking funds, depreciation and capitalized cost, and bonds. Prerequisite: Mathematics 253 or four semesters of high school algebra. Credit 3 hours (I, II, S) Mr. Earl
### Theory of Equations:
The algebraic solution of the cubic and the quartic equation, symmetric functions, the isolation of the real roots of an equation, and determinants. Prerequisite: Mathematics 114 or equivalent. 
Credit 3 hours ........................................... Mr. Earl

### Differential Equations:
Methods of solving ordinary and partial differential equations, with applications to geometry and physics. Prerequisite: Mathematics 224.
Credit 3 hours (I) ......................................... Mr. Earl

### Elementary Topics:
Topics selected from geometry, theory of numbers, algebra, analysis, and topology. Prerequisite: Analytic Geometry.
Credit 3 hours (II) ........................................ Mr. Earl and Staff

### Projective Geometry:
A study of those properties of geometric figures which are invariant under projection. Prerequisite: Analytic Geometry.
Credit 3 hours (II) ........................................ Mr. Rice and Staff

### Selected Topics from Advanced Mathematics:
Lectures and conferences, supplemental reading on advanced topics; students may register on approval of the instructor.
Credit 2 to 3 hours per semester (I—II) .................. Mr. Earl

### MUSIC

**Professor Bush (Head); Assistant Professors Duncan, Fiester**

A major in music may be secured by passing satisfactorily 18 hours of upper-division courses.

Choices, with the advice of the music faculty, can be made from the following:

- Music 301-302; 311-312; 315-316; 317-318; 413-414; 415-416; and chorus, orchestra, band, and applied music taken in the last two years.

All music majors are required to take concurrently, in the first year, the two basic courses, Music 111-112 and Music 113-114, and either choir or orchestra, unless otherwise arranged with the Head of the Department.

On approval of the Department Head, a student may become a candidate for the degree Bachelor of Fine Arts in music. Work toward this degree requires a minimum of forty credit hours and permits a maximum of sixty-eight credit hours in the field of music as advised by the music faculty.

#### 111 Elementary Harmony:
Study of all diatonic chordal material entering musical composition; analysis for both form and chordal content; elementary projects in original composition; introduction of strict counterpoint in two voices. 111 prerequisite to 112.
Credit 3 hours each (I, S—II) ............................... Mr. Fiester

#### 113 Ear Training:
Drill in simple rhythms, key signatures, rest and active tones in both major and minor modes; recognition of intervals; exercises in sight-singing and dictation; two class hours per week; 113 prerequisite to 114.
Credit 1 hour each (I—II) ................................... Mr. Fiester

#### 211 Advanced Harmony:
Chromatic chordal material; analysis for both form and chordal content; projects in original composition; strict counterpoint two and three voices, all species. Music 211 prerequisite to 212.
Credit 3 hours each (I—II) ................................... Mr. Bush

#### 213 Advanced Ear Training:
Dictation of four-part harmony through all diatonic chordal material, including modulation to near and remote keys; drill in transposition and harmonization of melodies at the keyboard; two class hours per week. Prerequisite: Music 114; 213 prerequisite to 214.
Credit 1 hour each (I—II) ................................... Mr. Bush
Music of the People: Music as the expression of human emotions and ideals; folk music, nationalism, program music, and impressionism will be included in the course of study. Credit 3 hours (I)  

Music Masterpieces: Will present the study of the structure of music and acquaint the student with some of the great masterpieces of music, both vocal and instrumental. Credit 3 hours (II)  

Orchestra and Band Instruments: The aim of this course is to familiarize students with all orchestra and band instruments through actual playing experience, to teach the rudiments of arrangement and orchestration, to prepare students who wish to teach instrumental classes and direct bands or orchestras. Prerequisite: Music 212; 301 prerequisite to 302. Credit 2 hours each (I-II)  

Counterpoint: Intensive study of strict counterpoint in three and four voices, all species and their combinations; ground basses, fugue expositions, double counterpoint; projects in original composition; advanced studies of form and analysis. Prerequisite: Music 212; 311 prerequisite to 312. Credit 3 hours each (I-II)  

History of Music: Survey of history of music from primitive times to Beethoven; consideration of the influence of politics, economics, social history, literature, and art on parallel periods of musical development; intensive outside reading and illustrations of each period's music. Prerequisite: Music Major. Credit 2 hours (I)  

History of Music: Continuation of Music 315, including Romantic and Contemporary periods; opportunity will be given students for individual research in particular topics. Prerequisite: Music 315. Credit 2 hours (II)  

Orchestration: Designed to give a thorough foundation in the technique of writing for all instruments of the orchestra; required of all public school instrumental music majors. Prerequisite: Music 212; 317 prerequisite to 318. Credit 1 hour each (I-II)  

Composition: For students of exceptional musical talent; projects include composition of the choral prelude, two-part forms, both homophonic and polyphonic, three-part song forms, and songs without words; admission only on approval of the Head of the Department. Prerequisite: Music 312; 413 prerequisite to 414. Credit 3 hours each (I-II)  

Conducting, Band and Orchestral Methods: Instruction in the technique of the baton, score reading, and in conducting music suitable for the elementary and high school band and orchestra; required of all public school instrumental music majors. Prerequisite: Music 318 or consent of instructor; 415 prerequisite to 416. Credit 1 hour each (I-II)  

Chorus (of mixed voices): Study of best choral music, with a view toward public performance; membership, subject to director's approval, is open to any University student with or without credit. Two hours of rehearsal per week. Credit 1 hour per semester (I,II)  

Symphony Orchestra: Study of best orchestral literature, with a view toward public performance; membership, subject to director's approval, is open to any University student with or without credit. Two hours of rehearsal per week. Credit 1 hour per semester (I,II)
UNIVERSITY OF OMAHA

BAND: Stresses marching routines and band formations during the football season, after which the best concert band literature is studied with a view toward public performance. Can be taken as Physical Education and bears course numbers 115 and 116 in that department. Membership subject to director’s approval. Open to any University student with or without credit. Three rehearsals per week.
Credit 1 hour per semester (I, II).......................... Mr. Fiester

APPLIED MUSIC

Applied music consists of courses in piano, violin, cello, organ, voice, and orchestral instruments to be taken with a private instructor in Omaha, subject to a strict recording of daily work and comprehensive examination each semester, arranged by the University. No credit for work in Applied Music will be granted unless the student is registered for the work at the time it is taken. Accreditation for such private study is as follows:

<table>
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<tr>
<th>Instrument</th>
<th>One hour (or two half-hours) of private lessons per week for a semester represents 3 credit hours per semester.</th>
<th>One hour (or two-half-hours) of private lessons per week represents 2 credit hours per semester. Students taking private lessons in voice or orchestral instruments should take in addition one half-hour private lesson per week in piano, giving a credit of one hour per semester. Total credit for voice and piano, or for orchestral instruments and piano, 3 credit hours per semester.</th>
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<td>Piano</td>
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<td>Orch. Inst.</td>
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</table>

Students may register for applied music credit either semester or during the summer.

Description of applied music requirements and prerequisites over the four years of piano, violin, cello, organ, and voice may be obtained from the Registrar or the Head of the Department.

PHILOSOPHY AND PSYCHOLOGY

PROFESSOR W. H. THOMPSON (HEAD); PROFESSORS PAYNE, C. E. THOMPSON; (ASSOCIATE PROFESSOR TAYLOR); ASSISTANT PROFESSOR STEPHENS; INSTRUCTORS BLACK, HURST.

PHILOSOPHY

201 Logic: Traditional or deductive logic, a naturalistic account of thinking, a descriptive account of the method of the sciences.
Credit 3 hours (I).......................... Mr. Payne

211 History of Ancient and Medieval Philosophy: Materialism, idealism, realism, and scholasticism in ancient and medieval thought.
Credit 3 hours (I).......................... Mr. Payne

212 History of Modern Philosophy: Rationalism, empiricism, idealism, and positivism in modern thought.
Credit 3 hours (II).......................... Mr. Payne

214 Utopias: An approach to philosophy through idealistic and romantic literature, from Plato to the romantic utopias of the Victorians.
Credit 3 hours (II).......................... Mr. Payne
Philosophy of Science: (221), physical sciences; (222), biological sciences.
Prerequisite: Consent of instructor.
Credit 3 hours each (E) ......................................... Mr. Payne

Contemporary Philosophy: A study of contemporary schools of philosophy,
effectuated by reading recent and authoritative articles by leading thinkers in each
school. Prerequisite: Junior standing.
Credit 3 hours each (S) ........................................... Mr. Payne

RELIGION

Practical Ethics: An introductory course dealing with the consideration of
the primary social groups and the relation the individual must assume toward
them.
Credit 2 hours each (I—II) ........................................ Mr. Black

Philosophy of Religion: A study of the fundamental principles of religion,
the nature and ultimate goal of religious experience; a review of the different philosophical beliefs found in the great religions of the world.
Credit 3 hours (II) .................................................. Mr. Black

New Testament: Study of the development and the spread of Christianity
and its underlying philosophy.
Credit 3 hours each (I—E) ........................................ Mr. Black and Staff

Old Testament: More significant portions of the literature of the Old Testament studied historically for their ethical ideals in the light of modern methods of investigation.
Credit 3 hours each (E) ......................................... Staff

Psychology of Religion: A consideration of the fundamental nature of religion and a study of mental phenomena of religious experience.
Credit 3 hours ..................................................... Mr. Black

Comparative Religion: A thorough and comparative study of the great religions of the world; their moral, religious, and social values analyzed.
Credit 3 hours each (E) ......................................... Staff

Research in Religious Literature: Investigation of specific problems in the fields of philosophy of religion, comparative religion, history of religion, and psychology of religion. Prerequisite: Six hours of religion and permission of instructor.
Credit 3 hours ..................................................... Mr. Black

PSYCHOLOGY

A major in psychology may be secured by passing satisfactorily 21 hours of upper-division courses in this Department. Psychology 112, 331, and 424 are specifically required of all majors. The following courses are suggested for students desiring a consistent program of preparation in one of these fields:

1. General psychology: Psychology 111, 112, 400, 513
2. Educational psychology: Psychology 281, 383, 385, 480, 510
3. Clinical psychology: Psychology 325, 421, 422, 424, 426, 480
4. Applied psychology: Psychology 331, 333, 434

Under the direction of an adviser from this Department, approximately one-third of the work completed in the last two years should be taken in the following fields: philosophy, sociology, education, business administration, fine arts, and biology.

GENERAL PSYCHOLOGY

Introduction to General Psychology: 111 is an introductory course and
fundamental to all subsequent courses in the Department. 112 is a continuation, with special emphasis on fundamental principles and experiments in the general field of psychology. 111 prerequisite to 112.
Credit 3 hours each (I, II, S—I, II, S) ....................... Mr. W. H. Thompson
400 **Minor Problems:** Investigation of minor problems in the various fields of psychology. Prerequisite: Sixteen hours of psychology and permission of the Head of the Department. Credit 1 or more hours per semester (I, II) ............ *Mr. W. H. Thompson*

513 **Theoretical Psychology:** A consideration of the fundamental tenets of the various schools of modern psychology; Structuralism, Behaviorism, Functionalism, Gestalt, and Self Psychology. Prerequisite: Twelve hours of psychology. Credit 3 hours (S) ......................... *Mr. W. H. Thompson*

### EDUCATIONAL PSYCHOLOGY

281 **Educational Psychology:** The course presents a brief study of the innate capacities and interests of children and individual differences in these capacities. Open to those of sophomore standing. Prerequisite: Psychology 111. Credit 3 hours .......................................................... *Mr. Stephens, Mr. Taylor*

383 **Child Psychology:** A study of the growth, behavior, and mental development of the child, including the preschool period, primary, and elementary grades. Prerequisite: Psychology 111. Credit 3 hours (I) ......................................................... *Staff*

385 **Adolescence:** A study of the adjustment problems of the adolescent child. Prerequisite: Psychology 281 or Psychology 112. Credit 3 hours (I, S) .......................................................... *Mr. Taylor*

402 **School Adjustment to Child Problems:** This course is a study of adjustment plans and programs for children of elementary school age; a study of individual differences from the standpoint of deviations and their educational implications will be included; actual demonstrations of behavior and learning problems in subnormal, supernormal and abnormal children will augment the work in this course. Prerequisite: Nine hours of psychology and permission of instructor. Credit 2 to 3 hours (S) ........................................... *Mr. W. H. Thompson*

480 **Tests and Measurements:** A course covering the administration, construction, and use of group tests of ability and school achievement. Prerequisite: Six hours of psychology. Credit 4 hours (II, S) ........................................... *Mr. W. H. Thompson and Staff*

510 **Advanced Educational Psychology:** The implication of various schools of psychological thought to the problems of education. Prerequisite: Six hours of psychology. Credit 3 hours (S) ......................................................... *Mr. W. H. Thompson*

### APPLIED PSYCHOLOGY

331 **Introduction to Applied Psychology:** A systematic discussion of problems, methods, and typical results of psychology in the practical fields of the profession and industry. Prerequisite: Psychology 111. Credit 3 hours (I, S) ......................................................... *Mr. C. E. Thompson*

333 **Industrial Psychology:** Problems of adjustment in industrial personnel; application of psychological methods to industrial and vocational problems. Prerequisite: Permission of the instructor. Credit 3 hours (II) ......................................................... *Mr. C. E. Thompson*

352 **Social Psychology:** The application of the principles of psychology to social situations. Prerequisite: Six hours of psychology. Credit 3 hours (E) ......................................................... *Staff*

*†* is not accepted for credit toward graduation in the College of Applied Arts and Sciences.
433 **Vocational Psychology:** Psychological principles as they apply to the management and administration of various occupations, trades tests, advertising, rating scales, and other techniques. Prerequisite: Permission of the instructor. Credit 3 hours (I) 

Mr. C. E. Thompson

434 **Advanced Industrial Psychology (Business Psychology):** A continuation of Psychology 333. Credit 3 hours (E) 

Mr. C. E. Thompson

528 **Counseling and Psychotherapy:** An intensive practicum course in client-centered counseling and psychotherapy; the place of counseling; old and new viewpoints in counseling; initial problems faced by the counselor; the processes of counseling; case studies. Prerequisite: 15 hours psychology, including Psychology 424. Credit 3 hours (II) 

Mr. C. E. Thompson

**CLINICAL PSYCHOLOGY**

Clinical psychology is carried on in conjunction with the Child Study Service. Opportunity for observations, demonstrations, and experimentations will be provided for students in the clinical field.

325 **Mental Hygiene:** A general survey of principles of mental hygiene; a study of the mental efficiency, social and emotional adjustment, and personality in the light of principles of mental hygiene. Prerequisite: Six hours of psychology. Credit 3 hours (E) 

Staff

421 **Individual Mental Tests:** Practice in the technique of the Binet-Simon test for measuring intelligence; intensive training in the testing of children. Prerequisite: Permission of the instructor. Credit 3 hours (I, II) 

Mr. W. H. Thompson

422 **Clinical Tests:** Training in technique of administering performance tests; laboratory demonstrations and individual testing. Prerequisite: Six hours of psychology. Credit 3 hours (II) 

Staff

424 **Abnormal Psychology:** Abnormal mental phenomena, viz., disorders of perception, association, memory, affection, volition, and personality. Prerequisite: Six hours of psychology and junior standing. Credit 3 hours (II) 

Mr. W. H. Thompson

426 **The Problem Child:** A study of the unadjusted child, with special consideration of mental and physical factors leading to maladjustment. Prerequisite: Six hours of psychology. Credit 3 hours (S) 

Mr. W. H. Thompson

**CHILD STUDY SERVICE**

The Child Study Service, a cooperative project of the Omaha Board of Education and the University, combines the facilities usually found in an educational and psychological "clinic", with provisions for special investigations, consultations, and demonstrations.

For University students a wide variety of techniques used in studying and guiding children of all ages will be demonstrated under standardized conditions, with primary consideration to the intelligence, sensory equipment, language, achievement in school subjects, emotional adjustment, social adjustment, and vocational intentions of the children for whom the service is operated.
An undergraduate major in sociology consists of a total of twenty-four hours' credits, including Sociology 211, 212, 451, 452, 500. Majors in sociology for the degree Bachelor of Science in Education may substitute Sociology 304, 453 for 451, 452.

Students who desire preprofessional training in social work, with a major in social welfare, should confer with the Head of the Department on or before the date of registration.

211 **Introductory Sociology**: A study of the factors influencing group life, the processes found in society, followed by a treatment of the outstanding institutions and problems in social life and everyday social relations.
Credit 3 hours (I, S) .......... Mr. Sullenger, Mrs. Thomas, Mr. Wilber

212 **Principles of Sociology**: This course is a study of the evolution of society under the influence of physical environment and cultural heritage. Prerequisite: Sociology 211 or equivalent.
Credit 3 hours (II, S) ....... Mr. Sullenger, Mrs. Thomas, Mr. Wilber

216 **General Sociology**: A course designed primarily for business administration and home economics students; it is a general treatment of the basic phases of social relations, social control, problems, and social adjustment.
Credit 3 hours (I, II) ........ Mr. Somny, Mrs. Thomas, Mr. Wilber

304 **Educational Sociology**: A study of the application of sociology and teaching situations, parent-child, teacher-child, and teacher-community relations. Prerequisite: Sociology 211 or 216.
Credit 3 hours (II) ............ Mrs. Thomas

306 **Community Organization**: A treatment of the background, principles, and procedures in community organization, and techniques to follow in community analysis and treatment.
Credit 3 hours (II) ............ Mr. Sullenger

310 **Rural Sociology**: A study of rural life, with emphasis on its contributions to modern society and its problems. Prerequisite: Sociology 211 or 216.
Credit 3 hours (II) ............ Mr. Wilber

312 **General Anthropology**: A history and survey of development of institutions and cultures of man; a picture of primitive man and his development.
Credit 3 hours (E) ............. Staff

316 **Introduction to Social Anthropology**: A study of social organization and origins of social institutions and cultural diffusion. Prerequisite: One year of sociology.
Credit 3 hours (E) ............. Staff

320 **The Field of Social Work**: This is an orientation course for students who plan to train for some phase of social service work; the different agencies and institutions for social work are discussed; field trips. Prerequisite: Sociology 211 and 212 or equivalent.
Credit 3 hours (II) ............ Mrs. Thomas

323 **Social Recreation**: Organization and techniques for professional and volunteer leaders; understanding and application of democratic group methods in leading social activities in all age groups; this course is for second-year students in the two-year Recreation Leadership program. Open to men and women.
Credit 3 hours (E) ............. Staff
325 **Sociology of Personality and Leadership**: Sociological factors in the formation of personality, attitudes, and leadership will be considered in this course. Prerequisite: Sociology 211 or equivalent.
Credit 3 hours (II) ......................... .Mr. Sullenger

327 **Contemporary Social Problems**: This course deals with an analysis of economic and cultural sources of social disorganization and a general view of present-day social problems. Prerequisite: Sociology 212. Not offered 1951-52.
Credit 2 hours.......................... .Staff

332 **Marriage and the Family**: The family as a basic social institution; theories of its origin and development; function of the family in the development of social life, emphasis on preparation for marriage and problems of marital adjustment. Prerequisite: Sociology 211 or equivalent.
Credit 3 hours (I, S) .................... .Mr. Sullenger

335 **Criminology**: The development of the general concept of crime and criminals, and historical methods of dealing with crime and criminals; field trips to city, county, and state penal institutions. Prerequisite: Sociology 211 or equivalent.
Credit 3 hours (I, S) .................... .Mr. Sullenger

Credit 3 hours (I) ....................... .Mrs. Thomas

380 **Industrial Sociology**: Applies sociology to labor situations and problems, such as child labor, capital and labor, women in industry, housing, health, use of leisure time, etc. Prerequisite: Sociology 212.
Credit 3 hours (I) ....................... .Mr. Wilber

400 **Group Leadership Training**: A course in the techniques, materials, and objectives of leadership in group work; lectures will be supplemented with field work and practical problems. Prerequisite: Sociology 323.
Credit 1 to 3 hours (E) .................. .Mr. Wilber

404 **Population Analysis**: This course deals with social and cultural factors as forces in the behavior of men, social significance of population data, racial and cultural relations, and studies of population movements as related to changing culture patterns. Prerequisite: Basic courses in sociology.
Credit 3 hours (I) ....................... .Mr. Wilber

414 **Urban Sociology**: An intensive study of the sociology of modern city life. A study of local surveys of city life in Omaha. Prerequisite: Sociology 212.
Credit 3 hours (II) ..................... .Mr. Sullenger

416 **Ethnic Relations**: A study of racial and nationality groups; their differentiating characteristics; types of interaction; adjustment and institutions; problems of minority groups; and ethnic policies. Prerequisite: Senior standing and 6 hours of sociology.
Credit 3 hours (E) ....................... .Mr. Wilber

417 **Propaganda and Social Control**: A study of propaganda as an important factor in control of social behavior and an analysis of other means of social control. Open only to Graduate Students.
Credit 3 hours (E) ....................... .Mr. Wilber

438 **Elements of Social Case Work**: This course deals with the fundamentals and techniques of interviewing in different types of social and community welfare work, and some basic principles of social case work. Prerequisite: One year of sociology.
Credit 3 hours (E) ....................... .Mrs. Thomas
Methods of Social Research: A critical study of the approaches and methods used in social investigation; original research in the field of interest of students is undertaken. Prerequisite: Sociology 212. Credit 3 hours each (I—II) ........................................ Mr. Sullenger

Research Seminar: Special projects; open only to advanced students in the Department. Prerequisite: Two years in sociology. Credit 1 to 6 hours (I—II) ........................................ Mr. Sullenger

History of Social Thought: The development of positive and organic social thought; offers a fundamental background for understanding the central theories of human progress. Prerequisite: Basic courses in sociology. Credit 3 hours (I) ........................................ Mr. Sullenger

SPEECH

ASSISTANT PROFESSORS LINTON (HEAD), TYSON. INSTRUCTORS ALLEN, KEY, CLARK.

A major in speech consists of 6-9 hours of lower division courses numbered 100 and 200, and 18 hours of upper division courses numbered 300 and above. The student should expect to complete satisfactorily a minimum of 25-28 hours in the Department of Speech. Students are referred to the special bulletins of the Department of Speech relative to preparatory work for various vocations.

Fundamentals of Speech: Intensive practice in the fundamental technique of organization and presentation of class talks. Includes the theory of speech and general survey of the speech field. Open to freshmen and sophomore students. Credit 3 hours (I, II, S) ........................................ Mr. Tyson, Mr. Allen

Oral Interpretation of Literature: The course is adapted to the interpretation of literature in a functional setting. Open to all students. Students interested in the dramatics division are advised to take this course. Credit 3 hours (I, II) ........................................ Mr. Tyson

*Speech for Business and Industry: Designed to promote personal speech proficiency in two-person or small-group situations inherent in job-getting and in business, professional, and social relations. Credit 3 hours (I, II, S) ........................................ Mr. Tyson, Mr. Allen

Discussion and Debate: A study and application of the problems of discussion and debate. Students may take part in University debating. The debate club may be entered without credit. Credit 3 hours each (I, II) ........................................ Mr. Tyson

Extempore Speaking: A study of the basic principles of extemporaneous speaking accompanied by numerous opportunities for each student to practice public address from an outline or from notes. Prerequisite: 111 or 112. Credit 3 hours (II) ........................................ Mr. Allen

Introduction to Radio: A basic study of the radio industry; its history, organization and social significance. Prerequisite: Speech 111 or permission of the Department. Credit 3 hours (I, II, S) ........................................ Mr. Linton

Play Production: First principles and problems of play production; technique of acting, simple stage mechanics, and makeup through participation in one-act plays. Prerequisite: Speech 111 or 112 or equivalent. Credit 3 hours (I, S) ........................................ Mrs. Key

*Does not apply toward the degree Bachelor of Arts.
302 **Dramatic Production:** More detailed study of the theater arts; study of longer plays and the theory of acting and directing; history of the theater. **Pre-requisite:** Speech 111 or 112 or equivalent, and 301.  
Credit 3 hours (II) ................................. *Mrs. Key*

311 **Studies in Public Address:** First semester: Practical work with the longer forms of speech composition and speaking situations. Second semester: The history and criticism of famous speakers in America to contemporary times; preparation and delivery of speeches on the above material. **Pre-requisite:** (311) Speech 111 or 201; (312) Speech 311 or Permission of the instructor.  
Credit 3 hours each (I, S—II) .......................... *Mr. Tyson*

315 **Intercollegiate Debate:** This course is designed for those who wish to participate in intercollegiate debate. May be taken without credit.  
Credit 1 to 3 hours (II) ................................. *Mr. Tyson*

322 **Theater Workshop:** A continuation of 301-2. The student will choose some advanced phase of play production or theater arts; the course may be repeated once.  
Credit 2 hours ........................................... *Mrs. Key*

325 **Techniques of Broadcasting:** A course covering the basic principles of announcing and continuity writing. Second semester: The basic principles of radio production. Students will be expected to participate in the University radio and television programs. **Pre-requisite:** Speech 225 or equivalent.  
Credit 3 hours each (I, S—II) .......................... *Mr. Linton*

341 **Voice and Phonetics:** A course dealing with functional disorders of speech, the physiology of speech mechanism, and the international phonetic alphabet. **Pre-requisite:** 3 hours of speech or by permission of the instructor.  
Credit 3 hours (I) ........................................ *Mr. Tyson*

342 **Speech Techniques for Teachers:** Designed to help teachers to meet the problems involved in speech learning through the study of dynamic phonetics; speech abnormalities, and classroom methods; techniques or classroom activities in speech and dramatics.  
Credit 3 hours (II, S) .................................... *Mr. Tyson*

411 **Advanced Projects in Speech:** Especially for students majoring in speech who wish to explore a particular area.  
Credit 3 hours (I, II) .................................... *The Staff*

425 **Radio Program Planning:** A lecture and discussion course dealing with the techniques of planning, selling, and placing various types of programs on different types of stations; How to use advertising in the radio medium.  
**Radio:** Students interested in radio should consult the Head of the department concerning their schedules. The radio workshop is open to all students. Each year the department airs different AM and TV programs over local stations.  
**Debate and Oratory:** Students interested in debate are referred to Speech 215 and 315. The debate club is open to all students. Students interested in intercollegiate oratory should take Speech 311.  
**Theater:** Students interested in theater are referred to Speech 301-302 and the University Players.
THE COLLEGE OF APPLIED ARTS AND SCIENCES

The purpose of courses in this College is to acquaint the students with some of the facts, techniques, and methods of procedure in certain lines of work in which people earn their living. The objective is to train the reasoning powers by using them upon these specific facts, techniques, and procedures.

Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer. Evening courses (E) are not indicated unless the course is offered only in the School of Adult Education.

THE LOWER DIVISION

Students who wish a well planned two-year program may secure the title of Associate in Applied Arts and Sciences by completing one of the following programs:

1. Accounting
2. Engineering
3. Home Economics
4. Journalism
5. Marketing
6. Secretarial Training

A student may continue his work in the upper division whether or not he secures the title of Associate when he has completed the course of study prescribed for the lower division.

THE UPPER DIVISION

Students who wish to secure a degree in applied fields may do so by completing one of the four-year programs leading to the degree Bachelor of Science in —

Business Administration
Business and Engineering Administration
Home Economics
Journalism
Medical Technology
Military Science
Nursing
Retailing

DEGREE AND CURRICULUM REQUIREMENTS

Students must meet the College entrance requirements; must secure 125 credit hours, with an average grade of "C" or above; and must complete the curriculum as outlined. Grades below "C" do not count on a major field. Thirty of the last 36 hours must be carried in residence at the University of Omaha.

A maximum of sixteen hours in commercial arts courses may apply on the degree Bachelor of Science in Business Administration.
REQUIREMENTS FOR THE TITLE ASSOCIATE
IN APPLIED ARTS AND SCIENCES

The title of Associate in Applied Arts and Sciences will be granted to students who meet the general requirements listed below and complete one of the suggested two-year courses of study outlined.

Usually a title should be earned by the end of the student's second year of study. In any case, it should be granted at a graduation exercise prior to the receiving of a degree.

Former students who have met the requirements may secure the title upon earning six or more additional credit hours at the University.

GENERAL REQUIREMENTS

1. Students must meet entrance requirements of this section.
2. Students must pass a proficiency test in English or take English 109 or 111 and/or English 112.
3. Students must present a minimum of 64 credit hours with an average grade of "C" or above.
4. Students must earn 30 credits in residence work in the University of Omaha.
# REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

**Mr. Helmstadter, Mr. Lucas, Advisers**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>B.A. 101, Elementary Accounting</td>
<td>B.A. 102, Elementary Accounting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Math. 253, Commerce Algebra or Math. 111</td>
</tr>
<tr>
<td>Psych. 111, Introduction to Psychology</td>
<td>Sociology 216, General Sociology</td>
</tr>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td><em>English 112, Composition</em></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
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<tr>
<td><em>B.A. 7, Elementary Typewriting or B.A. 8, Intermediate Typewriting</em></td>
<td>Electives</td>
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|                               | 3                                                                 |
|                               | *The humanities, the social sciences, the natural sciences.          |
|                               | 3                                                                 |
|                               | *The humanities, the social sciences, the natural sciences.          |
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|                               | 16                                                               |

### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Econ. 211, Principles of Economics</td>
<td>Econ. 212, Principles of Economics</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law</td>
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<td><strong>The humanities, the social sciences, the natural sciences.</strong></td>
<td><strong>The humanities, the social sciences, the natural sciences.</strong></td>
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<tr>
<td>Physical Education</td>
<td>Speech 201, Situational Speech</td>
</tr>
<tr>
<td>Math. 254, Mathematics of Finance</td>
<td><strong>The humanities, the social sciences, the natural sciences.</strong></td>
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<tr>
<td>Electives</td>
<td>Physical Education</td>
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### THIRD YEAR

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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td>B.A. 334, Credit and Collections</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 351, Personnel Organization</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management or B.A. 355, Office Management and Control</td>
<td>B.A. 315, Business Communications and Reports</td>
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<td>***Electives</td>
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### FOURTH YEAR

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Economics 311, Money and Banking</td>
<td>B.A. 340, Investment Principles and Practice</td>
</tr>
<tr>
<td>B.A. 325, Business Finance</td>
<td>B.A. 425, Business Cycles</td>
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<tr>
<td>B.A. 446, Government &amp; Business</td>
<td>***Electives</td>
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<td>***Electives</td>
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*Electives may be substituted if proficiency is established by examination.

**The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences. Government 201 and 204 or History 211 and 212 are recommended.

***Students should consult with their major adviser in planning a program in their field of specialization: accounting, insurance, marketing, finance, real estate, and personnel management. A reasonable selection of courses from the offerings of the College of Arts and Sciences should be included to make a balanced program.

## PROFESSIONAL SPECIALIZATION

In addition to the prescribed courses outlined above for the degree Bachelor of Science in Business Administration, the student may select with the help of his major adviser an area of specialization of 12 to 15 credit hours to be completed in the third and fourth years.
Throughout the program the student should make a reasonable selection of courses from the College of Arts and Sciences to provide for a balanced program.

During the second semester of the sophomore year, students should consult with the Dean of the College about the appointment of an adviser for an area of specialization.

**ACCOUNTING**

**Mr. Crossman, Adviser**

Accounting data are widely used today by all types of business and by the government. There is a growing recognition of the need for sound accounting methods and reliable financial information for the purposes of effective management, regulation, and public enlightenment. Students who have a broad training in the field of business supplemented by intensive preparation in the field of accounting may find professional opportunities as public accountants, private accountants, or in governmental or non-profit institutional services.

By a proper selection of electives, the student who is interested in public accounting may prepare for the C.P.A. examination which is given twice each year by the State Board of Examiners of Certified Public Accountants of the State of Nebraska. The requirements for taking this examination are established by the State Board; therefore, the student should make inquiry regarding the specific requirements well in advance of the examination dates. Examinations as a rule are given each year in May and November.

Students specializing in accounting should take Intermediate Accounting, B.A. 201 and 202, in their sophomore year.

**PUBLIC ACCOUNTING**

**THIRD YEAR**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 301, Advanced Accounting</td>
<td>3</td>
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<tr>
<td>B.A. 305, Cost Accounting</td>
<td>3</td>
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<tr>
<td>B.A. 407, Income Tax Accounting</td>
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<tr>
<td>B.A. 411, Accounting Systems</td>
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**FOURTH YEAR**

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 307, Governmental Accounting</td>
<td>3</td>
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<tr>
<td>B.A. 306, Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 408, Auditing</td>
<td>3</td>
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<tr>
<td>B.A. 412, C.P.A. Problems and Review</td>
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**INDUSTRIAL AND COMMERCIAL ACCOUNTING**

**THIRD YEAR**

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<td>B.A. 305, Cost Accounting</td>
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<tr>
<td>B.A. 407, Income Tax Accounting</td>
<td>3</td>
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<tr>
<td>B.A. 411, Accounting Systems</td>
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**FOURTH YEAR**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 307, Governmental Accounting</td>
<td>3</td>
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<tr>
<td>B.A. 408, Auditing (Elective)</td>
<td>3</td>
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<tr>
<td>B.A. 411, Accounting Systems</td>
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**GOVERNMENTAL AND INSTITUTIONAL ACCOUNTING**

**THIRD YEAR**

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<tr>
<td>B.A. 301, Advanced Accounting</td>
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<tr>
<td>B.A. 305, Cost Accounting</td>
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<tr>
<td>B.A. 407, Income Tax Accounting</td>
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<td>B.A. 411, Accounting Systems</td>
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**FOURTH YEAR**

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<tr>
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<tr>
<td>B.A. 408, Auditing (Elective)</td>
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**RECOMMENDED ELECTIVES**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Econ. 312, Public Finance</td>
<td>3</td>
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<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td>3</td>
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</table>
INSURANCE

Mr. Wilson, Adviser

Specialization in the field of insurance will give the student the necessary background for a choice of many careers in the industry such as underwriters, claim adjusters, branch managers, general agency managers, cashiers, agents and salesmen in branch offices and general agencies as well as in the home offices of insurance companies. Preparation in this field is also intended to lead to the successful completion of the examinations for the professional designation of Chartered Life Underwriter or Chartered Property and Casualty Underwriter.

The insurance courses which should be taken in the third and fourth years are as follows:

THIRD YEAR
B.A. 371, General Insurance........3  B.A. 372, Life Insurance........3

FOURTH YEAR
Social Insurance .................3  B.A. 374, Property and Casualty Insurance .................3

RECOMMENDED ELECTIVES
Govt. 201, American National Government
Govt. 204, American State and Local Government
B.A. 332, Salesmanship and Sales Management

MARKETING

Mr. Lucas, Adviser

One of the more important problems in business today is the distribution of goods and services from the producer to the ultimate consumer. There is a growing demand for men and women who know how goods are marketed and who have specific abilities in sales, merchandising, advertising, and credit management. This demand comes from wholesale middlemen, retailers, manufacturers, advertising agencies, trade associations, produce and livestock exchanges, and certain departments and agencies of the federal government. Students interested in these areas of opportunity should give consideration to specialization in the marketing field.

The marketing courses which should be taken in the third and fourth years are as follows:

THIRD YEAR
B.A. 331, Marketing..............3  B.A. 334, Credits and Collections...3

FOURTH YEAR
B.A. 333, Principles of Retailing....3  B.A. 332, Salesmanship and Sales Management .................3
Elective (Marketing) ...............3

RECOMMENDED ELECTIVES
Ret. 308, Retail Buying and Merchandising
Ret. 311, Store Service Laboratory
Ret. 405, Retail Advertising and Sales Promotion
B.A. 335, Principles of Advertising
B.A. 338, Geography of Trade Centers
B.A. 339, Livestock Marketing
B.A. 355, Office Management and Control
B.A. 360, Principles of Transportation
B.A. 401, Principles of Foreign Trade
PERSONNEL MANAGEMENT

Mr. C. Thompson, Adviser

Many business enterprises today are placing emphasis upon personnel management as an important phase of management. Today business pursues its service objective with economy and effectiveness, yet with due regard for human values and personal objectives. It is the purpose of this program to develop in interested students an appreciation and knowledge of fundamentals in the area of personnel management and to qualify them for various positions in personnel work as well as to provide a foundation for further study.

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ.</td>
<td>315</td>
<td>Labor Problems</td>
</tr>
<tr>
<td>Econ.</td>
<td>318</td>
<td>Collective Bargaining</td>
</tr>
<tr>
<td>Biol.</td>
<td>417</td>
<td>Biometry</td>
</tr>
<tr>
<td>Psych.</td>
<td>331</td>
<td>Introduction to Applied Psychology</td>
</tr>
<tr>
<td>Psych.</td>
<td>433</td>
<td>Industrial Psychology</td>
</tr>
<tr>
<td>Psych.</td>
<td>433</td>
<td>Vocational Psychology</td>
</tr>
<tr>
<td>Psych.</td>
<td>534</td>
<td>Advanced Industrial Psychology</td>
</tr>
<tr>
<td>Psych.</td>
<td>528</td>
<td>Counseling and Psychotherapy</td>
</tr>
<tr>
<td>Soc.</td>
<td>380</td>
<td>Industrial Sociology</td>
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<tr>
<td>Speech</td>
<td>311</td>
<td>Practical Public Speaking</td>
</tr>
<tr>
<td>Speech</td>
<td>312</td>
<td>Practical Public Speaking</td>
</tr>
</tbody>
</table>

REAL ESTATE

Mr. Lewis, Adviser

In the past, almost every person believed that he was qualified to act as a broker, investor or operator in real estate. As our economy approaches maturity, professional knowledge is a prerequisite in such transactions. Professional training in real estate prepares the student for a wide variety of real estate activities, such as brokerage, management, appraisal, investment, finance, operations in equities, building construction, and government service such as Federal Housing Administration, taxation board, etc.

Opportunities as they become available will be provided for senior real estate students to work part time in local estate brokerage, finance, and management offices and with the Douglas County Tax Appraisal Board.

The real estate courses which should be taken in the third and fourth years are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIRD YEAR</td>
<td>B.A. 344</td>
<td>Real Estate Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B.A. 346</td>
<td>Real Estate Law</td>
<td>3</td>
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<tr>
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<td>B.A. 345</td>
<td>Real Estate Development and Management</td>
<td>2</td>
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<tr>
<td>FOURTH YEAR</td>
<td>B.A. 440</td>
<td>Real Estate Finance</td>
<td>2</td>
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<tr>
<td></td>
<td>B.A. 441</td>
<td>Real Estate Appraisals</td>
<td>2</td>
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RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr.</td>
<td>121</td>
<td>Engineering Drawing</td>
</tr>
<tr>
<td>Engr.</td>
<td>124</td>
<td>Architectural Drafting</td>
</tr>
<tr>
<td>B.A.</td>
<td>332</td>
<td>Salesmanship and Sales Management</td>
</tr>
<tr>
<td>B.A.</td>
<td>336</td>
<td>Principles of Advertising</td>
</tr>
<tr>
<td>B.A.</td>
<td>371</td>
<td>General Insurance</td>
</tr>
<tr>
<td>B.A.</td>
<td>374</td>
<td>Property Insurance</td>
</tr>
<tr>
<td>B.A.</td>
<td>450</td>
<td>Special Problems in Business Administration—Real Estate</td>
</tr>
</tbody>
</table>
SECRETARIAL

Miss Holley, Adviser

The secretarial and office training area of specialization is planned to meet the needs of students who wish to prepare for responsible secretarial, managerial, and clerical positions in business and professional offices. By combining proficiency in typewriting, shorthand, filing, and office procedures with the program of prescribed courses leading to the degree Bachelor of Science in Business Administration, young men and women can prepare themselves for desirable positions in business and in governmental agencies.

RECOMMENDED ELECTIVES

- B.A. 1, 2, 5, Shorthand
- B.A. 7, 8, 9, Typewriting
- B.A. 6, Secretarial Practices
- B.A. 10, Filing
- B.A. 100, Secretarial Accounting

GENERAL BUSINESS

Mr. Nelson, Adviser

Occasionally students are interested in giving greater breadth to their training in Business Administration rather than emphasizing an area of specialization. Such students would be interested in taking basic courses in the respective areas of specialization for their useful value and as a means of developing interest in specialized fields.

RECOMMENDED ELECTIVES

- Econ. 319, Economic Geography
- Econ. 315, Labor Problems
- B.A. 344, Real Estate Principles and Practices
- B.A. 355, Office Management and Control

HIGH SCHOOL TEACHING

Mr. Lucas, Mr. Gorman, Advisers

Students desiring to qualify for a secondary teaching certificate in connection with the degree Bachelor of Science in Business Administration may do so by meeting the certification requirements of the state in which they wish to teach. The requirements for Nebraska are found on page 110.

Those students who are candidates for the degree Bachelor of Science in Education but plan to use Business Administration or Commercial Arts as their subject major should consult with the Head of the Division of Business Administration for specific recommendations. Such students should include in their sophomore year Economics 211 and 212, Principles of Economics.

Commercial Arts should include at least two college courses in each subject to be taught, one of which may be a course in special methods of teaching commercial subjects. The minimum preparation in typewriting is 4 semester hours, in shorthand 8, in accounting 3, and in other business courses 6 semester hours as recommended by the adviser.
Students who desire to take a limited selection of courses in the field of Business Administration in connection with the broad cultural course of study provided by the degree Bachelor of Arts may secure a major in Business Administration by following these specific requirements:

1. Lower-division requirements:
   - Business Administration 128, Business Organization. ............... 3 hours
   - Business Administration 101, 102, Elementary Accounting. .......... 6 hours
   - Economics 211, 212, Principles of Economics. ......................... 6 hours

2. Upper-division requirements:
   - Business Administration 313, Introduction to Statistics. ............... 3 hours
   - Economics 311, Money and Banking. .................................. 3 hours
   - Practical Public Speaking. ........................................... 3 hours

3. On approval of the major adviser, the student shall select in addition to the above requirement a major of 18 credit hours from the upper-division courses in business administration which are included in the program of the College of Arts and Sciences.

RETAILING

Students may designate their interest in the retailing curriculum at any time from entrance to the end of their sophomore year. Students who have maintained an average of "C" or above may make application in the second semester of their sophomore year for the specialized work in retailing in the junior and senior years. Any student who has maintained a "B" or above average may make application for one of the scholarships in addition to application for the specialized training.

Candidates for the retailing program will be selected on the basis of their performance on psychological, personality, and interest tests, achievement as shown by record, and acceptability for retail employment.

SCHOLARSHIPS

The Omaha World-Herald has provided, under the supervision of the University, five $100 scholarships for students with junior or senior standing. Recipients will be chosen on the basis of the following points: Psychological test, personality test, interest test, achievement as shown by record, acceptability for retail employment, and economic need. A statement of financial condition must be submitted.

THE COOPERATIVE PLAN

The career training program of the Department of Retailing is based on a cooperative arrangement with the Associated Retailers of Omaha, who have supplied a substantial sum of money for its development. The objective of the program is to interest and train greater numbers of college students for promising management careers in retailing. The program is open to both men and women.
Students who are accepted under the plan work in member stores of the Association two days per week in their junior and senior years. Seniors also work full time in the stores during the two-week period preceding Christmas. While on the job they are paid at the current rate for the type of work being performed.

Students usually work in a different store each of their last four semesters. Classroom instruction is coordinated with work experience to insure a well-rounded training program. In fact, the on-the-job experience will provide much of the material for classroom discussion and analysis. The store thus becomes a laboratory for the student. This part of the program, listed in the Catalog as Store Service Laboratory, provides two hours of credit each semester.

Classroom instruction includes lectures by specialists in their fields from the various stores. During their junior and senior years, students visit leading retail stores, wholesale establishments, manufacturers, and other businesses and services engaged in merchandising.

**REQUIREMENTS FOR THE DEGREE**
**BACHELOR OF SCIENCE IN RETAILING**

Mr. Davison, Adviser

**FIRST YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>B.A. 101, Accounting</td>
<td>Economics 211, Principles of</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Economics</td>
</tr>
<tr>
<td>B.A. 121, Personal Development or</td>
<td>Speech 201, Situational Speech</td>
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<tr>
<td>Psych. 111, Intro. to Psych.</td>
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<td>*English 109 or 111, Elementary</td>
<td>*English 112, Composition</td>
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<td>Composition</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Electives</td>
<td>Sociology 216, General Sociology</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Economics 212, Principles of</td>
<td>B.A. 331, Marketing</td>
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<tr>
<td>Economics</td>
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<tr>
<td>**The humanities, the social</td>
<td>**The humanities, the social</td>
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<td>sciences, the natural sciences.</td>
<td>sciences, the natural sciences.</td>
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<tr>
<td>B.A. 323, Business Law.</td>
<td>B.A. 315, Business Communications</td>
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<tr>
<td>Electives</td>
<td>Physical Education</td>
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<td>Physical Education</td>
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**THIRD YEAR**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>B.A. 333, Principles of Retailing.</td>
<td>Ret. 306, Retail Buying</td>
</tr>
<tr>
<td>Ret. 302, Merchandise Information</td>
<td>B.A. 331, Marketing</td>
</tr>
<tr>
<td>(Textiles)</td>
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<tr>
<td>B.A. 325, Business Finance</td>
<td>B.A. 336, Principles of Advertising</td>
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<tr>
<td>B.A. 310, Store Service Laboratory.</td>
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<td>Electives</td>
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<td>16</td>
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</tbody>
</table>
FOURTH YEAR

First Semester
Ret. 401, Retail Merchandising ... 3
Ret. 405, Retail Advertising and Sales Promotion ... 3
†Ret. 410, Store Service Laboratory ... 2
Electives ... 6-7

Second Semester
***Ret. 408, Retail Personnel Management ... 3
Ret. 414, Problems in Retailing ... 3
†Ret. 411, Store Service Laboratory ... 2
Electives ... 6-7

14-15

*Electives may be substituted if proficiency is established by examination.
**The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences.
***Students taking the Retailing program may elect to take either B.A. 351, Personnel Organization and Management, or Retailing 408, Retail Personnel Management. Credit will not be given for both.
†A minimum of 4 credits of Store Service Laboratory are required for graduation.
Suggested Electives: typewriting, accounting, introduction to statistics, salesmanship and sales management, business cycles, government and business, elementary design, money and banking, costume design, interior decoration, introduction to general psychology, introduction to applied psychology.

TWO-YEAR PROGRAM IN ACCOUNTING

Mr. Crossman, Adviser

FIRST YEAR

First Semester
B.A. 101, Elementary Accounting ... 3
B.A. 128, Introduction to Business ... 3
B.A. 121, Personal Development or Psychology 111, Introduction to Psychology ... 3
*English 109 or 111, Elementary Composition ... 4-3
*B.A. 7, Elementary Typewriting or B.A. 8, Intermediate Typewriting ... 2
Physical Education ... 1

Second Semester
B.A. 102, Elementary Accounting ... 3
Mathematics 253, Commerce ... 3
Algebra or Mathematics 111 ... 3
Sociology 210, General Sociology ... 3
*English 112, Composition ... 3
Physical Education ... 1
Electives ... 3

16

SECOND YEAR

First Semester
B.A. 201, Intermediate Accounting ... 3
B.A. 305, Cost Accounting ... 3
Economics 211, Principles of Economics ... 3
B.A. 313, Introduction to Statistics Mathematics 284, Mathematics of Finance ... 3
**The humanities, the social sciences, the natural sciences ... 3
Physical Education ... 1

Second Semester
†B.A. 202, Intermediate Accounting or B.A. 306, Cost Accounting or
B.A. 307, Governmental Accounting ... 3
Economics 212, Principles of Economics ... 3
Speech 201, Situational Speech ... 3
B.A. 315, Business Communications and Reports ... 3
**The humanities, the social sciences, the natural sciences ... 3
Physical Education ... 1

16

*Electives may be substituted if proficiency is established by examination.
**The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences. Government 201 and 204 or History 211 and 212 are recommended.
†Students who are planning to do governmental and institutional accounting should substitute B.A. 307, Governmental Accounting.
## TWO-YEAR PROGRAM IN MARKETING

**Mr. Lucas, Adviser**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economics 211, Principles of Economics</strong></td>
<td><strong>Economics 212, Principles of Economics</strong></td>
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<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>English 109 or 111, Elementary Composition</strong></td>
<td><strong>Sociology 216, General Sociology</strong></td>
</tr>
<tr>
<td><strong>4-3</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>B.A. 7, Elementary Typewriting or B.A. 8, Intermediate Typewriting</strong></td>
<td><strong>Speech 201, Situational Speech Practice</strong></td>
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<td><strong>2</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>B.A. 128, Introduction to Business Psychology 111, Introduction to Psychology or B.A. 121, Personal Development</strong></td>
<td><strong>Physical Education</strong></td>
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<tr>
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<td><strong>Electives</strong></td>
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</table>

**Electives may be substituted if proficiency is established by examination.**

**The student is required to select 6 credit hours in the humanities, the social sciences, or the natural sciences. Government 201 and 204 or History 211 and 212 are recommended.**

### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>B.A. 101, Accounting</strong></td>
<td><strong>B.A. 102, Accounting</strong></td>
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<tr>
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<td><strong>3</strong></td>
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<tr>
<td><strong>B.A. 333, Principles of Retailing</strong></td>
<td><strong>B.A. 335, Advertising or B.A. 332, Salesmanship and Sales Management</strong></td>
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<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td><strong>B.A. 315, Business Communications and Reports</strong></td>
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<td><strong>3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>Physical Education</strong></td>
<td><strong>B.A. 334, Credits and Collections</strong></td>
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<tr>
<td><strong>1</strong></td>
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<td><strong>Electives</strong></td>
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</tbody>
</table>

**Electives may be substituted if proficiency is established by examination.**

## TWO-YEAR PROGRAM IN SECRETARIAL TRAINING

**Miss Holley, Adviser**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td><strong>B.A. 128, Introduction to Business</strong></td>
<td><strong>B.A. 100, Secretarial Accounting</strong></td>
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<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>B.A. 121, Personal Development, or Psych. 111, Introduction to Psychology</strong></td>
<td><strong>B.A. 10, Filing and Indexing</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>B.A. 1, Elementary Shorthand</strong></td>
<td><strong>B.A. 2, Intermediate Shorthand</strong></td>
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<td><strong>3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>B.A. 7, Elementary Typewriting</strong></td>
<td><strong>B.A. 8, Intermediate Typewriting</strong></td>
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<tr>
<td><strong>English 109 or 111, Elementary Composition</strong></td>
<td><strong>English 112, Composition</strong></td>
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<td><strong>4-3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>Physical Education</strong></td>
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<td><strong>16-15</strong></td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>B.A. 5, Advanced Shorthand</strong></td>
<td><strong>B.A. 6, Secretarial Practices</strong></td>
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<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
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<tr>
<td><strong>B.A. 9, Advanced Typewriting</strong></td>
<td><strong>B.A. 315, Business Communications and Reports</strong></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Econ. 211, Principles of Economics</strong></td>
<td><strong>Econ. 212, Principles of Economics</strong></td>
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<tr>
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<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
<td><strong>Speech 201, Situational Speech</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td><strong>The humanities, the social sciences, the natural sciences</strong></td>
</tr>
<tr>
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<td><strong>3</strong></td>
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<tr>
<td><strong>Electives</strong></td>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>1</strong></td>
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<td><strong>16</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

**Electives may be substituted if proficiency is established by examination.**
COMMERCIAL ARTS

Courses in commercial arts may not be applied toward the Bachelor of Arts degree. A maximum of 16 credit hours of commercial arts courses may be applied toward the Bachelor of Science in Business Administration degree and the Bachelor of Science in Education degree. A student may enter advanced courses in shorthand and typewriting by passing proficiency tests, which may be arranged with the Head of the Division.

1 **Elementary Shorthand:** Fundamentals of the Gregg System; dictation up to a minimum of 60 words per minute; beginning transcription.
   Credit 3 hours (I). ........................................... Miss Holley

2 **Intermediate Shorthand:** Development of reading skill; dictation up to a minimum of 90 words per minute; transcription. Prerequisite: Elementary Shorthand or 60 words per minute.
   Credit 3 hours (II). ........................................ Miss Holley

5 **Advanced Shorthand:** Business vocabulary; review of most used words; development of speed up to a minimum of 120 words per minute; transcription. Prerequisite: Intermediate Shorthand or 90 words per minute.
   Credit 3 hours (I). ........................................ Miss Holley

6 **Secretarial Practice:** Continuation of dictation and transcription; punctuation drills; secretarial traits and duties; office behavior; applications for positions; Dictaphone, Ediphone, Mimeograph; Electric Typewriter, and other business machines. Prerequisite: B.A. 5 and B.A. 9 or 120 words per minute in shorthand and 60 words per minute in typewriting.
   Credit 3 hours (II). ........................................... Miss Holley

7 **Elementary Typewriting:** Mastery of entire keyboard; rhythm drills; development of speed up to a minimum of 25 words per minute. For students who have had no typing or less than one-half unit of high school credit.
   Credit 2 hours (I, II, S). .................................. Miss Holley, Miss Minteer

8 **Intermediate Typewriting:** Further development of speed and accuracy; introduction of business letter writing; simple tabulation; problems in manuscript writing. Speed objective 40 net words per minute. Prerequisite: B.A. 7 or one-half to one unit of high school credit.
   Credit 2 hours (I, II, S). .................................. Miss Holley, Mrs. Harsh

9 **Advanced Typewriting:** Additional mechanics of letter writing; speed drills; preparation of manuscripts; legal forms; tabulations; Dictaphone; Ediphone. Speed objective 60 net words per minute. Prerequisite: B.A. 8 or 40 words per minute on proficiency test.
   Credit 2 hours (I, II). ........................................ Miss Holley

10 **Filing and Indexing:** The course presents indexing and filing rules and their application; introduces the more important methods of filing and gives practice materials to develop skill in indexing and filing.
   Credit 1 hour (II). ........................................... Miss Holley
BUSINESS MANAGEMENT

Credits in accounting to the extent of 14 hours may be applied toward the Bachelor of Arts degree.

100 *Secretarial Accounting: The course develops the fundamental principles of accounting as applied to mercantile and personal service enterprises operated by sole proprietors. Two types of personal service enterprises are treated; namely, professional enterprises and business enterprises. The cash basis of accounting is used for personal service enterprises, the accrual basis for mercantile enterprises. 2 hrs. lec.; 2 hrs. lab.
Credit 3 hours (II) .................................... Miss Holley, Mr. Nelson

101 Elementary Accounting: An introduction to the theory and principles of accounting; single proprietorship type of business organization; analysis and recording of business transactions; business vouchers; controlling accounts; adjusting and closing entries; financial statements. Second semester, partnerships; simple corporation accounting; departmentalization; introduction to manufacturing and cost accounting; budget accounting; analysis of financial statements; supplementary statements; consolidated statements. 101 prerequisite to 102. 2 hrs. lec., 2 hrs. lab.
Credit 3 hours each (I, II, S—I, II, S) .......... Mr. Helmsdatter, Mr. Nelson

121 *Personal Development: An orientation course. This course is designed to assist college freshmen to adjust to college life; problems commonly met in college are those dealing with a study program, vocational choice, and personality adjustments; these three phases of college life constitute the subject matter of the course.
Credit 3 hours (I, II) ................................. Mr. Goeter, Mr. Harry

123 Personal Development and Job Advancement: A course in personal adjustment designed to help the student in weighing individual assets and deficiencies for different kinds of employment; in matching employer needs with abilities so that the student may get ahead in his present job or find a better one.
Credit 3 hours (II) ..................................... Mr. Haynes

128 Introduction to Business: A systematic, descriptive survey of the organization and operation of business, of typical business activities and their relationship to each other.
Credit 3 hours (I, II) ................................. Mr. Goeter, Mr. Nelson

201 Intermediate Accounting: A more intensive study of basic accounting theory, corporate accounting problems, current assets and accounting statements; actuarial science briefly considered. Second semester, fixed assets, intangible assets, investments, liabilities, funds, and reserves, analysis of working capital and miscellaneous ratios, statements of application of funds. Prerequisite: B.A. 102; 201 prerequisite to 202.
Credit 3 hours each (I—II) ............................. Mr. Hockett

Credit 3 hours (I) ...................................... Mr. Hockett

305 Cost Accounting: Controlling ledger; production, betterment, and maintenance orders; departmental cost sheet and production records; distribution records; administrative expense. Second semester, installation and operation of cost system; plant management. Prerequisite: B.A. 102; 305 prerequisite to 306.
Credit 3 hours each (I—II, S) ......................... Mr. Helmsdatter

*Does not apply toward the degree Bachelor of Arts.
307 **Governmental Accounting:** A study of accounting techniques and forms suited to the accounting systems of federal, state, and local governments; emphasis is placed upon fund accounting as distinguished from accounting for profit. Prerequisite: B.A. 102.
Credit 3 hours (II) ........................................ Mr. Hockett

313 **Introduction to Statistics:** Emphasizes collection, presentation, analysis, and interpretation of data determined by the special interest of the student; includes tabulation, graphic representation and the application of averages and ratios to various types of data.
Credit 3 hours (I, II, S) ..................................... Mr. Bull

315 *Business Communications and Reports:* The application of business principles to letters; consideration will be given to letters of inquiry, acknowledgment, application, credit collection, adjustment, interdepartmental, etc.; techniques of report writing.
Credit 3 hours (I, II, S) ....................................... Mr. Goers

323 **Business Law:** An introductory course intended to give a working knowledge of legal rules governing the more familiar business transactions and relations; principles and cases concerning law and its administration and contracts. Second semester; sales, negotiable instruments; 323 prerequisite to 324.
Credit 3 hours each (I, S—II, S) .................. Mr. Lewis, Mr. Nelson, Mr. Wilson

325 **Business Finance:** Discussion of corporate promotional methods and management of finances; examination of various types of corporate securities; reorganization practices.
Credit 3 hours (I, II, S) ..................................... Mr. Hockett

331 **Marketing:** A general survey of the field of marketing; functions, methods, policies, costs, and problems of the manufacturer, wholesaler, retailer, and other middlemen; emphasis on principles, trends, and policies in the relation to marketing efficiency. Prerequisite: Economics 212.
Credit 3 hours (I, II, S) ..................................... Mr. Bull, Mr. Lucas

332 *Salesmanship and Sales Management:* Salesmanship—the selling process, knowledge of goods and markets, buying motives, sales planning, meeting objections. Sales management—organization of sales departments, selection and training of salesmen, sales planning, forecasting, budgets, sales cost accounting. Prerequisite: B.A. 331.
Credit 3 hours (I, II) ........................................ Mr. Bull, Mr. Lucas

333 *Principles of Retailing:* A general survey of the field of retailing; history, types of stores, store organization, location, layout, operation, and control; buying and selling; store policies; opportunities in retailing. Prerequisite: B.A. 331.
Credit 3 hours (I) ........................................ Mr. Davison

334 *Credits and Collections:* Credit functions, instruments, risk, organization and management; collection methods and policies, adjustments, bankruptcy, credit limits, credit, and collection control. Prerequisite: B.A. 331.
Credit 3 hours (I, II) ........................................ Mr. Wilson, Mr. Lucas

336 **Advertising:** Theory and principles of modern advertising; consumer movements, trends and studies; customer research; consumer appeals and product analysis; practice in designing layout and writing copy. Prerequisite: B.A. 331.
Credit 3 hours (II) ........................................ Mr. Kelly

338 **Geography of Trade Centers:** Geographic factors in the origin and growth of trade centers.
Credit 3 hours (II) ........................................ Mr. Nelson

339 **Livestock Marketing:** The important phases of livestock marketing including types of markets and market agencies, their organization and operation. Prerequisite: B.A. 331.
Credit 3 hours (I) ........................................ Mr. Means

*Does not apply toward the degree Bachelor of Arts.*
340 Investment Principles and Practices: Analysis of various types of corporate securities, interpreting financial reports, evaluating stocks and bonds under varying economic conditions. Prerequisite: B.A. 325.
Credit 3 hours (II) ........................................... Mr. Hockett

344 *Real Estate Principles and Practices: Principles of real property ownership and real estate practices; types of deeds, leases, restrictions; real estate brokerage; selling, advertising, property management; subdividing and developing; zoning and its effects. Prerequisite: Economics 212.
Credit 3 hours (E) ........................................... Mr. Lewis

345 *Real Estate Development and Management: Selection and utilization of sites for residential, commercial, and industrial purposes; property management policies and practices, including rent schedules, maintenance, tenant relationships, modernization, and problems of unprofitable real estate; economic and social significance of housing problems; proposed remedies. Prerequisite: B.A. 344.
Credit 2 hours (E) ........................................... Mr. Lewis

346 *Real Estate Law: Real estate law governing estates in realty, acquisition of title, easements, liens, taxation, leasing, wills, and estates. Prerequisite: B.A. 344.
Credit 3 hours (E) ........................................... Mr. Lewis

350 Industrial Organization and Management: Survey of principles underlying modern industrial management; product design; physical facilities; operating standards; control of materials; production planning and control; use of budget in the control system; personnel and purchasing policies.
Credit 3 hours (I, II) ........................................ Mr. Lewis, Mr. C. E. Thompson

351 *Personnel Organization and Management: Problems met by management in directing and supervising employees; study of employee selection, work conditions, wage and salary payment plans, employee training and discipline, promotional plans, and relation to management and trade unions. Prerequisite: B.A. 350.
Credit 3 hours (I, II) ....................................... Mr. Lewis, Mr. C. E. Thompson

355 Office Management and Control: A study of the duties and responsibilities of the office manager; the fundamental principles of office management; office records and reports; office equipment; selection and training of office personnel; control of output and of cost. Prerequisite: B.A. 102.
Credit 3 hours (I) .......................................... Mr. Crossman

360 *Transportation Principles: A study of essential features, problems in competitive position of rail, highway, water, pipe line, and air transportation; special attention is devoted to valuation, rates, and regulations, state and federal agencies controlling transportation. Prerequisite: Economics 212.
Credit 3 hours (II) ......................................... Mr. Bull

371 *General Insurance: General principles of insurance, emphasizing the types of organization, types of policies, premiums, non-forfeiture values, and administration of personal, fire, casualty, fidelity, and social insurance; this course is designed to lay the foundation for specialization.
Credit 3 hours (I) .......................................... Mr. Wilson

372 *Life Insurance: A course in the fundamentals of life insurance covering types of contracts, functions of various contracts, company organization, mortality tables and rate making, selection of risks, and governmental supervision. Prerequisite: B.A. 371.
Credit 3 hours (II) ......................................... Mr. Wilson

374 Property and Casualty Insurance: A study of the functions and forms, rate making, and loss adjustment problems of all types of property and casualty insurance coverages including fire, inland and ocean marine, automobile, surety and fidelity bonds, theft, title, and credit insurance. Prerequisite: B.A. 371.
Credit 3 hours (II) ......................................... Mr. Wilson

*Does not apply toward the degree Bachelor of Arts.
401 *Principles and Practices in Foreign Trade: General principles in foreign trade, practices usually followed, foreign exchange, documentation, organization, middlemen, foreign market surveys, government controls, foreign service; applies primarily to exporting, with differences applied to importing. Prerequisite: B.A. 358 or equivalent and B.A. 351.
Credit 3 hours (II) ........................................... Staff

404 Problems in Personnel Organization and Management: Case studies of a group of problems in human relations. Increasing production by improving capacity to work effectively with others. Analysis of adequacy of facts known, attitudes, understanding of meanings of terms and policies. Prerequisites: B.A. 351 or Retailing 408, Senior standing, or permission of instructor.
Credit 3 hours (I) ........................................... Mr. Haynes

407 Income Tax Accounting and Procedure: Relation of federal income tax to individuals and to accounting principles and accounting practice; solution of problems met by the taxpayer and the practicing accountant; practice in preparation of individual and corporation returns; social security taxes, gift taxes, and inheritance taxes briefly considered. Prerequisite: B.A. 102.
Credit 3 hours (I) ........................................... Mr. Crossman

408 Auditing: Auditing procedure; balance sheet and detailed audits; working papers and reports; practical auditing questions and problems. Prerequisite: B.A. 301.
Credit 3 hours (II) ........................................... Mr. Crossman

410 Managerial Control of Costs: Emphasizes the use of cost data as the basis for controlling both direct and indirect costs. Principles of report preparation and analysis; fundamental principles of cost determination. Prerequisites: B.A. 102 and 350. Students registered for Cost Accounting 305 and 306 will not receive credit for this course.
Credit 3 hours (II) ........................................... Mr. Crossman

411 Accounting Systems: Examination of the principles of accounting system installations, the use of mechanical devices, and the systems used in representative retail, manufacturing, and institutional organizations. Prerequisite: B.A. 301 and B.A. 306.
Credit 3 hours (I) ........................................... Mr. Crossman

412 C.P.A. Review and Problems: Preparation of student for actual practice and C.P.A. examination. Topics include preparation, revision, and correction of financial statements; insolvencies, receiverships, and liquidations; consolidations, mergers, and holding companies; estates and trusts; governmental and institutional accounting, actuarial science, and miscellaneous C.P.A. examinations. Prerequisite: B.A. 301 and 306. Open to seniors specializing in accounting; may be taken concurrently with B.A. 408.
Credit 3 hours (II) ........................................... Mr. Crossman

425 Business Cycles: Underlying causes of prosperity and depression; theories to explain fluctuations of industrial activity; study of contemporary conditions. Prerequisite: Economics 311.
Credit 3 hours (II) ........................................... Mr. Davison

440 Real Estate Finance: Methods of financing real estate of various kinds; interests therein; sources of funds, loan contracts, methods of repayment, analysis of mortgage risks, and the role of government agencies in the financing of real estate. Prerequisite: B.A. 344.
Credit 2 hours (I) ........................................... Mr. Lewis

441 *Real Estate Appraisals: Appraisal as a guide to business decisions; market forces which affect value; appraisal methods; selection and analysis of data; special problems in appraising different kinds of real estate. Prerequisite: B.A. 344.
Credit 2 hours (E) ........................................... Mr. Lewis

*Does not apply toward the degree Bachelor of Arts.
446 **Government and Business:** A study of the scope and effect of governmental policies upon business; present-day developments in administrative law and governmental controls over privately managed industry.
Credit 5 hours (I) .......................................................... Mr. Wilson

450 **Special Problems in Business Administration:** Individual investigation of specific problems in the fields of accounting, corporation organization and finance, industrial management, and personnel, marketing, insurance and real estate.
Credit 1 to 3 hours in any one semester; maximum, 6 hours ................ Staff

**RETAILING**

205 *Retail Salesmanship:* The selling process in a retail store, including customer characteristics; analysis of buying motives and techniques in selling; actual selling situations; student participation in demonstration sales.
Credit 2 hours (I) .......................................................... Mr. Davison

301 *Merchandise Information—Non-Textiles:* A study of the main items of merchandise of a non-textile nature sold by retail stores: shoes, furs, jewelry, toilet goods, stationery, hardware, silverware, furniture, and others; their source; processes of manufacture; government regulations; selling points.
Credit 3 hours (II) .......................................................... Mr. Davison

302 *Merchandise Information—Textiles:* Textile fibers: silk, cotton, wool, rayon, celanese, and others; their source, construction and uses; manufacturing processes, weaves; actual samples in class for purpose of identification and analysis.
Credit 3 hours (I) .......................................................... Mrs. Bottlemy

306 *Retail Buying:* The work of the buyer; determination of customer wants, locating sources of supply, methods of buying and pricing, trade terms and discounts, stock control, and departmental operation.
Credit 3 hours (II) .......................................................... Mr. Davison

310 *Store Service Laboratory:* Actual work experience in the cooperating stores two days each week and full time for the two weeks immediately preceding Christmas; a different store each semester in the junior and senior year, providing a variety of retailing experiences; compensation at the prevailing rate of pay for the type of work performed.
Credit 2 hours (I—II) .......................................................... Mr. Davison

401 *Retail Merchandising:* Principles and practices in maintaining the proper balance between buying and selling activities of a group of departments; planning of purchases, open to buy, markup, inventory analysis and control, stock turnover, and the retail method of inventory.
Credit 3 hours (I) .......................................................... Mr. Davison

405 *Retail Advertising and Sales Promotion:* Organization and operation of advertising and sales promotion activities; advertising, techniques, including selection of media; evaluation of results.
Credit 3 hours (I) .......................................................... Mr. Bull, Mr. Davison

408 *Retail Personnel Management:* Retail personnel practices and problems; sources of supply, techniques of selecting, interviewing and testing; placement, job evaluation; training plans and procedures; supervision, ratings, reviews, promotion, and separation; employee recreation and welfare; labor relations and collective bargaining; current legislation. Credit will not be given for both Ret. 408 and B.A. 351.
Credit 3 hours (II) .......................................................... Mr. Davison

414 *Problems in Retailing:* Consideration of the major problems in retailing met by buyers, operating department heads, and management; presentation and development by use of the case method; typical problems presented by store managers and owners from their actual current operations for discussion and solution by members of the class.
Credit 3 hours (II) .......................................................... Mr. Davison

*Does not apply toward the degree Bachelor of Arts.*
REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN BUSINESS AND ENGINEERING ADMINISTRATION

Mr. Helmstadter, Mr. Lucas, Mr. Prewett, Advisers

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>English 119 or 111, Elementary Composition</td>
<td>B.A. 128, Introduction to Business 3</td>
</tr>
<tr>
<td>Math. 113, College Algebra and Trigonometry</td>
<td>Math. 114, College Algebra and Analytic Geometry 5</td>
</tr>
<tr>
<td>Chemistry 111 or 181</td>
<td>Engineering 122, Descriptive Geometry 3</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Chemistry 112 or 152 4-5</td>
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<tr>
<td>Physical Education</td>
<td>Physical Education 1</td>
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<tr>
<td><strong>Engineering 100, Orientation</strong></td>
<td>16-17</td>
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18-16

Suggested electives: B.A. 121, Personal Development 3
B.A. 122, Psychology of Vocational Aptitudes 3

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<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>B.A. 101, Elementary Accounting, Economics 211, Principles of Economics</td>
<td>B.A. 102, Elementary Accounting, Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Engineering 123, Engineering Drawing</td>
<td>Speech 111, 112, 201, or 311 3</td>
</tr>
<tr>
<td><em>English 112, Composition</em></td>
<td>Physical Education 1</td>
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<tr>
<td>Physical Education</td>
<td>Electives 5-6</td>
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<tr>
<td><strong>Electives</strong></td>
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15-16

Suggested electives: Mathematics 223 and 224, Calculus 8
Social Science 101 and 102, Introduction to Social Sciences 10
B.A. 7, Elementary Typewriting 2

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<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Physics 111 or 211, General Physics</td>
<td>Physics 112 or 212, Gen. Physics. 4-5</td>
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<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 334, Credits and Collections 3</td>
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<tr>
<td>B.A. 350, Industrial Organization and Management</td>
<td>B.A. 351, Personnel Organization and Management 3</td>
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<tr>
<td>Electives</td>
<td>B.A. 332, Salesmanship and Sales Management 3</td>
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<td><strong>Electives</strong></td>
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16-18

Suggested electives: B.A. 305 and 306, Cost Accounting 6

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law 3</td>
</tr>
<tr>
<td>B.A. 325, Business Finance</td>
<td>Engineering 215, Machine Shop 3</td>
</tr>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td>Electives 9</td>
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<td><strong>Electives</strong></td>
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15

Suggested electives: B.A. 410, Managerial Control of Costs 3

*Electives may be substituted if proficiency is established by examination.
**Orientation may be taken either the first or second semester of the freshman year.
UNIVERSITY OF OMAHA

TWO-YEAR PROGRAM IN ENGINEERING

Mr. Durand, Mr. Prewett, Advisers

First Year

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<th>First Semester</th>
<th>Second Semester</th>
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<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Mathematics 113, College Algebra and Trigonometry</td>
<td>Mathematics 114, College Algebra and Analytic Geometry</td>
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<tr>
<td>*Chemistry 111 or 181</td>
<td>*Chemistry 112 or 182, Descriptive Geometry</td>
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<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 122, Descriptive Geometry</td>
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<td>Physical Education</td>
<td>Physical Education</td>
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<tr>
<td>Engineering 100, Orientation</td>
<td>Engineering 103, Engineering Problems</td>
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<td><strong>Credits:</strong></td>
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Second Year

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<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 112, English Composition</td>
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<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 223, Differential Calculus</td>
<td>Mathematics 224, Integral Calculus</td>
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<tr>
<td>4</td>
<td>4</td>
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<tr>
<td>Physics 211, General Physics</td>
<td>Physics 212, General Physics</td>
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<tr>
<td>5</td>
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<tr>
<td>Engineering 123, Engineering Drawing</td>
<td>Physical Education</td>
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<tr>
<td>3</td>
<td>1</td>
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<tr>
<td>Physical Education</td>
<td>Engr. 230, Statics</td>
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<td><strong>Credits:</strong></td>
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*Individuals who are not qualified for Mathematics or Chemistry may postpone until later.

Alternate courses to complete a student's program may be chosen from the following group of elective subjects:

<table>
<thead>
<tr>
<th>Miscellaneous</th>
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<tbody>
<tr>
<td>Freehand Drawing</td>
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<tr>
<td>Principles of Economics</td>
</tr>
<tr>
<td>Public Speaking</td>
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<tr>
<td>Foreign Language</td>
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<td>Chemistry (Qualitative)</td>
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<table>
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<tr>
<th>Mathematics</th>
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<tr>
<td>Differential Equations</td>
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<td>Mathematics of Finance</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>Accounting</td>
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<tr>
<td>Business Law</td>
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<tr>
<td>Introduction to Business</td>
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ENGINEERING

Professor Helmstadter (Acting Head); Assistant Professors Brown, Durand, Kurtz, Prewett

The Department of Engineering offers several opportunities for undergraduate work in the field of engineering:

Two-Year Program in Engineering leading to the Associate Title in Applied Arts and Sciences: designed to meet the needs of students desiring only two years of formal engineering education, and of students wishing to transfer at the end of the sophomore year to an engineering college offering the degree of their choice. If a student knows to which school he will transfer for his last two years, courses will be selected during his first two years to meet as nearly as possible the first two-year requirements of that school.

For those students who would like to become certified for teaching industrial arts in the public schools, a minor teaching certificate may be obtained by including courses in education and additional shop work. The education college requirements may be found on page 110, and the shop courses should include the following: Engineering 110, 111, 215, 350, and 331 or 315.

Upon the approval of the Dean of the College of Applied Arts and Sciences, any or all courses in engineering may apply toward the degrees Bachelor of Science in Business Administration and the degree Bachelor of Science in Business and Engineering Administration.

100 *Engineering Orientation: Required of all engineering freshmen. Lectures by professional engineers, films, discussions, fundamentals and personal qualities to be considered in selecting a career. One hour per week. Credit 1 hour (I, II) .

*Does not apply toward the degree Bachelor of Arts.
103 *Engineering Problems: Required. Applications of basic algebra and of trigonometry; development of computing skills and orderly methods of solving problems; engineering forms and standards; instruction in and uses of the slide rule, logarithms, graphs, and tables; precision of measurement and use of analytic geometry, special coordinate papers, and introductory graphical calculus. Prerequisites: Mathematics 114 or equivalent.
Credit 2 hours each (II) .......................... Mr. Durand, Mr. Prewett

105 Slide Rule and Computing Methods: Development of computing skills and orderly methods of solving problems; instruction and drill in the uses of the slide rule, logarithms, tables, graphs, cut-longhand, and nomography. Precision in arithmetical calculation. For students not enrolled in engineering. Not a substitute for Engineering 103 and 104. Prerequisite: Credit or registration in Mathematics 111A or 113 or equivalent, or permission of the instructor.
Credit 1 hour (I, II) ............................. Mr. Durand, Mr. Prewett

110 *Wood Shop: Bench work, care and use of bench tools; operation of power-driven woodworking machinery; introduction to carpentry; introduction to pattern-making; course is designed to apply towards state requirements for teachers in Nebraska and Iowa.
Credit 3 hours (S) ............................. Mr. Prewett

111 *Shop and Manufacturing Processes: An introduction to the machine-tools, woodworking tools and machinery, precision instruments, sheet-metal, welding, and other production tools used in processing engineering materials. Use, care, and adjustment of woodworking hand-tools and operation of power-driven woodworking machinery, including work in pattern-making; introduction to foundry practice; plastics. Prerequisite: Engineering 121.
Credit 3 hours (I, II) .......................... Mr. Brown

121 Engineering Drawing: The care and use of drafting instruments, instrument exercises; engineering lettering; applied geometry; orthographic projection; drawing to scale; free-hand sketching; auxiliary projection; sectional views; inking; dimensioning; threads and fasteners; detail drawings; blue-printing.
Credit 3 hours (I, II, S) ........................ Staff

Credit 3 hours (I, II, S) ........................ Staff

123 *Engineering Drawing: Working drawings, limits and fits; piping, welding and sheet metal drawings; gears and cams; jigs and fixtures; technical sketching; aircraft, structural and topographic drawing; commercial drafting room practices. Prerequisite: Engineering 122.
Credit 3 hours (I, II, S) ........................ Staff

124 *Architectural Drafting: Problems in architectural drafting, involving the use of standard symbols in detailing the assembly and erection of materials common to the building trades, including study of the kinds, grades, and nominal and actual sizes of construction materials, architectural lettering and dimensioning. Prerequisite: Engineering 121 or equivalent.
Credit 3 hours (E) .............................. Mr. Kurtz

155 Wood Finishing: Manufacture, characteristics, and methods of application of the more common wood finishes, such as paints, enamels, stains, varnishes, and lacquers, metal finishes; hand and spray-gun application; industrial methods. Prerequisite: Engineering 110.
Credit 3 hours (II) ............................. Mr. Prewett

*Does not apply toward the degree Bachelor of Arts.
200 **Elementary Surveying**: Theory and practice of surveying; care, use, and adjustment of tape, level, and transit; calculation of areas and plotting of maps. Prerequisite: Mathematics 112 and Engineering 121.
Credit 2 hours (II) ...................................... Mr. Kurtz

214 *Metal Fabrication*: Acetylene and electric welding theory and practice, including welding jigs and cutting; sheet-metal tools and equipment, layouts, and work in sheet-metal construction; fabrication of sheet-metal by means of punch-press; study of pipe, pipe joints, and fittings.
Credit 2 hours (I, II) ..................................... Mr. Durand

215 *Machine Shop*: Includes bench work and work on the engine lathe, drill, shaper, milling-machine, turret-lathe, and grinders. Prerequisite: Engineering 121.
Credit 3 hours (I, II, S) .................................. Mr. Brown, Mr. Durand

Credit 2 hours (E) ...................................... Mr. Durand

222 *Meteorology*: An introduction to the weather elements, weather map analysis, structure of the atmosphere, moisture and heat energy, stability, wind and pressure, air masses, fronts, general and secondary circulation, fogs, thunderstorms, ice formation, and flight planning.
Credit 2 hours (E) ...................................... Staff

224 *Architectural Drafting and Design*: Design of and preparation of preliminary sketches and working drawings for a small house; consisting of foundation and floor plans, elevations, sections, and details; showing solution to such problems in an accepted manner from the standpoint of good construction practice, appearance and economy. Prerequisite: Engineering 124.
Credit 3 hours (E) ...................................... Mr. Durand

230 *Statics of Engineering*: Fundamental conceptions of forces; moments; vectors; couples; dimensional equations; equilibrium of force systems; friction; centroids; and first and second moments of area. Prerequisite: Mathematics 223 and credit or registration in Mathematics 224.
Credit 3 hours (II) ...................................... Mr. Brown

235 *Properties of Engineering Materials*: Physical properties and sources of engineering materials, including ferrous and non-ferrous metals and alloys, timber, stone, cements, concrete, clay products, plastics, and others; factors leading to their failure by corrosion, wear, creep, fatigue, and rupture; selection of and specifications for various engineering applications; introduction to testing and strength of materials. Prerequisite: Engineering 230.
Credit 3 hours ........................................... Mr. Brown

311 *Advanced Wood Shop*: Course to be arranged with instructor. Prerequisite: Engineering 110.
Credit 3 hours (II, S) ...................................... Mr. Prewett

315 *General Shop Methods (Metal)*: Teacher training course in metal shop methods; fundamental operations in forging, machine tool practice, sheet metal, an acetylene welding. Prerequisite: Engineering 215.
Credit 3 hours (I, S) ...................................... Staff

316 *Advanced Machine Shop*: Course to be arranged with instructor. Prerequisite: Engineering 215.
Credit 3 hours (II, S) ...................................... Mr. Brown, Mr. Durand

*Does not apply toward the degree Bachelor of Arts.*
324 *Advanced Architectural Drafting: Problems in perspective drawing; sketching and design, introduction to shades and shadows. Course to be arranged with instructor. Prerequisite: Engineering 224. Credit 3 hours (E) .......................................................... Staff

330 *Dynamics of Engineering: Kinematics; rotation, translation, relative motion of rigid bodies and of particles; kinetics of a particle; kinetics of translation, rotation and plane motion of bodies; work and power, energy; impulse and momentum; second moments, moments of inertia; engineering applications. Prerequisite: Engineering 230. Credit 3 hours .......................................................... Mr. Brown

350 *Shop Teaching Methods: A study of the methods, techniques and aids used in teaching the various industrial arts subjects, including a study of instruction sheets with particular reference to the general shop. Prerequisite: Minimum of 9 hours of shop work and drawing. Credit 3 hours (I, S) ........................................................................... Mr. Prewett

355 School Shop Administration: Courses of study, shop equipment, shop plans, supplies, and related items and their use in teaching industrial arts. Prerequisite: Junior standing. Credit 3 hours (II) ........................................................................... Mr. Brown

402 Fluid Mechanics: Theory and application of general principles involved in hydraulic engineering as applied to hydrology, meteorology, hydraulics and sediment transport in open river channels. Prerequisite: Permission of instructor. Credit 3 hours (I) ........................................................................... Staff

403 Hydraulics of Open Channel Flow: Continuation of Engineering 402. Prerequisite: Permission of instructor. Credit 3 hours (II) .......................................................... Staff

405 *Motion and Time Study and Standard Times: Principles and applications of motion economy in industrial processes; job simplification and standardization by stop-watch and micro-motion methods; time standards, formula and synthetic time values and applications to wage incentive systems; analysis of data and charts; applications of time study to management problems. Prerequisite: Engineering 111 or permission of the instructor; junior standing. Credit 3 hours (II) ........................................................................... Staff

424 *Advanced Architectural Design: Introduction to architectural design of small buildings, with particular emphasis on elements of planning, composition, and circulation; course to be arranged with instructor. Prerequisite: Engineering 324. Credit 3 to 6 hours (E) ........................................................................... Staff

450 Industrial Arts Design: Theory and practice in the design of projects used in shop courses. Prerequisite: Engineering 121. Credit 3 hours (I) ........................................................................... Mr. Durand

451 History of Industrial Arts: A study of the history and development of industrial arts and vocational education, with emphasis on its significance for the industrial arts teacher of today. Prerequisite: Junior standing. Credit 3 hours (II) ........................................................................... Staff

*Does not apply toward the degree Bachelor of Arts.
# REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN HOME ECONOMICS

**Miss Killian, Adviser**

### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chemistry 101, Service Course</strong></td>
<td><strong>Chemistry 102, Service Course</strong></td>
</tr>
<tr>
<td>Home Economics 103, Clothing Selection and Appreciation</td>
<td>Home Economics 104, Clothing for the Individual</td>
</tr>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td><em>English 112, Composition</em></td>
</tr>
<tr>
<td>Physical Education 111</td>
<td>Physical Education 112</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology, or B.A. 121, Personal Development</td>
<td>Home Economics 202, Textiles</td>
</tr>
</tbody>
</table>

16-15

### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>Home Economics 303, Advanced Clothing</td>
</tr>
<tr>
<td>Art 121, Elementary Design</td>
<td>Art 122, Elementary Design</td>
</tr>
<tr>
<td>Physical Education 211</td>
<td>Home Economics 205, Costume Design</td>
</tr>
<tr>
<td>Electives</td>
<td>Sociology 216, General Sociology</td>
</tr>
<tr>
<td></td>
<td>Physical Education 212</td>
</tr>
</tbody>
</table>

16-17

### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 301, Nutrition and Dietetics</td>
<td>Home Economics 302, Dietetics in Disease</td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

15-16

### FOURTH YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
</tbody>
</table>

16-17

Suggested electives: Demonstration Techniques, Household Mechanics, Psychological Chemistry, Humanities, Psychology, Typewriting, Shorthand, Accounting, Chorus, Orchestra.

*Electives may be substituted if proficiency is established by examination.

**In some cases it may be advisable to postpone Science for one year. In this event, Foods 101-102 should be substituted for Chemistry 101-102 in the first year.
FOURTH YEAR

First Semester
Home Economics 305, Child Care and Development 3
Education 452b, Methods of Teaching Home Economics 2
Electives 11-12

Second Semester
Home Economics 306, Interior Decoration 3
Education 452a, Practice Teaching 5
Electives 7-8

15-16

Those majoring in Education with a teaching field in Home Economics should select courses in the following fields: Foods and Nutrition, Textiles and Clothing, Home Management, Child Development, Basic Decoration and Home Furnishing, and Methods of Teaching.

Those planning to teach home economics should take the prescribed courses in education as their electives in their junior and senior years.

DIETETICS

The student may take a four-year program in dietetics by following the first three-year requirements of the degree Bachelor of Science in Home Economics, with these exceptions: Substitute Chemistry 202, Physiological Chemistry, for Home Economics 205 and 303 in the second semester of the second year, and add Psychology 281, Educational Psychology, in the second semester of the third year.

FOURTH YEAR

First Semester
Home Economics 307, Quantity Cookery 3
Education 452, Methods of Teaching Home Economics 2
Electives 11-12

Second Semester
Home Economics 308, Institutional Management 3
Electives 13-14

16-17

TWO-YEAR PROGRAMS IN HOME ECONOMICS

FOODS AND NUTRITION

The student may take a two-year program in foods and nutrition by following the first semester of the Home Economics major.

First Semester
Home Economics 201, Meal Planning and Service 3
Biology 245, Physiology and Anatomy of Man 4
Economics 211 3
Home Economics 301, Nutrition and Dietetics 3
Electives 2-3

Second Semester
Home Economics 204, Home Management 3
Sociology 216 3
Economics 212 3
Speech 201 3
Electives 2-3

16-17

Recommended electives: Home Economics 103, 104, 202, 204, 303, and 309, bacteriology, psychology, humanities, literature, typing, shorthand, choir, orchestra, elementary harmony, art.

*Electives may be substituted if proficiency is established by examination.

**While the student will ordinarily take chemistry the first year, it may be postponed for sufficient reason after consultation with counselor.
CLOTHING AND DESIGN

Miss Killian, Adviser

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 112, Composition</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Selection and Appreciation</td>
<td>Home Economics 104, Clothing for Individual</td>
</tr>
<tr>
<td>P.E. 111</td>
<td>P.E. 112</td>
</tr>
<tr>
<td>Art 121, Elementary Design</td>
<td>Art 122, Elementary Design</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 303, Advanced Clothing, or Home Economics 105, Costume Design</td>
<td>Sociology 216</td>
</tr>
<tr>
<td>Home Economics 202, Textiles</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>P.E. 211</td>
<td>Speech 201</td>
</tr>
<tr>
<td>Electives</td>
<td>P.E. 212</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Recommended electives: Home Economics 101, 102, 106, 301, 302, 309, Business Administration 101, 128, 331, and 336, Journalism 115, psychology, typing, choir, orchestra, harmony, shorthand, American Civilization 201, Sociology 211, Chemistry 101 and 102, and humanities.

*Electives may be substituted if proficiency is established by examination.

TWO-YEAR PROGRAM IN HOME MAKING

Miss Killian, Adviser

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 112, Intermediate English Composition</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>Home Economics 102, Food Selection and Preparation</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Selection and Appreciation</td>
<td>Home Economics 104, Clothing for the Individual, or Home Economics 106, Clothing Renovation, Care and Repair</td>
</tr>
<tr>
<td>B.A. 121, Personal Development, or Psych. 111, Intro. to Psychology</td>
<td>Home Economics 108, Home Decoration</td>
</tr>
<tr>
<td>P.E. 111, Physical Education</td>
<td>P.E. 112, Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>The humanities, the social sciences, the natural sciences</td>
</tr>
<tr>
<td>Home Economics 207, Household Mechanics</td>
<td>P.E. 212, Physical Education</td>
</tr>
<tr>
<td>The humanities, the social sciences, the natural sciences</td>
<td>Electives</td>
</tr>
<tr>
<td>P.E. 211, Physical Education</td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Electives</td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Recommended electives: chemistry, economics, Sociology 332, bacteriology, psychology, art, typing, shorthand, Home Economics 202, 205, 301, 303, music, choir, orchestra, harmony.

*Electives may be substituted if proficiency is established by examination.
HOME ECONOMICS

UNIVERSITY OF OMAHA

ASSISTANT PROFESSOR KILLIAN (HEAD); INSTRUCTORS BOTTLEMY, JONES

101 Food Selection and Preparation: A study of the principles underlying food preparation and table service, including related problems of food selection and nutrition principles essential in menu planning; second semester, nutrition, menu planning, food budgets, and consumer buying. 101 prerequisite to 102.
Credit 3 hours each (I—II) ................. Miss Killian

103 Clothing Appreciation and Selection: Fundamental processes of garment construction and the selection of clothing suited to the individual.
Credit 3 hours (I, II, S) ................. Mrs. Bottlemy, Mrs. Jones

104 Clothing for the Individual: Application of design principles to dress. Pre-requisite: H. E. 103.
Credit 3 hours (I,II) .................. Mrs. Bottlemy, Mrs. Jones

106 Clothing Renovation, Care, and Repair: Principles of care, repair, and remodeling through problems of renovation and remodeling of old clothing.
Credit 3 hours .......................... Mrs. Bottlemy

108 Home Decoration: Practical problems in selection, use, and arrangement of colors, furniture, window treatments, wall decorations, and floor coverings in apartments and homes.
Credit 3 hours (E) ....................... Miss Killian

201 Meal Planning and Service: The planning, purchasing, preparation, and service of all types of meals, including both informal and formal service; nutritional needs and dietary standards as well as food habits are emphasized. Prerequisite: H. E. 102.
Credit 3 hours .......................... Miss Killian

202 Textiles: Fundamentals of natural textile fibers as related to the problem of the consumer; a study of chemical and physical properties, identification and selection; second semester, synthetic fabric analysis and selection of fabrics for specific uses; the effect on fabrics of various methods of cleaning. 202 prerequisite to 203.
Credit 3 hours each (I, II—II) ............... Mrs. Bottlemy

204 Home Management: A study of the management of the home, with emphasis upon family relationships; proper expenditure of time, energy, and money; selection and care of equipment and furnishings.
Credit 3 hours (II) ...................... Miss Killian

205 Costume Design: The historical background of dress; the essentials of design and selection of costumes for each type of individual in regard to figure and personality; creative work with miniature mannequins.
Credit 3 hours (II) ........................ Mrs. Bottlemy

207 Household Mechanics: Practical course in introductory household mechanics to help the individual with everyday mechanical problems which arise in the home.
Credit 3 hours (I) ........................ Mr. Prewett

301 Nutrition and Dietetics: The fundamental principles of human nutrition and the dietary needs of the normal individual at all age levels. Prerequisite: H. E. 102.
Credit 3 hours (I) ........................ Miss Killian

302 Dietetics in Disease: Nutrition applied to abnormal health, preparation of special diets for nutritional and functional diseases. Prerequisite: H. E. 301.
Credit 3 hours (II) ........................ Miss Killian
303 Advanced Clothing: Social significance of fashions obtained by creating an original design and draping in actual fabrics and the drafting of patterns. Prerequisite: H. E. 104.
Credit 3 hours (I) ........................................ Mrs. Bottlemy

304 Tailoring: Application of tailoring technique in the making of jackets, suits, and coats. Prerequisite: H. E. 303.
Credit 3 hours (E) ........................................ Mrs. Bottlemy

305 Child Care and Development: Study of the infant and young child, stressing care, clothing, feeding, and early training.
Credit 3 hours (I) ........................................ Miss Killian

306 Interior Decoration: The application of the basic principles of art, design, and color in the selection of the furnishings for the house; an analysis of the periods of furniture and interior design.
Credit 3 hours (II) ..................................... Miss Killian

307 Quantity Cookery: Methods of quantity food production, practical experience in service for large groups, institutional meal plans, and purchasing of food. Prerequisite: H. E. 201.
Credit 3 hours (S) ......................................... Staff

308 Institutional Management: Problems in organization and management of food service in an institution. Prerequisite: H. E. 102 and 201.
Credit 3 hours (S) ......................................... Staff
Note: Not more than eighteen semester hours of credit in home economics may be applied toward the degree Bachelor of Arts.

309 Demonstration Techniques: The technique of presenting Home Economics materials visually and audibly to a selected group of people. Prerequisite: Junior standing.
Credit 3 hours (I) ......................................... Staff

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN JOURNALISM
Mr. McGranahan, Adviser

First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism 100, Orientation</td>
<td>1</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
</tr>
<tr>
<td>Humanities 101 or courses within the humanities division</td>
<td>3-5</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 121, Personal Development, or Psych. 111, Introduction to Psych.</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>English 240, Expository Writing</strong></td>
<td>3</td>
</tr>
<tr>
<td>Journalism 321, History of American Journalism</td>
<td>3</td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science 101 or courses within the science division</td>
<td>3-5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

15-16

Second Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 112, Composition</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 102 or courses within the humanities division</td>
<td>3-5</td>
</tr>
<tr>
<td>Journalism 116, News Editing</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 112, Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>1-2</td>
</tr>
<tr>
<td><strong>English 240, Expository Writing</strong></td>
<td>3</td>
</tr>
<tr>
<td>History of American Journalism</td>
<td>3</td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science 102 or courses within the science division</td>
<td>3-5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>1-2</td>
</tr>
</tbody>
</table>

14-17

16-18

*Students who are qualified to enter English 111 may enroll in News Writing concurrently.
†Suggested electives: business, sociology, speech, science, English, engineering, home economics, foreign languages.
## UNIVERSITY OF OMAHA

### TWO-YEAR PROGRAM IN JOURNALISM

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Journalism 115, News Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities 101, or Social Sciences 101, or Natural Sciences 101, or 3-5 hours of courses within one of these fields</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>English 109 or 111</td>
<td>4-3</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Psychology 111</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 211, Radio News Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>American Government or American History</td>
<td>3</td>
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<tr>
<td></td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

#### THIRD YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Journalism 322, Editorial Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English 232, Introduction to English Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Government 204, American State and Local Government</td>
<td>3</td>
</tr>
</tbody>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>Journalism 416, Typography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 415, The Country Weekly</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Journalism 422, Feature Writing</td>
<td>7-8</td>
</tr>
</tbody>
</table>

**Suggested Electives:**
- Sociology
- English
- Philosophy
- Speech

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**JOURNALISM**

Assistant Professor McGranahan (Head), Instructor Cliff

Candidates for the degree Bachelor of Arts may secure a major in English, with a concentration in either English writing courses or Journalism courses. Students who will concentrate in journalism must meet the following requirements:

1. **Lower-division requirements:**
   - Journalism 115, News Writing ............................................. 3 hours
   - Journalism 116, News Editing ............................................. 3 hours
   - Journalism 211, Radio News Writing ................................... 3 hours

2. **Upper-division requirements:**
   - Journalism 227, Newspaper Reporting of Public Affairs ........ 3 hours
   - B.A. 336, Advertising .................................................... 3 hours
   - Journalism 400, Journalism Research ................................. 3 hours

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**Suggested Electives:** sociology, English, philosophy, speech.

*Students who are qualified to enter English 111 may enroll in News Writing concurrently.*
3. On the approval of the major adviser, the student shall select in addition to the above requirements twelve credit hours from upper-division writing courses in the English Department.

The journalist today needs a liberal, well-rounded education more than ever before. Hence, the student will be encouraged to build a sound background for writing by selecting most of his college work from many departments of the University.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism Orientation</td>
<td>1</td>
<td>Mr. McGranahan</td>
</tr>
<tr>
<td>News Writing: An introduction to newspaper practice, including a study of news values, training in gathering news, and practice in news writing. Prerequisite: Enrollment in English 111.</td>
<td>3</td>
<td>Mr. Cliff</td>
</tr>
<tr>
<td>News Editing: Study of sources of news, training in reading copy, writing headlines, and in newspaper makeup. Prerequisite: Journalism 115.</td>
<td>3</td>
<td>Mr. Cliff</td>
</tr>
<tr>
<td>Radio News Writing: A course designed to provide journalism students with information, techniques, and practice in preparing and writing news copy for broadcasts. Prerequisite: Journalism 116, or equivalent.</td>
<td>3</td>
<td>Mr. McGranahan</td>
</tr>
<tr>
<td>Newspaper Reporting of Public Affairs: The student will be assigned to cover and write, as if for an actual edition of the local newspaper, events of importance in the local area, including conventions, addresses, spot news events, trials. Prerequisite: Journalism 116.</td>
<td>3</td>
<td>Mr. McGranahan</td>
</tr>
<tr>
<td>Newspaper Photography: Training in photographic techniques; taking pictures, developing negatives, and making prints. Prerequisite: Journalism 116.</td>
<td>3</td>
<td>Mr. Cliff</td>
</tr>
<tr>
<td>History of American Journalism: A history of the development of American journalism from 1690 to the present day.</td>
<td>3</td>
<td>Staff</td>
</tr>
<tr>
<td>Editorial, Interpretative, and Critical Writing: Fundamentals of background articles; review and criticism of music, drama, visual art, writing; application of news events to problems of newspaper reader. Prerequisite: 227 and approval of instructor.</td>
<td>3</td>
<td>Mr. Cliff</td>
</tr>
<tr>
<td>(B.A.)—Advertising: Theory and principles of modern advertising; consumer movements, trends and studies; consumer research; consumer appeals and product analysis; practice in designing layout and writing copy. Prerequisite: Journalism 116.</td>
<td>3</td>
<td>Staff</td>
</tr>
<tr>
<td>The Law of the Press: Lectures, readings, and reports on those phases of Anglo-American judicial history, constitutional law, statutes and administrative regulations having special application to the prospective reporter, editor, and publisher. Prerequisite: Journalism 116 or permission.</td>
<td>3</td>
<td>Staff</td>
</tr>
<tr>
<td>Advanced Editing: Supervised practice in copy reading, proofreading, organization and direction of the editorial staff, selection of copy for news and departmental pages, page makeup, headline writing, preparation of a headline schedule, and preparation of the style book; also administrative procedures for managing editor, city editor, sports editor, society editor, news editor, feature</td>
<td>3</td>
<td>Mr. Cliff</td>
</tr>
</tbody>
</table>

*Does not apply toward the degree Bachelor of Arts.
editor, and art editor. Prerequisites: Journalism 227, junior standing and/or permission of the instructor.
Credit 1 to 3 hours (I, II) .................................................. Mr. Cliff

350 *Journalism for High School Teachers: Designed for students currently engaged in teaching in the secondary schools and those preparing for such service. Provides background information in journalism to those not majoring in journalism and without professional experience in the field. Prerequisites: Upper division standing, permission of the instructor, and recommendation of the College of Education.
Credit 3 hours (E) .................................................. Mr. Cliff

400 *Journalism Research: A problems course for advanced students; students will select a research project, conduct a thorough investigation, and prepare a term paper. For students with advanced standing.
Credit 3 hours (I) .................................................. Mr. Cliff

415 *The Country Weekly: A course designed to prepare the student for publishing or managing a country or community newspaper; present-day functions and problems of rural journalism will be studied, with emphasis given to the specific problems of advertising, circulation, editorial and news content, and job printing.
Credit 3 hours (I) .................................................. Mr. Cliff

416 Typography: A course to acquaint students with the mechanical side of journalism, including a study of type faces and their uses, the material and processes of printing, and practice in designing and setting up various printed forms.
Credit 3 hours (II) .................................................. Mr. McGranahan

420 Understanding the Daily Newspaper: Readings, lectures, and practice in newspaper content, with special emphasis on methods of detecting bias, distortion, and inaccuracies. (Not offered for credit to students with journalism majors or minors.)
Credit 2 hours (E) .................................................. Mr. Cliff

422 *Feature Writing: Techniques of building, writing, and marketing articles to magazines, trade journals, and special newspaper supplements. Prerequisites: Journalism 115 and 116, or equivalent.
Credit 3 hours (E) .................................................. Mr. McGranahan

*Does not apply toward the degree Bachelor of Arts.
**REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE WITH A MAJOR IN MILITARY SCIENCE**

(Open only to members of the Armed Services.)

**Mr. Helmstadter, Mr. Lewis, Advisers**

<table>
<thead>
<tr>
<th><strong>FIRST YEAR</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition.......................... 4-3</td>
<td>*English 112, Composition.................. 3</td>
</tr>
<tr>
<td>Mathematics 111, Algebra............... 3</td>
<td>Mathematics 112, Trigonometry........... 3</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing............... 3</td>
<td>Engineering 200, Surveying............. 2</td>
</tr>
<tr>
<td>Sociology 216, General Sociology............... 3</td>
<td>Speech 201, Situational Speech........ 3</td>
</tr>
<tr>
<td>Physical Education............... 1</td>
<td>Physical Education.................. 1</td>
</tr>
<tr>
<td>Basic Military Science............... 3</td>
<td>Basic Military Science.............. 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SECOND YEAR</strong></th>
<th><strong>SECOND SEMESTER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Economics 211, Principles of Economics............... 3</td>
<td>Economics 212, Principles of Economics............... 3</td>
</tr>
<tr>
<td>Physics 111, General Physics.................. 4</td>
<td>Physics 112, General Physics............... 4</td>
</tr>
<tr>
<td>Government 201, American Government.................. 3</td>
<td>Engineering 111, Shop and Manufacturing Processes............... 3</td>
</tr>
<tr>
<td>History 211, American History............... 3</td>
<td>History 212, American History............... 3</td>
</tr>
<tr>
<td>Basic Military Science............... 3</td>
<td>Basic Military Science............... 3</td>
</tr>
</tbody>
</table>

**THIRD YEAR**

<table>
<thead>
<tr>
<th><strong>First Semester</strong></th>
<th><strong>Second Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>English 231, English Literature.................. 3</td>
<td>English 232, English Literature........... 3</td>
</tr>
<tr>
<td>B.A. 323, Business Law............... 3</td>
<td>B.A. 324, Business Law............... 3</td>
</tr>
<tr>
<td>Elective............... 3</td>
<td>Elective............... 3</td>
</tr>
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</table>

**FOURTH YEAR**

<table>
<thead>
<tr>
<th><strong>First Semester</strong></th>
<th><strong>Second Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Government 323, International Relations............... 3</td>
<td>Government 328, American International Relations............... 3</td>
</tr>
<tr>
<td>Military Logistics............... 3</td>
<td>Military Leadership............... 3</td>
</tr>
<tr>
<td>Advanced Military Science............... 3</td>
<td>Military Policy............... 3</td>
</tr>
<tr>
<td>Electives............... 6-8</td>
<td>Electives............... 3-6</td>
</tr>
</tbody>
</table>

**REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY**

**Mr. Garlough, Adviser**

The University of Omaha is cooperating with hospitals approved by the Registry of Medical Technologists of the American Society of Clinical Pathologists by granting the degree Bachelor of Science in Medical Technology to students who have successfully completed the regular twelve-months' course in Medical Technology required by the Registry, and a three-year program of subjects in an accredited university, as outlined below. Work done as part of the training in technology does not substitute for any part of this three-year program. All students must meet

Recommended electives: Foreign language, personal development, psychology, speech, engineering problems.
the University's entrance requirements and English requirements, and
must obtain an average grade of "C" or above in a minimum program of
ninety-six college hours. Thirty of the last thirty-six hours must be taken
at the University of Omaha. The three-year program is as follows:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem. 111 or 181, General Inorganic Chemistry</td>
<td>Chem. 112 or 182, General Inorganic Chemistry</td>
</tr>
<tr>
<td>Biology (Selection)</td>
<td>Biology (Selection)</td>
</tr>
<tr>
<td>*Eng. 109 or 111, Elementary Composition</td>
<td>*Eng. 112, Intermediate Composition</td>
</tr>
<tr>
<td>Psych. 111, Introduction to Psychology</td>
<td>Psych. 112, Intermediate General Psychology</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>16</td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem. 211, Chemical Principles &amp; Semi-Micro Qualitative Analysis</td>
<td>Chem. 312, Quantitative Chemical Analysis</td>
</tr>
<tr>
<td>Biol. 225, Bacteriology</td>
<td>The Humanities</td>
</tr>
<tr>
<td>Biol. 245, Physiology and Anatomy of Man</td>
<td>Physical Education</td>
</tr>
<tr>
<td>The Humanities</td>
<td>**Electives</td>
</tr>
<tr>
<td>Physical Education</td>
<td>**</td>
</tr>
<tr>
<td>16</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem. 213, Organic Chemistry</td>
<td>Chem. 214, Organic Chemistry</td>
</tr>
<tr>
<td>Physics 111, General Physics</td>
<td>Physics 112, General Physics</td>
</tr>
<tr>
<td>The Social Sciences</td>
<td>The Social Sciences</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>17</td>
<td>17</td>
</tr>
</tbody>
</table>

*Electives may be substituted if proficiency is established by examination.
**Mathematics should be taken if mathematics prerequisites for physics are lacking.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN NURSING

MR. GARLOUGH, Adviser

The University of Omaha is cooperating with hospitals approved by
the Council on Medical Education and with hospitals of the American
Medical Association. The University grants a degree to the students who
complete the regular three-year nurses' training courses and a two-year
program of subjects in an accredited university.

Pre-clinical work done as part of the three-year nurses' training
course does not substitute for any part of the two-year pre-nursing pro-
gram outlined below. All students must meet the entrance requirements,
English requirements, and obtain an average grade of "C" or above.

Students must complete the minimum program of sixty-four college
hours outlined below for the degree Bachelor of Science in Nursing:
UNIVERSITY OF OMAHA

FIRST YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*English 109 or 111</td>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>**Chemistry 101</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Social science history,</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>government, or economics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>16-15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*Electives may be substituted if proficiency is established by examination.

SECOND YEAR

<table>
<thead>
<tr>
<th>Subject</th>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Suggested electives: Religion 111 and 112, foods courses, physiology, hygiene, additional chemistry, typewriting, literature, philosophy, art, or foreign language.

†May include Natural Science 102—General Biology.

THE DIVISION OF TECHNICAL INSTITUTES

Those who have no special desire to go on with a formal college education will be interested in the training opportunities provided by the Division of Technical Institutes.

The Technical Institutes offer many opportunities for gaining a vocational education in the technical and mechanical fields, such as radio, tool and die engineering, machine shop, stationary engineering, plastic novelties, building contract estimating, quality control, small business management, and insurance.

One of the advantages of Institute training is the shorter period of time that is required to complete a course or program. This time saving is accomplished by shortening and condensing much of the background material and emphasizing almost exclusively the practical and applied phases of technical training. Local business and industrial executives worked with the University authorities in outlining the various programs of study. Key men in the city's manufacturing and industrial firms make up most of the Institute's teaching staff.

Besides their time saving and vocational advantages, Institute courses are especially desired by some because they may be taken in the evening, allowing students to work during the day. Individual courses may be completed in twelve weeks. Some of the more advanced certificate programs require two years of class instruction. All courses are open to high school graduates or to adults who can meet entrance requirements on the basis of some industrial experience.

For more complete information on these programs, ask for the bulletin of the Division of Technical Institutes.
THE COLLEGE OF EDUCATION

The function of the College of Education is to provide professional training for those who plan to make teaching a career. According to their individual interests and aptitudes, students may prepare in one or more of the following areas: Kindergarten-Primary Education, Elementary Education, Secondary Education, Physical Education, Special Education, and Health Education. The College offers the degree of Bachelor of Science in Education.

The programs herein described are designed to meet the certification requirements of Nebraska, but those interested in meeting the requirements of other states may readily do so. Nebraska certificates that may be earned are the initial junior elementary, the initial senior elementary and the initial secondary.

GENERAL REQUIREMENTS

The General Requirements for the College of Education are the same as those listed for the College of Arts and Sciences. Please turn to page 42 for the requirements.

SPECIAL REGULATIONS

All students desiring to meet teacher certification requirements must take Education 207, Human Growth and Development.

Students may not take more than four courses in education in any one semester.

The following courses may not be taken prior to Psychology 281, Educational Psychology: Education 331, 332, 336, 337, 341, 342, 351, 352, 353, 353b, Physical Education 343, 348, 350, 422.

Psychology 281, Educational Psychology, may not be taken prior to Education 207, Human Growth and Development.

Student Teaching (Education 333, 334) may not be taken prior to or concurrently with Education 331, nor may Student Teaching (Education 357, 358) be taken prior to or concurrently with Education 351.

Either Education 341 or 342 must be taken prior to Student Teaching, (Education 343, 344).

All students taking or holding the Baccalaureate degree and seeking certification are required to take two semesters of student teaching, except those who entered the teacher-education program before September, 1949.

A grade point average of at least 2.0 in education and in the subjects to be taught is required for a student to be admitted to student teaching.

No student may take student teaching unless he has previously taken at least six hours of work in education at the University of Omaha.

The College of Education reserves the right to require students with
teaching experience to take at least one semester of student teaching in order to be approved for a teacher’s certificate.

The College of Education reserves the right to require students who enter the teacher-education program after the junior year, or after graduation, to submit to an oral examination by members of the College at the close of their first semester of work in education.

No student will be recommended for a certificate until he has enrolled with the University of Omaha Teacher Placement Bureau.

Students who plan to graduate from two or four-year programs in teacher education, or who seek a certificate obtainable at those levels of preparation, must hold a certificate of proficiency in the use of audio-visual aids. This certificate must be secured from the University of Omaha Bureau of Teaching Aids.

All persons seeking a teacher’s certificate with or without the Baccalaureate degree must fulfill the requirements in education as specified for all regular students by the College of Education.

All students expecting to teach in the seventh and eighth grades must take either Education 341 or 342 and do one semester of student teaching in those grades.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN EDUCATION

1. Total hours—Each candidate must present at least 125 semester hours of credit.

2. General requirements—Each candidate must meet the general requirements of the College.

3. Basic courses—The candidate must present credit in the basic courses, Education 111, 207 and 301, and Psychology 111 and 281. Psychology 111 and 281 may be used also in meeting requirements 2 and 5 or 6.

4. Major field—In one of the four fields, kindergarten-primary education, elementary education, secondary education, and special education, the candidate must complete a major consisting of specified work in education and psychology as follows:

   Kindergarten-primary education—Education 331, 332, 333, 334, and six hours of elective credit in special service courses in education.

   Elementary education—Education 341, 342, 343, 344, and six hours of elective credit in special service courses in education.

   Special education—Education 341, 342, 343, or 344, 488.

   Secondary education—Education 351, 353, 357, 358.

5. Divisional majors—Candidates who choose majors in kindergarten-primary, elementary, and special education, must present either an academic major in one of the fields in six (a) or a divisional major consisting of at least eighteen credit hours of work in courses bearing numbers above 200, at least twelve of which must bear numbers above
300, and all of which must be contained within one of the three divisions, humanities, natural sciences, or social sciences.

6. Academic majors — Secondary requirements. Candidates who choose majors in secondary education. (a) must present an academic major consisting of at least eighteen credit hours of work in accordance with the requirements of the faculty in one of the fields, art, biology, business administration, chemistry, economics, English, French, German, government, health education, history, home economics, industrial arts, journalism, mathematics, music, physics, psychology, science, sociology, Spanish, and speech; and (b) must meet state certification requirements in at least two of the teaching fields, art, biology, business administration, chemistry, commercial arts, economics, English, French, German, government, history, home economics, industrial arts, journalism, school library science, mathematics, music, physical education for men or for women, physics, recreational leadership, science, †social studies, Spanish, sociology, and speech.

NOTE: It is to be noted specifically that a course used in fulfilling one part of this requirement may be used in fulfilling the other part, and also in fulfilling any other requirement except that numbered 4.

7. Maximum hour limits—No candidate may count toward graduation a total of more than forty semester hours of credit in education or in any of the fields named in requirements 5, 6(a), and 6(b).

TEACHING CERTIFICATES

Mr. Gorman, Adviser

Students who follow any one of the liberal arts or applied arts college curricula for a degree may also qualify for a secondary teaching certificate by meeting the education requirements and subject matter requirements of the state in which they wish to teach. For the Nebraska certificate the requirements are 23 hours in Education as indicated below, and at least 15 credit hours in each of 2 and preferably 3 subjects.

EDUCATION REQUIREMENTS FOR NEBRASKA SECONDARY SCHOOL CERTIFICATE

<table>
<thead>
<tr>
<th>Junior Year</th>
<th></th>
<th>Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
<td><strong>First Semester</strong></td>
</tr>
<tr>
<td>Educ. 111, Introduction to Teaching</td>
<td>3</td>
<td>Educ. 207, Human Growth and Development</td>
</tr>
<tr>
<td>Educ. 301, Health Education for Teachers</td>
<td>3</td>
<td>*Psych. 281, Educational Psychology</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Educ. 351, Secondary Education</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Educ. 353, Special Methods in High School Teaching</td>
<td>2</td>
<td>Educ. 358, Student Teaching</td>
</tr>
<tr>
<td>Educ. 357, Student Teaching</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

*Psychology 111, Introduction to Psychology, is a prerequisite to Psychology 281.
†Social Studies Major for B.S. in Education — 10-hours of survey course; 15-hours in one field; 6-hours in each of two additional fields. Courses to be selected from the 200-400 series.
## Course Name & No.

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or Science 111, 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Natural Science 101 and 102, Chemistry 101 and Natural Science 103, or 10 hrs. in one of the following fields: Biology, Chemistry, Mathematics, Physics. (Natural Science 101 and 102 required in Iowa.)</td>
<td>5</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>Introduction to Teaching.</td>
<td>3</td>
</tr>
<tr>
<td>Social Science c.</td>
<td>Choose from Introduction to Social Science 101, 102, or History 211, 212, Government 201, 204 and from second year Social Science courses listed below. (American History 6 hrs. and Government 201 required for Iowa certificate.)</td>
<td>up to 3</td>
</tr>
<tr>
<td>Electives</td>
<td>General Physical Education.</td>
<td>1</td>
</tr>
</tbody>
</table>

### Second Year

| Social Science | Sociology 211 and 212 or Economics 211 and 212, Geography 201 (Principles of Geography required for Iowa and recommended for Nebraska certificate.) | 3 | 3 |
| Humanities | Introduction to Humanities: 10 hrs. or at least 6 hrs. in each of two of following fields: English Composition or Literature, Foreign Language, Speech, Philosophy, Religion, Music. | 5 or 6 | 5 or 6 |
| Educ. 207 | Human Growth and Development. | 3 | 3 |
| Psych. 281 | Educational Psychology. | 3 | 3 |
| Educ. 336 or Educ. 202 | Manual Arts. | 3 | 3 |
| P.E. 355 or Electives | Methods in School Art. | up to 2 | 1 |
| P.E. 211, 212 | General Physical Education. | 1 | 1 |

### Third Year

| Educ. 331, 332 | Kindergarten-Primary Education. | 5 | 5 |
| Educ. 341, 342 | Teaching Methods I and II, Intermediate Grades. | 3 | 3 |
| Educ. 337 | Literature for Children. | 3 | 3 |
| Speech 342 | Speech Techniques for Teachers. | 3 | 3 |
| Educ. 301 | Health Education. | 3 | 3 |
| Psych. 480 | Tests and Measurements. | 3 | 3 |
| Educ. 203 | Materials and Methods of Teaching Music in the Grades. | 3 | 3 |
| Geog. 201 | Principles of Geography (Required for elementary majors.) | 1 to 5 | 1 to 5 |
| Electives | | 15 or 16 | 15 or 16 |

### Fourth Year

| Educ. 333, 334 | Student Teaching in Kindergarten-Primary Grades. | 3 | 3 |
| Educ. 343, 344 | Student Teaching in Intermediate Grades. | 8 or 11 | 10 or 12 |
| Electives | | 15 or 16 | 15 or 16 |

- **See section on divisional majors under general requirements for Bachelor of Science in Education degree.**
- **May be used to meet requirements in social sciences.**
- **May be used to meet requirements in humanities.**
# UNIVERSITY OF OMAHA

## SECONDARY SCHOOL

**Mr. Pritchard, Adviser**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>c. Psych. 111</td>
<td>General Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Chemistry 101 and 102 or Natural Science 101 and 102, or 10 hrs. in one of the following fields: Biology, Chemistry, Mathematics, Physics</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Social Science</td>
<td>Introduction to Social Science 101 and 102, or 3 hrs. in each of two of following: Economics, Government, History, Psychology, Sociology. (If Social Science 101 and 102 are chosen, one other course of 2 hrs. or more must be taken.)</td>
<td>3 or 5</td>
<td>up to 3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 111, 112</td>
<td>General Physical Education</td>
<td>16 or 17</td>
<td>16 or 17</td>
</tr>
</tbody>
</table>

**Second Year**

| Social Science | If Social Science 101 and 102 are not taken, select 3 hrs. in each of two of: Economics, Government, History, Psychology, Sociology, or Geography | 3 | 3 |
| Humanities | Introduction to Humanities: 10 hrs. or at least 6 hrs. in each of two of: English, Foreign Language, Music, Art, Philosophy, Religion, Speech | 5 or 6 | 5 or 6 |
| c. Psych. 281 | Educational Psychology | 3 | 3 |
| Educ. 207 | Human Growth and Development | 3 to 8 | 3 to 8 |
| a. Electives | | 1 | 1 |
| P.E. 211, 212 | General Physical Education | 15 to 17 | 15 to 17 |

**Third Year**

| Educ. 351 | Secondary Education | 3 |
| Educ. 458 | Co-curricular Activities | 3 |
| or | | 3 |
| c. Psych. 480 | Tests and Measurements | 3 |
| Educ. 301 | Health Education for Teachers | 3 |
| Educ. 352 | Techniques of High School Teaching | 10 |
| a. Electives | | 10 or 13 |
| | | 16 | 16 |

**Fourth Year**

| Educ. 357, 358 | Student Teaching | 3 |
| Educ. 353 | Special Methods in Teaching High School Subjects | 2 |
| a. Electives | | 10 to 11 | 12 to 13 |
| | | 15 to 16 | 15 to 16 |

a. (1) See 6 a and 6 b under general requirements for Bachelor of Science in Education degree.

(2) Students will qualify in at least two teaching fields, preferably three usually required of High School teachers such as: English, economics, history, government, psychology, sociology, mathematics, general science, biology, chemistry, physics, music, physical education, art, foreign languages, home economics, industrial arts, commerce, journalism, and speech.

b. Students majoring in music education will take Education 353b.

c. May be used to meet requirements in the social sciences.
### UNIVERSITY OF OMAHA

#### SPECIAL EDUCATION

**Mr. Gorman, Adviser**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English 109 or 111, 112</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Educ. 111</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psych. 111</strong></td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>3 or 5</td>
<td>3 or 5</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>up to 3</td>
<td>up to 3</td>
</tr>
<tr>
<td><strong>a. Electives</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>P.E. 111, 112</strong></td>
<td>16 or 17</td>
<td>16 or 17</td>
</tr>
<tr>
<td><strong>b. Electives</strong></td>
<td>15 or 16</td>
<td>15 or 16</td>
</tr>
<tr>
<td><strong>c. Electives</strong></td>
<td>17</td>
<td>16</td>
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<tr>
<td><strong>d. Electives</strong></td>
<td>15 or 16</td>
<td>15 or 16</td>
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#### Second Year

<table>
<thead>
<tr>
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<th>1st Sem.</th>
<th>2nd Sem.</th>
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<tbody>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>Humanities</strong></td>
<td>5 or 6</td>
<td>5 or 6</td>
</tr>
<tr>
<td><strong>Educ. 207</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psych. 281</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>or Educ. 338 Manual Arts</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>or Educ. 202 Methods in School Art</strong></td>
<td>1</td>
<td>1</td>
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<tr>
<td><strong>or P.E. 211, 212 General Physical Education</strong></td>
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<td>15 or 16</td>
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#### Third Year

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educ. 341, 342 Methods of Teaching in Intermediate Grades</strong></td>
<td>5</td>
<td>5</td>
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<tr>
<td><strong>Educ. 488 Method and Procedure in Special Education</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>h. Electives</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>P.E. 335 Plays and Games</strong></td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>Electives</strong></td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td><strong>a. Electives</strong></td>
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#### Fourth Year

<table>
<thead>
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<th>Course Name &amp; No.</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
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<tbody>
<tr>
<td><strong>Educ. 343 Student Teaching in Intermediate Grades</strong></td>
<td>3 or 5</td>
<td>3</td>
</tr>
<tr>
<td><strong>a. Electives</strong></td>
<td>10 or 13</td>
<td>12 or 13</td>
</tr>
<tr>
<td><strong>b. Electives</strong></td>
<td>15 or 16</td>
<td>15 or 16</td>
</tr>
</tbody>
</table>

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**a. See Section 5, divisional majors, under general requirements of Bachelor of Science in Education degree.**

**c. May be elected as part of requirement in social studies.**

**h. May be elected as part of requirement in humanities.**

**Must be done in a special education class.**

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### PHYSICAL EDUCATION FOR MEN

This course is to prepare men students to teach physical education and to coach athletics in secondary schools or college.

Those who complete the program satisfactorily will be granted the degree of Bachelor of Science in Education, the Nebraska Initial Secondary School Certificate, and the University of Omaha Certificate in Physical Education and Athletics.
A minimum of thirty hours and a maximum of forty hours will be required of all physical education majors, of which 18 hours must be in the upper division. The student should qualify in at least one additional teaching field, preferably two.

At the time of registration, the student must pass satisfactorily a health examination by the University's Health Department. An annual physical examination by the Health Department will be required.

RECOMMENDED FOUR-YEAR CURRICULUM FOR MAJORS IN MEN'S PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 109 or 111, 112</td>
<td>English Composition</td>
<td>4 or 3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Nat. Sci. 102</td>
<td>Natural Science</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>P.E. 111, 112</td>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 177</td>
<td>Football Coaching Theory and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em>Music, art, language, philosophy, and religion Electives</em></td>
<td>5 - 6</td>
<td>4 - 5</td>
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</table>

**Freshman Year**

**Sophomore Year**

<table>
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<th>Subject</th>
<th>Description</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc. 211</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biol. 245</td>
<td>Physiology and Anatomy of Man</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Speech 111</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Educ. 207</td>
<td>Human Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Psych. 281</td>
<td>Educational Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 211, 212</td>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>P.E. 179</td>
<td>Basketball Coaching Theory and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 276</td>
<td>Baseball Coaching Theory</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>or</strong></td>
<td><em>Music, art, language, philosophy, and religion Electives</em></td>
<td>6 - 7</td>
<td></td>
</tr>
<tr>
<td>P.E. 278</td>
<td>Track and Field Coaching Theory</td>
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**Junior Year**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 301</td>
<td>Health Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 331</td>
<td>Play and Games</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Educ. 351</td>
<td>Secondary Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Educ. 352</td>
<td>Technique of High School Teaching</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 391</td>
<td>First Aid and Athletic Injuries</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 322</td>
<td>Playgrounds and Recreation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 343</td>
<td>History and Principles of Physical Education and Athletics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>P.E. 348</td>
<td>Organization and Administration of Athletics Electives (Academic Teaching Field)</td>
<td>3 - 4</td>
<td>5 - 6</td>
</tr>
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</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educ. 353</td>
<td>Special Methods in Teaching</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Educ. 357, 358</td>
<td>Student Teaching</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 401</td>
<td>Football</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>P.E. 422</td>
<td>Organization and Administration of Physical Education and Intramurals</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>P.E. 463</td>
<td>Kinesiology and Correctives Electives (Academic Teaching Field)</td>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>

**NOTE:** Recommended electives: Education 361, Audio-Visual Aids In Education, Psychology 385, Psychology of Adolescence; P.E. 150, Personal and Community Hygiene; Journalism 155, Newswriting; Sociology 225, Sociology of Personality and Leadership.
## REQUIREMENTS FOR TWO-YEAR ELEMENTARY CERTIFICATE

**MISS HOLLIDAY, MISS WOOD, Advisers**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong> 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science</strong> 101, 102</td>
<td>Introduction to Natural Science</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 207</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>Choose from Introduction to the Social Science 101, 102, or History 211, 212, Government 201, 204</td>
<td>3, 5 or 6</td>
<td>3 or 5</td>
</tr>
<tr>
<td>(American History 6 hrs. and Government 201 required for Iowa certificate.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Edu.</strong> 336</td>
<td>Methods of Teaching in Intermediate Grades</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>up to 3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>P.E.</strong> 111, 112</td>
<td>General Physical Education</td>
<td></td>
<td></td>
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</tbody>
</table>

**NOTE:** Student should take at least 9 hrs. of Social Science during first year to allow 5 hrs. of observation and student teaching in second year.

### Second Year

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych. 281</td>
<td>Educational Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 331, 332</td>
<td>Kindergarten-Primary Education</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>or Educ. 341, 342</td>
<td>Methods of Teaching in Intermediate Grades</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 337</td>
<td>Speech Technique for Teachers</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech 342</td>
<td>Materials and Methods of Teaching Music in the Grades</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 301</td>
<td>Health Education for Teachers</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>P.E. 333</td>
<td>Plays and Games</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 333, 334</td>
<td>Student Teaching in Kindergarten-Primary or Elementary Grades</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Biol. 343, 344</td>
<td>General Physical Education</td>
<td>1</td>
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</tbody>
</table>

**16 - 18 17**

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## FOUR-YEAR CURRICULUM FOR KINDERGARTEN-PRIMARY OR ELEMENTARY MAJORS WITH HEALTH EDUCATION

**MISS HOLLIDAY, MISS WOOD, Advisers**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 109 or 111, 112</td>
<td>Elementary and Intermediate Composition</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Biol. 113, 114</td>
<td>Introduction to Social Sciences 101 and 102, or 3 hours in each of two of the following: Economics, Government, History, Psychology</td>
<td>3 or 5</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Sociology 212 and 3 hours in one of: Economics, Government, History, Psychology, or Geography</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>General Physical Education</td>
<td>up to 3</td>
<td>up to 3</td>
</tr>
<tr>
<td><strong>P.E.</strong> 111, 112</td>
<td>up to 3</td>
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<td>1</td>
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**16 or 17 16 or 17**

### Second Year

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Sciences</strong></td>
<td>Sociology 212 and 3 hours in one of: Economics, Government, History, Psychology, or Geography</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>Introduction to Humanities, 10 hrs., or at least 6 hours in two of: Foreign Language, Literature, Philosophy, Religion, Music, Art, Speech</td>
<td>5 or 6</td>
<td>5 or 6</td>
</tr>
<tr>
<td>Educ. 207</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 281</td>
<td>Educational Psychology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Biol. 245</td>
<td>Physiology and Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 336</td>
<td>Manual Arts</td>
<td></td>
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<tr>
<td>or Educ. 302</td>
<td>Methods in School Art</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>up to 2</td>
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<td>1</td>
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<tr>
<td><strong>P.E.</strong> 211, 212</td>
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**16 16 or 17**

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**UNIVERSITY OF OMAHA**
<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 109 or 111, 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>3</td>
<td>3</td>
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<tr>
<td>c. Psych. 111</td>
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<tr>
<td>Social Sciences</td>
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<td>5 or 6</td>
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<tr>
<td>P.E. 111, 112</td>
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<td>1</td>
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<tr>
<td>Humanities</td>
<td>16 or 17</td>
<td>16 or 17</td>
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<tr>
<td>Educ. 207</td>
<td>3</td>
<td>3</td>
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<tr>
<td>c. Psych. 281</td>
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<tr>
<td>Social Sciences</td>
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<tr>
<td>Soc. 342</td>
<td>1</td>
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</tr>
<tr>
<td>P.E. 211, 212</td>
<td>16 or 17</td>
<td>16 or 17</td>
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<tr>
<td>Biol. 225</td>
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<td>Educ. 351</td>
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<tr>
<td>Educ. 458</td>
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<td>or</td>
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<tr>
<td>c. Psych. 480</td>
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<td>Educ. 352</td>
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<td>Educ. 301</td>
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<td>Soc. 320</td>
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<td>Soc. 306</td>
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<tr>
<td>P.E. 301</td>
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</tr>
<tr>
<td>a. Electives</td>
<td>16 or 17</td>
<td>16 or 17</td>
</tr>
</tbody>
</table>

1. See 6 a and 6 b under general requirements for Bachelor of Science in education degree.
2. Students will qualify in at least two teaching fields, preferably those usually required of High School teachers, such as: English, economics, history, government, sociology, mathematics, general science, biology, chemistry, physics, music, physical education, social studies, art, foreign language, home economics, industrial arts, commerce, journalism, and speech.
3. May be used to meet 12 hour requirements in Division of Social Sciences.
Fourth Year

b. Educ. 353
Special Methods in Teaching High School Subjects

Journalism 115
News Writing

Home Ec. 301
Nutrition and Dietetics

Educ. 357, 358
Student Teaching in Secondary School

Educ. 353
Special Methods in Teaching High School Subjects

Psych. 325
Mental Hygiene

Journalism 115
News Writing

Home Ec. 301
Nutrition and Dietetics

Electives

16 or 17

a. 1. See 6 a and 6 b under general requirements for Bachelor of Science in Education degree.

2. Students will qualify in at least two teaching fields, preferably those usually required of High School teachers, such as: English, economics, history, government, sociology, mathematics, general science, biology, chemistry, physics, music, physical education, social studies, art, foreign languages, home economics, industrial arts, commerce, journalism, and speech.

b. Students majoring in Music Education will take 353b.

c. May be used to meet 12 hour requirements in Division of Social Sciences.

FOUR-YEAR CURRICULUM FOR MAJORS
IN INDUSTRIAL ARTS

Mr. Brown, Adviser

First Year

English 111, Elementary English 112, Composition
English Composition English 112, Composition
Education 111, Introduction to Psychology 111, Introduction to Teaching
Mathematics 111A, Algebra Psychology 111, Introduction to Teaching
Engineering 121, Beginning Mathematics 112, Trigonometry
Wood Shop Engineering 224 or 123, Drafting
Engineering Drawing Engineering 155, Wood Finishing
Physical Education 111 Physical Education 212

16

Second Year

Education 124, Architectural 4
Drafting
Education 207, Human Growth 3
and Development
Economics 211, Principles of 3
Economics
Art 111, Elementary Free Hand 3
Drawing
Speech 111, Fundamentals of 3
Speech
Physical Education 211 1

16

Third Year

Education 351, Secondary 3
Education
History 211, American History 3
1763-1865
Physiology 111, General Physics 4
Engineering 311, Advanced 3
Wood Shop
Engineering 235, Properties of 3
Engineering Materials

16

Fourth Year

Engineering 350, Shop Teaching 3
Methods
Education 480, Tests and 3
Measurements
Engineering 450, Industrial Art 3
Design
Education 357, Student Teaching 3
in Secondary Schools
Electives 3

15

In addition to the requirements listed above an Art elective course of 3 credits
must be taken. This will make a total of 12 Humanities credits which is the minimum
requirement for a degree from the College of Arts and Sciences.
The College of Education conducts a laboratory for the diagnosis and improvement of students in reading and study skills. Standardized reading tests are given to all freshmen at the time of first registration as a part of the testing program. Freshmen are required or recommended to take work in reading, according to their needs as indicated by the tests and diagnosis.

The services of the Reading Laboratory are also available to any student in the University. Persons not enrolled in the University may secure diagnostic and corrective services on application to the Director of the Laboratory.

EDUCATION

Professor Gorman (Head), Professor Hosman; Associate Professors Holliday and Taylor; Assistant Professors Brothers, Fritchard, Stephens, and Wood; Instructors DuBois, Gayer, Lord, Rempel, and Fagan

Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer. Evening courses (E) are not indicated unless the course is offered only in the School of Adult Education.

Courses may be offered in semesters other than designated.

97 Reading Improvement: A course for students who need or desire to improve their reading and study skills. Open to all University students.
Credit 1 hour (I, II)..................Mr. Stephens

100 Workshop in Rural Education: Problems incident to the understanding of children, their growth and learning; the rural school curriculum; methods of instruction, and management.
Credit 3 or 6 hours (S)..................Miss Wood

111 Introduction to Teaching: The nature and requirements of teaching and the teaching profession; the opportunities available therein; includes classroom, observational, and laboratory experiences. Should be taken as first course in education.
Credit 3 hours (I, II, S)..................Mr. Gorman, Miss Holliday

202 Methods In School Art: Methods, materials, and procedures in teaching art through the grades.
Credit 3 hours (S)..................Staff

203 Materials and Methods of Teaching Music in the Grades: Materials and methods of teaching music in grades one through six. Prerequisite: A knowledge of staff notation.
Credit 3 hours (I, S)..................Staff

207 Human Growth and Development: Study of the physical, mental, social, and emotional growth of the child from birth through adolescence. Emphasis will be placed upon a study of patterns of behavior and of implications of the findings of child study for the improvement of behavior.
Credit 3 hours (I, II, S)..................Miss Holliday

301 Health Education for Teachers: Designed to acquaint the teacher with school problems of health and safety.
Credit 3 hours (I, S)..................Miss Du Bois

331 Methods and Materials in Kindergarten-Primary Grades: Organization, management, and curriculum of the school for young children, including the
kindergarten and first three grades; content and techniques in teaching primary arithmetic, science, and social education. Prerequisite: Education 111, Psychology 281.
Credit 5 hours (I) .................. . ... . ....... .. ....Miss Wood

332 Methods and Materials in Kindergarten-Primary Grades: A study of content and techniques of teaching reading and the language arts for young children. Prerequisite: Education 111 and Psychology 281.
Credit 5 hours (II, S) .................. . ... . ....... .. ....Miss Wood

333 Student Teaching in Kindergarten-Primary Grades: Designed to give the
student directed experience in teaching kindergarten-primary grades; the first part of this course is largely observation; the student will begin teaching when those in charge consider him sufficiently prepared to do so in terms of curriculum requirements; admission by consent of Head of Department.
Credit 3 or 5 hours each (I—II) .................. . ... . ....... .. ....Miss Wood

334 Manual Arts: The use of materials in the activities of children; the student will work out problems requiring uses of clay, wood, paper, etc.
Credit 3 hours (II) .................. . ... . ....... .. ....Miss Wood

336 Literature for Children: An intensive study of literary materials for children, with practice in selection and presentation.
Credit 3 hours (I) .................. . ... . ....... .. ....Miss Wood

341 Methods and Materials in Intermediate and Upper Grades: A study of the content and methods of teaching arithmetic and science, in grades four through eight, based upon a growing understanding of the child and his environment. Prerequisites: Education 111 and Psychology 281.
Credit 5 hours (I) .................. . ... . ....... .. ....Miss Holliday

342 Methods and Materials in Intermediate and Upper Grades: Continuation of Education 341, with emphasis upon the language arts and social studies. Prerequisites: Education 111 and Psychology 281.
Credit 5 hours (II) .................. . ... . ....... .. ....Miss Holliday

343 Student Teaching in Intermediate Grades: Designed to give the student
guided experience in teaching intermediate grades; the first part of this course is largely observation; the student will begin teaching when those in charge consider him sufficiently prepared to do so in terms of curriculum requirements; admission by consent of Head of Department.
Credit 3 or 5 hours each (I—II) .................. . ... . ....... .. ....Miss Holliday

351 Secondary Education: Place of secondary education in the American educational system; nature and needs of secondary school pupils; curriculum of the secondary school. Prerequisite: Education 111 and Psychology 281.
Credit 3 hours (I, S) .................. . ... . ....... .. ....Mr. Taylor

352 Technique of High School Teaching: Creating a classroom environment favorable to learning; handling groups, setting up objectives, developing instructional plans, and presenting specific instructional procedures and devices. Prerequisite: Education 351.
Credit 3 hours (III) .................. . ... . ....... .. ....Mr. Taylor

353 Special Methods in Teaching High School Subjects: An intensive study of the content, methods, techniques, and materials in each of the subject matter areas with which the student is concerned. Prerequisite: Education 352. Must be taken in conjunction with student teaching.
Credit 2 hours (I, II) .................. . ... . ....... .. ....Mr. Pritchard

353b Materials and Methods of Teaching Music in the Secondary Schools: Presents the materials and methods of teaching music in grades seven through twelve; designed for those majoring or minoring in music who expect to teach music in the junior and senior high school.
Credit 2 or 3 hours (II) .................. . ... . ....... .. ....Staff
357 **Student Teaching in Secondary Schools:** Observation and participation in classroom instruction; the student will begin teaching when those in charge consider him sufficiently prepared to do so in terms of curriculum requirements. Admission only by consent of Head of Department.
Credit 3 hours each (I–II) .................................. Mr. Pritchard

361 **Audio-Visual Materials in Education:** A study of the selection, care, organization, and utilization of materials and equipment for instruction. Prerequisite: Psychology 281.
Credit 3 hours (E) ......................................... Staff

373 **School Library Service:** Designed to aid teachers who serve in elementary school libraries. Prerequisite: Psychology 281.
Credit 3 hours (E) ......................................... Miss Lord

374 **School Library Techniques:** Designed to prepare teacher-librarians in the basic library technical procedures. Prerequisite: Psychology 281.
Credit 3 hours (II) ......................................... Miss Lord

375 **School Library Materials, Acquisition and Use:** For students interested in becoming teacher-librarians in elementary and secondary schools. Prerequisite: Psychology 281.
Credit 3 hours (I) ......................................... Miss Lord

391 **Introduction to Nursing Education:** Includes a survey of original development, present status of curricula in schools of nursing and designed to introduce students to the problems of nursing education.
Credit 3 hours (I) ......................................... Miss Fagan

392 **Principles and Methods of Teaching in Schools of Nursing:** Directs the teacher toward understanding of the generally accepted principles of learning in planning and carrying out an effective teaching program.
Credit 3 hours (II) ......................................... Miss Fagan

393 **The Teaching of Nursing Arts:** Designed to give the student of nursing education an understanding of nursing arts and the principles and methods of teaching the student in that field.
Credit 3 hours (I) ......................................... Staff

394 **Teaching Nursing in the Clinical Fields:** Gives the prospective teacher the opportunity to select and organize the contents and methods of teaching best adapted to the clinical fields. The course includes both classroom and ward teaching techniques.
Credit 3 hours (II) ......................................... Miss Fagan

395 **Student Teaching in Nursing:** Designed to give the student directed experiences in teaching either Nursing Arts or Clinical Fields. Actual teaching experience under supervision is a major feature of this course.
Credit 3 hours (I, II) ....................................... Staff

400 **In-Service Teacher Education:** A series of intensive courses especially for teachers in active service.
Credit variable (E) ......................................... Mr. Gorman and Staff

417 **Statistical Methods (Biometry):** Statistical analysis of type, variation, association, and significance. Prerequisite: Knowledge of elementary algebra.
Credit 3 hours (I) ......................................... Mr. Garlough

458 **Co-curricular Activities:** A study of the various student activities with which the secondary school teacher must deal. Prerequisite: Education 351.
Credit 3 hours (II) ......................................... Mr. Taylor

471 **Diagnostic and Remedial Instruction:** Principles and problems in remedial teaching; intensive study of instruments and techniques of diagnosis, and of material and methods of correction. Prerequisites: Six hours in elementary methods.
Credit 3 hours (S) ......................................... Miss Wood
472 Problems in Teaching Reading: An advanced study of the problems of teaching reading. For teachers and administrators. Prerequisites: Psychology 281, courses in methods of instruction, permission of instructor. Credit 3 hours (II, S) ................................................................. Staff

481 Principles of Adult Education: A consideration of problems which arise in the organization and supervision of work in adult education. Credit 3 hours (E) .................................................. Mr. Hosman

488 Methods and Procedures in Special Education: A study of the effective practices in teaching the various types of pupils who need special kinds of instruction. Prerequisite: Psychology 281. Credit 3 hours (E) ........................................................................ Staff

497 Conferences in Education: For those who participate in special conferences for professional improvement; not more than a total of six hours of credit may be allowed toward a degree. Prerequisites: Consent of instructor. Credit variable (I, II, S) .................................................. Mr. Gorman and Staff

498 Workshop: Designed to give opportunities for study and production of materials and content in selected areas of educational activity; not more than a total of ten hours allowed. Prerequisite: Consent of instructor. Credit variable (I, II, S) .................................................. Mr. Gorman and Staff

499 Special Problems: Not more than a total of three hours allowed toward a degree. Prerequisite: Consent of instructor. Credit arranged (I, II, S) ................................................................. Staff

501 Introduction to Educational Research: Lectures, discussions, and reports to aid students in learning to analyze and interpret educational research data and products; required of all graduate students in education; should be taken as first course. Prerequisite: Graduate standing. Credit 3 hours (E) .................................................. Mr. Gorman

502 Principles of School Administration: A study of the principles and activities of modern school administration in elementary and secondary schools. Prerequisite: Education 501. Credit 3 hours (E) ................................................................. Mr. Pritchard

503 Principles of Supervision: The nature, functions, and principles of supervisory practices in modern schools. Prerequisite: Education 501. Credit 3 hours (E) ................................................................. Miss Holliday

504 Curriculum Principles: The major principles and issues involved in the selection, organization, development, and control of the modern school curriculum, from kindergarten through the high school. Prerequisite: Education 501. Credit 3 hours (E) ................................................................. Mr. Taylor

505 School Business Management: A study of the principles and practices of management of the school plant and school finances. Includes class and laboratory activities. Prerequisite: Education 501. Credit 3 hours (E) ................................................................. Mr. Pritchard

509 Organization and Administration of Nursing Education Programs: A course covering the content and the principles of administration of the total curricular program of an approved school of nursing. Prerequisite: Education 391 or equivalent, Psychology 510 and Education 501. Credit 3 hours (E) ................................................................. Staff

511 Principles of Administration of School Personnel: The following topics are considered: supply and demand, recruitment, preparation, certification, selection, assignment, rating, load, tenure, leaves of absence, retirement, salary schedules, ethics, in-service training. Prerequisite: Education 501. Credit 3 hours (E) ................................................................. Mr. Pritchard
512 Public School Relations: Considers the problems and practices necessary to mutual understanding between the school and the public. Prerequisite: Education 501.
Credit 3 hours (E) ........................................ Mr. Hosman

515 The Courts and the Public Schools: A consideration of the increasing attention courts are giving to education and teacher welfare. Prerequisite: Education 501.
Credit 3 hours (E) ........................................ Mr. Pritchard

520 Principles of Guidance: Principles underlying effective guidance practices in the school; both elementary and secondary levels. Prerequisite: Education 501.
Credit 3 hours (E) ........................................ Mr. Pritchard

521 Organization and Administration of the Guidance Program: Selection and training of the personnel, organization, and administration of the program; adjustment to changing conditions. Prerequisite: Education 501, 520.
Credit 3 hours ............................................... Mr. Pritchard

522 Counseling Practices: The initiation and development of practices designed to provide information and techniques for individual, group, and classroom counseling. Prerequisite: Education 501, 520.
Credit 3 hours (E) ........................................ Mr. Pritchard

531 Modern Developments in Education: Designed to give an analytical study of recent educational theories and practices. Prerequisite: Education 501.
Credit 3 hours (E) ........................................ Staff

532 Social Foundations of Education: A survey of the rise of educational practice as it has been interrelated with changes in social and educational philosophy, research, and economic, industrial, and cultural conditions, especially in the United States. Prerequisite: Education 501.
Credit 3 hours (E) ........................................ Mr. Taylor

530 Educational Seminar: A practicum in educational problems, to be taken as the last course in program for Master of Science degree.
Credit 3 hours (E) ........................................ Mr. Gorman and Staff

PHYSICAL EDUCATION

Four semester hours of credit in Physical Education 111, 112, 211, and 212 are required of each candidate for graduation who is under the age of 21 at the time of entrance into the University and not yet over the age of 24 upon graduation. Any student carrying less than 12 credit hours of work is not required to take physical education.

At the time of registration all students taking general physical education must pass satisfactorily a health examination by the University Health Department. An annual physical examination by the Health Department will be required.

Students excused from physical education because of physical incapacity are forbidden to take part in any athletic activity except by special permission of the University Health Service.

Major in Physical Education (Men)—May be secured in a four-year course which qualifies the student for the degree Bachelor of Science in Education, the Nebraska Initial Secondary School Certificate, and the Uni-
versity of Omaha Certificate in Physical Education and Athletics. These requirements are listed on page 114. Students who desire a major should confer with the Head of the Department on or before the date of registration.

Teaching Field in Physical Education (Men)—See the Head of the Department.

Teaching Field in Physical Education (Women)—See the Head of the Department.

### Phases

<table>
<thead>
<tr>
<th>Course from which to select</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Techniques of Teaching Sports and Rhythm</td>
<td>P.E. 321 or 335</td>
</tr>
<tr>
<td>School Activities</td>
<td>P.E. 322, 350, or 335</td>
</tr>
<tr>
<td>Recreation</td>
<td>P.E. 322, 350, or 335</td>
</tr>
<tr>
<td>Principles or Philosophy of Physical Education</td>
<td>P.E. 343</td>
</tr>
<tr>
<td>Organization and Administration of Physical Education</td>
<td>P.E. 422</td>
</tr>
</tbody>
</table>

Total 15


### PHYSICAL EDUCATION FOR MEN

**DIRECTOR OF PHYSICAL EDUCATION, MR. YELKIN; ADVISERS: ASSISTANT PROFESSOR PRITCHARD, INSTRUCTORS BROCK, CARDWELL, GORR, PFLASTERER.**

111 **Physical Education:** Activity course featuring seasonal and individual sports; rules, fundamentals, and daily competition. Credit 1 hour each (I-II). Mr. Cardwell, Mr. Gorr, Mr. Pflasterer, Mr. Brock

211 **Physical Education:** Activity course featuring seasonal and individual sports, rules, fundamentals, and daily competition. Prerequisites: P.E. 111 and 112. Credit 1 hour each (I-II). Mr. Cardwell, Mr. Gorr, Mr. Pflasterer

113 **Restricted Physical Education:** Students are assigned to the course by the University Physician, who recommends activity. Credit 1 hour each (I-II). Mr. Gorr

177 **Football Coaching Theory and Practice (Elementary):** Study of history, rules, elementary individual play, and the application of elementary principles to team play. Lecture 2; laboratory 12 for the first half of semester. Credit 3 hours (I). Mr. Brock

179 **Basketball Coaching Theory and Practice:** The history, rules, individual and team play, offensive and defensive systems, game strategy, problems and correct methods of coaching basketball. Lecture 2; laboratory to be arranged. Credit 3 hours (I). Mr. Pflasterer

276 **Baseball Coaching Theory:** A study of the history, rules, individual and team play, team development, strategy, problems, and correct methods of coaching baseball. Lecture 2; laboratory projects to be arranged. Credit 2 hours (II). Mr. Yelkin

278 **Track and Field Coaching Theory:** A study of history, rules, training methods and techniques of individual events. Lecture 2; laboratory projects to be arranged. Credit 2 hours (II). Mr. Cardwell

301 **First Aid and Athletic Injuries:** The prevention and treatment of injuries in athletic activities, using the accepted methods of first aid. Lecture 2. Prerequisite: Biology 245 and P.E. 150. Credit 2 hours (I). Mr. Gorr
401 *Football (Advanced):* The advanced theory and methods of coaching football, including the various offensive and defensive systems, generalship, and game strategy. Lecture 2; laboratory projects to be arranged. Prerequisite: Physical Education 177. Credit 2 hours (I). *Accepted only for the degree Bachelor of Science in Education.*

PHYSICAL EDUCATION FOR WOMEN

**Instructor Duerschner (Acting Head), Instructor Wilcox**

111 **General Physical Education:** First-year activities consisting of team sports, physical conditioning, and dancing. Credit 1 hour each (I—II). *Miss Duerschner*

113 **Restricted Physical Education:** For those physically unfit for general physical education. Prerequisite: University Physician's recommendation. Credit 1 hour each (I—II). *Miss Duerschner*

211 **Intermediate Physical Education:** Second-year activities consisting of skills in team sports, body conditioning, dancing, and winter sports. Credit 1 hour each (I—II). *Staff*

221 **Individual Sports:** Conditioning exercises, fundamental skills of sports for participation alone or in couples. Credit 1 hour each (I—II). *Staff*

223 **Modern Dance:** Inter-relationships of various historical and contemporary types of dance; analysis and development of techniques in dynamics, rhythms, and design. Prerequisites: Physical Education 111 and 112. Credit 1 hour each (I—II). *Staff*

COURSES FOR MEN AND WOMEN

115 **Marching Band:** Musicians are admitted on the joint approval of the Departments of Music and Physical Education. Two-hour marching tactics per week are required. Students must participate in exhibitions agreed upon by the combined departments. Credit 1 hour each (I—II). *Mr. Fiester*

150 **Personal and Community Hygiene:** The everyday problems of healthful living as they are related to the individual and the field of physical education and athletic coaching. Credit 3 hours (II). *Mr. Gorr*

321 **Rhythmic Activities and Folk Dancing:** Material, methods, and practice in fundamental rhythmic skills; progression from basic steps and rhythmic patterns to study and appreciation of folk dances, including the contributions of folk dances and of folk art. Prerequisite: P.E. 111, 112, or 113, 114, or equivalent. Credit 3 hours (II, E). *Miss Duerschner*

322 *Playgrounds and Recreation (Secondary Level):* A study of playground activities, management, equipment, school, and community recreation; open to physical education and athletic majors of junior standing or by permission. Credit 3 hours (II). *Mr. Brock*

335 **Plays and Games:** A study of the play activities of children, with practice in the selection and presentation of the desired types of materials. Credit 3 hours (I, S). *Staff*

343 **History and Principles of Physical Education and Athletics:** Survey of the history and a study of the principles of physical education and athletics;
open to physical education and athletic majors of junior standing or by permission.
Credit 3 hours (I) ................................................................. Mr. Gorr

348 *Organization and Administration of Athletics: The procedures, materials, and techniques to be used in organizing and administering a program of athletics on the secondary and college level. Prerequisite: P.E. 343.
Credit 2 hours (II) .................................................................. Mr. Yelkin

350 Co-recreational Activities: A study of the nature and programming of recreational activities that may be engaged in jointly by persons of both sexes.
Credit 3 hours (II) ................................................................... Staff

422 *Organization and Administration of Physical Education and Intramurals: The organization and administration of physical education and intramurals on the elementary and secondary level. Prerequisite: Physical Education 343.
Credit 3 hours (II) ................................................................. Mr. Brock

463 Kinesiology and Correctives: The science of bodily movements, mechanics and muscular exercises in relation to sports, posture, corrective movements, and everyday activity. Prerequisite: Biology 245 or Natural Science 102.
Credit 3 hours (I) ................................................................. Mr. Brock

THE SCHOOL OF ADULT EDUCATION

The program of adult education includes almost every phase of intellectual development, vocational training, and cultural enjoyment. Therefore, it is broad in extent and varied in character. For administrative purposes, the educational program of the School of Adult Education is divided into two main divisions—the division of general education and the division of technical institutes. The division of general education is arranged into three sections as follows:

1. THE EXTENSION SECTION (degree credits), including the evening session of the University, in which is offered a selection of general and professional courses in the liberal and applied arts and sciences for those adults and part-time students who wish to direct their work toward an academic degree or professional certificate.

A limited number of courses in this section are available in the form of Home Study or Correspondence courses. See the special bulletin of the School of Adult Education for a description of these courses.

2. THE GENERAL SECTION (certificate credits), in which are offered numerous courses of a general, cultural, and vocational nature, designed to meet the needs of men and women who, regardless of previous education, seek to keep themselves well informed in the art of modern living. In short, these courses help adults to keep their education up-to-date.

3. THE COMMUNITY SERVICE SECTION, in which is offered a variety of informal, educational services to the community through the medium of lectures, forums, clubs, institutes, publications, special bulletins, and similar services which may be arranged from time to time to meet the needs of special groups.
ADMISSION TO COURSES

Courses are open to all individuals who present evidence of their ability to profit by the work of the School of Adult Education. However, those who desire credit toward University degrees must satisfy University entrance requirements.

Credit courses of the School of Adult Education may be found in the course offerings of the colleges of Arts and Sciences, Applied Arts and Sciences and Education.

STUDY LOAD

Students in degree credit classes are permitted to carry not more than six credit hours work each semester, except by special permission of the Director. It is assumed that students who have full-time employment will not have sufficient time to maintain satisfactory scholastic standing in more than six hours.

STUDENTS AND AUDITORS

Registrants in the School of Adult Education are divided into two broad classes:

1. STUDENTS—Persons who register to secure academic credit toward teachers’ certificates, university degrees, or other objectives where degree credits are a recognized mark of achievement are classified as students.

2. AUDITORS—Any adult who can profitably pursue a course may register as an audit student by paying the necessary fees. An audit student is not required to participate in recitation, turn in papers, or take examinations. An audit student receives no academic credit for a course.

FEES PAYABLE EACH SEMESTER

Fees are assessed on a proportionate basis, according to the number and type of courses and hours taken.

The School of Adult Education

Activity fee, per semester..........................$ .50
Registration fee, per semester........................1.00
Tuition or audit fee, per degree credit hour.....6.00
Non-resident tuition, per credit.....................4.00
Home Study courses, tuition per credit hour....6.00
Postage fee, per course................................1.30
Certificate credit courses..........................As announced
Institutes, forums, etc................................As announced
DIPLOMAS IN ADULT EDUCATION

To encourage continuity of study and to provide appropriate recognition of achievement, the School of Adult Education issues diplomas to students who complete approximately 200 class hours in a series of courses built around some central objective. The objective may be vocational or cultural in character. Such diplomas or certificates serve as credentials to students seeking employment in the field of work represented.

CREDIT TOWARD TEACHERS' CERTIFICATES

All degree credit courses offered in the School of Adult Education are accepted for credit toward a teacher's certificate or the renewal thereof.

Further information on the evening school program may be obtained from the Director.

CERTIFICATE IN REAL ESTATE

The Division of Business Administration will offer through the School of Adult Education a 15-hour certificate program in the field of real estate.

REQUIREMENTS FOR THE DEGREE

BACHELOR OF GENERAL EDUCATION

This degree program is designed for adult and mature students who feel the need of continuing their education in an orderly manner. A single course in a field of interest may satisfy current need or passing fancy, but the greatest educational benefits come to those who have the ability and the will to engage in an orderly and well-rounded program of continuous study.

SPECIFIC REQUIREMENTS

(1) The completion of 125 semester hours of work at the college level with an average grade of "C" in this or other approved colleges, the last 24 hours of which shall be in the School of Adult Education at the University of Omaha;

(2) Programs of individual students must be approved by a student advisory committee from the faculty.

In general, the program for the degree Bachelor of General Education will include the following:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hours</th>
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<tbody>
<tr>
<td>1. (a) English composition</td>
<td>6</td>
</tr>
<tr>
<td>(b) The humanities</td>
<td>12</td>
</tr>
</tbody>
</table>
(c) Psychology, history, government, and social sciences ............ 12
(d) Mathematics, natural or physical science .......................... 10

2. (a) Area of concentration (departmental) .......................... 30
   (nine hours of which may be in a cognate field) ................. 30
3. (a) Electives .......................................................... 55
   (which will include 12 hours in each of two different subject
   fields. At least 30 hours of the 125 hours must be earned in
   courses numbered 300 or above.)

The required core courses and areas of concentration of study may
be flexible in character to meet the needs of the mature student.

THE SUMMER SESSIONS

SCOPE AND PROGRAM

The programs of the Summer Sessions are organized to provide
students with a flexible arrangement of courses.

To provide this flexibility in meeting the varying needs of summer
students, the Summer Sessions are divided into 3 terms: The Intersession,
the Short Session, and the Regular Session. The Intersession of 3 weeks'
duration is designed primarily to meet the needs of teachers whose school
year ends early. The Short Session or University Unit Courses (2 to 3
weeks in length) offer intensive professional courses for students in
specialized fields of learning. They are designed primarily for busy people
who cannot spare the time for a longer period of study during the summer.
The Regular Session is divided into one five-week period, six days per
week, followed by the second period, a three- and a five-week session
running concurrently. In addition, evening courses will be offered during
the summer for a period of eight weeks, two nights a week, beginning
with the Regular Session.

ADMISSION TO THE SUMMER SESSIONS

Classes are open without examination to all students who can profit
by the instruction, but before any student may apply summer session cred-
its toward a degree or certificate, the standard University entrance require-
ments must be met. Students who do not wish academic credit for work
done will register as "auditors." Auditors are not required to participate
in recitation or take examination. They receive no credit. Audit students
pay regular course fees unless otherwise announced.

ACADEMIC CREDIT

A student may earn from 3 to 15 semester hour credits during the
summer, depending upon the arrangement of his program. He may attend
the Short Session and earn 3 credits. Six credits may be earned in each of
the two terms of the Regular Session. For those who wish to begin study
early in the summer, the Intersession allows the student to earn an addi­
tional 3 credits.

REGISTRATION

Registration for summer session courses is in the Office of the
Registrar. No student will be permitted to register for the maximum
program after the first three days without the permission of the Director
and of the instructor concerned. A late registration fee of $1.00 will be
charged after the third meeting of classes.

TUITION AND FEES

The cost of attending the summer program will vary with the amount
and character of work desired by the student. A matriculation fee of
$5.00 is required of each student at the time of his first registration in
the University. This fee is paid but once. All summer students pay a
registration fee of $1.00, an activity fee of $1.00, a health fee of $1.00,
and course fees which may be computed on the basis of $6.00 per credit
hour. Certain courses also require laboratory or studio fees.

Activity fee ................................................................. $1.00
Registration fee ....................................................... 1.00
Tuition fee for all students, per credit in course ...................... 6.00
Non-resident tuition, per credit ........................................ 4.00
Late registration fee ..................................................... 1.00
Health fee ..................................................................... 1.00
THE GRADUATE DIVISION

MR. HOSMAN, Chairman; MR. GARLOUGH, MR. GORMAN, MR. HILL,
MR. SULLENGER, MR. W. H. THOMPSON, MR. WARDLE

The Graduate Division of the University of Omaha was established in 1942 to provide the opportunity for advanced study and independent investigation in a limited number of fields of learning for qualified students:

1. To earn graduate credit for the renewal of teachers' certificates.
2. For professional advancement and cultural objectives.
3. To work toward a Master of Arts or Master of Science in Education degree.

ADMISSION TO GRADUATE STUDIES

Graduates of any accredited college or university may be admitted to the Graduate Division of the University. Admission to the Graduate Division, however, is not the equivalent to acceptance as a candidate for a Master's degree.

A graduate of an unaccredited college may be admitted to the Division on a provisional basis. He may later be admitted to graduate status if he passes certain examinations and the quality of his work is of sufficient merit.

For graduate work in education, the student must have had at least fifteen semester credit hours in undergraduate courses in education or the equivalent.

Students who wish to pursue graduate work at the University will file application for admission to the Graduate Division with the Chairman of the Committee on Graduate Studies on a form provided for that purpose.

After the student has successfully completed nine semester hours of graduate work, and has passed the required examinations, or submitted an inventory statement acceptable to his adviser and the Committee on Graduate Studies, he may apply for admission to candidacy for the Master's degree. This preliminary examination must be passed or inventory statement submitted and approved prior to registration for further courses in the degree program.

DEGREES

Graduate study at the University may be directed toward the traditional degrees Master of Arts or Master of Science in Education. Degrees are granted at the June and August Commencements.

THE MASTER OF ARTS DEGREE

Graduate study in psychology, education, sociology, and English; and minor studies in mathematics and the sciences, ordinarily lead to the degree of Master of Arts.
The program for the Master of Arts student will usually be arranged to conform to the following general pattern:

1. A major of fifteen to eighteen semester hours in the major field of study.
2. A minor of nine to twelve semester hours in a related field of interest.
3. A thesis not to exceed six semester hours in independent study under the direction of the major adviser.

Modification of a pattern of courses once approved, is permissible only upon recommendation of the major adviser and approval of the Committee on Graduate Studies. The student may elect a straight major upon recommendation of the head of the major department and approval of the Committee on Graduate Studies.

THE MASTER OF SCIENCE IN EDUCATION DEGREE

This degree is designed primarily for the master teacher, supervisor, or administrator. It is granted upon the completion of a program of advanced study to students who are working professionally in the field of education.

The student's program will consist of thirty semester credit hours, always including Education 501G, Educational Research, as a first course and Education 550G, Seminar, as the last course, and will usually be arranged to conform to the following general pattern:

1. Eighteen to twenty-one semester hours in major field of specialization, such as: elementary education, secondary education, educational administration, educational psychology, and guidance.
2. Nine to twelve semester hours in a minor field.

The patterns of courses cover three areas: professional education, specialized teaching fields, and general education.

Professional education may include administration, supervision, secondary education, elementary education, special education, educational guidance, and nursing education. For specialized teaching fields, refer to course listings on pages 118-125.

The course program will be determined by the student and adviser and submitted to the Committee on Graduate Studies for approval.

OTHER REQUIREMENTS

Transfer of Credit—Ordinarily credit at the graduate level from other institutions is not granted to apply toward a Master's degree at the University. However, students may arrange in advance, with the approval of their adviser and the Committee on Graduate Studies, for not to exceed six hours graduate study in another institution, when such study brings desirable enrichment or specialized courses to the student's graduate program.
Residence Requirements—A minimum of thirty semester credit hours in residence, or equivalent, is required for granting of the Master's degree, except as provision is made for transfer of credit. No credit will be allowed for correspondence work.

Conditional Admission—A student who is within three semester hours of having completed all requirements for the Bachelor's degree at the University of Omaha may be provisionally admitted to graduate studies.

Scholastic Standing—A grade of "B" or better must be earned in required credit hours of graduate work if these credits are to count toward the Master's degree.

Study Load—A student is expected to register for not more than the equivalent of one semester credit of work per week. Courses which are available for graduate credit are those which are especially approved by the Committee as of graduate character or upper-division courses which have been approved by the graduate advisers as an integral part of a special graduate program. Students taking upper-division undergraduate courses for graduate credit are expected to do supplementary work in the course under the direction of the instructors of the course.

The Graduate Seminar—A series of graduate seminars may be arranged each year. These usually will meet once a month. All active graduate students, except those taking the Master of Science in Education degree, are expected to participate in these seminars. Those taking the Master of Science in Education degree will take Education 550, Educational Seminar.

Time Limits—In evaluating credits earned toward an advanced degree, credits dating back five years or more are subject to reduction in value as determined by the Committee on Graduate Studies. Once a student has been admitted to candidacy for the degree, he is expected to have completed the requirements for the degree within a period of five years or validate previous credits with additional course study.

EXAMINATIONS AND FEES

Final written examinations for students taking the Master of Science in Education degree will be given as announced. Master of Arts students should consult with their advisers for arrangements to take the final written comprehensive examination. It should be taken at least sixty days prior to the convocation at which the degree is to be granted.

Theses prepared by Master of Arts students shall be submitted at least six weeks before the date of the oral examination. The student and his adviser shall arrange a date with the Chairman of the Committee on Graduate Studies for the final oral examination. This examination shall be held at least thirty days before the date of convocation at which it is expected that the degree will be granted. Oral examinations cannot be scheduled during the period between the close of the first term of the summer session and the beginning of the following fall semester.
Graduate matriculation (not refundable) ........................................... $ 5.00
Registration fee, each term (not refundable) ..................................... 1.00
Activity fee (not refundable) .......................................................... .50
Tuition fee, per credit in course ....................................................... 8.00
Non-resident fee, per credit in course ............................................... 4.00
Diploma fee (including rental of cap, gown, hood) ............................... 15.00
Thesis binding fee ............................................................................. 10.00
Laboratory and studio fees as required.

Information—Further information may be secured at the Office of the Chairman of the Committee on Graduate Studies, Room 288.

Courses numbered 500 are open to graduate students only. Courses numbered 400, offered primarily for graduate credit, are open to seniors and graduates. Courses numbered 300 are open to graduate students for graduate credit only upon approval of the department head, the major adviser, and the Committee on Graduate Studies.

Graduate students should consult the Chairman of the Committee on Graduate Studies and the head of the major department before registering.

Other courses may be taken for graduate credit by special permission and upon approval of the graduate committee.

COURSES AVAILABLE FOR GRADUATE CREDIT

For detailed description of these courses, refer to departments indicated.

CHEMISTRY 413, 414, 451, 495, 496 (for master teacher only)
ECONOMICS 307, 311, 315, 316, 317, 318, 412, 413, 416, 450-51 (for minor and master teacher only)
EDUCATION 471, 480, 488, 497, 498, 499, 501, 502, 503, 504, 505, 509, 510, 511, 512, 515, 520, 521, 522, 531, 532, 7550 (for major, minor, or master teacher)
FOREIGN LANGUAGE
French 313, 320, 324, 325, 326, 335, 443 (for minor and master teacher only)
313, 333, 335, 340, 422, 443 (for minor and master teacher only)
Italian 433 (for minor and master teacher only)
Spanish 335, 336, 337, 338, 351, 532, 417, 418, 425, 427, 430, 443 (for minor and master teacher only)
HISTORY AND GOVERNMENT
Government: 327, 333, 490; History: 312, 315, 322, 326, 327, 330, 490 (for minor and master teachers only)
MATHEMATICS 311, 312, 364, 423-24 (for master teacher only)
PSYCHOLOGY 331, 333, 385, 402, 421, 422, 424, 426, 433, 434, 480, 483, 510, 513, 528 (for the major and master teachers), 424, 510, 513 (for the minor)
BIOLOGICAL SCIENCE 325, 351, 395-96, 415, 416, 495-96 (for the minor and master teacher only)
SOCIOLOGY 305, 310, 314, 335, 353-54, 357, 404, 417, 438, 451-52, 453-54, 500 (for the major and minor), 304, 323, 400 (for the master teacher only).
THESIS 1-6 hours credit
*by special permission
†required of all education majors.
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