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General Catalog

For the Academic Years

1953-54

1954-55

VOLUME XVII, 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, the American Association of Colleges of Teacher Education, 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 colleges, 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

September 8 (Men)  
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 (Women)  

September 8, 9  
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 9—10  
University Faculty Meetings.

September 9 (Women)  
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 10, 11 (Men)  

September 11, 12  
Counseling and registration for former students

September 14, 15  
Counseling and registration for new students.

September 15  
General Assembly at 10:00 A.M.; required of all new and transfer students.

September 16  
Classes begin, day school

September 16  
Late registration, day school

September 15, 16  
Counseling and registration for College of Adult Education.

September 16  
Classes begin, College of Adult Education

September 22  
Late registration for College of Adult Education

September 29  
Day School classes may not be added after this date

October 6  
College of Adult Education classes may not be added after this date.

October 9  
Founders' Day Convocation

November 18  
Midsemester scholastic reports due in Dean's Office by 5:00 P.M.

November 20  
Reception for Parents.

November 25  
Thanksgiving recess begins at 9:40 P.M.

November 30  
Classes resume at 8:00 A.M.

December 11  
Christmas Convocation at 10:00 A.M.

December 12  
Christmas vacation begins at 12:00 Noon.

January 4  
Classes resume at 8:00 A.M.

January 22—28  
Final Examinations

January 29  
Vacation for students who attended the first semester
UNIVERSITY OF OMAHA

SECOND SEMESTER

January 25, 26
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 27 (Men)
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 (Women)

February 1
Counseling and registration for new students

February 1
Counseling and registration for College of Adult Education.

February 1
Classes begin, College of Adult Education

February 2
General Assembly at 10:00 A.M.; required of all new and transfer students.

February 2
Classes begin for day school

February 2
Late registration, day school

February 8
Late registration for College of Adult Education

February 15
Day School classes may not be added after this date.

February 19
College of Adult Education classes may not be added after this date.

April 7
Midsemester scholastic reports due in Dean's Office by 5:00 P.M.

April 14
Easter Convocation at 10:00 A.M.

April 14
Spring vacation begins at 9:40 P.M.

April 20
Classes resume at 8:00 A.M.

May 7
Ma-ie Day—student holiday

May 22—29
Final Examinations

May 30
Baccalaureate

May 31
Forty-fifth Commencement.

SUMMER, 1954

May 17—June 4
Intersession
Registration for five week term, University Auditorium, 9:00 A.M. to 12:00 Noon.

June 5
First five week term.

June 7—July 10
Evening courses

June 8—July 29
Second five week term.

July 12—August 14
FIRST SEMESTER

September 7 (Men)  
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 8 (Women)  
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 7, 8  

September 8 (Women)  
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 9, 10 (Men)  

September 9—10  
University Faculty Meetings.

September 13  
Counseling and registration for former students

September 14, 15  
Counseling and registration for new students

September 15  
General Assembly at 10:00 A.M.; required of all new and transfer students.

September 16  
Classes begin, day school

September 16  
Late registration, day school

September 15, 16  
Counseling and registration for College of Adult Education

September 16  
Classes begin, College of Adult Education

September 22  
Day School classes may not be added after this date

October 6  
College of Adult Education classes may not be added after this date.

October 8  
Founders' Day Convocation

November 17  
Midsemester scholastic reports due in Dean's Office by 5:00 P.M.

November 24  
Thanksgiving recess begins at 9:40 P.M.

November 29  
Classes resume at 8:00 A.M.

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

December 11  
Christmas vacation begins at 12:00 Noon.

January 3  
Classes resume at 8:00 A.M.

January 22—28  
Final Examinations

January 31  
Vacation for students who attended the first semester
UNIVERSITY OF OMAHA

SECOND SEMESTER

January 25, 26
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 27 (Men)

January 28 (Women)
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 31

January 31
Counseling and registration for new students

January 31
General Assembly at 10:00 A.M.; required of all new and transfer students.

February 1
Classes begin for day school

February 1
Late registration, day school

February 1
Counseling and registration for College of Adult Education.

February 1
Classes begin, College of Adult Education

February 8
Late registration for College of Adult Education

February 14
Day School classes may not be added after this date

February 21
College of Adult Education classes may not be added after this date.

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

April 6
Easter Convocation at 10:00 A.M.

April 6
Spring vacation begins at 9:40 P.M.

April 12
Classes resume at 8:00 A.M.

May 13
Ma-ie Day—student holiday

May 21—27
Final Examinations

May 29
Baccalaureate

May 30
Forty-sixth Commencement

SUMMER, 1955

May 16—June 3
Intersession

June 4
Registration for five week term, University Auditorium, 9:00 A.M. to 12:00 Noon.

June 6—July 9
First five week term

June 7—July 28
Evening courses

July 11—August 13
Second five week term.
UNIVERSITY OF OMAHA

ADMINISTRATION

THE BOARD OF REGENTS

OFFICERS

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GEORGE C. PARDEE .................................... Vice-President
MRS. A. C. R. SWENSON ................................. Secretary

Term Expiring July 1, 1953
MRS. A. C. R. Swenson
The Honorable Roman Hruska, United States Representative, Second District

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Herbert D. Marshall, Eaton Metal Products Corporation
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Term Expiring July 1, 1955
George C. Pardee, Metropolitan Utilities District
W. Dean Vogel, United States National Bank

Term Expiring July 1, 1956
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and the Summer Sessions
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DON O. NELSON, M.A. .................................. Faculty Representative, Business Administration
FULL-TIME FACULTY

THE UNIVERSITY

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

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PAUL L. BECK .................................................. History and Social Sciences
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M.B.A., University of Oklahoma, 1950; Instructor of Business Administration

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Ph.D., State University of Iowa, 1949; Associate Professor of Education; Associate Dean, College of Adult Education

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tion

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Education for Men and Assistant Dean of Student Personnel

JAMES C. PORTERFIELD ................................................ Education
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Ph.D., University of Goettingen, Germany, 1941; Associate Professor
of Chemistry

HARRY L. RICE ................................................ Mathematics
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GUENTER G. SCHMALZ ................................................ Foreign Languages
Ph.D., Ohio State University, 1952; Assistant Professor of Foreign
Languages and Literatures

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.S., University of Iowa, 1950; Assistant Professor of Chemistry
T. E. SULLENGER ......................... Sociology
Ph.D., University of Missouri, 1930; Professor and Head, Department of Sociology

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

CLAUDE E. THOMSON .................... Psychology
Ph.D., Ohio State University, 1939; Professor of Psychology

W. H. THOMPSON ....................... Psychology
Ph.D., Ohio State University, 1930; Professor of Psychology and Head, Department of Philosophy and Psychology; Director of Child Study Service in cooperation with Omaha Public Schools; Dean of the College of Arts and Sciences

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

ROBERT J. TRANKLE .................... General Sciences
M.A., University of South Dakota, 1951; Instructor of Botany and Bacteriology

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

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

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

RALPH M. WARDLE ..................... English
Ph.D., Harvard University, 1940; Professor and Head, Department of English

*J. LEE WESTRATE ..................... Government
M.A., University of Chicago, 1949; Assistant Professor of Government

GEORGE L. WILBER .................... Sociology
Ph.D., University of Nebraska, 1952; 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

HAROLD H. WOOD ..................... Education
Ph.D., Cornell University, 1950; Assistant Professor of Education

VIRGIL YELKIN ....................... Physical Education
B.S.c., University of Nebraska, 1937; Assistant Professor of Physical Education for Men and Athletic Director

MARY PADOU YOUNG .................. English
M.A., Columbia University, 1927; Assistant Professor of English and Associate Dean of Student Personnel

*On military leave
UNIVERSITY OF OMAHA

AIR FORCE ROTC DETACHMENT 470

LT. COL. ALLEN H. WOOD .................. Air Science and Tactics
B.S., New York State Teachers College, 1951; Professor of Air Science and Tactics

LT. COL. JOHN E. ASP .................. Air Science and Tactics
B.S., University of Illinois, 1931; Assistant Professor of Air Science and Tactics; Director of Administration and Records

MAJOR ROBERT E. WHALEY .................. Air Science and Tactics
B.S., Indiana University, 1941; Assistant Professor of Air Science and Tactics; Commandant of Cadets

MAJOR C. R. STEFFEY .................. Air Science and Tactics
B.S., Northwest Missouri State College, 1941; Assistant Professor of Air Science and Tactics; Director of Instruction

MAJOR JOHN J. BURNETT, JR ................. Air Science and Tactics
Assistant Professor of Air Science and Tactics; Assistant Commandant of Cadets

CAPTAIN COUNT L. BOWER ................. Air Science and Tactics
B.S., University of Wyoming, 1950; Assistant Professor of Air Science and Tactics; Adjutant

CAPTAIN BERNARD THOMPSON ................. Air Science and Tactics
B.S., Superior State College, 1948; Assistant Professor of Air Science and Tactics; Assistant Director of Instruction

M/Sgt. GEORGE M. ATWOOD ................. Air Science and Tactics
Instructor of Air Science and Tactics; Assistant to the Commandant of Cadets

M/Sgt. ALFRED W. BUCKNER ................. Air Science and Tactics
Instructor of Air Science and Tactics; Sergeant Major

M/Sgt. LEO A. POUTRE ................. Air Science and Tactics
Instructor of Air Science and Tactics; Administrative Assistant to the Professor of Air Science and Tactics

M/Sgt. ASHFORD L. ROUND ................. Air Science and Tactics
Instructor of Air Science and Tactics; Personnel Sergeant Major

M/Sgt. WILLIAM M. SWINK ................. Air Science and Tactics
Instructor of Air Science and Tactics; Rifle Team Coach

M/Sgt. JOHN O. YOUNG, JR ................. Air Science and Tactics
Instructor of Air Science and Tactics; Assistant to the Director of Instruction

T/Sgt. CHARLES C. HOOD ................. Air Science and Tactics
Instructor of Air Science and Tactics; Assistant to the Director of Instruction

T/Sgt. ERNEST N. QUIST ................. Air Science and Tactics
Instructor of Air Science and Tactics; Personnel Sergeant
PART-TIME FACULTY

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

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

PATRICIA CARLSON ............................................... English
B.A., University of Omaha, 1948; Instructor of English

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

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

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

JOHN W. KURTZ .................................................... Engineering
M.Sc. in M.E., 1936; M.E., 1939, State University of Iowa; Assistant Professor of Engineering

JOHN DALE RUSSELL ............................................ Education Administration
Ph.D., Indiana University, 1931; Consultant in Educational Administration in College of Education

* * * *

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

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

HARLAN CAIN .................................................... Director, Auxiliary Services

J. S. DELLERE .................................................... Assistant to Business Manager
B.Sc., University of Nebraska, 1947

BETTE ERICKSON ................................................ Director, Teaching Aids
B.Sc., University of Nebraska, 1947

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

BETTY E. MILLER ................................................ Director, Stenographic Bureau

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

THOMAS N. TOWNSEND ........................................ Executive Secretary, Alumni Association
B.Sc., University of Omaha, 1951

HARVEY VOGLER ................................................ Business Manager of Athletics

GENEVIEVE WOODS ............................................. Chairman, Correspondence Department
B.Sc., University of Nebraska, 1926
## LECTURERS IN COLLEGE OF ADULT EDUCATION

### ART
- James P. Fotia, B.S., University of Minnesota, 1950
- Tony F. Greco, B.F.A., University of Omaha, 1949
- Robert C. Rogan, M.F.A., University of Iowa, 1950

### BUSINESS ADMINISTRATION
- Leslie D. Carter, LL.B., University of Nebraska, 1940
- 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
- William J. Jones, M.Sc., University of Illinois, 1932
- Daniel B. Kelly, B.S., Creighton University, 1941
- Cecil F. McGee, B.A., Morningside College, 1938
- Cecil Means, M.S., University of Minnesota, 1932

### ECONOMICS
- Charles Poulsen, B.Sc., University of Omaha, 1950
- Albert Van Lund, M.A., University of Nebraska, 1950

### EDUCATION
- Donald Wesley Cederberg, B.Sc., University of Minnesota, 1939
- Mary Conner, B.Sc., University of Omaha, 1942
- Edna Fagan, B.Sc., University of Omaha, 1944
- James Frasier, M.A., University of Michigan, 1947

### ENGINEERING
- Wilfred G. Hill, B.Sc. in A.E., Iowa State College, 1926
- Paul T. Filipi, B.S. in M.E., University of Nebraska, 1940

### ENGLISH
- Marion Marsh Brown, M.A., University of Nebraska, 1930
- Helen Payne, M.A., University of Wisconsin, 1922

### FRENCH
- Michel Beilis, M.A., Columbia University, 1951
- Dorothy Payne Hawley, B.A., University of Nebraska, 1925

### GENERAL SCIENCES
- Ralph Austin, A.B., Cornell College, 1931
- Paul Nelson, B.Sc., Iowa State College, 1932

### GERMAN
- Hildegard Dorn Podrebarac, Abitur, Oberlyzeum of Neuwied, Germany, 1948

### HISTORY & GOVERNMENT
- Philip Chapman, M.A., University of Chicago, 1940
- Robert Christie, B.A., University of Omaha, 1949

### HOME ECONOMICS
- Martha Bohlsen, Television Home Economics Demonstrator
JOURNALISM
Lloyd E. Berg, Jr., B.A., University of Iowa, 1949

MATHEMATICS
Donald Johnson, M.A., University of Omaha, 1952

PSYCHOLOGY
Frances Edwards, M.A., University of Omaha, 1936
Peter V. Knolla, M.A., University of Omaha, 1949

RELIGION
Roger Manners, B.D., Yale University, 1945
Glen Marshall, B.A., Nebraska Wesleyan University, 1930
Theodore Yardley, S.T.B., General Theological Seminary, 1945

RUSSIAN
Theodosia Scala, Th.D., University of Bucharest, 1925

SOCILOGY
Edythe K. Hall, Ed.D., Northwestern University, 1948
Ira O. Jones, Ph.D., University of Nebraska, 1951
C. E. White, M.A., University of Omaha, 1930

SPANISH
Sebastian Spagnuolo, B.A., University of Omaha, 1951

SPEECH AND RADIO
Levern L. Reynolds, M.A., University of Iowa, 1951
J. H. Weaver, M.A., University of Southern California, 1950

GENERAL COURSES
A. L. Bliven, Commercial Photographer — Photography
Paul Borge, Television Producer — Speech
Warren Buffett, Securities Broker — Investments
Sam Mangiamele, Interior Decorator — Home Decoration
E. Dorcas Nelsen, P.T.A. Organizer — P.T.A. Organization & Administration
and Parliamentary Law
Lewis Sholes, Real Estate Appraiser — Real Estate
Claramary Smith, Homemaker and former Home Economics Instructor —
Budget Cooking

Other persons in the Omaha area who are especially competent and skilled are
secured from time to time to instruct in the special areas of general course interest.
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 1929. 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.

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, 1931-1935, Rowland Haynes, 1935-48, and Milo Bail, who came to the University in 1948.

In 1949, the $750,000 Field House, Stadium, and playing fields were completed, providing indoor and outdoor facilities in all sports. In the city election of May, 1951, Omaha voters raised the University levy to two mills, and in June an Air Force ROTC unit was established. The University now has five full colleges, with the addition of the Colleges of Education (1950) and Business Administration and Adult Education (1952).
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

A graduate of any accredited high school may be admitted to full freshman standing.

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.

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. Ac-
credited 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.

**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.

Admission to the engineering curricula requires English, 3 units; algebra, 1½ units; plane geometry, 1 unit; solid geometry, ½ unit; social science, 1 unit; laboratory science above the freshman year, 1 unit; and electives, 7 units.

Students lacking ½ 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.

**COLLEGE OF EDUCATION**

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

**COLLEGE OF BUSINESS ADMINISTRATION**

Any graduate of an accredited high school may be admitted to the College of Business Administration.

One year of high school algebra must be presented when the student desires to follow any of the curricula in the College of Business Administration which specifically require college algebra and/or statistics. Students deficient in high school algebra may remove the deficiency after registration.

**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 an official transcript of high school and college work completed, certifying honorable dismissal. Credits submitted from other colleges and universities will be properly evaluated by the University Committee on Admissions and Advanced Standing.

**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 admission 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 associate 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 by enrolling for correspondence courses on the high school level, or by returning to high school.

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. These tests can be administered by the University Testing Bureau. Further information may be obtained from the Veterans Information Service, Room 274.

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 attendance of the student for a full day and a half.
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 new students who have not reached junior standing 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.

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

The athletic policy of the University — as adopted by the Board of Regents — is the athletic policy of the North Central Association of Colleges and Secondary Schools.

"The principles applicable to the conduct of an athletic program are similar to those that should govern the other activities of an institution."—North Central Revised Manual of Accreditation, Section XI.

CONTROL

The Board of Regents determines basic policy and delegates the responsibility for administration to the President of the University. The specific administration of the program is conducted by the Athletic Director and the Assistant to the President for Academically Related Activities, who report directly to the President. The faculty committee on athletics serves in an advisory capacity to the Director of Athletics and the President.

THE PROGRAM

An all-round intercollegiate, competitive athletic program will be scheduled each year, including football, basketball, track, baseball, tennis, golf, and wrestling. Competition will be with institutions where competition is likely to be fairly even, and with schools whose athletic policies do not conflict with that of the University.

INTRAMURALS FOR MEN AND WOMEN

Intramural activities are offered for both men and women, giving students an opportunity for fun, relaxation, and physical development. To be eligible a student must be registered as a day student and possess an Activity Card. The program of sports makes it possible for students to play games in which they are interested. Men’s intramural sports are touch football, speedball, soccer, volleyball, basketball, bowling, boxing, wrestling, tennis, table tennis, track, softball, golf, and horseshoes. Women’s sports include volleyball, soccer, baseball, tennis, table tennis, golf, and mixed volleyball, archery and badminton.

"A sport for everyone and everyone in a sport," is the intramural motto.

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 on the campus, 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. The service 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 and consultation to schools and community groups.

**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 by 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 unless payment for same has been guaranteed by the Veterans Administration for P. L. 16 or P. L. 346 students.

**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 cashiers 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, nor can food be brought into the cafeteria or Student Center by organizations for special services. The regular food service staff is in charge of all food purchases, preparation, and serving.
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 Student Personnel 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)
Pi Kappa Alpha, Delta Chi Chapter (1952)
Lambda Chi Alpha Colony (1952)
Sigma Phi Epsilon, Nebraska Beta Chapter (1951)

Panhellenic Council

Alpha Xi Delta, Gamma Delta Chapter (1950)
Chi Omega, Zeta Delta Chapter (1949)
Sigma Kappa, Beta Omega (1950)
Zeta Tau Alpha, Gamma Mu Chapter (1950)

PROFESSIONAL FRATERNITIES

Delta Sigma Pi, Gamma Eta Chapter, (business administration—men)
1949
Phi Theta Chi, (business administration—women) 1951

INDEPENDENT GROUP

University of Omaha Independent Students Association (1935)

LEADERSHIP HONOR SOCIETIES

Omicron Delta Kappa, University of Omaha Circle (senior men)
Waokiya (senior women), founded at University of Omaha, 1950
PUBLICATIONS

Gateway (newspaper)
Tomahawk (yearbook)
Student Directory
Grain of Sand (literary magazine)

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)
Phi Mu Alpha Sinfonia (music—men)
Pi Gamma Mu (social science)
Pi Kappa Delta (forensic)
The Club (English)

SERVICE GROUPS

Alpha Phi Omega (scouting men)
Feathers, Phi Sigma Chi (women)
Inter-pep Council
Warriors, Omicron Pi Omicron (men)
Pinfeathers (freshman women's pep club)
Omaha University Red Cross College Activities

SPECIAL INTEREST GROUPS

Angel's Flight
Arnold Air Society
Association for the Study of Group Dynamics
Band
Brush and Easel
Chemistry Club
Chorus
Debate
French Club
Future Teachers of America
University Players

German Club
Home Economics Club
Orches
Orchestra
Pre Med Club
Press Club
Retailing Club
Sociology Club
Spanish Club
Student Affiliate Chapter of American Chemical Society
ATHLETIC CLUBS
"O" Club (honorary—men)
Omaha University Womens' Intramural Association
(open to all women students)
Physical Education Majors Club (men)
Physical Education Minors Club (women)
Watersports Club (men and women)

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 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 Student Personnel and upon payment of the duplicate card fee. A charge of $3.00 will be made for a duplicate copy of the activity card lost during the first nine weeks of class. A charge of $1.50 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 Office of the Dean of Student Personnel.

ALUMNI ASSOCIATION

The University of Omaha Alumni Association is a growing 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.

Six times during the school year the newly designed magazine, INJUN, is sent to approximately 5000 alumni. A monthly newsletter goes to alumni all over the country.

Under its direction, the Quarterback Club, Homecoming, Lang Syne Dance, 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 92,000 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 20,000 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 450 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' adviser 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 Student Personnel, 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)
S. H. Elwood Scholarship
Ray R. Ridge Memorial Scholarship
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

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

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 Negro 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 in their previous work and an average grade of 3.25 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 baccalaureate 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 quality point average, not only for all University of Omaha courses, but also for all courses taken at other colleges and universities.
ACADEMIC STANDING

COURSE CREDIT

Course credit is determined by the number of hours per week a class is in session, with some exceptions such as laboratory, physical education, band, and choir. 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 a regular 15 hour load during the preceding semester. Application for permission to register for 18 hours or more should be made first to the academic counselor and then to the academic Dean.

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.

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

6. 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.

CLASSIFICATION, GRADES, QUALITY POINTS, AND PROMOTION

A student's academic classification is determined by the number of semester hours of academic credit earned and the quality of his work as expressed in quality points.
UNIVERSITY OF OMAHA

<table>
<thead>
<tr>
<th>Academic Classification</th>
<th>Range in Semester Hours</th>
<th>Minimum Quality Points</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>0 through 26</td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td>27 through 57</td>
<td>40</td>
</tr>
<tr>
<td>Junior</td>
<td>58 through 90</td>
<td>104</td>
</tr>
<tr>
<td>Senior</td>
<td>91 through 124</td>
<td>182</td>
</tr>
</tbody>
</table>

Grades are determined by the daily record of the student and the record made on quizzes, mid-semester and semester examinations. The weight attached to each of these factors is determined solely by the instructor of the course.

The grading system is as follows:

Passing grades are A, B, C, and D, the last named being the lowest. F indicates failure and results in loss of credit. Each hour of credit carries quality points computed according to the following schedule:

- For each semester hour of A, 4 quality points
- For each semester hour of B, 3 quality points
- For each semester hour of C, 2 quality points
- For each semester hour of D, 1 quality point

In addition to the above, the grades "Con. (condition) and "Inc." (incomplete) carrying "0" quality points are given under the following provisions:

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 receiving the grade "Con." or "Inc." will be held responsible for understanding the regulations governing removal of "Con." and "Inc." found under General Academic Regulations, Examinations, page 37.

Class promotion is in accordance with the following schedule of credit hours and quality points earned:

- Sophomore: 27 semester hours — 40 quality points
- Junior: 58 semester hours — 104 quality points
- Senior: 91 semester hours — 182 quality points

To be eligible for a degree or an associate title, a student must present a scholastic average of "C" — 2.0 quality points.

All grades are reported by the faculty to the Registrar at the end of each semester and become a part of the student's permanent record.
DROPPING A COURSE

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.

EXAMINATIONS

All examinations must be taken at the schedule time, otherwise late fee is charged. See page 41 for special examination fee.

ACADEMIC PROBATION

Academic probation is a status that is invoked whenever the academic performance of the student gives indication that he is falling significantly below the rate of academic progress expected of his academic classification. It is a period during which the student is given an opportunity to determine for himself whether he should continue his present college program relatively unchanged. Whenever a student in the Regular Session or the Summer Session, or a student whose work is divided between the Regular Session and the College of Adult Education completes a semester with a quality point average as shown in the table below, his case will be considered by the committee on Academic Standing and he may be placed on Academic Probation by action of the committee.

- FRESHMAN, when any semester average falls below 1.2 or the cumulative average falls below 1.5 at the time he has earned 12-26 hours of credit.
- SOPHOMORE, when any semester average falls below 1.6 or the cumulative average falls below 1.8 at the end of the sophomore year.
- JUNIOR, when any semester average falls below 1.8 or the cumulative average falls below 2.0 at the end of the junior year.
- SENIOR, when any semester average falls below 2.0 or the cumulative average falls below 2.0 at the end of the senior year.
- SPECIAL, when any semester average or the cumulative average falls below that required of a regular student with equivalent credit hours.

To be restored to good standing, a student must earn the required minimum semester quality point average or raise his cumulative quality point average to the required minimum for his academic classification.
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 classification.

At mid-semester, the Office of the Dean of Student Personnel 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 Academic Standing.

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.

**ACADEMIC 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 Academic Standing.

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 Academic Standing will entertain applications for reinstatement which carry the appropriate academic Dean's recommendations when they have been presented not later than September 1 for the first semester and January 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**

_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.

_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.
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.

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.

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 Student Personnel at the middle of the semester. The last week of the semester is devoted to final examinations. Each examination is scheduled for two hours.

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.

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.

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.

Graduate Study — See page 158.
UNIVERSITY CREDIT COURSES

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 evening classes, the summer sessions, or for correspondence study, are listed by departments. General introductory courses 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
500—Courses open primarily to graduate students

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.
Tuition and Fees

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. The total amount for tuition and fees varies with the number of hours of classroom and laboratory work taken.

The tuition cost for a normal class load of 15 semester credit hours at $6 per credit hour is $90 per semester for students who are residents of Omaha. On the average, an additional $35 will cover registration, matriculation, activity, health and laboratory fees, making the total semester cost for tuition and fees approximately $125. Students who are not residents of Omaha (See page 42) pay an additional $4 per credit hour, hence for a normal 15 semester-credit-hour load, non-residents would pay an additional $60.

INSTRUCTION

Tuition, per semester credit hour:
- Day school, regular session ............................................. $ 6.00
- Adult education, evening classes ........................................ 6.00
- Summer Session .......................................................... 6.00
- Correspondence courses (does not require non-resident fee) ....... 6.00
- Graduate courses .......................................................... 8.00
- Extension courses — off campus —
  - Undergraduate .......................................................... 10.00
  - Graduate ................................................................. 12.00
- Non-resident, additional tuition per credit hour (See page 42) ... 4.00

REGULAR FEES

Activity Fee:
- Day school ................................................................. 9.00
  - Payable each semester by every student registered for day classes carrying six or more hours. Covers athletics, publications, and general student activities. Any day student carrying less than six hours may purchase an activity ticket by paying the fee.

Air Force ROTC:
- Payable each semester by every ROTC student ...................... 2.00

College of Adult Education ............................................... .50
  - Payable each semester by every student registered.

Summer Sessions, payable by every student registered ............... 1.00

Guidance and Placement Tests: .......................................... 3.00

Health Service:
- Day school, each semester .............................................. 2.00
- Summer Sessions ......................................................... 1.00

Matriculation Fee ................................................................ 5.00
  - Payable only once in each College, and in the Graduate Division.
Registration Fees:
Payable each time a student registers
  Day school .................................................. 3.00
  College of Adult Education or Summer Session ................. 1.00
  Correspondence Study Department ............................... 1.50

LABORATORY FEES

ART:
  Materials fee, per course (except Art 231, 232, 241, 242, 341, 342) ........ $ 5.00
  Kiln fee, per course 131, 132, 261, 262, 351, 352, 451, 452 ................ 5.00

BIOLOGY:
  Equipment and supplies, per course (except 325, 415, 417) .................. 5.00

BUSINESS ADMINISTRATION:
  Commercial Arts — Typewriting 17, 18, 29 ............................ 4.00
  Commercial Arts — Stenography 12, 35, 36, 40 ............................ 1.00

CHEMISTRY:
  Apparatus and supplies, per course (except 302) ....................... 8.00

EDUCATION:
  Arts and Crafts, courses 202 and 336, materials ....................... 2.50
  Student Teaching, courses 333, 334, 343, 344, 357, 358 .................. 10.00

HOME ECONOMICS:
  Foods, courses 101, 102, 201, supplies, per course ..................... 7.50
  Clothing and Textiles, courses 103, 104, 106, 202, 303, 304, machines
    and supplies, per course .................................. 3.00

JOURNALISM:
  Course 311, Newspaper Photography ............................ 3.00

MUSIC:
  Applied, per semester hour credit in course ....................... 1.50

NATURAL SCIENCE:
  Apparatus and supplies, per course ............................ 5.00

PHYSICS:
  Apparatus and supplies, per course ................................ 8.00

PHYSICAL EDUCATION:
  Courses 111, 112, 113, 114, 211, 212, 221, 222, 223, 224, 225 .......... 1.00
  Locker fee, per semester ..................................... 1.00

SHOP:
  Engineering 110, 111, 214, 215, 310, 311, 315, 316, per course ........ 7.00
  Surveying 200 ................................................................ 3.00

VOCATIONAL TESTING AND COUNSELING:
  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.
UNIVERSITY OF OMAHA

MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
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<tr>
<td>Audit fee, per course</td>
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<tr>
<td>Change of schedule card</td>
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<td>Deferred payment, per semester</td>
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<td>Late registration for day school, first week, additional charge, each succeeding week</td>
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</tr>
<tr>
<td>Late reporting fee for pre-registration guidance and placement tests and physical examination</td>
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</tr>
<tr>
<td>Late registration for Adult Education students and Summer Sessions students</td>
<td>1.00</td>
</tr>
<tr>
<td>Locker fee</td>
<td>1.00</td>
</tr>
<tr>
<td>Postage fee, payable for each Correspondence Study Course</td>
<td>1.30</td>
</tr>
<tr>
<td>Special examination, final, proficiency, or credit by examination</td>
<td>2.00</td>
</tr>
<tr>
<td>Special examination, other than final</td>
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</tr>
<tr>
<td>Transcript (one copy furnished free), each additional copy</td>
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</tr>
<tr>
<td>Thesis binding fee</td>
<td>10.00</td>
</tr>
<tr>
<td>Duplicate copies of transcript requested at the same time as original</td>
<td>.25</td>
</tr>
</tbody>
</table>

GRADUATION FEES

- Graduate Division: $15.00
- Undergraduate Colleges, Baccalaureate degrees: 10.00
- Associate Titles: 5.00

REFUND SCHEDULE

Refunds are computed from the date application is received by the Registrar, not from date of withdrawal from classes. Refund slips issued by the Registrar and given to students are void and not redeemable, unless presented to the cashier (Business Office, Room 238) within 90 days after date of issue.

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, or unless application for withdrawal is filed before the first class meeting of a semester.

A student must file notice of withdrawal from any class, accompanied by written approval of the adviser and the Dean of Student Personnel, 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 or unless application for withdrawal is filed before the first class meeting of a semester.

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 his adviser and his Dean will receive refunds on tuition, non-resident tuition, and other fees in accordance with the following schedules:

*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.*
Withdrawal before classes start .................................................. 100%
Withdrawal during first or second week ........................................ 90%
Withdrawal during third or fourth week ....................................... 75%
Withdrawal during fifth or sixth week ......................................... 50%
Withdrawal during seventh or eighth week .................................. 25%
Withdrawal after the eighth week .............................................. 0%

**Summer Sessions**
Withdrawal during first three days .......................................... 100%
Withdrawal during remainder of first week .................................. 80%
Withdrawal during second week .................................................. 60%
Withdrawal during third week ................................................... 40%
Withdrawal after third week ..................................................... 0%

**College of Adult Education**
*Credit Courses and Non-credit Courses of 10 Weeks or More*
Withdrawal within first week ..................................................... 100%
Withdrawal within second week .................................................. 90%
Withdrawal within third week ................................................... 80%
Withdrawal after third week ..................................................... 0%

**College of Adult Education**
*Non-credit Courses of Less Than 10 Weeks*
Withdrawal before first class meeting ........................................ 100%
Withdrawal after first class meeting ......................................... 0%

**Correspondence Study**
Refund for a Correspondence Study course will be granted only if written request is made within six months of the date of registration for the course. When a course is dropped, a $2.00 change-of-program fee, plus $1.00 for each completed lesson, is retained by the University.

**Technical Institute**
See the Director of the Technical Institute for refund schedule.

**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 over 21 years of age living in Omaha (whose parents or
legal guardians live outside the City of Omaha), who 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 challenged 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 liberal education, which has been given for centuries by the College of Arts and Sciences or its equivalent, is responsible for much in the cultures of modern civilization. This education has provided also 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 (see page 138), economics, English, the fine arts (art, music), 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 determined largely by the requirements of the graduate or professional college which students intend to enter. If arranged carefully, 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. The professional colleges are stressing increasingly 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 or 4 semesters of Air Force ROTC 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 sciences, 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, 239, 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. A candidate meeting the requirements in each of two fields may present a double major in those fields.

5. Maximum hour limits—No candidate may count toward the Bachelor of Arts 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 re-
quirements 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 re-
   quirements of the College.

3. Foreign Language—The candidate must present one year of col-
   lege 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
   Bachelor of Fine Arts 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 schools.

Students who plan to teach can meet the requirements for the degree
Bachelor of Arts as well as the requirements for the Nebraska Secondary
School Certificate. The Dean of the College of Education must be con-
sulted about the subjects required for a teaching certificate.
REQUIREMENTS 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 the entrance requirements of the College of Arts and Sciences have been met.

2. When 64 semester hours of work have been satisfactorily completed, with an average grade of "C", and the requirements described in Paragraphs 3, 4, and 5 of the General Requirements and in Paragraph 3 of the Requirements for the Degree, Bachelor of Arts.

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

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.

Under requirement 6 (page 46), students who take 3 years of pre-legal work may complete the requirements for the B. A. degree after the first year in law school.

PRE-MEDICAL CURRICULUM

Miss Ward, Adviser

Pre-medical students must secure a minimum of 90 semester hours of college credit before making application to enter most medical colleges. Medical colleges ordinarily give preference to students who have received a baccalaureate degree. The pre-medical program must include at least 6 hours in English, 15 hours in chemistry, which must include complete courses in inorganic and organic chemistry, 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 have been earned 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.
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
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<tr>
<td>First Semester</td>
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<td>*Mathematics (College Algebra</td>
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</tr>
<tr>
<td>or College Algebra and Trigonometry)</td>
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<tr>
<td>Modern foreign language</td>
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<tr>
<td>Chemistry 111 or 181</td>
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<td>English</td>
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<td>†Physical Education</td>
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<td>Elective</td>
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<td>15-18</td>
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<td>Second Semester</td>
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<td>*Mathematics (Trigonometry or</td>
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<td>College Algebra and Analytical</td>
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<td>Geometry)</td>
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<td>Modern foreign language</td>
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<td>Chemistry 112 or 182</td>
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<td>English</td>
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<td>Second Year</td>
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<td>Chemistry 213</td>
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<td>Biology 113</td>
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<td>Third Year</td>
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<td>*Physics 111 or 211</td>
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<td>Electives</td>
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*Five hour courses if majoring in chemistry.
†Male students may elect Air Force ROTC.
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; C, correspondence. Evening courses (E) are not indicated unless such courses are offered only in the College of Adult Education. Courses without any designations will not be offered this year. Courses may be offered in semesters other than designated.

THE GENERAL INTRODUCTORY COURSES

A liberal education aims to set men’s minds free by equipping them with a comprehensive knowledge of the culture which we have inherited; it avoids specialization and the artisan’s training in techniques. The three divisional courses described below transcend departmental barriers, surveying the whole field of knowledge, in order to communicate general understanding.

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

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 (I, II, S)......................... Mr. Garlough

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, II)..........................Mr. McMillan and Staff

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, political and economic institutions from the Ancient, Near Eastern, Greek and Roman periods to the present, is presented. Credit 5 hours per semester (I—II).........................Mr. Beck
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 Bachelor of Arts 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.

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 62 credit hours in art and a maximum of 68 credit hours in art as advised by the art faculty.

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—II, II, S) ............................ Mr. Koch

121 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—II, II, S) ............................ Mr. Koch

131 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—I, II) ............................... Mr. Koch

211 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 3 hours each (I, II, S—I, II, S) ............................. Mrs. Koch

221 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, S—I, II, S) ............................. 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 (I, II)................................. Staff

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 each (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 each (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—I, II)................................. Mr. 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—I, II)................................. Mrs. Koch

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, S)................................. Mrs. Koch

Intermediate Oil Painting: Two two-hour laboratory periods and one lecture period weekly; advanced problems in composition in oil. Prerequisite: Art 311. Credit 3 hours (I, II, S)................................. Mrs. Koch

History of Modern Art: History and development of modern painting, sculpture, and architecture. Not open to freshmen. Credit 3 hours (I)................................. Staff

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 (I)................................. Staff
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

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

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

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) ... Staff

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 (II) ... Staff

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

CHEMISTRY

Professor Ward (Head); Associate Professors Berueffy, Rathmann; Assistant Professor 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, 414, 451-452, 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.

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

Elementary Organic Chemistry: A course in organic chemistry with special reference to the problems of home economics and nursing. Lecture 3 hours, discussion 1 hour, laboratory 4 hours. Prerequisite: Chemistry 101, 112, or 182. Credit 5 hours (II) ... Mr. Stageman

Elementary Survey of Organic and Biological Chemistry: An integrated course in organic and biological chemistry with emphasis upon the human body as a site of chemical reaction. Lecture 3 hours, discussion 1 hour, laboratory 4 hours. Prerequisite: Chemistry 101, 112, or 182. Credit 5 hours (II) ... Mr. Stageman

General Chemistry: Lecture 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—II, S) ... Mr. Berueffy
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 Chemistry: Lecture 3 hours, laboratory 4 hours. Prerequisite: 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, S) ........................................ 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 111-112, or 181-182. 213 prerequisite to 214.
Credit 4 or 5 hours each (I, S—II) ........................................ Mr. Rathmann

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) ........................................ Staff

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, S) ........................................ 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. Berueffy

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

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. Rathmann

449 Theoretical Principles of Organic Chemistry: A detailed study of the fundamental principles, theories and laws governing the properties and reactions of organic compounds. Prerequisite: Three years of college chemistry, including Chemistry 214 and 350, and Physics 212. Lecture 5 hours.
Credit 3 hours each (I—II) ........................................ Mr. Rathmann

*Does not apply toward the degree Bachelor of Arts.
UNIVERSITY OF OMAHA

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

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. Berueffy, Mr. Rathmann, Miss Ward

ECONOMICS

Professor Crane (Head); Assistant Professor Somny

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:
  - Finance, Marketing, Business Cycles, Government and Business.

Principles of Economics: Modern economic society is analyzed, with special emphasis upon national income problems, labor, public finance, banking, business fluctuations, agriculture, and comparative economic systems. 211 prerequisite to 212. Credit 3 hours each (I, II, S—I, II, S). Mr. Crane

American Economic History: A survey of American economic development. No prerequisite, but Economics 211, History 211 and 212 are desirable. Credit 3 hours (I). Mr. Crane

Money and Banking: Price levels, monetary and banking theories, effect of banking structure on business fluctuations. Prerequisite: Economics 211. Credit 3 hours (I, II, S). Mr. Somny

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). Mr. Crane

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). Mr. Somny

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). Mr. Somny

Economic Geography: A study of how man has adapted his productive activities to the physical environment. Credit 3 hours (II). 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 (alternate years) ........................................ 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) .......................................................... 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 (alternate years) ........................................ Mr. Somny

416 History of Economic Thought: A study of the development of economic doctrines, from classical thought to the present time. Prerequisite: Economics 212. Credit 3 hours (alternate years) ........................................ Mr. Crane

417 Economic Policy: A special study of one or more of the following problems, selected as to timeliness and importance: inflation, unemployment and stabilization, economics of national defense, foreign investment, world economic cooperation, economic warfare. Prerequisite: Economics 212. Credit 3 hours (II) .................................................. 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—II) ..................... Mr. Crane, Mr. Somny

ENGLISH

Professor Wardle (Head); Associate Professors Gearhart, Harper; Assistant Professors Berry, Nyholm, Young; Assistant Instructor Harwick

Students who elect a major in English literature must pass, as prerequisites, 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

Students primarily interested in American literature may substitute History 211 and 212 for History 311 and 312 as prerequisites, and may also substitute English 367 for the courses in Group A and English 368 for the courses in Group B. In addition they must pass both courses listed as options in Group G.

Students primarily interested in Creative Writing may be exempted from the prerequisite in History and may substitute English 331 for the courses in Group A and English 371 or 372 for the courses in Group B or Group E.

Students who wish to teach English in secondary schools may elect either (1) the major described above, in which case they must satisfy the requirements for the
Nebraska Secondary School Certificate, or (2) a major in the College of Education, in which case they must pass as prerequisites English 231 and 232, History 311 and 312, and either English 239 or 240 or the equivalents. They must also pass, with a grade of "C" or above, one course (or the equivalent) from each of the following groups: English 434 or 468; English 437 or 439; English 381 or 382; English 225 or 283. In addition they must pass both English 245 and 246.

100 **English for the Foreign Born:** A study of pronunciation and phonetics; written composition and grammar; oral composition, reading, and vocabulary; and aural comprehension - designed to prepare the student of foreign birth for subsequent work in English; with permission of head of department.
Credit 3 hours (II) ................................. Miss Nyholm

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, C) .......................... Mr. Harper and Staff

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

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

225 **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 111, 112 or proficiency.
Credit 3 hours (II) ................................. Mrs. Gearhart

231 **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, C) .............................. Mr. Wardle

232 **Introduction to English Literature:** Continuation of English 231, from Samuel Johnson to the present. Prerequisite: English 112 or proficiency.
Credit 3 hours (II, C) ................................. Mr. Wardle

239 **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) ................................. Mr. Harper

240 **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

245 **American Literature:** A survey of American literature to the Civil War. Prerequisite: English 112 or proficiency.
Credit 3 hours (E, C) ................................. Mr. Harper

*Not more than 3 hours of credit may be obtained from English 112 and 114.
*Does not apply toward the degree Bachelor of Arts.
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<th>Course Code</th>
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<th>Prerequisite</th>
<th>Credit Hours</th>
<th>Instructor</th>
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<tr>
<td>246</td>
<td>American Literature: A survey of American literature since the Civil War.</td>
<td>Prerequisite: English 112 or proficiency.</td>
<td>3</td>
<td>Mr. Harper</td>
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<td>283</td>
<td>The Contemporary Novel: A study of some of the most important ideas, techniques, and authors of the novels of the twentieth century.</td>
<td>Prerequisite: English 112 or proficiency.</td>
<td>3</td>
<td>Mr. Harper</td>
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<td>285</td>
<td>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.</td>
<td>Prerequisite: English 112 or proficiency.</td>
<td>3</td>
<td>Mr. Harper</td>
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<tr>
<td>331</td>
<td>Narrative Writing: Discussion of and practice in various types of narrative writing; with permission only.</td>
<td>Prerequisite:</td>
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<td>Mrs. Gearhart</td>
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<td>360</td>
<td>Contemporary Poetry: British and American poetry since 1900.</td>
<td>Prerequisite: English 232.</td>
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<td>Mr. Harper</td>
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<tr>
<td>364</td>
<td>Contemporary American Literature: Representative selections from the poetry, prose, and drama of the United States since 1920.</td>
<td>Prerequisite: English 232.</td>
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<td>Mrs. Gearhart</td>
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<tr>
<td>367</td>
<td>The American Novel: A study of the major American novelists from Hawthorne to the present.</td>
<td>Prerequisite: English 246.</td>
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<td>Mr. Harper</td>
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<tr>
<td>368</td>
<td>The American Drama: A study of the American drama and its theatrical background from the beginning to the present day, with concentration on the drama of the twentieth century; with permission of instructor.</td>
<td>Prerequisite:</td>
<td>3</td>
<td>Mr. Harper</td>
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<tr>
<td>371</td>
<td>Advanced Composition: Critical and creative writing; with permission only.</td>
<td>Prerequisite:</td>
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<td>Mr. Wardle</td>
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<tr>
<td>372</td>
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<td>Prerequisite:</td>
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<td>Mr. Wardle</td>
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<td>381</td>
<td>Romantic Poetry: A study of the Romantic period.</td>
<td>Prerequisite: English 232.</td>
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<td>Mrs. Gearhart</td>
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<td>382</td>
<td>Victorian Poetry: Poetry of the Victorian period, with emphasis on that of Browning and Tennyson.</td>
<td>Prerequisite: English 232.</td>
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<td>Mrs. Gearhart</td>
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<tr>
<td>400</td>
<td>Advanced Studies: Individual study under departmental supervision; with permission of Head of Department.</td>
<td>Prerequisite:</td>
<td>6</td>
<td>Staff</td>
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<td>433</td>
<td>Elizabethan Non-Dramatic Literature: Poetry and prose of the age of Shakespeare.</td>
<td>Prerequisite: English 231.</td>
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<td>Mr. Berry</td>
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<tr>
<td>434</td>
<td>Chaucer: A study of the works of Chaucer.</td>
<td>Prerequisite: English 231.</td>
<td>3</td>
<td>Mr. Harper</td>
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<tr>
<td>437</td>
<td>Shakespeare's Tragedies: A critical study of six tragedies.</td>
<td>Prerequisite: English 231.</td>
<td>3</td>
<td>Mr. Wardle</td>
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<td>439</td>
<td>Shakespeare’s Comedies and Histories: A rapid reading of approximately twenty of the plays. Credit 3 hours (I)</td>
<td>English 231.</td>
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<td>Mr. Wardle</td>
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<tr>
<td>440</td>
<td>Eighteenth-Century Literature: Readings in the major authors of the Age of Pope and the Age of Johnson. Credit 3 hours (II)</td>
<td>English 231 or English 232.</td>
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<td>Mr. Wardle</td>
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<td>445</td>
<td>Nineteenth-Century Prose: A study of the fiction and essays of the nineteenth century. Credit 3 hours (S)</td>
<td>English 232.</td>
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<td>Staff</td>
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<tr>
<td>448</td>
<td>Seventeenth-Century Literature: A study of the poetry and prose of the seventeenth century and of the drama during the Restoration. Credit 3 hours (I)</td>
<td>English 231.</td>
<td>3</td>
<td>Mr. Berry</td>
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<tr>
<td>450</td>
<td>English Drama before 1642: A study of the development of the English drama, exclusive of Shakespeare, from the beginnings to 1642. Credit 3 hours (S)</td>
<td>English 231.</td>
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<td>Mr. Wardle</td>
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<tr>
<td>465</td>
<td>The English Novel: A study of the development of the novel in England, especially during the eighteenth and nineteenth centuries. Credit 3 hours (II)</td>
<td>English 232.</td>
<td>3</td>
<td>Mr. Berry</td>
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<tr>
<td>468</td>
<td>History of the English Language: Lectures on the structural development of the English language and readings in various periods of English. Credit 3 hours (alternate years)</td>
<td>English 231.</td>
<td>3</td>
<td>Mr. Harper</td>
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<tr>
<td>504</td>
<td>History of Literary Criticism: A study of the history of literary criticism from the beginnings to the present time, with emphasis on the criticism of ancient Greece and Rome, nineteenth century England, and twentieth century America. Credit 3 hours (alternate years)</td>
<td>Graduate standing or permission of head of department.</td>
<td>3</td>
<td>Mr. Wardle</td>
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### FOREIGN LANGUAGES AND LITERATURES

**Professor Espinosa (Head); Assistant Professors Maxwell, Schmalz**

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

It is strongly recommended that majors in foreign languages enlarge their field of concentration beyond the eighteen hours required for their major by completing an additional twelve credit hours in the 300 or 400 groups of another foreign language.

**Special Major in Foreign Languages for Inter-American Trade.** In response to student interest in trade between the United States and Latin America, the department is offering a major in Foreign Languages for Inter-American Trade. This major consists of a minimum of twenty-four hours, six of which will be in basic Portuguese, the language of Brazil, and the other eighteen in upper-division Spanish courses, as follows: Portuguese 111 and 112, Spanish 335, 336, 339, 349, 351 and 352.

Under the direction of the head of the Foreign Language Department and the advice of the heads of the departments concerned, approximately one-third of the
work completed in the last two years must be taken, as a supporting program, from the fields of economics, government, history, psychology, and business.

Candidates for this special major will follow the general and academic requirements for the Bachelor of Arts degree.

**FRENCH**

111 French: Elementary conversation, reading and writing; essentials of grammar; conversational practice supplemented by audio-oral laboratory activities. Prerequisite: (112) French 111 or one year of high school French. Credit 5 hours each (I, S-II, S) .........................Mr. Schmalz

211 French Reading: Development of the ability to read and speak French; continuation of audio-oral laboratory activities. Prerequisite: (211) French 112 or two years of high school French; 211 prerequisite to 212. Credit 3 hours each (I, S-II, S) .........................Mr. Schmalz

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

230 Modern French Drama: Study of leading French dramatists since 1850. Prerequisite: French 212. Credit 3 hours (I) .........................Mr. Schmalz

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

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

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

443 Correlated Readings: Individual problems; each student reads material in French relating to his particular fields of interest. Prerequisite: French 212. Credit 1 to 3 hours (I, II) .........................Mr. Schmalz

**GERMAN**

111 German: Elementary conversation, reading and writing; essentials of grammar. Conversational practice supplemented by audio-oral laboratory activities. Prerequisite: (112) German 111 or one year of high school German. Credit 5 hours each (I, S-II, S) .........................Mr. Maxwell

211 German Reading: Further development of the ability to read and speak German; continuation of audio-oral laboratory activities. Prerequisite: (211) German 112 or two years of high school German; 211 prerequisite to 212. Credit 3 hours each (I, S-II, S) .........................Mr. Maxwell

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) .........................Mr. Schmalz
### 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)  
Mr. Schmalz

### 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)  
Mr. Schmalz

### Goethe:
A study of Faust and other major works. Prerequisite: Permission of instructor.
Credit 3 hours (II)  
Mr. Schmalz

### Correlated Readings:
Individual problems; each student reads material in German relating to his particular fields of interest. Prerequisite: German 212.
Credit 1 to 3 hours (I, II)  
Mr. Schmalz

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

### Italian
111 **Italian:** Elementary conversation, reading, and writing, essentials of grammar; 112 conversational practice supplemented by audio-oral laboratory activities. Prerequisite: (112) Italian 111 or one year high school Italian.
Credit 5 hours each (I, II)  
Mr. Espinosa

### Portuguese
111 **Portuguese:** Elementary conversation, reading, and writing, essentials of grammar; 112 conversational practice supplemented by audio-oral laboratory activities. 111 prerequisite to 112.
Credit 3 hours each (I, II)  
Mr. Espinosa

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

### Spanish
111 **Spanish:** Elementary conversation, reading and writing; essentials of grammar; conversational practice supplemented by audio-oral laboratory activities. Prerequisite: (112) Spanish 111 or one year of high school Spanish.
Credit 5 hours each (I, S—II, S)  
Mr. Espinosa

### Spanish Reading:
Further development of the ability to read and comprehend Spanish. Prerequisite: (211) Russian 112; 211 prerequisite to 212.
Credit 3 hours each (E)  
Staff

### Russian Reading:
Development of the ability to read and comprehend Spanish; continuation of audio-oral laboratory activities. 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
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

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

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

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

Export-Import Documents: Interpretation, analysis, and drafting of export-import documents current in Inter-American Trade; emphasis on both Spanish and English terminology. Prerequisite: Spanish 212.
Credit 3 hours (II) ....................... Mr. Maxwell

La actualidad en la America Latina (History in the Making in Latin America): A realistic glance of the manyfold aspects of life in Latin America today as it transpires from the pages of leading Spanish newspapers from the American republics. Conducted entirely in Spanish. Prerequisite: Spanish 335 or permission of instructor.
Credit 3 hours (II) ....................... Mr. Espinosa

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

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

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

The Modern Drama: Spanish drama from the post-romantic period to the present. Prerequisite: Spanish 212.
Credit 3 hours (I) ....................... Mr. Maxwell

The Modern Novel: Representative works of Galdos, Pereda, Pardo-Bazan, Valdes, Baroja, Valle Inclan, Blasco Ibanez, Trigo, Miro. Prerequisite: Spanish 212.
Credit 3 hours (II) ....................... Mr. Espinosa

Cervantes: “Don Quixote” and other works. Permission of Instructor.
Credit 3 hours (I) ....................... Mr. Maxwell

Correlated Readings: Individual problems. Each student reads material in Spanish relating to his particular fields of interest. Prerequisite: Spanish 212.
Credit 1 to 3 hours (I, II) ............... Mr. Espinosa, Mr. Maxwell

SWEDISH

Swedish: Elementary conversation, reading, and writing; essentials of grammar. 111 prerequisite to 112.
Credit 3 hours each (E) .................. Staff
GENERAL SCIENCES

Professor Garlough (Head); Associate Professor McMillan, Assistant Professors Derbyshire, Doss, Durand; Instructor Trankle.

A major in science consists of any three of the following: Natural Science 101-102, Chemistry 111-112 (or 181-182 or 101-102), 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 each (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, laboratory. Prerequisite for Arts and Science students: College biology or Natural Science 102. Credit 3 hours (I) Mr. Trankle

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, II) Mr. Garlough

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

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) Staff

312 Public Health: The nature and control of factors affecting the health of the community. Lecture, demonstration, discussion, quiz. Prerequisite: Bacteriology. Credit 3 hours (II) Mr. Trankle

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 (I, II) Mr. Garlough
336 **Advanced General Bacteriology.** Lecture, discussion, laboratory. Prerequisite: grade of "C" or above in Biology 225. Credit 3 hours (II) .................................................. Mr. Trankle

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. Trankle, 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

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

The following courses may be taken by special permission:

*Biology 320, 325, 331, 361, 395, 396*

**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, C) ............................................. Miss Holliday

**GEOLOGY**

211 **Introductory Geology:** Survey course in the fundamentals of geology. Credit 3 hours (E) .............................................................. Staff

212 **Historical Geology:** A history of the earth, deduced largely from strata and their entombed fossils. Credit 3 hours (E) .............................................................. Staff

*For elective credit only; may not be used to meet the natural science requirement.

**PHYSICS**

A major in physics consists of a minimum of 15 hours of advanced physics beyond the general courses (111, 112, or 211, 212). At least 9 hours of the advanced credit in physics must require mathematics through the calculus as a prerequisite. Sufficient chemistry should be taken to acquire credit in a course in physical chemistry. This would normally be one year of general chemistry plus physical chemistry.
Engineering 230, Statics of Engineering, and Engineering 222, Meteorology, will be accepted as credit toward a major in physics leading to a Bachelor of Arts degree.

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 each (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, computation period, 1 hour; laboratory, 4 hours. Prerequisite: Two semesters entrance credit in physics and trigonometry. Credit 5 hours each (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 (alternate years)........................................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. 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 PRO­FESSORS BECK, TIRRELL, WESTRATE.

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 introduc­tory study of the basic forces shaping American life from the change in British colonial policy to the present. Credit 3 hours each (I, S, C—II, C)........................................Mr. Adrian
213 **Europe:** (213), 1500-1815; (214), 1815 to present; a general survey of the development of Europe beginning with the Reformation, the division of the courses coming at the Congress of Vienna. Credit 3 hours each (I—II). .......... Mr. Beck

214 **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 (I, II) ........... 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 (I) .................. 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 (II) ............... 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 (alternate years) .......... 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 (alternate years) .......... 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 (I, II) .................. 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 (II) .................. 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 (alternate years) .......... Staff
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: Three hours in European history.
Credit 3 hours (alternate years) .......................... 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) .................................. Miss Tirrell, 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: Consent of instructor.
Credit 3 hours each (alternate years) .......................... 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 (alternate years) .......................... 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 (I) .................................. 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, C) .................................. 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
UNIVERSITY OF OMAHA

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

Credit 3 hours (alternate years) ........................ Mr. Westrate

313 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

315 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

316 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

317 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 (I) ......................................... Mr. Utley, Mr. Westrate

318 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

322 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 (I) ......................................... Mr. Utley

323 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

326 American Diplomacy: The conduct and control of American foreign policies in terms of objectives, achievements, and historical background.
Credit 3 hours (II) ......................................... Mr. Utley, Mr. Westrate

327 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 (alternate years) ........................ Mr. Westrate

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

333 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
Current Problems in World Affairs: A detailed study of selected current problems in world affairs. Course incorporates the guest speakers of the World Affairs Institute. Prerequisites: Sophomore standing. Credit 3 hours each (I)..........................Mr. Beck

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; Assistant Professor Doss

Mathematics 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

Mathematics 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 (I, C)..........................Mr. Earl and Staff

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

Mathematics 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

Mathematics 113 College Algebra and Trigonometry: For students of mathematics, science, and engineering; the less advanced topics of college algebra and trigonometry. Includes all material covered in courses 111A and 112. Prerequisite: Three semesters of high school algebra and two semesters of high school geometry. Credit 5 hours (I)..........................Mr. Earl and Staff

Mathematics 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

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

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

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

Mathematics 224 Integral Calculus: A sequel to Mathematics 223. Prerequisite: Mathematics 223. Credit 4 hours (II, S, C)..........................Mr. Earl and Staff
253 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 111A, 253 or four semesters of high school algebra.
Credit 3 hours (II, S, C) .................................. Mr. Earl

304 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 (II, C) .................................. Mr. Earl

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

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

364 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

423 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 Brewer, 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 to participate over the four years in one or more of the department’s laboratory courses; i.e., orchestra, band or other instrumental ensembles, chorus or other choral ensembles.

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. Brewer
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. Brewer

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

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) ......................................................... Mr. Bush

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) ......................................................... Mr. Bush

Orchestra and Band Instruments, or Instrumental Techniques: The aim of this course is to prepare students who wish to teach instrumental classes and direct bands and orchestras; to familiarize them with all orchestra and band instruments through actual playing experience; to teach the rudiments of administration and supervision of instrumental music; and to acquaint students with instrumental methods and materials. Prerequisite: Music 212; 301 prerequisite to 302. Credit 2 hours each (I—II) ........................................ Mr. Feister

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) ........................................ Mr. Bush

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) ........................................ Mr. Feister

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) ........................................ Mr. Feister

Orchestration and Instrumentation: 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) ........................................ Mr. Feister

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, variations, the sonatina. Admission only on approval of the Head of the Department. Prerequisite: Music 312; 413 prerequisite to 414. Credit 3 hours each (I—II) ........................................ Mr. Bush
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) ................................. Mr. Fiester

Chorus: Study of best choral music, with public performances required. Membership, subject to director's approval, is open to any University student with or without credit.

Chorus (mixed voices): Three hours of rehearsal per week.
Credit 1 hour per semester (I, II) ................................. Mr. Brewer

Women's Chorus: One hour of rehearsal per week.
Credit ½ hour per semester (I, II) ................................. Mr. Brewer

Men's Glee Club: One hour of rehearsal per week.
Credit ½ hour per semester (I, II) ................................. Mr. Brewer

Madrigal Choir: One hour of rehearsal per week.
Credit ½ hour per semester (I, II) ................................. Mr. Brewer

College of Adult Education Choir: Three hours of rehearsal per week.
Credit 1 hour per semester (I, II) ................................. Mr. Brewer

Symphony Orchestra: Study of best orchestral literature, with public performances required. 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) ................................. Mr. Fiester

BAND: Stresses marching routines and band formations during the football season, after which the best concert band literature is studied. Public performances are required. 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:

Piano Cello Violin Organ
One hour (or two half-hours) of private lessons per week for a semester represents 3 credit hours per semester.

One half-hour private lesson per week for a semester represents 1 ½ credit hours per semester.

Voice Orch. Inst.
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.

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 head of the department.
PHILOSOPHY

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

221 Philosophy of Science: (221), physical sciences; (222), biological sciences.
222 Prerequisite: Consent of instructor.
Credit 3 hours each (S) .................................................. Mr. Payne

RELIGION

111 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) ........................................... Staff

211 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) .................................................. Staff

Credit 3 hours each (I—E) ........................................... Staff

315 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

332 Psychology of Religion: A consideration of the fundamental nature of religion and a study of mental phenomena of religious experience.
Credit 3 hours (E) .................................................. Staff

335 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
400 **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 (E) ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 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Psychology of the Exceptional Child: A study of the exceptional child and his needs, with special consideration given to physical, sensory, psychological, educational, social and emotional adjustment of individual problems. Prerequisite: Nine hours of psychology and permission. Credit 3 hours (II, S) ........................................... Staff

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

Advanced Educational Psychology: The implication of various schools of psychology thought to the problems of education. Prerequisite: Nine hours of psychology and senior standing. Credit 3 hours (II, S) ...................... Mr. MacRae, Mr. W. H. Thompson

APPLIED PSYCHOLOGY

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

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

Social Psychology: The application of the principles of psychology to social situations. Prerequisite: Six hours of psychology. Credit 3 hours (E) ........................................... Mr. C. E. Thompson

Psychology of Politics: Studies of political behavior and the psychological bases underlying such manifestations. Prerequisite: Permission. Credit 3 hours (I) ........................................... Mr. W. H. Thompson

Vocational Psychology: Psychological principles as they apply to the management and administration of various occupations, trade tests, advertising, rating scales, and other techniques. Prerequisite: Permission of the instructor. Credit 3 hours (I) ........................................... Mr. C. E. Thompson

Advanced Industrial Psychology (Business Psychology): A continuation of Psychology 333. Credit 3 hours (E) ........................................... Mr. C. E. Thompson

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: Fifteen 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 experimentation will be provided for students in the clinical field.

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, C) ........................................... 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.

SOCIOLOGY

Professor Sullenger (Head); Assistant Professors Somny and Wilber; Instructor Burchard.

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, C) ............... Mr. Sullenger, Mr. Burchard, 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, C) ............... Mr. Sullenger, Mr. Burchard, Mr. Wilber
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, Mr. Wilber

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

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

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, C) ............... Mr. Wilber

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

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) ......... Mr. Sullenger

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) .......... Mr. Burchard

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. Open to men and women. Credit 3 hours (E) .......... Staff

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

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, C) ............... Mr. Sullenger

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

Child Welfare: A study of the child, its heredity and environment, and the development of modern standards of child welfare. Case studies analyzed. Prerequisite: Sociology 212. Credit 3 hours (I, C) ...................... Mr. Burchard

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

*Sociology 211 and 216 may not both be taken for credit.
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)  

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)  

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, C)  

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)  

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)  

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)  

441 **Social Work Field Practice:** To provide supervised field work for students who plan to engage in social work. Prerequisite: permission.  
Credit 2—6 hours (I—II)  

451 **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)  

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

500 **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)  

503 **Twentieth Century Social Theory:** This course deals with contemporary social theory concerning the nature of science, social change, social problems, social differentiation, ecology, revolution, personality, social causation, sociometry and psychoanalysis. Prerequisite: Graduate standing in sociology.  
Credit 3 hours (II)
A major in the Department of 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 for a minimum of 24 hours.

Students who wish to major in speech should choose one or more fields of emphasis in public speaking, theatre, radio and television, or education at the beginning of the junior year.

The major counselor will advise students in the development of their speech program. Speech 225, 301, 311 and 341 are required of all departmental majors. Students may qualify for a double major in the fields of English and history. The following courses are suggested also for students desiring a consistent program in the speech fields:

**General Speech:** Speech 111 or 112, 312, 321, 326, 411.
**Public Speaking:** Speech 111 or 112, 215 or 216, 221, 312, 315, 411.
**Theatre:** Speech 112, 302, 321, 322, 326, 411, English 368.
**Radio & Television:** 302, 321 or 322, 325, 326, 425, 436, Business Administration 128 or 331.
**Education:** Speech 111 or 112, 312, 321, 326, 342.

111 **Fundamentals of Speech:** Oral communication of thought from speaker to audience; intensive practice in organizing, wording, and delivering speeches. A survey of the speech fields.
Credit 3 hours (I, II, S) ... Mr. Tyson, Mr. Clark, Mr. Linton

112 **Oral Interpretation of Literature:** A study of the basic principles of the art of oral interpretation of different types of literature.
Credit 3 hours (I, II, S) ... Mr. Clark

201 **Persuasion for Business and Industry:** Training in effective communication through practice in the typical business situations of getting a job, solving problems, or making sales.
Credit 3 hours (I, II, S) ... Mr. Tyson, Mr. Clark, Mr. Linton, Mr. Allen

215 **Persuasive Speech:** A study of the application of persuasive speaking to certain speech situations such as debate, judicial proceedings, and political campaigns.
Credit 3 hours (I, S) ... Mr. Tyson, Mr. Allen

216 **Persuasion in Discussion Groups:** Discussion techniques in committee hearings, panels, symposiums, and other small group activities.
Credit 3 hours (II, S) ... Mr. Tyson, Mr. Allen

221 **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: 3 hours of speech.
Credit 3 hours (I, S) ... Mr. Linton, Mr. Tyson, Mr. Clark

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

301 **Play Production:** An introduction to all phases of theatre art: production, acting, stage design. Prerequisite: Speech 111 or 112 or equivalent.
Credit 3 hours (I, S) ... Mr. Clark

302 **Dramatic Production:** A more detailed study of the theatre arts; emphasis on technical aspects of play production. Prerequisite: 301 or equivalent.
Credit 3 hours (II, S) ... Mr. Clark

*Does not apply toward degree of Bachelor of Arts.
The University has modern science laboratories.

Four nursing students study anatomy.
Air Force ROTC students learn flight familiarization.
The modern fieldhouse-stadium provides facilities for recreational leadership.
The home economics kitchens are well equipped.

Drawing is important to engineering stud...
Studies in Public Address: (311), American history as interpreted and shaped by great persuasive speakers from revolutionary to modern times. (312), Preparation and delivery of public address; criticism based on comparison with contemporary speakers. Prerequisites: (311) 3 hours of American history or speech; (312) 3 hours of speech. Credit 3 hours each (I, S—II) ...............................Mr. Tyson, Staff

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

Theatre Workshop: A study of the theory and technique of acting. Prerequisite: 301 and 302 or permission. Credit 3 hours (I) ..........................................................Mr. Clark

Advanced Theatre Workshop: A study of the techniques of technical theatre production. Prerequisite: 321 or permission. Credit 3 hours (II) .............................................Mr. Clark

Techniques of Broadcasting: (325), Radio and television announcing and continuity writing. (326), Production problems, with emphasis on music production. Prerequisite: Speech 225 or equivalent. Credit 3 hours each (I, II, S) ...................................Mr. Linton

Voice and Phonetics: A study of functional disorders of speech, the physiology of speech mechanism, and the international phonetic alphabet. The course focuses attention on the diagnosis and retraining of individual speech habits. Prerequisite: 3 hours of speech or by permission of the instructor. Credit 3 hours (I) ..................................................Mr. Tyson

Speech Techniques for Teachers: Designed to help teachers meet the problems of speech development. First semester, secondary teachers only; second semester, elementary teachers only. Credit 3 hours (I, II, S) ...........................................Mr. Clark, Mr. Tyson

Advanced Projects in Speech: The opportunity for students to pursue special research in a particular field of speech. Prerequisite: permission. Credit 3 hours each (I, II) .............................................Mr. Linton, Staff

Radio and Television Program Planning: A lecture and discussion course dealing with the techniques of planning, selling, and placing various types of programs on different stations. How to use advertising in the broadcasting medium. Prerequisite: Speech 225 or permission. Credit 3 hours (I, S) ..................................................Mr. Linton

Advanced Radio and Television Problems: The study of special production problems in radio and television with emphasis on the relationship of the director to his talent and to his artistic goals. Prerequisite: Speech 326. Credit 3 hours (II) ..................................................Mr. Linton

Public Speaking: All University students may participate in intercollegiate discussion and debate to qualify for membership in Pi Kappa Delta, national forensic honorary. See Mr. Tyson.

Radio and Television: Auditions are held periodically for student participation in radio and television activities. The department operates a "wired wireless" campus station and places weekly programs on local radio and television stations. Consult Mr. Linton for further information.

Theatre: All students may participate in University Theatre productions which are presented each semester under the direction of Mr. Clark. The students may join the University Players and become eligible for the national theatre honorary, Alpha Psi Omega.
THE COLLEGE OF APPLIED ARTS AND SCIENCES

CARL W. HELMSTADTER, Dean

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.

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. Engineering
2. Home Economics
3. Journalism

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 —

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

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.

Four semesters of Air Force ROTC or four credits in physical education meet the physical education requirement.

Students desiring to qualify for a secondary teaching certificate in connection with the above degrees 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 119.
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 complete 6 or 7 hours in English 109 and 111 or English 111 and 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.

COURSES OF INSTRUCTION

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 College of Adult Education. Courses may be offered in semesters other than indicated.

Courses in the College of Applied Arts and Sciences, Departments of Engineering and Journalism, which are accepted for the degree Bachelor of Arts are as follows:

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Journalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>105, Slide Rule and Computing Methods</td>
<td>115, News Writing</td>
</tr>
<tr>
<td>121, Engineering Drawing</td>
<td>116, News Editing</td>
</tr>
<tr>
<td>122, Descriptive Geometry</td>
<td>211, Radio and Television News Writing</td>
</tr>
<tr>
<td>200, Elementary Surveying</td>
<td>227, Newspaper Reporting of Public Affairs</td>
</tr>
<tr>
<td>222, Meteorology</td>
<td>312, History of American Journalism</td>
</tr>
<tr>
<td>230, Statics of Engineering</td>
<td>322, Editorial Writing</td>
</tr>
<tr>
<td></td>
<td>336, (B.A.) Advertising</td>
</tr>
<tr>
<td></td>
<td>416, Typography</td>
</tr>
<tr>
<td></td>
<td>422, Feature Writing</td>
</tr>
</tbody>
</table>
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.

**Two-Year Pre-Engineering Program:** The detailed program outlined below is the standard pre-engineering program of most colleges of engineering. Variations are permitted whenever a student determines the university in which he wishes to complete his four-year professional engineering program.

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, 311 or 315, and 350.

Upon the approval of the Dean of the College any or all courses in engineering may apply toward the degrees Bachelor of Science in Business Administration and Bachelor of Science in Engineering and Business Administration.

### REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN ENGINEERING—BUSINESS ADMINISTRATION

Mr. Helmstadter, Mr. Lewis, Mr. Prewett, Advisers

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*English 109 or 111, Elementary</td>
<td>B.A. 128, Introduction to Business</td>
</tr>
<tr>
<td>Composition ............................</td>
<td>Math. 114, College Algebra and</td>
</tr>
<tr>
<td>Math. 113, College Algebra and</td>
<td>Analytic Geometry ....................</td>
</tr>
<tr>
<td>Trigonometry ...........................</td>
<td>Engineering 122, Descriptive Ge-</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>ometry ..............................</td>
</tr>
<tr>
<td>Engineering 100, Orientation ...........</td>
<td>B.A. 102, Elementary Accounting</td>
</tr>
<tr>
<td>B.A. 101, Elementary Accounting ......</td>
<td>†Physical Education ..................</td>
</tr>
<tr>
<td>†Physical Education ...................</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>17-16</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering 123, Engineering Drawing</td>
<td>B.A. 306, Cost Accounting ............</td>
</tr>
<tr>
<td>B.A. 305, Cost Accounting .............</td>
<td>Engineering 103, Engineering Problems</td>
</tr>
<tr>
<td>Engineering 200, Surveying</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>*English 111 or 112, Composition ......</td>
<td>†Physical Education ..................</td>
</tr>
<tr>
<td>†Physical Education ...................</td>
<td></td>
</tr>
<tr>
<td>Electives ................................</td>
<td></td>
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<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Suggested electives: Mathematics 223 and 224, Calculus
Social Science 101 and 102, Introduction to the Social Sciences
B.A. 17, Elementary Typewriting
Shop courses
UNIVERSITY OF OMAHA

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Third Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics 111 or 211, General Physics</td>
<td>Physics 112 or 212, Gen. Physics</td>
<td>4-5</td>
</tr>
<tr>
<td>B. A. 323, Business Law</td>
<td>Economics 212, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

| 16-17 |

Suggested electives: Courses in engineering, business administration, and liberal arts.

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>Chemistry 111 or 181, General Inorganic Chemistry</td>
<td>B.A. 351, Personnel Organization and Management</td>
</tr>
<tr>
<td>Engineering 215, Machine Shop</td>
<td>Chemistry 112 or 182, General Inorganic Chemistry</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>

| 17-16 |

*Electives may be substituted if proficiency is established by examination.

**A total of 6 hours of electives must be chosen from engineering courses and 6 hours from business administration courses.

†Male students may elect Air Force ROTC.

TWO-YEAR PROGRAM IN ENGINEERING

Mr. Brown, Mr. Durand, Mr. Prewett, Advisers

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
</tr>
<tr>
<td>*Mathematics 113, College Algebra and Trigonometry</td>
<td>*Mathematics 114, College Algebra and Analytic Geometry</td>
</tr>
<tr>
<td>*Chemistry 111 or 131</td>
<td>*Chemistry 112 or 182</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 122, Descriptive Geometry</td>
</tr>
<tr>
<td>Engineering 100, Orientation</td>
<td>Engineering 103, Engineering Problems</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
</tbody>
</table>

| 14-15 |

SECONg 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 111 or 112 Composition</td>
</tr>
<tr>
<td>Mathematics 223, Differential Calculus</td>
<td>Mathematics 224, Integral Calculus</td>
</tr>
<tr>
<td>Physics 211, General Physics</td>
<td>Physics 212, General Physics</td>
</tr>
<tr>
<td>Engineering 123, Engineering Drawing</td>
<td>Engineering 230, Statics</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
</tbody>
</table>

| 17-16 |

*Individuals who are not qualified for mathematics or chemistry may postpone until later.

†Male students may elect Air Force ROTC.

Courses to complete a student’s program may be chosen from the following group of elective subjects:

- Principles of Economics
- Public Speaking
- Chemistry (Qualitative)
- Technical Sketching
- Differential Equations
- Shop Work
- Dynamics of Engineering
- Surveying

ENGINEERING

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) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mr. Kurtz
Engineering Problems: 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 (II). Mr. Brown, Mr. Durand, Mr. Prewett

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. One three-hour laboratory per week. Credit 1 hour (I, II). Mr. Brown, Mr. Durand, Mr. Prewett

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

Shop and Manufacturing Processes: An introduction to manufacturing processes such as furniture and pattern construction, metal foundry practices, hot and cold forming of metals, welding, powder metallurgy, plastic fabrication; finishing materials and methods. Practice in the care and operation of hand and machine woodworking tools. Prerequisite: Engineering 121 or permission of instructor. Credit 3 hours (I, II). Mr. Brown

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 assembly and pictorial drawing; blue-printing. Credit 3 hours (I, II, S). Staff

Descriptive Geometry: The theory of projection drawing. Principal, auxiliary and oblique views. Line and plane problems. Surfaces, developments and intersections. Applications to mechanical, architectural, and mining problems. Prerequisite: Engineering 121. Credit 3 hours (I, II, S). Staff

Engineering Drawing: Analytical curves, working drawings, limit dimensioning, 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

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

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
**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, concurrent enrollment in Mathematics 112, or permission of instructor. 
Credit 2 hours (II) 

**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) 

**Machine Shop**: Metal cutting processes such as turning, threading, milling, drilling, boring, reaming, shaping, sawing, broaching, and grinding; modern industrial methods and machines. Practice in the care and operation of the engine lathe, drill press, milling machine, shaper, power hack saw, and grinders. 
Credit 3 hours (I, II) 

Credit 3 hours (II) 

**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) 

**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) 

**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: Credit or registration in Mathematics 224. 
Credit 3 hours (II) 

**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: Permission of instructor. 
Credit 3 hours (I) 

**Advanced Wood Shop**: Course to be arranged with instructor. Prerequisite: Engineering 110. 
Credit 3 hours (II, S)
315 **General Shop Methods (Metal):** Teacher training course in metal shop methods; fundamental operations in forging, machine tool practice, sheet metal, acetylene welding. Prerequisite: Engineering 215. 
Credit 3 hours (I, S) ........................................... \textit{Staff}

316 **Advanced Machine Shop:** Course to be arranged with instructor. Prerequisite: Engineering 215. 
Credit 3 hours (II, S) ........................................... \textit{Mr. Brown, Mr. Durand}

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) ........................................... \textit{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; engineering applications. Prerequisite: Engineering 230. 
Credit 3 hours (II) ........................................... \textit{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) ........................................... \textit{Mr. Prewett}

355 **School Shop Administration:** Courses of study, shop equipment, shop plans, supplies, related items, and their use in teaching industrial arts. Prerequisite: Junior standing. 
Credit 3 hours (II) ........................................... \textit{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) ........................................... \textit{Staff}

403 **Hydraulics of Open Channel Flow:** Continuation of Engineering 402. Prerequisite: Permission of instructor. 
Credit 3 hours (II) ........................................... \textit{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) ........................................... \textit{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) ........................................... \textit{Staff}

450 **Industrial Arts Design:** Theory and practice in the design of projects used in shop courses. Prerequisite: Engineering 121. 
Credit 3 hours (I) ........................................... \textit{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) ........................................... \textit{Mr. Brown}
Students may select one of the following options: Home Economics, Home Economics-Education, Dietetics, Home Economics-Journalism, and Home Economics with specialization in Retailing.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN HOME ECONOMICS

**Miss Killian, Adviser**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td><strong>Chemistry 101, College Chemistry</strong></td>
<td><strong>Chemistry 102, College Chemistry</strong></td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>Home Economics 203, Clothing Construction</td>
</tr>
<tr>
<td><em>English 108 or 111, Elementary Composition</em></td>
<td><em>English 111 or 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>
<tr>
<td><strong>16-15</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<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 203, Advanced Clothing or Home Economics 304, Tailoring</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><strong>Electives</strong></td>
<td>Sociology 216, General Sociology</td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Home Economics 201, Meal Planning and Service</td>
<td>Home Economics 202, Dietetics in Disease</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>Home Economics 204, Home Management</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>Economics 212, Principles of Economics</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>Home Economics 305, Child Care and Development</td>
<td>Home Economics 306, Interior Decoration</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>16-17</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

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.

***Those planning to teach home economics should take the prescribed courses in education as their electives. See page 119.
The program for the first three years is essentially the same as that for Home Economics page 89.

**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>3</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>2</td>
</tr>
<tr>
<td>Education 357, Practice Teaching</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

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. See page 119.

**DIETETICS**

**MISS KILLIAN, Adviser**

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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Economics 307, Quantity Cookery</td>
<td>3</td>
</tr>
<tr>
<td>Education 353, Methods of Teaching High School Subjects</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>11-12</td>
</tr>
</tbody>
</table>

16-17

**HOME ECONOMICS — JOURNALISM**

**MR. ELLIS, MISS KILLIAN, Advisers**

**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>4-3</td>
</tr>
<tr>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 103, Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology, or B.A. 121, Personal Development</td>
<td>3</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

17-16

*Two courses, 6 or 7 credits required; electives may be substituted if proficiency is established by examination.
UNIVERSITY OF OMAHA

FIRST YEAR

**First Semester**
- Home Economics 201, Meal Planning and Service .......... 3
- Home Economics 202, Textiles .......... 3
- Economics 211, Principles of Economics .......... 3
- Journalism 211, Radio-Television News Writing .......... 3
- Physical Education .......... 1
- Electives .......... 3

**SECOND YEAR**

**First Semester**
- Home Economics 301, Nutrition and Dietetics .......... 3
- Home Economics 303, Advanced Clothing .......... 3
- Home Economics 306, Costume Design .......... 3
- Home Economics 106, Clothing Renovation and Repair .......... 3
- Home Economics 304, Tailoring .......... 3
- Electives .......... 2-3

**SECOND SEMESTER**
- General Biology 102 .......... 5
- Home Economics 305, Child Care and Development .......... 3
- Government 101, American National Government .......... 3
- Economics 212, Principles of Economics .......... 3
- Physical Education .......... 1

**THIRD YEAR**

**First Semester**
- Home Economics 202, Textiles .......... 3
- Retailing 205, Retail Salesmanship .......... 3
- Speech 201, Speech for Business and Industry .......... 3
- B.A. 101, Elementary Accounting or
  B.A. 100, Secretarial Accounting .......... 3
- Economics 211, Principles of Economics .......... 3
- Physical Education .......... 1

**SECOND SEMESTER**
- Home Economics 203, Non-Textiles .......... 3
- Government 201, American National Government .......... 3
- Sociology 216, General Sociology .......... 3
- Home Economics 106, Clothing Renovation and Repair .......... 3
- Economics 212, Principles of Economics .......... 3
- Physical Education .......... 1

**FOURTH YEAR**

**First Semester**
- Home Economics 204, Home Management .......... 3
- B.A. 128, Introduction to Business .......... 3
- Home Economics 103, Clothing Construction .......... 3
- Physical Education .......... 1
- Electives .......... 3

**SECOND SEMESTER**
- Journalism 422, Feature Writing .......... 3
- Speech 225, Introduction to Radio and T-V .......... 3
- Speech 201, Play Production or Speech 225, Radio Broadcasting and T-V .......... 3
- Humanities .......... 5
- Electives .......... 3

BACHELOR OF SCIENCE IN HOME ECONOMICS

with specialization in Retailing

MISS KILLIAN, MR. DAVISON, Advisers

**FIRST YEAR**

**First Semester**
- *English 109 or 111, Elementary Composition .......... 4-3
- Art 121, Elementary Design .......... 3
- Home Economics 103, Clothing Construction .......... 3
- Psychology 111, Introduction to Psychology or
  B.A. 121, Personal Development .......... 3
- Physical Education .......... 1
- Electives .......... 3

**SECOND YEAR**

**First Semester**
- *English 111 or 112, Composition .......... 3
- Home Economics 205, Costume Design .......... 3
- B.A. 128, Introduction to Business .......... 3
- Home Economics 104, Clothing Construction .......... 3
- Physical Education .......... 1
- Electives .......... 3

**SECOND SEMESTER**
- Home Economics 203, Non-Textiles .......... 3
- Government 201, American National Government .......... 3
- Sociology 216, General Sociology .......... 3
- Home Economics 106, Clothing Renovation and Repair .......... 3
- Economics 212, Principles of Economics .......... 3
- Physical Education .......... 1

**FIRST SEMESTER**
- Home Economics 201, Meal Planning and Service .......... 3
- Home Economics 202, Textiles .......... 3
- Economics 211, Principles of Economics .......... 3
- Physical Education .......... 1

**SECOND SEMESTER**
- Home Economics 306, Interior Decoration .......... 3
- Home Economics 203, Non-Textiles .......... 3
- Economics 212, Principles of Economics .......... 3
- Physical Education .......... 1
THIRD YEAR

First Semester
B.A. 331, Marketing .......................... 3
Home Economics 303, Advanced Clothing .......... 3
Chemistry 101, College Chemistry .................. 5
Electives ........................................ 1-3
Humanities or Humanities Sequence .................. 3-5
Total ............................................ 17

Second Semester
B.A. 333, Principles of Retailing .................. 3
Home Economics 304, Tailoring ..................... 3
Chemistry 102, College Chemistry .................. 5
Humanities or Humanities Sequence .................. 3-5
Total ............................................ 14-16

FOURTH YEAR

First Semester
Retailing 401, Retail Merchandising ................ 3
Retailing 310, Store Service Lab. .................... 2
Home Economics 309, Demonstration Techniques .... 3
Electives ........................................... 8
Total ............................................... 16

Second Semester
Retailing 311, Store Service Lab. .................... 2
Home Economics 306, Interior Decoration .......... 3
B.A. 336, Advertising ................................ 3
Electives ........................................... 8
Total ............................................... 16

*Two courses, 6 or 7 credits required; electives may be substituted if proficiency is established by examination.

TWO-YEAR PROGRAMS IN HOME ECONOMICS

FOODS AND NUTRITION

Miss Killian, Adviser

FIRST YEAR

First Semester
*English 109 or 111, Elementary Composition .......... 4-3
**Chemistry 101 or 111 or 181 ....................... 4-5
Home Economics 101, Food Selection and Preparation .... 3
P.E. 111, Physical Education .......................... 1
Electives ........................................... 3-4
Total ............................................... 15-16

Second Semester
*English 111 or 112, English Composition .......... 3
**Chemistry 102 or 112 or 182 ....................... 4-5
Home Economics 102, Food Selection and Preparation .... 3
P.E. 112, Physical Education .......................... 1
Electives ........................................... 3-5
Total ............................................... 14-17

SECOND YEAR

First Semester
Home Economics 201, Meal Planning and Service ........ 3
Biology 245, Physiology and Anatomy of Man .......... 4
Economics 211, Principles of Economics ................ 3
P.E. 211, Physical Education .......................... 1
Home Economics 301, Nutrition and Dietetics .......... 3
Electives ........................................... 2-3
Total ............................................... 15-17

Second Semester
Home Economics 204, Home Management ............... 3
Sociology 216, General Sociology ..................... 3
Economics 212, Principles of Economics ................ 3
Speech 201, Speech for Business and Industry .......... 3
P.E. 212, Physical Education .......................... 1
Electives ........................................... 2-3
Total ............................................... 15-16

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>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td>4-3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 103, Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. 111</td>
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<tr>
<td></td>
<td>Art 121, Elementary Design</td>
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<td></td>
<td>Electives</td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>First</td>
<td>Sociology 216, General Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 204, Home Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Speech 201, Speech for Business and Industry</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>16-17</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, Sociology 212, Chemistry 101 and 102, and humanities.

*Electives may be substituted if proficiency is established by examination.*

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**HOME MAKING**

**Miss Killian, Adviser**

### FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td>4-3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 101, Food Selection and Preparation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 205, Costume Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>B.A. 121, Personal Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>P.E. 111, Physical Education</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
<td>17-16</td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Home Economics 201, Meal Planning and Service</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 305, Child Care and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Home Economics 207, Household Mechanics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>The humanities, the social sciences, the natural sciences</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>P.E. 211, Physical Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>16-17</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.*
Note: Not more than eighteen semester hours of credit in home economics may be applied toward the degree Bachelor of Arts.

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

102 **Clothing Construction:** Fundamental processes of garment construction and the selection of clothing suited to the individual. Credit 3 hours (I, II, S). ...................... Mrs. Jones

103 **Clothing Construction:** Application of design principles to dress. Prerequisite: H. E. 103. Credit 3 hours (I, II). ...................... Mrs. Jones

104 **Clothing Renovation, Care, and Repair:** Principles of care, repair, and remodeling through problems of renovation and remodeling of old clothing. Credit 3 hours (II). .............................. Mrs. Jones

106 **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 (I). ............................... 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. Credit 3 hours (I, II). ................................ Mrs. Jones

203 **Non-textiles (or Merchandise Information):** A study of synthetic fabrics, analyses and selection of fiber for specific uses, and non-textile merchandise information, i.e., furs, leather goods and jewelry. Credit 3 hours (II). .................................. Mrs. Jones

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. Jones

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. Jones

304 **Tailoring:** Application of tailoring technique in the making of jackets, suits, and coats. Prerequisite: H. E. 303. Credit 3 hours (E) ........................................ Mrs. Jones

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

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
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.

**REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN JOURNALISM**

**Mr. Ellis, Adviser**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 100, Orientation</td>
<td>English 111 or 112, Composition.</td>
</tr>
<tr>
<td><em>English 109 or 111, Elementary Composition</em></td>
<td><strong>The Social Sciences or Humanities</strong></td>
</tr>
<tr>
<td><strong>The Social Sciences or Humanities</strong></td>
<td>Journalism 116, News Editing.</td>
</tr>
<tr>
<td>Journalism 115, News Writing</td>
<td>Psychology 112, Intermediate General Psychology</td>
</tr>
<tr>
<td>B.A. 121, Personal Development, or Psychology 111, Introduction to Psychology</td>
<td><strong>Physical Education</strong></td>
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<tr>
<td>†Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 211, Radio-Television News Writing</td>
<td>English 240, Expository Writing.</td>
</tr>
<tr>
<td>Journalism 227, Newspaper Reporting</td>
<td>Journalism 312, History of American Journalism</td>
</tr>
<tr>
<td><strong>Journalism 245, Practical Journalism</strong></td>
<td>Economics 212, Principles of Economics.</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td><strong>Journalism 246, Practical Journalism</strong></td>
</tr>
<tr>
<td>Natural Science 101 or courses with the science division</td>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>†Physical Education</td>
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<tr>
<td><strong>Third Year</strong></td>
<td><strong>Fourth Year</strong></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 311, Press Photography</td>
<td>English 364, Contemporary American Literature</td>
</tr>
<tr>
<td>English 231, Introduction to English Literature</td>
<td><strong>Journalism 416, Typography</strong></td>
</tr>
<tr>
<td>Journalism 322, Editorial Writing</td>
<td>Journalism 415, Community Newspaper Management</td>
</tr>
<tr>
<td><strong>Journalism 345, Practical Journalism</strong></td>
<td><strong>Journalism 446, Practical Journalis</strong></td>
</tr>
<tr>
<td>Government 201, American National Government</td>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>Electives</td>
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</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Journalism 400, Journalism Research</td>
<td>Journalis 445, Practical Community</td>
</tr>
<tr>
<td>English 364, Contemporary American Literature</td>
<td><strong>Journalism 446, Practical Journalis</strong></td>
</tr>
<tr>
<td><strong>Journalism 445, Practical Journalism</strong></td>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>Journalism 422, Feature Writing</td>
<td>1-3</td>
</tr>
<tr>
<td>Electives</td>
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</tbody>
</table>

*Students who are qualified to enter English 111 may enroll in News Writing concurrently.*

*The student is required to select 6 credit hours in the social sciences or the humanities.

***Six hours required, nine permitted, in Journalism 245-6, 345-6, 445-6, Practical Journalism.*

†Male students may elect Air Force ROTC.
TWO-YEAR PROGRAM IN JOURNALISM

Mr. Ellis, Adviser

<table>
<thead>
<tr>
<th>First Semester</th>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Journalism 115, News Writing...</td>
<td>3</td>
<td>Journalism 116, News Editing...</td>
</tr>
<tr>
<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>
<td>Humanities 102, or Social Sciences 102, or Natural Sciences 102, or 3-5 hours of courses within one of these fields</td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>4-3</td>
<td>English 111 or 112, Composition</td>
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<tr>
<td>†Physical Education</td>
<td>3-4</td>
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<td>Electives</td>
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<td>Electives</td>
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SECON D YEAR

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<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
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<tr>
<td>Journalism 211, Radio-Television News Writing</td>
<td>3</td>
</tr>
<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>American Government 201 or American History 211</td>
<td>3</td>
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<tr>
<td>†Physical Education</td>
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</tr>
<tr>
<td>Electives</td>
<td>3-4</td>
</tr>
</tbody>
</table>

Suggested Electives: sociology, English, philosophy, speech.

*Students who are qualified to enter English 111 may enroll in News Writing concurrently.
†Male students may elect Air Force ROTC.

JOURNALISM

100 Journalism Orientation: A series of lectures designed to acquaint the beginning journalist with the diversified opportunities for employment in the writing field.
Credit 1 hour (I) ........................................... Mr. Ellis

115 News Writing and Reporting: 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, ability to type or enrollment in B.A. 17.
Credit 3 hours (I) ........................................... Mr. Ellis

116 News Editing and Makeup: Study of sources of news, training in reading copy, writing headlines, and in newspaper makeup. Prerequisite: Journalism 115.
Credit 3 hours (II) ........................................... Mr. Ellis

211 Radio and Television 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.
Credit 3 hours (I) ........................................... Mr. McGranahan
Newspaper Reporting of Public Affairs: A course of study designed to acquaint the student with proper and effective procedures to be used in covering events of importance in the local area, including conventions, addresses, spot news, trials, and other activities in the realm of public affairs. Prerequisite: Journalism 115. Credit 3 hours (II).

Press Photography: Training in photographic techniques; taking pictures, developing negatives, and making prints. Prerequisite: Journalism 116. Credit 3 hours (I).

History of American Journalism: A history of the development of American journalism from 1690 to the present day. Credit 3 hours (II).

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: Journalism 227 and approval of instructor. Credit 3 hours.

(B.A.)—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: Journalism 116. Credit 3 hours (II, E).

The Law of Communications: 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, newscaster, and publisher. Prerequisite: Journalism 116 or permission. Credit 3 hours (II).

Practical Journalism: Supervised practice in news writing, reporting, copyreading, 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 editor, and art editor. Prerequisite: Journalism 115, sophomore standing and/or consent of instructor. 6 hours required for journalism majors, 9 hours permitted. Credit 1 to 3 hours (I, II).

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/or recommendation of the College of Education. Credit 3 hours (E).

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).
Community Newspaper Management: 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. Ellis

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

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 (I) .......................... Mr. McGranahan

Public Relations: A course designed for those who will enter the public relations field. Includes studies in the fundamentals of promoting and maintaining good relations with employees, community and public through the various media of journalism. Prerequisite: Permission of instructor. Credit 3 hours (S) .......................... Mr. McGranahan

Publicity Methods: Studies and practical work in writing press releases, advertising copy, and radio script to be used in publicity work; instruction in the techniques of planning publicity campaigns and in effective placing of publicity material. Not open to journalism majors or minors. Credit 3 hours (II) .......................... Mr. Ellis
DEPARTMENT OF MILITARY SCIENCE

This degree program is open to members of the Armed Services and to regular college students who wish to follow a military career. It provides a well-rounded education with a reasonable amount of specialization in the junior or senior years through proper choice of electives. Students must earn 125 credit hours with a grade average of 2.0 or above. Thirty of the last 36 hours must be carried in residence at the University of Omaha.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN MILITARY SCIENCE

Mr. Helmstadter, Mr. Nolte, Advisers

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>English 109 or 111, Elementary Composition</td>
<td>English 112, Composition</td>
</tr>
<tr>
<td>Mathematics 111, Algebra</td>
<td>Mathematics 112, Trigonometry</td>
</tr>
<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>Engineering 200, Surveying</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Speech 201, Situational Speech</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Military Science 101</td>
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<td><strong>Military Science 101</strong></td>
<td><strong>Military Science 102</strong></td>
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<td>16-15</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>FIRST YEAR</th>
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<tbody>
<tr>
<td>English 231, English Literature</td>
<td>English 232, English Literature</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 324, Business Law</td>
</tr>
<tr>
<td><strong>Advanced Military Science 301</strong></td>
<td>Administration and Air Operations</td>
</tr>
<tr>
<td>Supply Logistics</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td><strong>Military Science 302</strong></td>
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<td>15</td>
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<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>FOURTH YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 231, English Literature</td>
<td>Government 326, American</td>
</tr>
<tr>
<td>B.A. 350, Industrial Organization and Management, or B.A. 355, Office Management and Control</td>
<td>Diplomacy</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td><strong>Advanced Military Science 401</strong></td>
</tr>
<tr>
<td><strong>Advanced Military Science 301</strong></td>
<td>Administration and Air Operations</td>
</tr>
<tr>
<td>Supply Logistics</td>
<td>Electives (200, 300, or 400 courses)</td>
</tr>
<tr>
<td>Elective</td>
<td><strong>Advanced Military Science 402</strong></td>
</tr>
<tr>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
Military Science 206, Military Leadership: A study of the psychology of leadership and the development of confidence, responsibility, morale and discipline in a military organization through effective leadership; the attributes of a leader; a study of the command and staff organization through which military leadership is exercised; a survey of the 42 occupational fields that an airman may enter and of the 21 occupational fields that an Air Force officer may enter. Credit 3 hours (II) ... Staff

For other course descriptions see Air Science and Tactics, page 151.

* Two courses, 6 or 7 credits required. electives may be substituted if proficiency is established by examination.

** Four credits in physical education and 8 credits in Basic Military Science will be granted on the basis of one year of active military service.

*** An individual who has received a commission will be granted 12 additional credit hours in advanced military science.

† Three credit hours in speech and 3 credit hours in Military Leadership will be granted for commissioned officers with one year in command or supervisory position.

^ Students passing GED (General Educational Development) Tests College Level with appropriate scores will be granted credit as follows:

a) GED Test No. 1 — 6 credits in English

b) GED Test No. 2 — 3 credits in sociology and 3 credits in government

c) GED Test No. 3 — 6 credits in physics

d) GED Test No. 4 — 6 credits in advanced world or English literature.

DEPARTMENT OF NURSING AND MEDICAL TECHNOLOGY

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN NURSING

MR. STAGEMAN, MR. TRANKLE, Advisers

The University of Omaha cooperates 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 nursing program outlined below. All students must meet the entrance 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 if they follow the three-year hospital, two-year University plan.
### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>Psychology 112, Introduction to Psychology</td>
</tr>
<tr>
<td><em>English 109 or 111</em></td>
<td><em>English 112</em></td>
</tr>
<tr>
<td><strong>Chemistry 101, College Chemistry</strong></td>
<td><strong>Chemistry 102, College Chemistry</strong></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Social science</td>
<td>Social science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History, government, or economics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>First Semester Credits</th>
<th>Second Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16-15</td>
<td>15</td>
</tr>
</tbody>
</table>

*Electives may be substituted if proficiency is established by examination.

**Other chemistry courses may be substituted if desired.

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.

### FOUR-YEAR PROGRAM IN NURSING

offered in cooperation with approved hospitals

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science 102, General Biology</td>
<td>5</td>
</tr>
<tr>
<td>Biology</td>
<td>4-3</td>
</tr>
<tr>
<td>English 109 or 111</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>15-14</th>
</tr>
</thead>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 225, Bacteriology</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Home Economics 301, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>12</th>
</tr>
</thead>
</table>

#### THIRD YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 211, American History</td>
<td>3</td>
</tr>
<tr>
<td>Sociology (Elective)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>6</th>
</tr>
</thead>
</table>

#### FOURTH YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 101, Introduction to Humanities</td>
<td>5</td>
</tr>
</tbody>
</table>

| Total Hours Required | 73 |

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 the University's entrance 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:

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111 or 181, General</td>
<td>4-5</td>
</tr>
<tr>
<td>Inorganic Chemistry</td>
<td></td>
</tr>
<tr>
<td>Biology (Selection)</td>
<td>4</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
</tr>
<tr>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 112 or 182, General</td>
<td>4-5</td>
</tr>
<tr>
<td>Inorganic Chemistry</td>
<td></td>
</tr>
<tr>
<td>Biology (Selection)</td>
<td>4</td>
</tr>
<tr>
<td>*English 112, Intermediate Composition</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 112, Intermediate General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211, Chemical Principles and Semi-Micro Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>Biology 225, Bacteriology</td>
<td>3</td>
</tr>
<tr>
<td>Biology 245, Physiology and Anatomy of Man</td>
<td>4</td>
</tr>
<tr>
<td>The Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 312, Quantitative</td>
<td>5</td>
</tr>
<tr>
<td>Chemical Analysis</td>
<td></td>
</tr>
<tr>
<td>The Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 213, Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Physics 111, General Physics</td>
<td>4</td>
</tr>
<tr>
<td>The Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></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.
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 this 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 professional education of teachers was introduced as a function of the University of Omaha in 1911. From the beginning, the work was conducted by a small department of education. From 1948 to 1950 the faculty was enlarged in order that services to the teaching profession might be more adequately provided, and in 1950 the College of Education was established. It is composed of the faculty in Kindergarten-Primary, Elementary, and Secondary Education, the Departments of Physical Education for Men and Women, and the Reading Improvement Laboratory.

The purpose of the College of Education is to provide professional education for those students who desire to make teaching a career and to encourage capable persons to enter the teaching field. 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, Health Education, and Industrial Arts.

The specific objective is to prepare candidates for the profession of teaching

1. who have an understanding of, and effectiveness of action in, desirable human relations.
2. who understand and support the American public school system.
3. who express themselves clearly, concisely, and meaningfully.
4. who understand the communities in which they teach and establish community relations of confidence and respect.
5. who have an intellectual curiosity which will impel them to continue their educational and professional growth.
6. who possess sound physical and mental health.

The College offers the degree of Bachelor of Science in Education and the title of Associate 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.
DEGREE, ASSOCIATE TITLE, AND CERTIFICATION REQUIREMENTS

1. Admission—Students must meet the University entrance requirements.

2. Hour requirements—For the degree a minimum of 125 credit hours is required; for the associate title a minimum of 64 credit hours must be secured.

3. Residence—Thirty of the last 36 hours required for the degree, and the last 15 hours required for the associate title, must be registered for and carried in residence at this University.

4. Quality of work—Candidates for the degree or the associate title must attain an average grade of at least "C" for the minimum total credit hours required for graduation. Candidates for the degree and all certificates must maintain an average grade of at least "C" in education courses with no grade below "C" in those courses for which Psychology 281, Educational Psychology, is a prerequisite. Each candidate for the degree must attain in his academic major and teaching fields a grade of at least "C" in as many credit hours of work as the minimum number required. All students entering the teacher-education program are expected to demonstrate suitable competence in reading. Those who do not must remove the deficiency or demonstrate capacity to achieve satisfactorily before they will be considered as candidates for a certificate.

5. Permission to continue the program—Each student on the completion of at least three of the following courses, Education 111, 207, 301, and Psychology 281, must be approved by a faculty committee before he may continue in the program for the degree or a certificate. Students considered academically or socially unsuited for teaching shall be encouraged to enter other programs.

6. Physical education or Air Force ROTC—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. Male students may substitute 4 semesters of Air Force ROTC. Eight semester hours in physical education activities courses may be accepted toward the degree, except for students specializing in physical education. The number of hours those majoring in physical education may take will be at the discretion of the Department of Physical Education.

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

8. 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, phi-
losophy, religion, and speech. (English 109, 111, 112, and 114
may not be used to meet any part of this requirement. A student
who presents two semesters of a foreign language may count
eight credit hours toward this requirement.)

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

Social sciences — Economics, geography, government, his-
tory, psychology, and sociology.

9. Majors and Teaching Fields — Each candidate must complete a
major in Education consisting of courses specifically required by the Col-
lege and a choice of others designated by the faculty as appropriate. In
addition to the major in Education, each student must complete an academic
major.

Kindergarten-Primary Education — All students majoring in Kinder-
garten-Primary Education are required to present a divisional or
academic major.

Elementary Education — All students majoring in Elementary Edu-
cation are required to present a divisional or academic major.

Secondary Education — All students in Secondary Education must
present an academic major (18 hours) and at least one, prefer-
ably two, teaching fields of not less than 15 hours.

10. Approval of academic majors and teaching fields — Each student
must have his academic major and teaching fields and the courses included
in them approved by the head of each department concerned and by the
Education advisor. The student must obtain the signature of the heads of
departments involved before presenting his program card for approval by
the Dean each semester.

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 re-
quirements 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. Psy-
chology 111 and 281 may be used also in meeting requirements 2 and 5 or 6.

4. Major fields in Education—In one of the three fields, kindergarten-
primary education, elementary education, and secondary 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, 337, and 4 or 6 hours selected from Education 202, 203, 336.
Elementary education—Education 341, 342, 343, 344, 337, and 4 or 6 hours selected from Education 202, 203, 336, 361.

5. ‡Divisional majors—Candidates who choose majors in Kindergarten-Primary, and Elementary Education, must present either an academic major in one of the fields in paragraph 6 (below) 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. A divisional major shall include at least three subject fields in the division with not more than 9 credit hours in any one field.

6. ‡Academic majors — Students who expect to qualify for the Nebraska Secondary School Certificate must fulfill these requirements: one academic major and at least one, preferably two, teaching fields (see 7, below). An academic major consists of at least eighteen credit hours of work in accordance with the requirements of the faculty in a field. The fields include: art, biology, business administration, chemistry, distributive education, economics, English, French, German, government, health education, history, home economics, industrial arts, journalism, mathematics, military science, music, physical education for men, physics, psychology, science, ‡social studies, sociology, Spanish, **special education, and speech.

7. ‡Teaching fields include: 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 women, physics, recreational leadership, science, Spanish, sociology, and speech.

8. Students who plan to graduate from the 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.

9. 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, and 7.

*Students majoring in music may substitute Education 353b, and those majoring in physical education may substitute P. E. 250 and 251.

‡SPECIAL NOTE — Use of courses in fulfilling more than one requirement — Any course used in fulfilling a specific requirement may also be used in fulfilling any other requirement including those for the divisional and academic majors, with the exception of the Education courses listed in item 4.

‡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. Mr. Crane, Adviser.

**See page 112 for Special Education requirements.
SPECIAL REGULATIONS

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, 337, 341, 342, 351, 352, 353, 353b, 458, 471, 472, 488, 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; Student Teaching (Education 357, 358) may not be taken prior to or concurrently with Education 351; and 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.

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.

A student must have at least 12 semester hours of credit in a teaching field before he may do student teaching in any subject included therein.

Students in physical education for women may choose any 200 course following completion of P. E. 211 and 212.
## RECOMMENDED FOUR-YEAR PROGRAM

### KINDERGARTEN-PRIMARY AND ELEMENTARY EDUCATION

**Miss Bethel, Miss Holliday, Mr. Porterfield, Miss Wood, Advisers**

<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><strong>Course Name &amp; No.</strong></td>
<td><strong>First Year</strong></td>
<td><strong>1st Sem. Hrs.</strong></td>
<td><strong>2nd Sem. Hrs.</strong></td>
</tr>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Natural Sciences 101 and 102, or Natural Science 102 and 5 hrs. in one of the following fields: Biology, Chemistry, Mathematics, Physics (Natural Sciences 101 and 102 required in Iowa)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science</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</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>1-3</td>
<td>1-2</td>
</tr>
<tr>
<td>†P.E. 111, 112</td>
<td>General Physical Education</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>Sociology 211 and 212 or Economics 211 and 212, Geography 201 (Principles of Geography required for Iowa and recommended for Nebraska certificate.)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>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, Art</td>
<td>5-6</td>
<td>5-6</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>3</td>
<td></td>
</tr>
<tr>
<td>Educ. 336</td>
<td>Manual Arts</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 202</td>
<td>Methods in School Art</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>P.E. 335</td>
<td>Plays and Games (See course description)</td>
<td>2</td>
<td>1-2</td>
</tr>
<tr>
<td>Electives</td>
<td>(See section 5, page 108)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>†P.E. 211, 212</td>
<td>General Physical Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 331, 332</td>
<td>Methods and Materials in Kindergarten-Primary Grades</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 341, 342</td>
<td>Methods and Materials in Intermediate and Upper Grades</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Educ. 337</td>
<td>Literature for Children</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>a. Speech 342</td>
<td>Speech Techniques for Teachers</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Educ. 301</td>
<td>Health Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psych. 450</td>
<td>Tests and Measurements</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. 203</td>
<td>Materials and Methods of Teaching Music in the Grades</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Geog. 201</td>
<td>Principles of Geography (Required for elementary majors.)</td>
<td>3</td>
<td>1-3</td>
</tr>
<tr>
<td>Electives</td>
<td>(See section 5, page 108)</td>
<td></td>
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<tr>
<td><strong>Fourth Year</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Educ. 333, 334</td>
<td>Student Teaching in Kindergarten-Primary Grades</td>
<td>15-17</td>
<td>15-17</td>
</tr>
<tr>
<td>Educ. 343, 344</td>
<td>Student Teaching in Intermediate and Upper Grades</td>
<td>3-5</td>
<td>3-5</td>
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<tr>
<td>Electives</td>
<td>(See section 5, page 108)</td>
<td>8-11</td>
<td>10-12</td>
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<tr>
<td>† Male students may elect Air Force ROTC.</td>
<td></td>
<td></td>
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<tr>
<td>a. May be used to meet requirements in humanities.</td>
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</tbody>
</table>
### Recommended Four-Year Program

**Secondary School**

**Mr. Pritchard, Mr. Taylor, Advisers**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td><strong>English 109 or 111, 112</strong></td>
<td>Elementary and Intermediate English Composition</td>
<td>4-3</td>
<td>3</td>
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<tr>
<td><strong>Educ. 111</strong></td>
<td>Introduction to Teaching</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psych. 111</strong></td>
<td>General Psychology</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></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>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Social Science</strong></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>1</td>
<td>1</td>
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<tr>
<td><strong>P. E. 111, 112</strong></td>
<td>General Physical Education</td>
<td>15-17</td>
<td>15-17</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 | 5-6 | 5-6 |
| **Psych. 281** | Educational Psychology | 3 | 3 |
| **Educ. 207** | Human Growth and Development | 3-4 | 3-4 |
| **Electives** | (See 6 and 7, page 108) | 1 | 1 |
| **P. E. 211, 212** | General Physical Education | 15-17 | 15-17 |

**Third Year**

| Educ. 351 | Secondary Education | 3 |
| Educ. 458 | Co-curricular Activities | 10 |
| Psych. 480 | Tests and Measurements | 2 |
| Educ. 301 | Health Education for Teachers | 3 |
| Educ. 352 | Techniques of High School Teaching | 10 |
| **Electives** | (See 6 and 7, page 108) | 15 | 15 |

**Fourth Year**

| Educ. 357, 358 | Student Teaching | 3 |
| a. Educ. 353 | Special Methods in Teaching High School Subjects | 2 |
| **Electives** | (See 6 and 7, page 108) | 10-11 | 12-13 |
| **Male students may elect Air Force ROTC.** |
| **a. Students majoring in music education will take Education 353b.** | | | |
| **15-16 | 15-16 |
**RECOMMENDED FOUR-YEAR PROGRAM**  
**SPECIAL EDUCATION**  
Mr. Gorman, Miss Holliday, Advisers

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
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<th>2nd Sem. Hrs.</th>
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<td>Introduction to Teaching</td>
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<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>Natural Sciences</strong></td>
<td>Natural Sciences 101 and 102 or Natural Science 102 and 5 hours in one of the following: Biology, Chemistry, Mathematics, Physics</td>
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<tr>
<td><strong>Social Science</strong></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</td>
<td>3-5</td>
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<tr>
<td><strong>Electives</strong></td>
<td>General Physical Education</td>
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<td>1</td>
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<tr>
<td><strong>P. E. 111, 112</strong></td>
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<th>15-17</th>
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</thead>
<tbody>
<tr>
<td><strong>Social Science</strong></td>
<td>Sociology 211 and 212 or Economics 211 and 212, Geography 201</td>
<td>3</td>
<td>3</td>
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<tr>
<td><strong>Humanities</strong></td>
<td>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, Art</td>
<td>5-6</td>
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<tr>
<td>Educ. 207</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>Educ. 336</td>
<td>Manual Arts</td>
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<tr>
<td><strong>Educ. 202 or 207</strong></td>
<td>Methods in School Art</td>
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<tr>
<td>Educ. 337</td>
<td>Literature for Children</td>
<td>3</td>
<td>2-3</td>
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<td><strong>Elective</strong></td>
<td>(See 5 and 6, page 108)</td>
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<td>1</td>
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<tr>
<td><strong>P. E. 211, 212</strong></td>
<td>General Physical Education</td>
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<th>15-16</th>
<th>15-17</th>
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<tbody>
<tr>
<td><strong>Educ. 341, 342</strong></td>
<td>Methods and Materials in Intermediate and Upper Grades</td>
<td>5</td>
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<tr>
<td>a. Educ. 488</td>
<td>Methods and Materials in Special Education</td>
<td>3</td>
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<tr>
<td>Speech 342</td>
<td>Speech Techniques for Teachers</td>
<td>3</td>
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<tr>
<td>Educ. 301</td>
<td>Health Education for Teachers</td>
<td>2</td>
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<tr>
<td>P. E. 335</td>
<td>Play and Games (See course description)</td>
<td>2</td>
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<tr>
<td>Psych. 427</td>
<td>Psychology of the Exceptional Child</td>
<td>3</td>
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<tr>
<td><strong>Electives</strong></td>
<td>Include 3 hours from Psychology 421, 424, 426, Education 471</td>
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<th>16</th>
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<tbody>
<tr>
<td><strong>Educ. 343</strong></td>
<td>Student Teaching in Intermediate and Upper Grades</td>
<td>3-5</td>
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<tr>
<td>*Education</td>
<td>Choose from Education 344, 333, or 334</td>
<td></td>
<td>10-13</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>(See 5 and 6, page 108)</td>
<td>3</td>
<td>12-13</td>
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† Male students may elect Air Force ROTC.

a. May be elected as part of requirement in humanities.

* Must be done in a special education class.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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<tbody>
<tr>
<td>Eng. 109 or 111, 112</td>
<td>English Composition</td>
<td>4-3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Educ. 111</td>
<td>Introduction to Education</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Nat. Sci. 102</td>
<td>General Biology</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>†P. E. 111, 112</td>
<td>Physical Education</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>P. E. 177</td>
<td>Football Coaching Theory and Practice</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Humanities, Social Science or Air Force ROTC</td>
<td></td>
<td>5-6</td>
<td>3</td>
<td>3</td>
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</table>

**Sophomore Year**

| Educ. 301 | Health Education | 2 | 3 | 3 | 2 |
| Biol. 245 | Psychology and Anatomy of Man | 4 | 3 | 3 | 2 |
| Speech 111 | Fundamentals of Speech | 3 | 3 | 3 | 2 |
| Educ. 207 | Human Growth and Development | 3 | 3 | 3 | 2 |
| Psych. 281 | Educational Psychology | 3 | 3 | 3 | 2 |
| P. E. 250, 251 | Physical Education Activities | 3 | 3 | 3 | 2 |
| P. E. 179 | Basketball Coaching Theory and Practice | 3 | 3 | 3 | 2 |
| P. E. 376 | Baseball Coaching Theory | 3 | 3 | 3 | 2 |
| Humanities, Social Science or Air Force ROTC | | 2-3 | 2-4 | 2-4 | 2-4 |

**Junior Year**

| Soc. 211 | Introduction to Sociology | 3 | 3 | 3 | 2 |
| Educ. 351 | Secondary Education | 3 | 3 | 3 | 2 |
| Educ. 352 | Technique of High School Teaching | 3 | 3 | 3 | 2 |
| P. E. 303 | First Aid and Athletic Injuries | 3 | 3 | 3 | 2 |
| P. E. 322 | Playgrounds and Recreation | 3 | 3 | 3 | 2 |
| P. E. 343 | History and Principles of Physical Education and Athletics | 3 | 3 | 3 | 2 |
| P. E. 348 | Organization and Administration of Athletics | 3 | 3 | 3 | 2 |

**Senior Year**

| Educ. 357, 358 | Student Teaching | 3 | 3 | 3 | 2 |
| P. E. 378 | Track and Field Coaching Theory | 2 | 3 | 3 | 2 |
| P. E. 422 | Organization and Administration of Physical Education and Intramurals | 3 | 3 | 3 | 2 |
| P. E. 463 | Kinesiology and Correctives | 3 | 3 | 3 | 2 |
| Electives | (See 6 and 7, page 108) | 3-5 | 4-6 | 3-5 | 4-6 |

† All physical education majors must complete thirty hours in physical education courses of which eighteen hours must be in courses that are numbered 300 and above. P. E. 250, 251 in the lower division are required of all majors.

† Male students may elect Air Force ROTC.
## Recommended Four-Year Program

**Kindergarten-Primary and Elementary Majors with Health Education**

**Advisers**  
Miss Bethel, Miss Holliday, Mr. Porterfield, Miss Wood

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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<tbody>
<tr>
<td><strong>Eng. 109 or 111, 112</strong></td>
<td>Elementary and Intermediate Composition</td>
<td>4-3</td>
<td>3</td>
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<tr>
<td><strong>Educ. 111</strong></td>
<td>Introduction to Teaching</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Psych. 111</strong></td>
<td>Introduction to Psychology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>Biol. 113, 114</strong></td>
<td>General Zoology</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td><strong>Social Sciences</strong></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>1-2</td>
<td>1-2</td>
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<tr>
<td><strong>Electives</strong></td>
<td>General Physical Education</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15-17</td>
<td>16-17</td>
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</tbody>
</table>

### Second Year

| Social Sciences | Sociology 211, or 216 and 3 hours in one: Economics, Government, History, Psychology, or Geography | 3 | 3 |
| Humanities | Introduction to Humanities, 10 hrs., or at least 6 hours in two of: Foreign Language, Literature, Philosophy, Religion, Music, Art, Speech | 5-6 | 5-6 |
| **Educ. 207** | Human Growth and Development | 3 | 3 |
| **Psych. 281** | Educational Psychology | 4 | 4 |
| **Biol. 245** | Physiology and Anatomy | 1 | 1 |
| **Educ. 336 or 337** | Manual Arts | 2 | 2 |
| **Electives** | Methods in School Art | 1 | 1 |
| **Total** | | 16-17 | 15-17 |

### Third Year

| Educ. 331, 332 | Methods and Materials in Kindergarten-Primary Grades | 5 | 5 |
| Educ. 341, 342 | Methods and Materials in Intermediate and Upper Grades | 3 | 3 |
| **Educ. 337** | Literature for Children | 2 | 2 |
| **Speech 342** | Speech Techniques for Teachers | 3 | 3 |
| **P.E. 335** | Plays and Games (See course description) | 3 | 3 |
| **Educ. 203** | Materials and Methods of Teaching Music in the Grades | 3 | 3 |
| **Biol. 225** | Bacteriology | 2 | 2 |
| **Educ. 301** | Health Education for Teachers | 3 | 3 |
| **So. 342** | Child Welfare | 3 | 3 |
| **So. 320** | The Field of Social Work | 3 | 3 |
| **Total** | | 16 | 16 |

### Fourth Year

| Educ. 333, 334 | Student Teaching in Kindergarten-Primary Grades | 3-5 | 3-5 |
| Educ. 343, 344 | Student Teaching in Intermediate and Upper Grades | 3 | 3 |
| **P.E. 303** | First Aid and Athletic Injuries | 3 | 3 |
| **Psych. 325** | Mental Hygiene | 3 | 3 |
| **Home Econ. 301** | Nutrition and Dietetics | 3 | 3 |
| **Journalism 115** | News Writing | 3 | 3 |
| **Electives** | (See 5 and 6, page 108) | 1 | 12 |
| **Total** | | 16-17 | 15-17 |

†Male students may elect Air Force ROTC.
RECOMMENDED FOUR-YEAR PROGRAM
SECONDARY SCHOOL MAJORS WITH
HEALTH EDUCATION

Mr. Pritchard, Mr. Taylor, Advisers

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>First Year</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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<tbody>
<tr>
<td>Eng. 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>4-3</td>
<td>3</td>
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<tr>
<td>Educ. 111</td>
<td>Introduction to Teaching</td>
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<td>3</td>
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<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
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<td>4</td>
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<tr>
<td>Biol. 113, 114</td>
<td>General Zoology</td>
<td>3-5</td>
<td>3-5</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Introduction to Social Sciences 101 and 102, or three hours in each of two of: Economics, Government, History, Psychology, Sociology.</td>
<td>1-3</td>
<td>1</td>
</tr>
<tr>
<td>Electives</td>
<td>General Physical Education</td>
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<td>1</td>
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<tr>
<td>† P. E. 111, 112</td>
<td></td>
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</tbody>
</table>

**Second Year**

| Humanities | Introduction to Humanities, 10 hrs., or at least 6 hours in each of two of: English, Foreign Language, Music, Art, Philosophy, Religion, Speech | 5-6 | 5-6 |
| Educ. 207 | Human Growth and Development | 3 | 3 |
| Psych. 281 | Educational Psychology | 4 | 3 |
| Biol. 245 | Physiology and Anatomy | 3 | 3 |
| Social Science | Select Sociology 211 or 216 and 3 hours in: Economics, Government, History, Psychology, Sociology, or Geography. | 3 | 3 |
| Soc. 342 | Child Welfare | 1 | 1 |
| † P. E. 211, 212 | General Physical Education | 1 | 1 |

| Third Year | Bacteriology | 3 | 3 |
| Biol. 225 | Secondary Education | 3 | 3 |
| Educ. 351 | Co-curricular Activities | 3 | 3 |
| or Educ. 458 | | | |
| Psych. 480 | Tests and Measurements | 3 | 3 |
| Educ. 332 | Techniques of High School Teaching | 2 | 3 |
| Educ. 301 | Health Education for Teachers | 3 | 3 |
| Soc. 320 | The Field of Social Work | 1 | 6 |
| Soc. 306 | Community Organization | | |
| P. E. 203 | First Aid and Athletic Injuries (See 6 and 7, page 108) | | |
| Electives | | | |

| Fourth Year | Student Teaching in Secondary School | 3 | 3 |
| Educ. 357, 358 | Special Methods in Teaching High School Subjects | 2 | 3 |
| a. Educ. 353 | News Writing | 3 | 3 |
| Journalism 115 | Mental Hygiene | | |
| Psych. 325 | Nutrition and Dietetics | | |
| Home Ec. 301 | (See 6 and 7, page 108) | | |
| Electives | | 1-3 | 12-14 |

† Male students may substitute Air Force ROTC.

a. Students majoring in Music Education will take 353b.
**UNIVERSITY OF OMAHA**

**RECOMMENDED FOUR-YEAR PROGRAM**

**MAJORS IN INDUSTRIAL ARTS**

*Mr. Brown, Adviser*

<table>
<thead>
<tr>
<th><strong>First Year</strong></th>
<th><strong>Second Year</strong></th>
<th><strong>Third Year</strong></th>
<th><strong>Fourth Year</strong></th>
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<td><strong>Course</strong></td>
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<td>English 112, Composition</td>
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<td>English Composition</td>
<td>3</td>
<td>Psychology 111, Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>Education 111, Introduction to Teaching</td>
<td>2</td>
<td>Mathematics 111A, Algebra</td>
<td>3</td>
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<tr>
<td>Engineering 110, Wood Shop</td>
<td>3</td>
<td>Engineering 111, Shop and Manufacturing Processes</td>
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<tr>
<td>Engineering 121, Engineering Drawing</td>
<td>3</td>
<td>Engineering 122, Descriptive Geometry</td>
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<tr>
<td>†Physical Education 111</td>
<td>1</td>
<td>†Physical Education 112</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<td><strong>Total Credits</strong></td>
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<tr>
<td>Engineering 124, Architectural Drafting</td>
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<td>Psychology 281, Educational Psychology</td>
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<tr>
<td>Education 207, Human Growth and Development</td>
<td>3</td>
<td>Speech 112, Oral Interpretation</td>
<td>3</td>
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<tr>
<td>Economics 211, Principles of Economics</td>
<td>3</td>
<td>Engineering 224 or 123, Drafting and Design</td>
<td>3</td>
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<tr>
<td>Speech 111, Fundamentals of Speech</td>
<td>3</td>
<td>†Physical Education 211</td>
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<td>†Physical Education 211</td>
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<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
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</thead>
<tbody>
<tr>
<td>Education 351, Secondary Education</td>
<td>3</td>
<td>Education 352, Techniques of High School Teaching</td>
<td>3</td>
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<tr>
<td>History 211, American History 1763-1865</td>
<td>3</td>
<td>Physics 112, General Physics</td>
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<td>Physics 111, General Physics</td>
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<td>Engineering 214, Metal Fabrication</td>
<td>2</td>
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<tr>
<td>Engineering 211, Advanced Wood Shop</td>
<td>3</td>
<td>Education 301, Health Education for Teachers</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
<td><strong>Electives</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
<th><strong>Course</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering 350, Shop Teaching Methods</td>
<td>3</td>
<td>Engineering 355, School Shop Administration</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 480, Tests and Measurements</td>
<td>3</td>
<td>Engineering 451, History of Industrial Arts</td>
<td>3</td>
</tr>
<tr>
<td>Engineering 450, Industrial Art Design</td>
<td>3</td>
<td>Education 358, Student Teaching in Secondary Schools</td>
<td>3</td>
</tr>
<tr>
<td>Education 357, Student Teaching in Secondary Schools</td>
<td>3</td>
<td><strong>Electives</strong></td>
<td><strong>6</strong></td>
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<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>15-17</strong></td>
</tr>
</tbody>
</table>

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 Education.

†Male students may elect Air Force ROTC.
**UNIVERSITY OF OMAHA**

**RECOMMENDED FOUR-YEAR PROGRAM FOR DUAL CERTIFICATION**

Initial Senior Elementary and Initial Secondary Certificates

(May be taken by special permission)

**MR. GORMAN, MISS HOLLIDAY, Advisers**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 109 or 111, 112</td>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>Education 111</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 109 or 111, 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 111</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Natural Sciences</td>
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<tr>
<td>Electives</td>
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</tr>
</tbody>
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**Second Year**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>15-16</td>
<td>15-17</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>Psychology 281</td>
<td>3</td>
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<td>Education 207</td>
<td>3</td>
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<tr>
<td>Education 202</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Education 336</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Education 203</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>P. E. 335</td>
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</table>

**Third Year**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Education 351</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Education 342</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Education 301</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Education 337</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Speech 342</td>
<td>3</td>
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</tr>
<tr>
<td>Electives</td>
<td>7-9</td>
<td>7-9</td>
</tr>
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</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course Name &amp; No.</th>
<th>1st Sem. Hrs.</th>
<th>2nd Sem. Hrs.</th>
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<tbody>
<tr>
<td>Education 357, 344</td>
<td>3</td>
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</tr>
<tr>
<td>Electives</td>
<td>10-12</td>
<td>12-14</td>
</tr>
</tbody>
</table>

**Notes:**
- Students majoring in music education will take Education 353b.
- Male students may elect Air Force ROTC.
RECOMMENDED TWO-YEAR PROGRAM
KINDERGARTEN-PRIMARY AND ELEMENTARY EDUCATION

MISS BETHEL, MISS HOLLIDAY, MR. PORTERFIELD, MISS WOOD, Advisers

<table>
<thead>
<tr>
<th>First Year</th>
<th>1st Sem.</th>
<th>2nd Sem.</th>
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<tbody>
<tr>
<td>English 109 or 111, 112</td>
<td>Elementary and Intermediate English Composition</td>
<td>4-3</td>
</tr>
<tr>
<td>Natural Sciences 101, 102</td>
<td>Natural Science Survey</td>
<td>5</td>
</tr>
<tr>
<td>Psych. 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*Social Sciences Educ. 111</td>
<td>Introduction to Education</td>
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<tr>
<td>Educ. 336</td>
<td>Social Science 101, 102, or 6 hours from one of the fields: History, Government, Geography</td>
<td>3-5</td>
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<tr>
<td>†P.E. 111, 112</td>
<td>General Physical Education</td>
<td>16-17</td>
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</table>

<table>
<thead>
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<th>Hrs.</th>
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<tbody>
<tr>
<td>3</td>
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<tr>
<td>5</td>
<td>5</td>
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<table>
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<tr>
<th>Second Year</th>
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</thead>
<tbody>
<tr>
<td>Psych. 281</td>
</tr>
<tr>
<td>Educ. 331, 332 or Educ. 341, 342</td>
</tr>
<tr>
<td>Speech 342</td>
</tr>
<tr>
<td>Educ. 337</td>
</tr>
<tr>
<td>Educ. 203</td>
</tr>
<tr>
<td>P.E. 335 or Educ. 333, 334, 343, 344</td>
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<tr>
<td>†P.E. 211, 212</td>
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<tr>
<td>†P.E. 211, 212</td>
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<tr>
<td>†P.E. 211, 212</td>
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<table>
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<td>3</td>
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</tr>
<tr>
<td>5</td>
<td>5</td>
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<td>5</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
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</tbody>
</table>

* American History (6 hours) and Government 201 required for Iowa certificates.
† Male students may elect Air Force ROTC.

DISTRIBUTIVE EDUCATION

The College of Education and the College of Business Administration jointly sponsor a program in Distributive Education. Those interested in preparing for this field should refer to page 137.
NEBRASKA SECONDARY SCHOOL CERTIFICATE

Students who follow the program for a degree in any one of the other colleges in the University of Omaha may also qualify for a secondary school certificate by meeting the education requirements and subject matter requirements. The requirements are the courses in Education as indicated below, and at least 15 semester hours in each of 2 and preferably 3 subjects. Confer with the heads of the departments concerned for the academic teaching field requirements.

EDUCATION REQUIREMENTS FOR NEBRASKA SECONDARY SCHOOL CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNIOR YEAR</strong></td>
<td></td>
</tr>
<tr>
<td>Educ. 111, Introduction to Teaching</td>
<td>Educ. 207, Human Growth and Development</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Educ. 301, Health Education for Teachers</td>
<td>*Psych. 281, Educational Psychology</td>
</tr>
<tr>
<td></td>
<td><strong>3</strong></td>
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<tr>
<td></td>
<td>Educ. 351, Secondary Education</td>
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<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td><strong>SENIOR YEAR</strong></td>
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<tr>
<td>Educ. 353, Special Methods in High School Teaching</td>
<td>Educ. 358, Student Teaching</td>
</tr>
<tr>
<td></td>
<td><strong>3</strong></td>
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<tr>
<td>Educ. 357, Student Teaching</td>
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</tbody>
</table>
*Psychology 111, Introduction to Psychology, is a prerequisite for Psychology 281.

READING IMPROVEMENT LABORATORY

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.
Courses are offered as indicated: I, first semester day school; II, second semester day school; S, summer; C, Correspondence. Evening courses (E) are not indicated unless the course is offered only in the College 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) .................................. Staff

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 2 or 3 hours (I, II, S, C) . Miss Bethel, Miss Holliday, Mr. Porterfield

144 **Teaching Problems in Rural Education:** Methods of teaching and organization of content subjects in the rural school. Prerequisite: Education 111 and teaching experience or Psychology 281.
Credit 3 hours (E, S, C) .................................. Miss Holliday

202 **Methods In School Art:** Methods, materials, and procedures in teaching art through the grades.
Credit 2 or 3 hours (I, 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) .................................. Miss Bethel

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, C) ................................. Miss Bethel, Miss Holliday

301 **Health Education for Teachers:** Designed to acquaint the teacher with school problems of health and safety.
Credit 2 or 3 hours (I, II, S, C) ............................. 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, S) .................................. 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 Director of Student Teaching.
Credit 3 or 5 hours each (I—II, S) .......................... Miss Wood
336 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 2 or 3 hours (II, S) .............................. Miss Bethel

337 Literature for Children: An intensive study of literary materials for children, with practice in selection and presentation. Credit 3 hours (I, S, C) ........................................ 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, S) ........................................ Miss Holliday, Mr. Porterfield

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, S) ........................................ Miss Holliday, Mr. Porterfield

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 Director of Student Teaching. Credit 3 or 5 hours each (I—II, S) ........................................ Miss Holliday, Mr. Porterfield

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, C) ........................................ Mr. Pritchard, 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. May not be taken prior to Education 351. Credit 3 hours (II, S) ........................................ 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, S) ........................................ 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 Director of Student Teaching. Credit 3 hours each (I—II, S) ........................................ Mr. Brock, Mr. Pritchard

363 Classroom Management: The organization and administration of the elementary school classroom with emphasis on scheduling, pupil control, record keeping, marking and class organization for instruction. Prerequisite: Education 111. Credit 3 hours (I, S) ........................................ Mr. Porterfield
373 *Organization and Administration of School Library: Designed to aid teachers who serve in elementary school libraries.
Credit 3 hours (E, S) ........................................ Miss Lord

374 *School Library Techniques: Designed to prepare teacher-librarians in the basic library technical procedures.
Credit 3 hours (II, S) ........................................ Miss Lord

375 *School Library Materials, Acquisition and Use: For students interested in becoming teacher-librarians in elementary and secondary school.
Credit 3 hours (I, S) ........................................ 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, S) ........................................ Staff

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, S) ........................................ Staff

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, S) ........................................ 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, S) ........................................ Staff

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, S) .................................... Staff

NOTE: The 400 courses listed below may be taken for graduate credit by special permission.

400 In-Service Teacher Education: A series of intensive courses especially for teachers in active service.
Credit variable (E, S) .......................................... 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. MacRae

418 Mental Health in the School: Considers ways of making schools more effective in the development of personality and good mental health of students; based on a recognition of pupils' needs and the effect of teacher-pupil relationships. Prerequisite: Psychology 281.
Credit 3 hours ............................................... Mr. Porterfield

421 Teaching Speech to the Deaf: A comprehensive study of the formation and development of speech for the deaf child, including the special methods and techniques necessary. Includes formation and development of the English sounds; voice building and voice analysis; diagnosis and remedial techniques for the deaf; use of hearing aids and other methods for speech conservation with the hard of hearing child. Observation of and demonstration with children. Prerequisite: Psychology 281.
Credit 3 hours each (I, II) .................................. Staff

*Does not apply toward professional education requirements, nor toward the Bachelor of Arts degree.
Teaching Language to the Deaf: A course in the development of, and procedures used in, teaching language to the deaf, with a descriptive and comparative study of the various special methods employed in schools for the deaf in the United States. Includes classroom demonstrations with deaf children of various grade levels. Prerequisite: Psychology 281. Credit 3 hours each (I, II) ............... Staff

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, S) .................................. Mr. Emery

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, S) .................................. Mrs. Erickson

Audio-Visual Production: A basic course in the production of inexpensive audio-visual materials for the classroom. Graphic, photographic and auditory materials are considered, including such instructional materials as slides, filmstrips, dramatization and exhibits. Prerequisites: Education 461, Audio-Visual Materials in Education or Workshop in Audio-Visual Education. Credit 3 hours (II, S) ............... Mrs. Erickson

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

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

Principles of Adult Education: A consideration of problems which arise in the organization and supervision of work in adult education. Credit 3 hours (E, S) .................................. Mr. Hosman, Mr. Emery

Methods and Materials 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, S) .................................. Mr. Gorman

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. Prerequisite: Consent of instructor. Credit variable (I, II, S) .................. Mr. Gorman and Staff

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

Special Problems: Not more than a total of three hours allowed toward a degree. Prerequisite: Consent of instructor. Credit arranged (I, II, S) ......................... Staff

Note: 500 courses listed below are open only to graduate students.

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, S) .................................. 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, S). Mr. Porterfield, Mr. Pritchard

503 Principles of Supervision: The nature, functions, and principles of supervisory practices in modern schools. Prerequisite: Education 501. Credit 3 hours (E, S). 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, S). 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, S). Mr. Pritchard

506 Topics in Elementary Education: A study of selected topics involving principles, problems and trends in modern elementary education. Prerequisite: Education 501. Credit 3 hours (E, S). Miss Holliday

507 Topics in Secondary Education: A study of selected topics involving principles, problems, trends and issues in secondary education. Prerequisite: Education 501. Credit 3 hours (E, S). Mr. Pritchard, Mr. Taylor

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 591 or equivalent, Psychology 510 and Education 501. Credit 3 hours (E, S). Staff

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, S). Mr. Hosman, Mr. Nolte

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, S). Mr. Nolte

520 Principles of Guidance: Principles underlying effective guidance practices in the school, both elementary and secondary levels. Prerequisite: Education 501. Credit 3 hours (E, S). Mr. MacGregor, 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 (E, S). 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, S). Mr. MacGregor

531 Modern Developments in Education: Designed to give an analytical study of recent educational theories and practices. Prerequisite: Education 501. Credit 3 hours (E, S). Mr. Taylor
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, S) ......................... Mr. Taylor

Topics in Nursing Education: A study of selected topics involving principles, problems and trends in nursing education. Prerequisite: Education 501.
Credit 3 hours (E, S) ......................... Staff

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, S) ......................... Mr. Gorman and Staff

DEPARTMENTS OF 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. Four semesters of AF-ROTC may be used to meet this requirement.

At the time of registration all students taking general physical education must be assigned to sections by the Physical Education Department. All students must pass satisfactorily a health examination by the Health Department of the University. 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.

A Major in Men's Physical Education may be secured in a four-year curriculum which qualifies the student for the degree Bachelor of Science in Education, and the Nebraska Initial Secondary School Certificate. The recommended Physical Education Major for Men is listed on page 113. 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.

<table>
<thead>
<tr>
<th>Phases</th>
<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>
<td>3</td>
</tr>
<tr>
<td>School Activities</td>
<td>P.E. 322, 350, or 335</td>
<td>3</td>
</tr>
<tr>
<td>Recreation</td>
<td>P.E. 322, 350, or 335</td>
<td>3</td>
</tr>
<tr>
<td>Principles or Philosophy of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>P.E. 343</td>
<td>3</td>
</tr>
<tr>
<td>Organization and Administration</td>
<td></td>
<td></td>
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<tr>
<td>of Physical Education</td>
<td>P.E. 422</td>
<td>3</td>
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<td>Total 15</td>
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</tbody>
</table>

Teaching Field in Recreational Leadership (Men and Women) — P.E. 321, 322, 335, 350, Sociology 323 and Education 336.
The College of Education offers a four-year curriculum in Physical Education for Men emphasizing preparation for teaching. This curriculum provides a background of general education, and the technical competence to teach physical education in the secondary schools, colleges, and recreational centers.

Physical education majors may not take less than 30 hours or more than 40 hours. Eighteen hours must be in the upper division (courses numbered 300 and above). The student should qualify in at least one additional teaching field, preferably in two.

At the time of registration the student must pass satisfactorily a health examination by the University Health Department. An annual physical examination by the Health Department will be required.

**PHYSICAL EDUCATION FOR MEN**

**Assistant Professors** Brock (Head), Pflasterer, Yelkin; Instructor Gorr.

111 **Physical Education**: Activity course featuring seasonal and team sports; rules, fundamentals, and daily competition.
   Credit 1 hour each (I—II) .................................................. 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. Brock

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 2.
   Credit 3 hours (I) ............................................................ Mr. Pflasterer

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 2.
   Credit 3 hours (I) ............................................................ Mr. Yelkin

250 *Physical Education Activities*: An introduction to the activity program in physical education stressing team and individual sports, apparatus, and tumbling stunts. Special attention is given to the teaching and officiating of the activities. Laboratory 6. May be used by Physical Education majors to meet requirements for Special Methods in high school subjects. Prerequisite: Physical Education Major or by permission.
   Credit 3 hours (I—II) .................................................. Mr. Brock

303 *First Aid and Athletic Injuries*: The prevention and treatment of injuries in athletic activities, using the accepted methods of first aid. Lecture 2; laboratory 2. Prerequisite: Biology 245.
   Credit 3 hours (I) ............................................................ Mr. Gorr
376 *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

378 *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. Gorr

COURSES FOR MEN AND WOMEN

227 Ballroom Dancing: An activity course designed for men and women for the purpose of attaining skill in all phases of ballroom dancing. Prerequisite: P.E. 111 and 112. Credit 1 hour (I, II) ................................. Miss Niebling

228 Square and Folk Dancing: An activity course designed for men and women for the purpose of attaining skill in selected square and folk dances. Prerequisite: P.E. 111 and 112. Credit 1 hour (I, II) ................................. Miss Duerschner

229 *Advanced Ballroom Dancing: An activity course for men and women interested in attaining additional skill in all phases of ballroom dancing and experience in teaching classes in ballroom dancing. Prerequisite: P.E. 227. Credit 1 hour (I, II) ................................. Miss Niebling

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. Pflasterer

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. Offered first semester for majors in kindergarten-primary education, second semester for majors in intermediate, upper grade and physical education; may be substituted for one semester of sophomore P.E. Credit 2 hours (I) and 3 hours (II) ........................................... Miss Duerschner

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 administrating 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) ........................................... Miss Duerschner
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: P.E. 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

526 Advanced Physical Education Activities: Lecture, participation, supervision, and officiating team and individual sports and other related activities stressing new games and new activities and improvising various types of equipment. Prerequisite: At least 15 hours of work in undergraduate physical education. For graduates only. Credit 3 hours (II, S) ........................................... Mr. Brock

PHYSICAL EDUCATION FOR WOMEN

INSTRUCTORS DUERSCHNER (HEAD), BAUMANN AND NIEBLING.

NOTE: On completion of P.E. 111 and 112, any course numbered in the 200's may be taken to fulfill sophomore requirements.

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

120 Physical Fitness for Women: An activity course for the purpose of giving women vigorous physical activity and of stimulating interest and appreciation of the relation of physical fitness to life's activities. May be substituted for P.E. 211 or 212. Credit 1 hour (E) ........................................... Miss Baumann

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) ........................................... Miss Duerschner

221 Individual Sports: Conditioning exercises, fundamental skills of sports for participation alone or in couples. Credit 1 hour each (I-II) ........................................... Miss Duerschner

223 Modern Dance: Inter-relationships of various historical and contemporary types of dance; analysis and development of techniques in dynamics, rhythmics, and design. Prerequisites: P.E. 111 and 112. Credit 1 hour each (I-II) ........................................... Miss Niebling

225 *Advanced Modern Dance: An activity course for attaining additional skill in modern dance technique and to further knowledge and experience in dance accompaniment, history, theory and composition. Prerequisite: P.E. 223 and 224. Credit 1 hour (I-II) ........................................... Miss Niebling

349 *Techniques of Teaching Sports: Designed to give women interested in teaching physical education an opportunity to attain knowledge, skill, and practical experience necessary for teaching individual and team sports. Prerequisite: P.E. 111 and 112; two courses in P.E. at sophomore level and P.E. 335 may be substituted for Education 353. Credit 3 hours (I) ........................................... Miss Baumann

*Accepted only for the degree Bachelor of Science in Education.
COLLEGE OF BUSINESS ADMINISTRATION

JOHN W. LUCAS, Dean

The curricula in the College of Business Administration provide young men and women with a variety of areas of study for professional specialization.

In the metropolitan area of Omaha students may secure supervised work experience co-ordinated with their respective academic areas of specialization.

Each curriculum allows the student ample freedom to select individual courses in other colleges of the University to satisfy his general or cultural interests so that with his specialization he will achieve a well balanced education.

THE LOWER DIVISION

Carefully planned two-year curricula are available in Accounting, Marketing, Retailing and Secretarial Training. Upon the successful completion of any one of these curricula, the student may apply for the title of Associate in Business Administration. A student may continue his work in the upper division either with or without the title of Associate in Business Administration.

THE UPPER DIVISION

Degrees are granted, upon application, to students who successfully complete the prescribed requirements for one of the four-year curricula offered by the College of Business Administration. The degrees are Bachelor of Science in Business Administration with a choice of an area of specialization, and Bachelor of Science in Retailing.

SCHOLARSHIPS AND AWARDS

Certain scholarships and awards are available specifically to students registered in the College of Business Administration. Detailed information concerning the requirements of these scholarships and awards may be secured from the chairman of the Scholarships and Grants Committee or from the Dean of the College of Business Administration.

Ray R. Ridge Scholarship: This scholarship provides $150 per semester ($300 per year) during each of the two semesters of the freshman year. The recipient must be a male graduate of an Omaha high school who registers in the College of Business Administration and who gives promise of success in his chosen curriculum.

Advertising: The Omaha Advertising Club makes available a scholarship of $200 for one year. The scholarship will be given to a senior student who is specializing in marketing, advertising, retailing or journalism, and who gives evidence of special interest in advertising.
Real Estate: The Nebraska Real Estate Association provides a scholarship of $200 for one year. The scholarship is awarded to senior students who are specializing in Real Estate.

Real Estate: The Omaha Real Estate Board has established a scholarship of $100 for one year to be awarded to the outstanding junior specializing in the field of Real Estate.

Real Estate Appraisal: The Nebraska Chapter No. 23 of the American Institute of Real Estate Appraisers has established an award of $25 to be given to the student majoring in Real Estate whose work in the Real Estate Appraisal course is of exceptional quality.

Real Estate Management: The Nebraska-Iowa Chapter of the Institute for Real Estate Management has established an award of $25 to be given to the student majoring in Real Estate who displays an exceptional interest and performance in the course Real Estate Development and Management.

Retailing: The Omaha World-Herald has provided five $100 scholarships for junior or senior students who are enrolled in the four-year Retailing program. Among other factors, the students must show satisfactory scholastic achievement and be acceptable for retail employment.

Work Fellowship: The Women’s Division of the Omaha Chamber of Commerce provides annually a work fellowship of $50 which is available only to women students registered in the College of Business Administration.

Delta Sigma Pi Scholarship Key: Gamma Eta Chapter of Delta Sigma Pi makes available to the faculty of the College of Business Administration a gold key for presentation to the male senior in the College of Business Administration who upon graduation ranks highest in scholarship for his entire course of study.

DEGREE AND CURRICULUM REQUIREMENTS

All students must meet the University and College entrance requirements; must earn 125 credit hours with an average grade of “C” (two quality points) or above; and must complete the curricula requirements for each degree as outlined or otherwise stated. Grades of “C” or above must be earned in required upper division business administration courses. For such courses in which less than a “C” is earned, the student must arrange with the dean for a suitable substitute. Thirty of the last thirty-six hours must be carried in residence at the University of Omaha.

Air Force ROTC freshman and sophomore courses may be substituted on a semester basis for the freshman and sophomore physical education course requirements.
REQUIREMENTS FOR THE TITLE ASSOCIATE IN BUSINESS ADMINISTRATION

The title of Associate in Business Administration will be granted to students who meet the general requirements listed below and complete one of the prescribed two-year curricula as outlined.

The requirements for the title should be completed sometime prior to the student’s application for a degree. A title and degree will not be conferred at the same time.

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 and 111 or English 111 and 112, or 112.
3. Students must present a minimum of 64 credit hours with an average grade of “C” (two quality points) or above.
4. Thirty of the last thirty-six hours must be carried in residence at the University.

REQUIREMENTS FOR THE DEGREE BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

For advisor see area of specialization

<table>
<thead>
<tr>
<th>First Semester</th>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 101, Elementary Accounting</td>
<td>3</td>
<td>B.A. 102, Elementary Accounting</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>3</td>
<td>Math. 253, Commerce Algebra or Math. 111</td>
</tr>
<tr>
<td>B.A. 121, Personal Development or Psych. 111, Introduction to Psychology</td>
<td>3</td>
<td>Sociology 216, General Sociology</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>4-3</td>
<td>*English 111 or 112, Composition</td>
</tr>
<tr>
<td>*B.A. 17, Elementary Typewriting or B.A. 18, Intermediate Typewriting</td>
<td>2</td>
<td>Electives</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>1</td>
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<td>**16-15</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Econ. 211, Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>**The humanities, the social sciences, the natural sciences</td>
<td>3</td>
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<tr>
<td>Math. 254, Mathematics of Finance</td>
<td>3</td>
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<tr>
<td>†Physical Education</td>
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<td>Electives</td>
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†Physical Education
### UNIVERSITY OF OMAHA

#### THIRD YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 380, Industrial Organization</td>
<td>B.A. 351, Personnel Organization</td>
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<tr>
<td>and Management or B.A. 355,</td>
<td>and Management</td>
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<tr>
<td>Office Management and Control</td>
<td>B.A. 315, Business Communications</td>
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<tr>
<td>$Specialization Elective</td>
<td>and Reports</td>
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<tr>
<td>Electives</td>
<td>3</td>
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<td>$Specialization Elective</td>
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|                                         | Electives                               | 3-4

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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>B.A. 325, Corporation Finance</td>
<td>B.A. 425, Business Cycles</td>
</tr>
<tr>
<td>B.A. 446, Government &amp; Business</td>
<td>3</td>
</tr>
<tr>
<td>Economics 311, Money and Banking</td>
<td>B.A. 448, Business Policy and Administration</td>
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<tr>
<td>$Specialization Elective</td>
<td>$Specialization Elective</td>
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<td>Electives</td>
<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.

†Male students may elect Air Force ROTC.

‡The student will consult with his major adviser in planning an area of professional specialization.

### AREAS OF PROFESSIONAL SPECIALIZATION

In addition to the prescribed courses outlined above for the degree Bachelor of Science in Business Administration, the student must select with the help of his major adviser an area of specialization of 12 or more 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 must 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>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 301, Advanced Accounting</td>
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</tr>
<tr>
<td>B.A. 305, Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 307, Governmental Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 306, Cost Accounting</td>
<td>3</td>
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</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B.A. 407, Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 411, Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 408, Auditing</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 412, CPA Problems and Review</td>
<td>3</td>
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### Industrial and Commercial Accounting

**Third Year**

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 305, Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 306, Cost Accounting</td>
<td>3</td>
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</tbody>
</table>

**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B.A. 407, Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 411, Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 408, Auditing (Elective)</td>
<td>3</td>
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</table>

### Governmental and Institutional Accounting

**Third Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>B.A. 301, Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 305, Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 307, Governmental Accounting</td>
<td>3</td>
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**Fourth Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>B.A. 407, Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 411, Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 408, Auditing (Elective)</td>
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### Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Econ. 312, Public Finance</td>
<td></td>
</tr>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td></td>
</tr>
<tr>
<td>B.A. 344, Real Estate Principles and Practices</td>
<td></td>
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<tr>
<td>B.A. 451-452, Business Administration Laboratory</td>
<td></td>
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<tr>
<td>B.A. 355, Office Management and Control</td>
<td></td>
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<tr>
<td>B.A. 371, General Insurance</td>
<td></td>
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<tr>
<td>B.A. 410, Budgetary Control</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
B.A. 376, Social Insurance ........... 2  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. Bull, 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 live stock 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  Elective (Marketing) ............... 3

RECOMMENDED ELECTIVES
Ret. 311, Store Service Laboratory
Ret. 405, Retail Advertising and Sales Promotion
B.A. 336, Principles of Advertising
B.A. 338, Geography of Trade Centers
Ret. 401, Retail Merchandising
B.A. 430, Wholesaling

PERSONNEL MANAGEMENT
Mr. Call, 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**

| B.A. 404, Problems in Personnel Organization and Management | Psych. 333, Industrial Psychology |
| Econ. 315, Labor Problems | Psych. 433, Vocational Psychology |
| Econ. 318, Collective Bargaining | Psych. 434, Advanced Industrial Psychology |
| Biol. 417, Biometry | Psych. 528, Counseling and Psychotherapy |
| Psych. 351, Introduction to Applied Psychology | Soc. 380, Industrial Sociology |

**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:

**THIRD YEAR**

<table>
<thead>
<tr>
<th>B.A. 344, Real Estate Principles and Practices</th>
<th>B.A. 346, Real Estate Law</th>
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<td>3</td>
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**FOURTH YEAR**

<table>
<thead>
<tr>
<th>B.A. 440, Real Estate Finance</th>
<th>B.A. 441, Real Estate Appraisals</th>
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<td>3</td>
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</table>

**RECOMMENDED ELECTIVES**

<table>
<thead>
<tr>
<th>Engr. 121, Engineering Drawing</th>
<th>B.A. 371, General Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr. 124, Architectural Drafting</td>
<td>B.A. 374, Property Insurance</td>
</tr>
<tr>
<td>B.A. 332, Salesmanship and Sales Management</td>
<td>B.A. 451-452, Business Administration Laboratory</td>
</tr>
<tr>
<td>B.A. 336, Principles of Advertising</td>
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</table>

**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. A minimum of 12 credits is required.

**RECOMMENDED ELECTIVES**

<table>
<thead>
<tr>
<th>B.A. 338, Geography of Trade Centers</th>
<th>B.A. 360, Transportation Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 355, Office Management and Control</td>
<td>B.A. 410, Budgetary Control</td>
</tr>
<tr>
<td>Econ. 315, Labor Problems</td>
<td>B.A. 438, Industrial Purchasing and Materials Control</td>
</tr>
</tbody>
</table>
SECRETARIAL
MISS HOLEY, Adviser

The secretarial and office training curriculum is planned to meet the needs of students who wish to prepare for responsible secretarial, managerial, and clerical positions in business and professional offices and in governmental agencies. By combining typewriting, shorthand, filing, and office procedures with selected courses in Business Administration as outlined in the secretarial curriculum, students may earn the degree Bachelor of Science in Business Administration.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.A. 11, Elementary Shorthand</strong></td>
<td><strong>B.A. 12, Intermediate Shorthand</strong></td>
</tr>
<tr>
<td><strong>B.A. 17, Elementary Typewriting</strong></td>
<td><strong>B.A. 18, Intermediate Typewriting</strong></td>
</tr>
<tr>
<td><strong>B.A. 128, Introduction to Business Psychology</strong></td>
<td><strong>B.A. 10, Filing and Indexing</strong></td>
</tr>
<tr>
<td><strong>B.A. 121, Personal Development or Psychology</strong></td>
<td><strong>Speech 201, Speech for Business and Industry</strong></td>
</tr>
<tr>
<td><strong>English 109, Fundamentals of English Composition, or English 111, Elementary English Composition</strong></td>
<td><strong>English 111 or 112, Composition</strong></td>
</tr>
<tr>
<td><strong>P.E. 111, Physical Education</strong></td>
<td><strong>P.E. 112, Physical Education</strong></td>
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<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
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<thead>
<tr>
<th>SECOND YEAR</th>
<th>THIRD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.A. 101, Elementary Accounting or B.A. 100, Secretarial Accounting</strong></td>
<td><strong>B.A. 35, Advanced Shorthand</strong></td>
</tr>
<tr>
<td><strong>B.A. 29, Advanced Typewriting</strong></td>
<td><strong>B.A. 355, Office Management and Control, or B.A. 350, Industrial Organization and Management</strong></td>
</tr>
<tr>
<td><strong>Econ. 211, Principles of Economics</strong></td>
<td><strong>B.A. 331, Marketing</strong></td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, or the natural sciences</strong></td>
<td><strong>B.A. 344, Principles of Real Estate</strong></td>
</tr>
<tr>
<td><strong>B.A. 323, Business Law</strong></td>
<td><strong>Electives</strong></td>
</tr>
<tr>
<td><strong>P.E. 211, Physical Education</strong></td>
<td><strong>P.E. 212, Physical Education</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>Electives</strong></td>
</tr>
</tbody>
</table>

| FOURTH YEAR | | |
|--------------|-----------------|
| **B.A. 446, Government and Business** | **B.A. 40, Advanced Secretarial Practices** |
| **B.A. 325, Corporation Finance** | **B.A. 448, Business Policy and Administration** |
| **B.A. 313, Introduction to Statistics** | **Econ. 311, Money and Banking** |
| **Electives** | **B.A. 315, Business Communications and Reports** |
| **Electives** | **Electives** |

*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.
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 119.

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 Dean of the College of Business Administration for specific recommendations. Such students should include in their sophomore year Economics 211 and 212, Principles of Economics.

Secretarial or 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 upper division business courses 6 semester hours as recommended by the adviser.

DISTRIBUTIVE EDUCATION

Mr. Davison, Mr. Gorman, Advisers

Two academic programs are available to young men and women who contemplate entering the field of Distributive Education. These programs are offered jointly by the College of Education and the College of Business Administration. Both of these programs have been reviewed by the Supervisor of Distributive Education for the Nebraska State Board of Vocational Education and have been found to be in accordance with current requirements for the qualification of Distributive Education Coordinators.

Students may elect to pursue the requirements for the degree Bachelor of Science in Retailing and include the certificate requirement (page 119) for certification in the field of Distributive Education, or they may pursue the requirements for the degree Bachelor of Science in Education and include on the advice of the adviser selections from the recommended list of courses in business administration and retailing as a major area.

Supervised part-time work experience will be credited toward the three years' practical experience requirement for coordinators in Distributive Education.

RADIO — T.V.

Mr. Nelson, Adviser

Students in business administration who are interested in management and sales activities in the radio and television industry should include as electives in their curriculum B.A. 332 Salesmanship and Sales Management, Speech 225 Introduction to Radio and Television, and/or Speech 425 Radio and Television Program Planning.
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, Introduction to Business ........... 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
   - Speech 111, Fundamentals of Speech .......................... 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.

4. The courses in the College of Business Administration which may be applied toward the degree Bachelor of Arts are as follows:

<table>
<thead>
<tr>
<th>Upper-Division Courses</th>
<th>Lower-Division Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. 101, 102, Elementary Accounting</td>
<td>B.A. 128, Introduction to Business</td>
</tr>
<tr>
<td>B.A. 305, 306, Cost Accounting</td>
<td>B.A. 307, Governmental Accounting</td>
</tr>
<tr>
<td>B.A. 313, Introduction to Statistics</td>
<td>B.A. 311, Money and Banking</td>
</tr>
<tr>
<td>B.A. 323, 324, Business Law</td>
<td>B.A. 325, Corporation Finance</td>
</tr>
<tr>
<td>B.A. 331, Marketing</td>
<td>B.A. 336, Advertising</td>
</tr>
<tr>
<td>B.A. 338, Geography of Trade Centers</td>
<td>B.A. 340, Investment Principles and Practices</td>
</tr>
<tr>
<td>B.A. 408, Auditing</td>
<td>B.A. 446, Government and Business</td>
</tr>
</tbody>
</table>

Credits in accounting to the extent of 14 hours may be applied toward the degree Bachelor of Arts.

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**TWO-YEAR PROGRAMS IN BUSINESS ADMINISTRATION**

**TWO-YEAR PROGRAM IN ACCOUNTING**

**Mr. Hockett, Adviser**

<table>
<thead>
<tr>
<th><strong>FIRST YEAR</strong></th>
<th><strong>SECOND YEAR</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 101, Elementary Accounting</td>
<td>B.A. 102, Elementary Accounting</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>Mathematics 253, Commerce</td>
</tr>
<tr>
<td>3</td>
<td>Algebra or Mathematics 111</td>
</tr>
<tr>
<td>B.A. 121, Personal Development or Psychology 111, Introduction to Psychology</td>
<td>Sociology 216, General Sociology</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 113, Composition</td>
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<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>*B.A. 17, Elementary Typewriting or B.A. 18, Intermediate Typewriting</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>2</td>
<td>Electives</td>
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<tr>
<td>†Physical Education</td>
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</tbody>
</table>

**Credits:** 16-15
**TWO-YEAR PROGRAM IN MARKETING**

**Mr. Bull, Adviser**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
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</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>*English 109 or 111, Elementary Composition .................. 4-3</td>
<td>*English 111 or 112, Composition .................. 3</td>
</tr>
<tr>
<td>*B.A. 17, Elementary Typewriting or B.A. 18, Intermediate Typewriting .................. 2</td>
<td>Sociology 216, General Sociology .................. 3</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business Psychology or B.A. 121, Personal Development .................. 3</td>
<td>Speech 201, Speech for Business and Industry .................. 3</td>
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<tr>
<td>†Physical Education .................. 1</td>
<td>†Physical Education .................. 1</td>
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<td><strong>16-15</strong></td>
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<tr>
<th><strong>SECOND YEAR</strong></th>
<th><strong>SECOND YEAR</strong></th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 101, Elementary Accounting .................. 3</td>
<td>B.A. 102, Elementary Accounting .................. 3</td>
</tr>
<tr>
<td>B.A. 331, Marketing .................. 3</td>
<td>B.A. 336, Advertising or B.A. 332, Salesmanship and Sales Management .................. 3</td>
</tr>
<tr>
<td>B.A. 333, Principles of Retailing .................. 3</td>
<td>B.A. 315, Business Communications and Reports .................. 3</td>
</tr>
<tr>
<td><strong>The humanities, the social sciences, the natural sciences</strong> .................. 3</td>
<td><strong>The humanities, the social sciences, the natural sciences</strong> .................. 3</td>
</tr>
<tr>
<td>†Physical Education .................. 1</td>
<td>†Physical Education .................. 1</td>
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</tbody>
</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.

†Male students may elect Air Force ROTC.
TWO-YEAR PROGRAM IN SECRETARIAL TRAINING
MISS HOLLEY, MISS MINTeer, Advisors

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td></td>
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<td>3</td>
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<tr>
<td>First</td>
<td>B.A. 128, Introduction to Business</td>
<td>B.A. 100, Secretarial Accounting</td>
</tr>
<tr>
<td></td>
<td>B.A. 121, Personal Development, or Psychology 111, Introduction</td>
<td>B.A. 10, Filing and Indexing</td>
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<tr>
<td></td>
<td>*B.A. 11, Elementary Shorthand</td>
<td>*B.A. 18, Intermediate Typewriting</td>
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<tr>
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<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 112, Composition</td>
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<td>Physical Education</td>
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<td>16-15</td>
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</table>

SECOND YEAR

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<thead>
<tr>
<th>Semester</th>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
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<tr>
<td>First</td>
<td>B.A. 35, Advanced Shorthand</td>
<td>B.A. 36, Secretarial Practices</td>
</tr>
<tr>
<td></td>
<td>B.A. 29, Advanced Typewriting</td>
<td>B.A. 315, Business Communications and Reports</td>
</tr>
<tr>
<td></td>
<td>Econ. 211, Principles of Economics</td>
<td>Econ. 212, Principles of Economics</td>
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<tr>
<td></td>
<td>**The humanities, the social sciences, the natural sciences</td>
<td>Speech 201, Speech for Business and Industry</td>
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<td>Physical Education</td>
<td>Physical Education</td>
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<td></td>
<td>Electives</td>
<td>4</td>
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<td>16</td>
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</tbody>
</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.

DEPARTMENT OF RETAILING
HUFORD H. DAVISON, Head

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.

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 attend classes usually in the morning and work in member stores of the Association Monday after-
noon, and evening, and all day Saturday, during their junior and senior years. Seniors also work full time in the stores during the two-week period preceding Christmas. While on the job students are paid at the current rate for the type of work performed.

Students frequently work in different stores during the last two years so that they may benefit from varied experiences. Classroom instruction is coordinated with work experience to insure a well-rounded training program. In fact, the on-the-job experience provides much of the material for classroom discussion and analysis. The store thus becomes a laboratory for the student. This part of the program, which is listed in the catalog as Store Service Laboratory, provides two hours credit each semester. A minimum of two semesters is required.

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

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 101, Elementary Accounting</td>
<td>Economics 211, Principles of Economics</td>
</tr>
<tr>
<td>B.A. 128, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 121, Personal Development or Psychology 111, Introduction to Psychology</td>
<td>Speech 201, Speech for Business and Industry</td>
</tr>
<tr>
<td>*English 109 or 111, Elementary Composition</td>
<td>*English 111 or 112, Composition, Sociology 215, General Sociology</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
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<tr>
<td>16-15</td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Economics 212, Principles of Economics</td>
<td>B.A. 331, Marketing</td>
</tr>
<tr>
<td>*The humanities, the social sciences, the natural sciences.</td>
<td>3</td>
</tr>
<tr>
<td>B.A. 323, Business Law</td>
<td>B.A. 315, Business Communications and Reports</td>
</tr>
<tr>
<td>Ret. 205, Retail Salesmanship</td>
<td>B.A. 324, Business Law</td>
</tr>
<tr>
<td>Electives</td>
<td>†Physical Education</td>
</tr>
<tr>
<td>†Physical Education</td>
<td>Electives</td>
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<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>THIRD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>B.A. 333, Principles of Retailing</td>
<td>B.A. 336, Principles of Advertising</td>
</tr>
<tr>
<td>Ret. 302, Merchandise Information (Textiles)</td>
<td>Ret. 301, Merchandise Information (Non-Textile)</td>
</tr>
<tr>
<td>B.A. 325, Corporation Finance</td>
<td>B.A. 334, Credits and Collections</td>
</tr>
<tr>
<td>†Ret. 310, Store Service Laboratory</td>
<td>†Ret. 311, Store Service Laboratory</td>
</tr>
<tr>
<td>Ret. or B.A. Elective</td>
<td>Ret. 306, Retail Buying</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
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<tr>
<td>16-17</td>
<td>16-17</td>
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</tbody>
</table>
UNIVERSITY OF OMAHA

First Semester
Ret. 401, Retail Merchandising ... 3
Ret. 405, Retail Advertising and Sales Promotion 3
†Ret. 410, Store Service Laboratory 2
Ret. or B.A. Elective 3
Electives 4
---
15

Second Semester
Ret. 408, Retail Personnel Management 3
Ret. 414, Problems in Retailing 3
B.A. 448, Business Policy and Administration 3
†Ret. 411, Store Service Laboratory 2
Electives 4
---
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.
†Male students may elect Air Force ROTC.
‡A minimum of 4 credits of Store Service Laboratory are required for graduation; approved Retailing or B.A. electives may be substituted for all or any part of the remaining four credits.

Suggested electives:
- Elementary Design
- Costume Design
- Interior Decoration
- Typewriting
- Psychology

- Elementary Accounting
- Introduction to Statistics
- Salesmanship and Sales Management
- Government and Business
- Business Cycles

TWO-YEAR PROGRAM IN RETAILING

Mr. Davison, Adviser

FIRST YEAR

First Semester
Ret. 205, Retail Salesmanship ... 2
*English 109 or 111, Elementary Composition 4-3
B.A. 121, Personal Development or Psych. 111, Introduction to Psychology 3
B.A. 128, Introduction to Business 3
†P.E. 111, Physical Education 1
Electives 3
---
16-15

Second Semester
*English 111 or 112, Composition 3
B.A. 101, Elementary Accounting or B.A. 100, Secretarial Accounting 3
Speech 201, Speech for Business and Industry 3
Econ. 211, Principles of Economics 3
†P.E. 112, Physical Education 1
Electives 3
---
16

SECOND YEAR

First Semester
B.A. 333, Principles of Retailing 3
B.A. 331, Principles of Marketing 3
Econ. 212, Principles of Economics 3
**The humanities, the social sciences, the natural sciences 3
Ret. 302, Merchandise Information (Textiles) 3
†P.E. 211, Physical Education 1
---
16

Second Semester
B.A. 336, Principles of Advertising 3
B.A. 315, Business Communications and Reports 3
**The humanities, the social sciences, the natural sciences 3
Ret. 306, Retail Buying 3
†P.E. 212, Physical Education 3
Electives 3
---
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.
†Male students may elect Air Force ROTC.
SECRETARIAL

A student may enter advanced courses in shorthand and typewriting by passing proficiency tests, which may be arranged with the instructor.

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

11 **Elementary Shorthand:** Fundamentals of the Gregg System; dictation up to a minimum of 60 words per minute; beginning transcription.
   Credit 3 hours (I—II) ....................................... Miss Holley, Miss Minteer

12 **Intermediate Shorthand:** Development of reading skill; dictation up to a minimum of 90 words per minute; transcription. Prerequisite: B.A. 11 or 60 words per minute.
   Credit 3 hours (II) ........................................... Miss Holley, Miss Minteer

17 **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

18 **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. 17 or one-half to one unit of high school credit.
   Credit 2 hours (I, II, S) ..................................... Miss Holley, Miss Minteer

29 **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. 18 or 40 words per minute on proficiency test.
   Credit 2 hours (I, II) ......................................... Miss Holley

35 **Advanced Shorthand:** Business vocabulary; review of most used words; development of speed up to a minimum of 120 words per minute; transcription. Prerequisite: B.A. 12 or 90 words per minute.
   Credit 3 hours (I) ............................................. Miss Holley, Miss Minteer

36 **Secretarial Practices:** Continuation of dictation and transcription; punctuation drills; secretarial traits and duties; office behavior; application for positions; Dictaphone, Ediphone, mimeograph; electric typewriter, and other business machines. Prerequisite: B.A. 29 and B.A. 35 or 120 words per minute in shorthand and 60 words per minute in typewriting.
   Credit 3 hours (II) ............................................. Miss Holley
40 **Advanced Secretarial Practices:** A course designed for senior secretarial students to correlate and increase skills in typewriting, shorthand, secretarial techniques, voice writing machines, duplicating machines, and other related skills. Development of speed in shorthand to 140 words per minute and typewriting to 70 words per minute. Prerequisite: B.A. 29 and B.A. 36. Credit 3 hours (II) ............................................ Miss Holley

**BUSINESS MANAGEMENT**

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. 101 or 100 prerequisite to 102. 2 hrs. lecture, 2 hrs. lab. Credit 3 hours each (I, II, S, C—I, II, S, C) ... Mr. Helmstadter, 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. Goeser

128 **Introduction to Business:** A systematic, descriptive survey of the organization and operation of business. The following aspects of business are surveyed: the legal and organizational structure of business, accounting, statistics, financing and risk bearing, personnel management, factory management, marketing, competition and regulation. Credit 3 hours (I, II) ............................................ Mr. Goeser, Mr. Nelson

201 **Intermediate Accounting:** A more intensive study of basic accounting theory, corporate accounting problems, accounting statements and ratios. Second semester, current assets, tangible and intangible fixed assets, investments, liabilities, funds and reserves, determination of net income, statement of application of funds. Prerequisite: B.A. 102; 201 prerequisite to 202. Credit 3 hours each (I, II) ............................................ Mr. Hockett

223 **Job Analysis and Advancement:** A course designed to help the student weigh his qualifications for different kinds of employment, and to match employer needs with his abilities so that he may get ahead in his present position or find a better one. Credit 3 hours (E) ............................................ Mr. Haynes

301 **Advanced Accounting:** A detailed study of partnerships, joint ventures, consignment and installment sales, insolvency and receivership, branch, parent and subsidiary relationships. Prerequisite: B.A. 202. 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) ....... Mr. Helmsdatter

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) ......... 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. Goeser, Mr. Nelson

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 contracts, agency and negotiable instruments. Second semester, partnerships, corporations, personal property, security for credit transactions, real property, trade regulations, labor and the law. B.A. 128 prerequisite to 323; 323 prerequisite to 324. Credit 3 hours each (I, S, C—II, S) .... Mr. Lewis, Mr. Nelson, Mr. Wilson

325 **Corporation Finance:** The concept of the corporation, corporation securities, securing capital, internal financial control, expansion and readjustments. Prerequisite: B.A. 128 and Economics 212. Credit 3 hours (I) .................. 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 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 (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) ..........................  

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 (E) ..................................... Staff

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 (E) ..................................... Staff

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 (I, II, C) ................................. 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 (II) .................................................. Mr. Lewis

346 **Real Estate Law:** Real estate law governing estates in realty, acquisition of title, easements, liens, taxation, leasing, brokerage, 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. Prerequisite: B.A. 128. Credit 3 hours (I, II) ........................................ Mr. Call, Mr. Lewis

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 or B.A. 355. Degree credit will not be given for both B.A. 351 and Ret. 408. Credit 3 hours (I, II) ........................................ Mr. Call, Mr. Lewis

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 and B.A. 128. Credit 3 hours (I) .................................................. Mr. Call, 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. Prerequisite: B.A. 128 and Economics 212. Credit 3 hours (I, C). ... 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

376 **Social Insurance:** Insurance coverage provided by state and federal governments; social security, unemployment insurance, workmen's compensation and other social or government insurance plans. Prerequisite: B.A. 371. Credit 2 hours (I). ... Mr. Wilson

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. 338 or equivalent and B.A. 331. 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 (E). ... 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, 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 **Budgetary Control:** Principles and objectives of budgetary control in commercial and industrial enterprises; preparation of typical budgets; report preparation and analysis. Prerequisite: B.A. 102 and B.A. 350 or B.A. 355. Credit 3 hours (II). ... Mr. Crossman

411 **Accounting Systems:** A study of the principles of accounting system installations and of their relationship to internal control; design of accounting forms and the use of mechanical devices considered in connection with each step of system design and installation. Prerequisite: B.A. 301 and B.A. 306. Credit 3 hours (I). ... Mr. Crossman
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; cost accounting and budgets; accounting theory and auditing questions and problems. Prerequisite: B.A. 301 and 306. May be taken concurrently with B.A. 408. Credit 3 hours (II) Mr. Crossman

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, C) Mr. Davison

Wholesaling: The field of wholesaling; types of wholesale organizations; organization, operation and management of wholesale establishments including location, buying, receiving, warehousing, stock control, advertising and selling, order handling and traffic, and office management; governmental aspects of wholesaling. Prerequisite: B.A. 331. Credit 3 hours (II) Mr. Bull, Mr. Call

Industrial Purchasing and Materials Control: An examination of objectives, principles, and methods that enter into the work of managing the functions of supply in industry. Considers various problems including those relating to organization, procedure, policies, planning of materials requirements, procurement, receiving, storing, and disbursing. Prerequisite: B.A. 331 or B.A. 350 or B.A. 355. Credit 3 hours (II) Mr. Call

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 (II) Mr. Call

Real Estate Appraisals: Fundamentals of real estate valuation and appraising; factors affecting value; valuing land, valuing improvements and the valuation of special classes of property; appraisal practice, depreciation and obsolescence, appraising rules, the mathematics of appraising. Prerequisite: B.A. 344. Credit 3 hours (E) Mr. Lewis

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 3 hours (I, C) Mr. Wilson

Business Policy and Administration: A study of business problems from the management point of view; lectures and discussion by prominent business men in the community relative to policy formulation, administration and control. The point of view is that of members of the top management group in charge of the various major functions of a business enterprise. Prerequisite: Senior standing; B.A. 325, B.A. 331, and B.A. 350 or B.A. 355. Credit 3 hours (II) Mr. Crossman

Special Problems in Business Administration: Individual investigation of specific problems in the fields of accounting, corporation organization and finance, industrial management, personnel, marketing, insurance and real estate. Credit 1 to 3 hours in any one semester; maximum, 6 hours (I, II) Mr. Lucas
Business Administration Laboratory: Under the guidance of the major adviser in the student's area of specialization, the senior student will apply his professional knowledge in a part-time employment situation in commerce or industry. Supplementary text and periodical materials in the area of specialization will be a part of the required reading for the course. Prerequisite: Permission of the major adviser in the senior student's area of specialization.
Credit 2 hours (I-II) .................................. Mr. Crossman, Mr. Lewis

RETAILING

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, II) .................................. Mr. Davison

Merchandising 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

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. Jones

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

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

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

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

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. Degree credit will not be given for both Ret. 408 and B.A. 351.
Credit 3 hours (II) .................................. Mr. Bull, Mr. Davison

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
AIR FORCE ROTC

The purpose of the Air Science course is to furnish training in leadership, and practice in organized action by groups, and to qualify students for duty with the Air Force of the United States of America in time of an emergency. The courses are designed to develop self-reliance, confidence, initiative, courtesy, and a keen sense of duty while preparing the student to perform service for our country in time of peace or war. Upon successful completion of the Air Science Course and graduation from the University, the student is tendered a commission as a second lieutenant in the United States Air Force Reserve.

The Department of Air Science is organized as a regular instructional department of the University of Omaha and, like any other department, functions according to standards, rules, and policies of the University.

TWO AND FOUR-YEAR PROGRAMS

The program of military instruction includes a two-year basic course and a two-year advanced course. The basic course is designed to lay a foundation of intelligent citizenship and to provide training in military subjects common to all branches of the service. It is prerequisite to the advanced course unless waived because of previous military service. Basic course may be totally waived for veterans and portions may be waived for those who have attended military schools or participated in high school ROTC programs, however it is recommended that all freshmen enroll in Air Science 101.

Students voluntarily enroll in the basic course at the time of regular registration and practically all incoming male freshmen are eligible. Classes are held two hours per week with an additional hour devoted to military drill and leadership development. The student receives two hours of college credit for each semester completed. Text books, uniforms, and training equipment are furnished at government expense. Students are not, however, in the military service and assume no military obligations.

The advanced course students are selected from upper division students who apply for entrance into the advanced program. Classes are held four hours per week with an additional hour devoted to leadership development. Three hours of upper division credit are given for each semester completed.

SIX-WEEK SUMMER CAMP

A summer camp training period of approximately six weeks is included in the program during the summer between the junior and senior years. This training is accomplished at one of the Air Force bases in order that the student may observe personally the operation of Air Force Units and familiarize himself with air base activities.
Students in the advanced course receive commutation in lieu of rations, the value of which is determined yearly by the Department of the Air Force. The commutation amounts to approximately $27.00 per month and is paid quarterly. During summer camp training, students receive travel pay to and from camp, rations, quarters, and pay of approximately $75.00 per month.

For advanced program students the Air Force furnishes text books, reference books, and officer-type uniforms. The student completing the course may keep the uniform. A student entering the advanced course will be required to agree to accept a commission if it is tendered.

Military Science students who remain in good standing in the program will be deferred from the draft.

AIR SCIENCE AND TACTICS

LT. COL. WOOD, PROFESSOR OF AIR SCIENCE AND TACTICS; LT. COL. ASP, MAJORS WHALEY, STEFFEY, BURNETT, CAPTAINS BOWER, THOMPSON, ASSISTANT PROFESSORS.

NOTE: Following are listed courses of the regular day school. Courses are offered as indicated: I, first semester day school; II, second semester day school.

AIR SCIENCE COURSES

101 Air Science I—Basic: Introduction to aviation; fundamentals of global geography; international tensions and security structures; instruments of national military security. Drill; basic military training.
2 hours lecture, 1 hour drill.
Credit: 2 hours each (I—II)

201 Air Science II—Basic: Elements of aerial warfare; targets; weapons; delivery aircraft; the air ocean; bases and forces; careers in the USAF. Leadership laboratory; cadet non-commissioned officer training.
2 hours lecture, 1 hour drill.
Credit: 2 hours each (I—II)

301 Air Science III—Advanced, Supply Logistics, Administration and Air Operations: The Air Force commander and his staff; problem solving techniques; the communications process and Air Force correspondence; military law, courts and boards; applied air science; Air Force base functions. Leadership laboratory.
4 hours lecture, 1 hour drill.
Credit: 3 hours each (I—II)

401 Air Science IV—Advanced, Administration and Staff Functions: Leadership seminar; career guidance; military aspects of world political geography; military aviation and the art of war; briefing for commissioned service. Leadership laboratory.
4 hours lecture, 1 hour drill.
Credit: 3 hours (I—II)
THE COLLEGE 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 College of Adult Education is divided into three main divisions—the division of academic studies, the division of general education and the division of community service.

1. THE DIVISION OF ACADEMIC STUDIES (degree credits) includes the evening session of the University, in which is offered a selection of courses in the liberal arts, the applied arts and sciences, business administration, education, and adult education for those adults and part-time students who wish to direct their work toward an academic degree or professional certificate.

The Correspondence Study Department provides stand-by service for those persons who wish to continue their education but who are unable to participate in resident classes. Students may enroll at any time. No more than twenty-five credits earned through the correspondence study plan may be applied toward an undergraduate degree.

2. THE DIVISION OF GENERAL EDUCATION (certificate credits) offers numerous formal and informal 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 DIVISION OF COMMUNITY SERVICE offers a variety of informal educational services to the community through the medium of lectures, seminars, forums, clubs, institutes, publications, special bulletins, and similar services which may be arranged from time to time to meet the needs of special groups.

Numerous training programs are arranged cooperatively with various business and industrial firms and organizations in the Omaha area as a part of the community service of the College of Adult Education.

TV CLASSROOM

The College of Adult Education presents credit courses in cooperation with television station KMTV, Channel 3. These courses generally carry 2 credit hours. No more than 25 credit hours may be earned via television courses and/or correspondence study courses in work toward an undergraduate degree. Credit for television courses is granted only upon successful completion of a final comprehensive examination at the University. Registration and inquiry should be addressed to TV Classroom, University of Omaha.
PRE-PROFESSIONAL CURRICULA

Adults may pursue several pre-professional curricula through evening and Saturday courses of the College of Adult Education. Adults desiring to study part time on a pre-professional curriculum should consult with the adult education counselor.

ADULT COUNSELING AND TESTING

Since many adults must seek education on a part-time basis and in an irregular fashion, it is important that they receive special counsel in setting goals and selecting courses. A full-time counselor is available through the College of Adult Education. Afternoon and evening appointments may be arranged. Call or write the Adult Education Office.

The adult counselor will arrange a testing appointment on a fee basis for adults wishing more detailed information about their academic proficiency, interests, personality traits and aptitudes as an aid to planning a course of study.

ADMISSION TO COURSES

Courses are open to all individuals who present evidence of their ability to profit by the work of the College of Adult Education. However, those who desire credit toward University degrees must satisfy University entrance requirements.

Credit courses of the College of Adult Education may be found in the course offerings of the colleges of Arts and Sciences, Applied Arts and Sciences, Education, and Business Administration. These courses are designated by the letter "E".

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 Dean. 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.
CREDIT AND AUDIT STUDENTS

Registrants in the College of Adult Education are divided into two broad classes:

1. CREDIT STUDENTS—Persons who register to secure academic credit toward university degrees, teachers’ certificates, or other objectives where degree credits are a recognized mark of achievement are classified as students.

2. AUDIT STUDENTS—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

All University fees are listed on page 39.

DIPLOMAS IN ADULT EDUCATION

To encourage continuity of study and to provide appropriate recognition of achievement, the College 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 College of Adult Education are accepted for credit toward a teacher’s certificate or the renewal thereof, provided the student meets the specific requirements of the State which issues the certificate.

Further information on the evening College program may be obtained from the Dean.

CERTIFICATE IN REAL ESTATE

The College of Business Administration offers through the College of Adult Education a 15-hour certificate program in the field of real estate.
UNIVERSITY OF OMAHA

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, four-fifths of the last 30 or more hours of which shall be in 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>
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<tbody>
<tr>
<td>1. (a) English composition</td>
<td>6</td>
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<tr>
<td>(b) The humanities</td>
<td>12</td>
</tr>
<tr>
<td>(c) Psychology, history, government, and social sciences</td>
<td>12</td>
</tr>
<tr>
<td>(d) Mathematics, natural or physical science</td>
<td>10</td>
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<td></td>
<td>40</td>
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<tr>
<td>2. (a) Area of concentration (departmental)</td>
<td>30</td>
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<td>(nine hours of which may be in a cognate field)</td>
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<tr>
<td>3. (a) Electives</td>
<td>55</td>
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<tr>
<td>(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.)</td>
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The required core courses and areas of concentration of study may be flexible in character to meet the needs of the mature student.
The purpose of this title is to give direction to the work taken by the mature, adult student in the College of Adult Education. The requirements are intended to encourage a reasonable degree of concentrated study, and to develop a general background for future work towards a baccalaureate degree.

**SPECIFIC REQUIREMENTS**

1. **TOTAL CREDITS:** Each candidate must present a total of 64 semester hours with an average grade of "C" in this or other approved colleges.

2. **ENGLISH:** Each candidate must present 6 semester hours in English.

3. **THE THREE DIVISIONS:** The student must meet the requirements of the following three divisions:
   - **A. Humanities** ................. 6 semester hours (Art, English, foreign languages, music, philosophy, religion, and speech)
   - **B. Social Sciences** .................. 6 semester hours (Economics, government, history, psychology, and sociology)
   - **C. Natural Sciences** ............... 4 semester hours (Biology, chemistry, mathematics, and physics)

4. **AREA OF CONCENTRATION:** The student will work with a counselor in selecting an area of concentration consisting of 12 semester hours. Courses will be in a subject field or a related field. Credits used to meet any one of the requirements under 3, above, may also be used in the area of concentration.

5. **SUMMARY OF CREDITS REQUIRED:**
   - English ................................ 6 semester hours
   - The three divisions .................... 16 semester hours
   - Area of concentration ................. 12 semester hours
   - Electives ............................. 30 semester hours
   - **TOTAL CREDITS** ................... 64 semester hours

**GENERAL REQUIREMENTS**

1. To be eligible for this title, a student must be 21 years of age at the time it is granted.

2. Eighteen (18) semester hours of credit must be earned in residence at the University of Omaha.

3. Eight (8) semester hours of credit in military science will be accepted as electives in meeting the total credit requirements for the title.
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 two terms: The Intersession 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 Regular Session is divided into two terms of 5 weeks each. Short Sessions or University Unit Courses (1 to 3 weeks in length) offer intensive professional courses for students in specialized fields of learning. The Unit Courses are designed primarily for busy people who cannot spare the time for a longer period of study during the summer. In addition, evening courses are offered during the summer for a period of eight weeks, two nights a week, beginning with the first term of 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 credits toward a degree or certificate, the standard University entrance requirements 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 a Unit Course and earn 1 to 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 additional 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

All University fees are listed on page 39.
THE GRADUATE DIVISION

Mr. Hosman, Chairman; Mr. Emery, Mr. Garlough, Mr. Gorman, Mr. Hill, Mr. Sullenger, Mr. Claude Thompson, 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 on application to the Graduate Division of the University. Application for admission should be made to the Chairman of the Committee on Graduate Studies on a form provided for that purpose. 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.

ADMISSION TO CANDIDACY FOR A DEGREE

After the student has successfully completed nine semester hours of graduate work, and has passed the required oral preliminary 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 Commencement and in January and August.
UNIVERSITY OF OMAHA

THE MASTER OF ARTS DEGREE

Graduate study in psychology, education, sociology, English and history and government; and minor studies in mathematics and the sciences, ordinarily lead to the degree 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 501, Educational Research, as a first course and Education 550, Seminar, as the last course, and will usually be arranged to conform to the following general pattern:

1. Twenty-one semester hours in major field of specialization, such as, elementary education, secondary education, educational administration, and guidance.
2. Nine 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, education guidance, and nursing education. For more specific information relating to specialized teaching fields, the student should consult the catalog of the Graduate Division.

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. With the approval of the adviser and the Committee on Graduate Studies, the student may arrange in advance to transfer no more than six hours graduate study earned at another institution, when such study brings desirable enrichment or specialized courses to the student’s graduate program.

Credits used to meet requirements for a master’s degree in one area of study may not be counted as meeting requirements for another degree in another field of study.

Residence Requirements—A minimum of thirty semester credit hours in residence 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.

Academic Standing—A grade “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 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 required to do supplementary work in the course under the direction of the instructor 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.

Information—Further information may be secured at the Office of the Chairman of the Committee on Graduate Studies, Room 184.

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 Division fees are listed on page 39.

SOCIAL GROUPS

The Graduate Club is open to all graduate students, both men and women. There are four meetings a year, three dinners and a picnic.

Phi Delta Gamma is a national fraternity for graduate women in all fields. Membership is by invitation.

COURSES AVAILABLE FOR GRADUATE CREDIT

For detailed description of these courses, refer to departments indicated.

Courses numbered 500 are open to graduate students only. Courses numbered 400, offered primarily for undergraduate credit, are open to graduates by special permission. 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. Other courses may be taken for graduate credit by special permission and upon approval of the graduate committee.
Graduate students should consult the Chairman of the Committee on Graduate Studies and the head of the major department before registering.

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*By special permission.
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